



LOCAL HISTORIC DESIGNATION: NEIGHBORHOOD PROCESS AND TIPS HISTORIC KENWOOD EXPERIENCE

I. Resident Driven Process: Motivation to preserve character & charm of the neighborhood, thoughtful exterior renovations, and assurance new construction design complements the neighborhood

II. Process Overview:

a. Establish the Team

i. Team captain/project manager: keeps process moving, assures accuracy, ensures communication with all affected property owners

- One overall leader/co-leader
- Larger geographic area will need block captains to assure communications

ii. Researcher (s): Collects information and references from library & Museum of History to document the historical significance of the proposed designation:

- Newspaper archives at Main Library to search for articles or advertisements about the neighborhood, key builders or residents in the early days
- City Directories at Main Library
- Section maps at Museum of History to show original development plats

iii. Writer (s): Narratives and home descriptions

- St. Petersburg Preservation Department staff will provide copies of old property cards, Sanborn map, and Florida Site File documents for properties located in National Register Historic Districts. The staff are extremely helpful and always available for questions and input
- Use the above for historic correlation and comment on current state (i.e. front porch open or closed, window replacements, major renovations, etc.)

iv. Photographer(s): Photos of front and rear of each home to include in the application

b. Communication

i. Informal meeting(s) of neighbors to inform of team's upcoming efforts

- Host at someone's home, park, etc.
- Block captains knock on doors and/or leave notes
- Include phone number & email address of Overall Leader
- Gather email addresses to assure regular communication & updates
- Provide City's FAQ document

ii. First Public meeting: All residents in proposed area are invited to an informational meeting with the City's Preservation Department

- Question/Answer session
- Host at venue that will accommodate expected numbers

- iii. Regular email communications with all property owners to keep apprised of progress
- iv. Provide updates at Neighborhood Association meetings and in Neighborhood Association communications (newsletter, Facebook, etc.)
- v. City will provide formal letter and mailing labels to send to all homeowners in proposed district and those living within 200 feet of the proposed district for two quasi-judicial Public Hearings. Applicant responsible to make copies of the document, stuff and label envelopes, purchase stamps, pay for "Certificate of Mailing" documentation (must go to Post Office), and USPO will mail

c. Funding

- i. \$200 baseline application fee plus \$10 per home required to submit application. Maximum cost is \$1000
- ii. Mailing costs associated with formal notices of the two quasi-judicial public meetings (first with the CPPC and the second with City Council). Must pay for copies, envelopes, postage, and certificate of mailing fees
- iii. Ask neighbors to donate to cover costs
- iv. Grant dollars may be available to help cover application fee costs.

d. Ballots

- i. Mailed by the City to all impacted homeowners
- ii. 50% plus 1 required to vote YES in order to submit the application
- iii. Ballots that are not returned count as a NO vote
- iv. Critical for block captains to go door to door to remind neighbors to vote and to mail the ballot OR to provide block captains with sealed ballots

III. Application:

- a. Submit completed application with fee to Laura Duvekot (in person or can mail)
- b. Submit documentation of Proof of Mailing (for public hearings) to Laura Duvekot (in person or can mail)

V. Public Hearings:

- a. Process is the same for both the CPPC and Council Public Hearings
- b. City Preservationist presentation (up to 10 minutes)
- c. Applicant presentation (up to 10 minutes).
- d. Opposition (if any) also has up to 10 minutes to present
- d. Individual public comments (up to 3 minutes apiece)
 - To the extent possible, coordinate messaging as the speakers are asked to not simply repeat what someone has said
- e. Assure good turnout to voice support