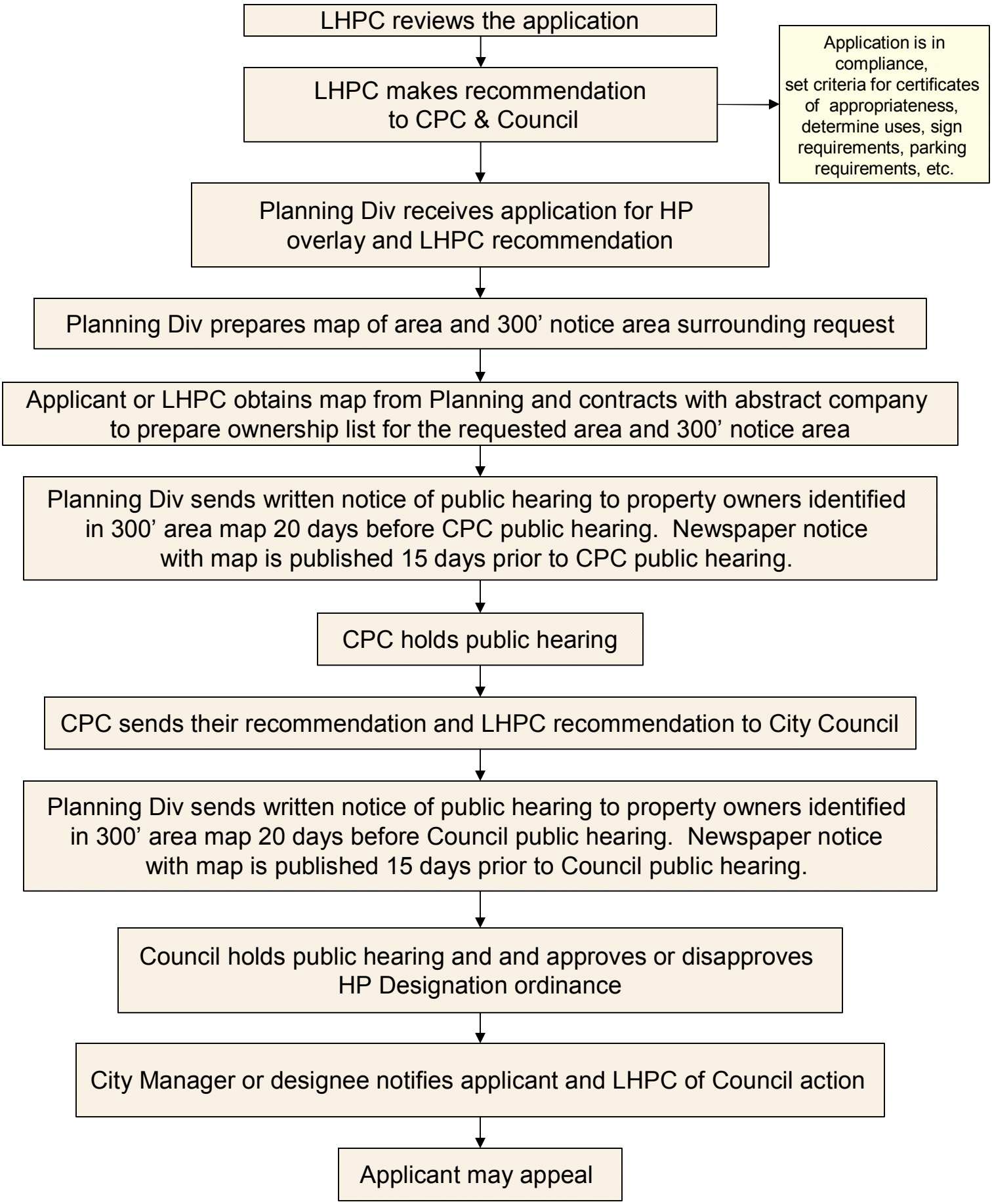STEPS IN HISTORICAL PRESERVATION OVERLAY DESIGNATION PROCEDURE