

**ANNAPOLIS HISTORIC PRESERVATION COMMISSION (HPC)
ANNUAL REPORT FOR 2013**

During 2013 the Historic Preservation Commission, was successful with a number of project and policy accomplishments in support of their goal to preserve the National Landmark Colonial Annapolis Historic District. The Commission reviewed and issued 206 Certificates of Approval for improvements in the Landmark Annapolis Historic District for 2013.

HPC Officers & Members

Sharon Kennedy serves as Chair of the HPC. She is past president of Historic Annapolis Foundation and a homeowner in the Historic District.

Tim Leahy serves as Vice Chair. He has a degree in architecture from University of Virginia and experience in construction management.

Kim Finch is a landscape architect with over 30 years of experience, who possesses a certificate in historic preservation at Goucher College.

Bronte Jones served as Treasurer at St. John’s College. Her responsibilities for the past 10 years have included the maintenance, upkeep and renovation of historic buildings in both Annapolis, Maryland and Austin, Texas. She resigned from the Commission in June of 2013.

Jay Kabriel possesses a degree in architecture from Columbia and teaches the topic at Catholic University.

Rock Toews is a historian, small business owner and Eastport resident and recently served on the Heritage Commission.

Pat Zeno is a long time resident of the City and homeowner in the District.

Sara Phillips serves as Architect of the Naval Academy with extensive experience in architectural design and construction management. She was appointed to the Commission in December of 2013.

HPC Membership Criteria

There are currently no vacancies on the Commission. However, HPC membership reflects the professional requirements of the State of Maryland Land Use Article as well as the local ordinance which states “Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines.” In 1998 the City Code was amended requiring that all Commission members must be City residents, reversing a 1996 change which permitted two non-resident members. Any future vacancies on the Commission should be filled with residents who have expertise in the specified fields, and with an eye towards filling any professional shortfalls in the overall composition of the HPC. .

HPC Commission Membership & Attendance

2013	Jan 8&24	Feb 12&28	Mar 12&28	Apr 9&25	May 14&23	June 11&27	Jul 9&25	Sep 10&27	Oct 8&24	Nov 12 **	Dec 10 **
-------------	-------------------------	--------------------------	--------------------------	-------------------------	--------------------------	---------------------------	-------------------------	--------------------------	-------------------------	--------------------------	--------------------------

Sharon Kennedy Chair	2	2	2	2	2	2	2	2	2	1	1
Tim Leahy Vice Chair	2	2	2	2	2	2	2	2	2	1	1
Pat Zeno	2	1	2	2	1	2	2	2	2	1	1
Kim Finch	2	1	2	2	2	1	1	2	2	1	1
Bronte Jones	1	1	1	2	1	1	Member Resigned				
Rock Toews	2	2	2	1	2	2	2	2	1	1	-
Jay Kabriel	2	2	2	2	2	2	2	2	2	1	-
Sara Phillips	New Member as of 12/2013										1

1- Indicates present at one of the two regularly scheduled meetings

2- Indicates present at both of the regularly scheduled meetings

** - No administrative meeting scheduled

No Meetings were held in August

On-going, non-property specific activities undertaken by the HPC:

- Convened a core team to support development of a **Hazard Mitigation Plan for the Historic District**. Working with P&Z, DNEP, DPW, EPARM, MEMA, MAP and WORA as core members. In partnership with MainStreets Annapolis Partnership, secured grants from the National Trust for Historic Preservation (\$25,000) and Preservation Maryland (\$4,000) to fund planning and survey phase of project. Certified Local Government grant application approved by Maryland Historical Trust for an additional \$25,000 matched for previously awarded grants. HPD consulting funds provided addition \$6,000 in required matching funds.
- HPC Education:
 - Developed a program of trainings/publications to assist property owners & tenants interested in learning about responsibilities and resources available for preserving properties in the Annapolis Historic District and National Register District.
 - HPD Staff conducted 3 Realtor Training workshops attended by a total of approximately 100 realtors and property owners. These workshops continue to be available on an as requested basis.
 - HPD Staff developed a “Walk Annapolis” History Scavenger Hunt Maryland Day program in partnership with Heritage Commission and MainStreets Annapolis Partnership. Program participation included residents/visitors to Annapolis, many with children. Brochure produced

and provided to CVB, local businesses and available online showcasing the historic and architectural artifacts around the Annapolis Historic District.

- HPC partnered with MAP to host a workshop presentation by the National Park Service on development of a Cultural Landscape Survey and Management Plan. This workshop was attended by approximately 45 preservationists and residents in anticipation of the release of the Draft City Dock Master Plan.
 - HPC hosted “Rehab Right” a workshop on materials and methods for the sensitive stewardship of historic properties attended by almost 50 property owners and tradespeople.
- HPC Policies & Procedures
 - Working with HPC Staff, commission members reviewed national standards for Economic Hardship and drafted and approved an Economic Hardship policy & procedures for use in the Annapolis Historic District.
 - HPC reviewed draft Enforcement Policy during a public meeting, supported changes and moved for acceptance pending final review by Office of Law.
 - HPC staff drafted procedures for Historic Tax Credit program which were approved by the HPC and implemented.
 - HPC supported revision to the Historic Tax Credit program enhancing the tax credit to 25% for commercial properties, for restoration projects, for life safety and hazard mitigation improvements.
 - Banner Procedures, Placement and Approvals: HPC worked with special events staff to develop clear criteria for the use and placement of banners in the Historic District. HPC worked with DPW to streamline processes and make installation both efficient and consistent.
 - Survey and Inventory
 - P&Z Intern completed inventory and condition assessment of existing news racks and portable signage in Historic District. Enforcement delayed due to lack of staff resources to move forward.
 - Inspections & Enforcement

HPD Staff works with commission to address poorly maintained properties in the Historic District. Monthly reporting is now standard at HPC hearings. Staff track violations in the Historic District working with DNEP on issuance of Notice of Violations, citations or stop work orders.

 - All Sidewalk Café permit holders sent a notice letter and, as applicable, an administrative COA regarding approval status of existing Sidewalk Café furniture.
 - Legislative Referral and Review

Throughout 2013 the HPC reviewed legislation referred from the City Council and developed and communicated feedback on several initiatives. Primary amongst them was the City Dock Master Plan. The HPC held public hearings on the CDMP and crafted 2 sets of comments for use by the Council in their deliberations.

January

- The Commission issued 20 Certificates of Approval (COA) with 17 reviewed administratively and 3 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff reviewed 1 new Historic Tax Credit application and certified \$32,000 of work in qualifying expenditures, pending approval. Pending applications – 27 with estimated \$656,499.98 pending property improvements which translates to \$65,649 in anticipated tax credits for the 2014 tax year.
- Staff tracking 10 violations with either DNEP or HPD Notice of Violations, citations or stop work orders.

February

- The Commission issued 13 Certificates of Approval (COA) with 12 reviewed administratively and 1 through public hearing.
- HPC conducted 2 pre-application meetings.
- Historic Tax Credit (HTC) applications - Pending applications – 27 with estimated \$656,499.98 pending property improvements which translates to \$65,649 in anticipated tax credits for the 2014 tax year.

March

- The Commission issued 11 Certificates of Approval (COA) with 10 reviewed administratively and 1 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 6 new Historic Tax Credit applications for \$117,843 of work in qualifying expenditures, pending approval. Pending applications – 33 with estimated \$744,343 pending property improvements which translates to \$74,434 in anticipated tax credits for the 2014 tax year.
- Staff is currently tracking 13 violations in the Historic District with either DNEP or HPD Notice of Violations, citations or stop works issued.

April

- The Commission issued 17 Certificates of Approval (COA) with 13 reviewed administratively and 4 through public hearing.
- HPC conducted 1 pre-application meeting.
- Commission staff received 2 new Historic Tax Credit applications for \$45,750.00 of work in qualifying expenditures, pending approval. Pending applications – 35 with estimated \$820,092.98 pending property improvements which translates to \$82,009 in anticipated tax credits for the 2014 tax year.
- HPD co-sponsored with Historic Annapolis a Preservation Month lecture on Saturday, May 11 at City Hall. Speaker was Gordon Bock, former editor of Old House Journal speaking on renovation of the Vintage House.

May

- The Commission issued 33 Certificates of Approval (COA) with 30 reviewed administratively and 3 through public hearing.
- HPC conducted a Closed Session on May 14, 2013, in accordance with Maryland State Government Article Section: 10-508(a) (7) to consult with counsel to discuss a recent

court decision.

- HPC conducted 2 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$29,194.70 of work in qualifying expenditures, pending approval.

June

- The Commission issued 3 Certificates of Approval (COA) with 1 reviewed administratively and 2 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$25,280 of work in qualifying expenditures, pending approval. Pending applications – 37 with estimated \$845,913 pending property improvements which translates to \$84,591 in anticipated tax credits for the 2014 tax year.
- Staff is currently tracking 19 reported violations in the Historic District that directly resulted from a Maryland Public Information Act request from SPAW, LLC. These violations are for replacement vinyl windows without an HPC Certificate of Approval.
- HPD co-sponsored with MainStreets Annapolis Partnership and Four Rivers Heritage a workshop on Cultural Landscape Assessments for Historic Districts on June 26 at the Charles Carroll House. Speakers from the National Park Service spoke to a crowd of appx. 50 design, preservation, planning and heritage professionals.
- HPC completed reviewed and adopted at June Administrative Hearing criteria and Rules of Procedure for consideration of Economic Hardship exclusively for use in the Annapolis Historic District.

July

- The Commission issued 23 Certificates of Approval (COA) with 20 reviewed administratively and 3 through public hearing.
- Commission staff received 1 new Historic Tax Credit application for \$35,325 of work in qualifying expenditures, pending approval. 13 projects completed, certified by HPC and approved by Finance for 2014 Historic Property Tax Credit. Total work certified = \$ 258,494.15 which translates to \$25,849 in qualified tax credits. 12 applications pending certification and approval for 2014 tax year = \$259,002.47 in qualified work.
- Staff participated in a District Court hearing on 2 Maryland Avenue placement of vinyl windows without HPC Certificate of Approval. Court continued to find in favor of HPC and supported abatement request to file an application with the HPC. Defendant has filed an appeal.

August

- The Commission issued 23 Certificates of Approval (COA) with no public hearings.
- Commission staff received 1 new Historic Tax Credit application for \$29,000 of work in qualifying expenditures, pending approval.

September

- The Commission issued 16 Certificates of Approval (COA) with 12 reviewed administratively and 4 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 1 new Historic Tax Credit application for \$16,380 of work in qualifying expenditures, pending approval. Pending applications -- 25 with estimated \$631,322 pending property improvements which translates to appx. \$63,132 in

anticipated tax credits for the 2015 tax year.

- Staff is currently tracking 27 reported violations in the Historic District.
 - HPD Staff met with Baltimore Regional National Association of Remodelers Industry on September 25th.
 - HPD Staff partnered with the West Annapolis Heritage Partnership and Historic Annapolis for an informal no-host roundtable lunch for preservationists and historic site owners on September 25th.
 - HPD Staff met with Coldwell Banker Realtors on September 19th to review Historic Tax Credit / Easement programs
 - HPD hosted a Rehab Right training for residents and MD HPCs on the use of appropriate materials/methods of repair to properties in Historic Districts on September 28th.

October

- The Commission issued 23 Certificates of Approval (COA) with 20 reviewed administratively and 3 through public hearing.
- HPC conducted 2 pre-application meetings.
- Commission staff received 2 new Historic Tax Credit applications for \$32,818 of work in qualifying expenditures, pending approval.
- Staff is currently tracking 27 reported violations in the Historic District.
- Chief of Historic Preservation presented at Eastern Shore Planning Conference on Hazard Mitigation Planning for Annapolis Historic District, served on Historic Rehab Awards Jury for National Housing Rehabilitation Association and was elected to National Alliance of Preservation Commissions Board

November

- The Commission issued 15 Certificates of Approval (COA) with 12 reviewed administratively and 3 through public hearing.
- Historic Tax Credit (HTC) application - 1 new application received for \$14,194.80 of work in qualifying expenditures, pending approval.

December

- The Commission issued 9 Certificates of Approval (COA) with 8 reviewed administratively and 1 through public hearing.
- HPC conducted 1 pre-application meeting.
- Chief of Historic Preservation provided guidance and recommendations to DNEP and P&Z regarding historic setting of Primrose Hill, a site identified for housing development outside of the Historic District which contains a Colonial-era Manor House notable for its extant historic integrity AND its association with noted colonial artists, John Husselius and Charles Wilson Peale

During the upcoming year, beyond its standard responsibilities of project review of Certificates of Approval in the Landmark Annapolis Historic District, the Commission will update its Rules of Procedure for consideration of contested cases. In addition, the Commission will continue to work with the Office of Emergency Preparedness & Risk Management and other key agencies to develop the Hazard Mitigation and Response Plan for the Landmark Annapolis Historic District.

Sharon Kennedy, Chair

Annapolis Historic Preservation Commission