

NOTICE OF MEETING
HISTORIC PRESERVATION COMMISSION
CITY OF ST. GEORGE
WASHINGTON COUNTY, UTAH

Public Notice

Notice is hereby given that the Historic Preservation Commission of the City of St. George, Washington County, Utah, will hold a regular meeting at the City Hall Conference Room, 175 East 200 North, **January 17, 2023**, commencing at **12:00 p.m.**

The agenda for the meeting is as follows:

CALL TO ORDER

1. **Benjamin F. Pendleton Home**
Follow up on rehabilitation to the home.
2. **CLG Application Discussion**
Discuss submission of the CLG application.
3. **MINUTES**
Consider approval of the December 13, 2023, meeting minutes.

ADJOURN

Reasonable Accommodation: The City of St. George will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs. Please contact the City Human Resources Office at (435) 627-4674 at least 24 hours in advance if you have special needs.

2024 CLG Grant Application Instructions

Each year the Utah State Historic Preservation Office (SHPO) must pass-through a minimum of 10% of the State's annual apportionment of the Historic Preservation Funds (HPF) to Certified Local Governments (CLGs) for eligible activities. Previously, the CLG grant has been non-competitive with a 'first come, first served' acceptance policy. Two factors have worked in concert to change the type of grant process, first being the number of communities requesting funds are higher than the allotted funds in a grant cycle, which is exacerbated by changes in funding limits for certain types of activities.

In 2022, updated federal policies from the National Park Service have allowed the SHPO to increase grant awards for Development grant projects (rehabilitation on National Register-listed properties). The SHPO recognizes that the demand for development grant projects will increase with the higher grant amounts. In order to create a fair process for CLGs to apply for higher grant amounts, the 2024-2025 CLG Grant Application is a competitive process. This means that it is important that CLGs carefully plan out their proposed projects and submit a strong application. CLG Grant Applications will be reviewed by a panel of Secretary of Interior Qualified individuals. Any panel review members will recuse themselves from discussion and scoring of any application for which they may have a conflict of interest. It is anticipated that not all grant applications will receive funding and some applications may not receive their full grant requested amount.

WHO CAN APPLY?

Any Utah CLG with 'active' status and no current grant is eligible to compete for these funds by submitting an application. The SHPO is available and happy to assist CLGs in identifying and developing acceptable projects. CLGs are strongly encouraged to consult with SHPO staff before they submit any application. If you have questions about the application or your proposed project, contact Alena Franco, afranco@utah.gov.

STATE FUNDING PRIORITIES

The SHPO has established the following funding priorities for the 2024-2025 grant cycle in keeping with the Statewide Preservation Plan. Grants will be awarded based on funds available and alignment with priorities. Funding preference will be given to rural communities and project types **in the following order**: [Refer to Appendix A for project descriptions and details regarding documentation for grant application submission].

1. **Survey**: Reconnaissance Level Surveys

- CLGs may apply for up to \$12,000 to \$15,000 for larger cultural resource surveys.

2. **Development:** Rehabilitation work on National Register-listed properties. A CLG may include 1-2 different properties at the maximum for this project.

- CLGs may apply for up to \$10,000 for projects that lack a current feasibility study, drawings, plans, specifications or other necessary pre-construction work. *Submit photos showing the overall view of the building and all proposed work areas.*
- CLGs with projects that have pre-construction documentation such as studies, drawings, plans, etc. may apply for up to \$20,000. *Pre-construction documentation must be submitted with CLG Grant Application with photos showing the overall view of the building and all proposed work areas.*

3. **National Register Nominations**

- CLGs may apply for up to \$12,000 to \$15,000 for Historic District or Multiple Property Submissions (with lower thresholds for individual listings).

4. **Pre-Development**

- While this is a lesser priority for funding, this is a good opportunity for a CLG to receive grants to make themselves more competitive in the next cycle for having a pre-development plan. CLGs may apply for up to \$10K.

5. **Preservation Planning**

- CLGs should be availing themselves of planning opportunities early to ensure effective strategic targeting of future grants to address above priorities. CLGs may apply for up to \$10K.

6. **Education and Outreach**

- CLGs are always encouraged for creative public outreach and education opportunities and applications are not discouraged for this category, but will receive less priority in funding if competition is tight. CLGs may apply for up to \$10K.

GRANT DISTRIBUTION STRUCTURE

It is the intent of the SHPO that every reasonable effort be made to distribute CLG-designated funds among as many eligible governments as possible. Each grant application will be reviewed by the following rubric metrics.

1. Demonstrated Need (10 pts)

- a. Why is this project needed in your community?
- b. What is the rationale and significance of this project?
- c. Have you looked for other funding sources for this project?

2. Preparedness (10 pts)

- a. Is the project description well written and descriptive of the details?
- b. Does the applicant provide the necessary information/documentation for the project type?
- c. Does the budget include costs that are necessary and reasonable?

3. Public Benefit (10 pts)

- a. Who will benefit from the completion of your project?
- b. What impact will the project have on your community?
- c. Does the community support the project?

4. Does the project further the State Historic Preservation Goals/Objectives? (10 pts)

- a. Is the project one of the high priority grant projects? [Survey, Development, or National Register Nomination?]
- B. How does the proposed project have a beneficial impact on present and future preservation efforts of the CLG?

APPENDIX A -- Grant Project Types

SURVEY

Reconnaissance Level Surveys (RLS): Systematic architectural surveys conducted by professional consultants or archaeological surveys conducted by qualified archaeologists. In the grant application, describe the survey area and the approximate number of buildings or sites. RLS products include photographs of buildings in the survey area, a survey map, computerized survey data (entered into Preservation Pro), and a survey report with recommendations for future research. The consultant rate is approximately \$20-\$30 per building. Archaeological surveys must generate completed UAS (Utah Archeological Site Form) forms for each site. Please consult with the SHPO when planning RLS projects.

Describe the geographic area of the survey (street boundaries if applicable) and the estimated total # of properties to be surveyed.

Intensive Level Surveys (ILS): Historical documentation of buildings, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. In the grant application, describe the survey area and the approximate number of buildings or sites. Archaeological and historic site consultants must meet professional requirements (contact SHPO for details). Whether completed by professional consultants or trained volunteers, the documentation must meet SHPO standards. Costs vary but consultants can typically charge \$1,000-\$2,000 per building and potentially \$30/acre for archaeological survey (above a baseline report writing cost). Please consult with the SHPO when planning ILS projects. *List the street addresses of properties to be surveyed.*

DEVELOPMENT

Development activities include labor and material costs for rehabilitating National Register properties and stabilizing and/or testing archaeological resources (must be on the National Register prior to application). As part of the development grant, the property owner will be required to sign a Preservation Agreement (SHPO will provide). A Preservation Agreement obligates the owner to maintain the property for a period of five years so as to preserve its historical significance and character-defining features.

List the National Register property (street address) that will have rehabilitation work done. Describe the proposed work items in detail. All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." Detailed answers give the panel a better understanding of your project and will be helpful in the panel review. A CLG may include 1-2 different properties at the maximum for this project.

Submit with your application the following documentation:

1. Pre-construction documentation such as feasibility studies, reports, plans, etc. if applying for more than \$10K.
2. Photos (JPEGs) of an overall view of the building and each proposed work area.

NATIONAL REGISTER NOMINATIONS

This involves completing registration forms and all supporting documentation (maps, prints, image files on CD, copies of research, etc.) required for National Register designation. It is usually best to hire a consultant to complete these complex forms. Consultants must meet professional requirements (see Appendix B). While the range of costs vary the typical amount is roughly \$2,000-\$4,000 per individual nomination; \$8,000-\$15,000 for historic district nominations (if surveys are already completed); and \$10,000-\$15,000 for Multiple Property Submission (MPS) overview documents.

PRE-DEVELOPMENT (architectural/engineering studies)

Preparation of feasibility studies, working drawings, and specifications for the rehabilitation, preservation, and stabilization of properties eligible for the National Register. Projects must meet the Secretary of the Interior's "Standards for Rehabilitation and should be performed by appropriate professionals.

PRESERVATION PLANNING

Includes administering a local historic preservation program, conducting historic preservation commission meetings, preparing or updating local historic preservation plans, ordinances, design guidelines, and related activities.

EDUCATION & OUTREACH

Projects that involve historic buildings and archaeological sites are eligible. Briefly describe the proposed project, specify the type and quantity of the "products," and break down the costs as specifically as possible.

Eligible educational activities include:

- Developing websites, apps, and social media offerings focused on historic properties;
- Preparing and printing walking-tour brochures;
- Archaeology and Preservation Month activities (lectures, presentations, awards, etc.);
- Attending/participating in historic preservation-related conferences and workshops.

Ineligible educational activities include:

- General local history research and educational materials (e.g. local history books);
- Museum-related activities such as collection care and exhibits;
- Most interpretive markers and plaques, including National Register plaques, are not an eligible expense (consult with SHPO for details).

Please note that all **published/printed materials**, whether hard-copy or electronic, must include two paragraphs of specific language required by the National Park Service. Contact the SHPO for details.

PROGRAM ADMINISTRATION

Includes staff and office expenses associated with administering the CLG grant, including contract management, soliciting bids, preparing reimbursement requests, etc. Expenses for conducting historic preservation commission meetings and related activities should be included under Preservation Planning. **Program administration costs are limited to 15% of the total project budget.**



Utah Certified Local Government (CLG) Program Grant Application 2024-2025

The purpose of the CLG grant program is to assist local governments with their historic preservation activities. Only local governments that have achieved CLG status through the State Historic Preservation Office (SHPO) are eligible to apply. **Please review the CLG Grant Application Instructions before completing this application. Make certain that you carefully read all of the required criteria and provide clear answers to each question. These are competitively reviewed grants and incomplete answers will not score well.**

Email the completed application no later than EOD on **February 16, 2024** to:

Alena Franco, CLG Coordinator: afranco@utah.gov

Notification of grant awards will be made by mid-March. The grant period runs from April 1 through August 31 of the following year (16 months).

A. APPLICANT INFORMATION

Name of CLG: _____

Contact Person: _____

Address: _____

City: _____ UT Zip: _____

Email: _____

City or County UEI #: _____

B. GRANT REQUEST/BUDGET SUMMARY

Grant Request: \$_____ (This amount is reimbursable)

Local Match: \$_____ (Same amount as Grant Request. Please do not include over-match.)

Total Project Budget: \$_____ (Grant Request + Local Match. Should equal Total in Section C3.)

Match Source: _____ (Local govt. funds, private funds, other, etc.)

Match Type: _____ (Cash, in-kind services, etc.)

Signature (CLG Chair or Chief Elected Official)

Title

Date

PROPOSED SCOPE OF WORK

C1. PROJECT TYPES: Mark all of the project types that apply to your grant request. See Appendix A for details on project types. ADDITIONAL DOCUMENTATION REQUIRED FOR DEVELOPMENT PROJECTS, SEE APPENDIX A

- ☐ Survey (RLS, ILS, Archaeological Survey)
- ☐ Development (rehabilitation work on National Register properties)
- ☐ National Register Nominations
- ☐ Pre-Development (architectural/engineering studies)
- ☐ Preservation Planning
- ☐ Education and Outreach
- ☐ Program Admin

Did you consult with the SHPO during the preparation of this application? ☐ YES ☐ NO
Working with the SHPO staff is highly recommended.

C2. PROJECT DESCRIPTIONS: List and provide details for each activity checked above, including relevant details, such as the number of properties, proposed work, and/or final deliverables. Refer to the CLG Grant Application Instructions for more details about what information to provide.

Project Type and Description	Project Cost	Estimated Start & Completion Dates

C3. Public Benefit: Provide a detailed description of the community need your project will address. Why is this project needed? Who benefits from the completion of this project? How does this project have a beneficial impact on present and future preservation efforts of the CLG? Have you looked for other funding sources for the project?

C4. PROJECT BUDGET: Itemize all of the costs that apply to your project. This grant requires a 50/50 match of local funds or donations.

- List the estimated costs for each activity indicated in the above section.
- **Program Administration costs are limited to 15% of the Total Project Budget.**

Project Type	Expenses	Costs
	City or County Employee _____ hours at \$ _____ per hour	
	City or County Employee _____ hours at \$ _____ per hour	
	Travel: _____ miles at 62¢ per mile	
	Travel: _____ miles at 62¢ per mile	
	Misc. office supplies, postage, etc.	
	Professional services: _____ hours at \$ _____ per hour	
	Professional services: _____ hours at \$ _____ per hour	
	Professional services:	
	Professional services:	
	Professional consultant, _____ buildings or sites at \$ _____ each	
	Professional consultant, _____ buildings or sites at \$ _____ each	
	Professional consultant:	
	Professional consultant:	
	Trained volunteers, _____ hours @ \$16.20 per hour	
	Trained volunteers, _____ hours @ \$16.20 per hour	
	Materials (specify)	
	Materials (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Other costs (specify)	
	Total (must equal Total Project Budget in Section B, Page 1)	

APPENDIX A -- Project Types

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Program administration costs are limited to 15% of the total project budget.

The Utah State Historic Preservation Office (SHPO) and the Certified Local Government (CLG) program receive Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.

NOTICE OF MEETING
HISTORIC PRESERVATION COMMISSION
CITY OF ST. GEORGE
WASHINGTON COUNTY, UTAH

Public Notice

Notice is hereby given that the Historic Preservation Commission of the City of St. George, Washington County, Utah, will hold a regular meeting at the City Hall Conference Room, 175 East 200 North, **December 13, 2023**, commencing at **12:00 p.m.**

PRESENT: Bob Nicholson, Member
Susan Crook, Member
Rick Atkin, Chair
Scott Messel, Member

EXCUSED: Allan Carter, Member
Bette Arial, Member
Cortney Haslam, Member

CITY STAFF: Carol Winner, Planner III
Daniel Baldwin, Attorney
Brenda Hatch, Development Services Office Supervisor

called the meeting to order.

1. CLG Training

Alena Franco, CLG Coordinator with the Utah State Historic Preservation Office will provide CLG training and discussion.

Certified Local Government program. The whole purpose to get technical assistance and money to preserve historical, or landscapes. Commission duties are to advise City Council about items related to historic preservation, conduct surveys, promote and conduct public education, review and comment to the SHPO regarding properties in the community on properties that are applying for national registration, apply and administer grants.

Grants are available every January will receive the application by email January 1, can turn in by February. Grants are matching grants 50/50 CLG are a max of \$20,000 any kind of money as long as it's not federal. Grant cycle runs for 16 months starting April 2024 runs to August 2025.

Grant Projects – Survey, National Register Nominations and Development have highest priority. Pre-Development, Preservation Planning, Education and Outreach less so.

Development is rehab on any national registered projects. (Most popular grant project) Can use for public or private owned buildings. Can count for anything on the building. Can be split between different properties.

National Registration Nomination – pushed because of what is available at the national level. Individual, Historic District and Multiple Building.

Pre-Development – Architectural/Engineering studies, recommendations on what to do.

Preservation Planning – Meetings etc.

Education and Outreach – Workshops for local communities, walking tours, attending historical conferences. NAPC National Alliance of Preservation Commissions conference every 2 years. Mailers, monthly newsletters for historical district properties.

Discussed the application for the CLG grant.

Alena Franco – We think it would be great if St. George got a district. You can double dip if you want. You can get the tax credit over and over to rehab the homes. There is a federal tax credit as well for rentals or Airbnb's as well.

T-Mobile hometown Grant January to March for shovel ready projects for the Pioneer Courthouse.

2. **MINUTES**

Consider approval of the November 15, 2023, meeting minutes.

MOTION: Bob Nicholson made a motion to approve the minutes of November 15, 2023.

SECOND: Scott Messel

AYES: (5)

Bob Nicholson, Member

Scott Messel, Member

Susan Crook, Member

Rick Atkin, Chair

NAYS: (0)

Motion Carries

ADJOURN

MOTION: Susan Crook made a motion to adjourn.

SECOND: Scott Messel

AYES: (5)

Bob Nicholson, Member

Scott Messel, Member

Susan Crook, Member

Rick Atkin, Chair

NAYS: (0)

Motion Carries