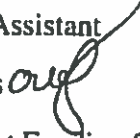


Council Agenda Report

Date: April 24, 2017
Prepared by: LaSara Kinser, Planning and Zoning Assistant
Submitted by: Odie Wheeler, Director, Public Works 
SUBJECT: Acceptance and Appropriation of Grant Funding for completion of Historic Preservation Commission design guidelines.

Recommendation: That Council:

- A) Accept the grant award, in the amount of \$15,000;
- B) Authorize staff to do a budget appropriation in the amount of \$15,000 increasing the Public Works budget and;
- C) Authorize staff to release a Request for Proposals (RFP) for completion of the Historic District Guidelines.

Discussion: In February of 2017, Council authorized staff to apply for grant funding from the Maryland Certified Local Governments Program in the amount of \$15,000 to hire a consultant to revise and complete the proposed Historic District Design Guidelines. Staff is pleased to report that the Maryland Historical Trust has awarded the City of Cambridge the full \$15,000 for this project.

Pending the acceptance of the award, staff anticipates the following schedule for the completion of the project:

May-June 2017: Staff will issue the RFP, receive bids, and select a proposal for contractual services.

July 2017-January 2018: Working with the Historic Preservation Commission, consultant and the public, staff will coordinate revisions to the document and solicit for public comment on those revisions.

February-March 2018: Staff will present the revised document to City Council for review and receive any comments.

April-July 2018: Staff will propose the final document to the City Council for adoption.

We are confident that by following this schedule, we can meet our project completion deadline, which is July 31, 2018.

Fiscal Impact: The grant has been awarded in the full amount and is completely reimbursable, therefore there will be no net cost to the City to complete this project.

Approved by: Sandra Tripp-Jones, City Manager 