

## **VOLUNTEER OPPORTUNITY**

### **Historic Preservation Commission**

The City of Coeur d'Alene is seeking nine commission members for the new Historic Preservation Commission.

To receive consideration, please submit the attached Professional Data Sheet along with a letter of recommendation and additional documentation outlining qualifications by fax, email, hard copy delivery, or mail to: Amy Ferguson, Executive Assistant, City of Coeur d'Alene, 710 E. Mullan Avenue, Coeur d'Alene, ID, 83814. FAX: (208) 769-2366, PHONE: (208) 666-5754. EMAIL: [AMYF@CDAID.ORG](mailto:AMYF@CDAID.ORG) *Due November 1, 2019 by 5:00PM.*

#### **Qualifications:**

All members of the Commission shall have a demonstrated interest, competence, or knowledge in history or Historic Preservation. The Commission should include a member or members who have professional training or experience in the disciplines of architecture, history, architectural history, urban planning, archaeology, engineering, conservation, landscape architecture, law, or other historic preservation-related disciplines (see Requirements below)

#### **Requirements**

- The Commission shall have:
  - At least two (2) members who also serve on the historic preservation commission of Kootenai County; and
  - At least two (2) members who meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards as set out in the Federal Register, Vol. 62, No. 11, dated Friday, June 20, 1997; which include: *Archaeology (prehistoric, historic archaeology); Architectural History; Conservation; Cultural Anthropology; Curation; Engineering; Folklore; Historic Architecture; Historic Landscape Architecture; Historic Preservation Planning; Historic Preservation; History, or similar fields.*

Additionally, commissioners must have the willingness and ability to:

- Attend regular meetings.
- Communicate effectively and form positive working relationships with others.
- Work cooperatively with other committee members, city staff, and the public to achieve the goals of the commission.
- Spend time assisting with grant writing and/or historic preservation studies.
- Receive training and technical assistance from the State Historic Preservation Office.

Please note, commission members do not need to be a resident of the City of Coeur d'Alene, but preferably reside within Kootenai County.

**Role of the Commission:**

- Advise Mayor and City Council on matters of historic preservation.
- Oversees Historic Preservation efforts in Coeur d'Alene.
- Assist the Planning Department with grant writing and historic preservation studies.

The purpose of the new Historic Preservation Commission is to promote the educational, cultural, economic, and general welfare of the public of the City of Coeur d'Alene through the identification, evaluation, and designation of those buildings, sites, districts, areas, structures, and objects that constitute or contain significant elements of historic, architectural, archaeological, and cultural interest reflecting the heritage of the City, the State, and/or the Nation.

The Historic Preservation Commission will meet at least quarterly. Once the commission is formed, the location and day/time will be established. All meetings are open to the public and publicized to allow and promote public participation in the decisions of the commission.

**Duties of the Commission:**

- Conduct surveys of local historic properties.
- Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequest, or donation.
- Recommend methods and procedures necessary to preserve, restore, maintain, and operate historic properties under the ownership or control of the City.
- Recommend the lease, sale, or other transfer or disposition of historic properties subject to rights of public access and other covenants, and in a manner that will preserve the property.
- Recommend designation of properties as historic and recommend the establishment of historic districts.
- Contract, with the approval of the Council, with the state or federal governments, or any agency of either, or with any other organization on matters of historic preservation.
- Cooperate with the federal, state, and local governments in the pursuance of the objectives of historic preservation.
- Make recommendations in the planning processes undertaken by the City.
- Recommend ordinances or other actions for the purposes of historic preservation.
- Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City as funding allows.
- Commission members, employees, or agents of the Commission may enter private property, buildings, or structures in the performance of their official duties only with the express consent of the owner or occupant thereof.
- Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction and make recommendations to the appropriate agency.
- Take public comment and testimony on issues of historic preservation

**Commission Terms:**

The terms of the members shall be staggered so that the terms of no more than three (3) members expire in any one year. Initial appointments to the Commission shall be made as follows: Three (3) members shall hold office for a term of one (1) year; three (3) members shall hold office for a term of two (2) years; and three (3) members shall hold office for a term of three (3) years. All subsequent appointments shall be made for three-year terms.

***PLEASE NOTE: \* Members of the commission will be selected without respect to political affiliations and shall serve without compensation.***

**DUE NOVEMBER 1, 2019 by 5:00PM.**

# Certified Local Government Program in Idaho

## PURPOSE OF THE CLG PROGRAM

The Certified Local Government (CLG) program is a partnership between local communities, the State Historic Preservation Office (SHPO), and the National Park Service. The CLG program is intended to help local communities preserve and protect their important historic resources, provide local communities a more active degree of participation in the National Register of Historic Places program, a greater say in any federally funded projects in their area which may impact historic resources, and generally support local historic preservation efforts through technical assistance and grants.

## WHO CAN PARTICIPATE IN THE CLG PROGRAM?

Any city, county, parish, township, tribe, or municipality which meets the program requirements and completes application process. There are currently 37 CLGs in Idaho.

## BENEFITS OF BECOMING A CLG

- Shows a commitment to local heritage, community character, and quality of life.
- Access to technical Assistance from SHPO, which includes: commission support and training; assistance with surveys and nominations; general program assistance and support.
- Access to CLG Grants only available to CLGs.

## DOES THIS INVOLVE PROPERTY RESTRICTIONS?

**NO.** There is no required design review component to participate in the Idaho Certified Local Government program. There are only two (2) situations which involve design review: 1. If there are **Federal funds** involved in a bricks-and-mortar project (e.g. – Federal Tax Credits or CLG Grant funds); or 2. If the **local community** decides to pass a **local** ordinance requiring it for historic districts (e.g. – local zoning code requirements).

## THE REQUIREMENTS TO BECOME A CLG

There are few, specific minimum requirements that a community has to meet before they can apply to become a CLG; the community will be expected to

maintain these requirements for as long as they wish to continue to participate in the program.

- Have a Historic Preservation Commission as established by local ordinance
  - A demonstrated interest, competence, or knowledge in historic preservation
  - 5-10 members appointed by governing authority, with an effort to represent specific historic preservation disciplines
  - Appointment terms up to 3 years; can be reappointed
  - Solicit expertise when reviewing National Register nominations (if necessary)
  - Regular professional development/training
- Conduct a Survey and Have a System to Maintain an Inventory
- Public Participation in the Preservation Program
- Encourage Local Preservation Planning Efforts
- Enforce Local and State Preservation Laws.

## HISTORIC PRESERVATION COMMISSION DUTIES

- Minimum Duties
  - Participate in nominating properties to the National Register of Historic Places
  - Act as liaison to the public on historic preservation matters
  - Advise officials and other departments on the protection of historic/cultural resources and participate in local planning and decision making processes
- Other Duties Allowed Under State Law
  - Conduct surveys of local historic properties
  - Contract with state or federal governments
  - Recommend ordinances
  - Promote and conduct educational and interpretation programs
- Design Review **only** if adopted by local ordinance; not required for CLG status

## FOR MORE INFORMATION:

For more information, please contact:

Pete L'Orange  
Historic Preservation Planner/CLG Coordinator  
Idaho State Historic Preservation Office  
210 Main Street  
Boise, ID 83702  
208-488-7471

[Pete.lorange@ishs.idaho.gov](mailto:Pete.lorange@ishs.idaho.gov)

<http://www.history.idaho.gov/location/shpo>

# Certified Local Government Grant Program

Every year, the State Historic Preservation Office (SHPO) receives funds through the National Park Service (NPS). These funds – called the Historic Preservation Fund (HPF) – comes from off-shore oil lease money, not taxes. The HPF provides funds and support to all of the SHPOs around the county. By law, the SHPOs must pass a minimum of 10% of their HPF to their Certified Local Government partners.

## WHO CAN GET CLG FUNDS?

CLG grant funds are only available to designated CLG communities; non-CLG communities are not eligible to apply. And it must be the local government to apply; individuals, local businesses and non-profits cannot apply, except through the local government.

## IS THERE A LOCAL MATCH?

**Yes.** The CLG Grant program is a 50/50 matching grant. However, the local match can usually be met through in-kind sources, such as City Staff and/or Commissioner time, volunteer time and donations, and other non-federal funds.

## HOW ARE THEY DISTRIBUTED?

The CLG grants are awarded on a competitive basis, and funding is not guaranteed for every application, although SHPO works hard to make the money go as far as possible. The grant applications are scored on the project scope, the project administration, the proposed budget, and additional considerations (such as status of active/outstanding CLG grants, community support, et cetera).

CLGs are allowed to apply for more than one project in any given year; however, each project will be scored on its own merits, and the SHPO very well may not be able to fund more than one (1) project per CLG.

The CLG grants are reimbursable grants.

## ELIGIBLE TYPES OF PROJECTS

- Architectural surveys (Thematic and/or Geographic) and Archaeological surveys
- Preparation of National Register of Historic Places nominations
- Design guidelines and historic context reports
- Acquisition and Development (including “bricks-and-mortar” projects)

- Develop community historic preservation plan
- Publishing educational materials
- Public/HPC training, education, and workshops

NOTE: CLG funded projects must be related to the National Register of Historic Places

## WHAT CAN THE GRANT PAY FOR?

Because the CLG Grants are ultimately Federal funds, there are limits on what kinds of costs are considered eligible for reimbursement. These typically include: Consultant Fees; Printing Costs; Project-Related Travel Expenses; Training Registration Fees; and some Program Administration costs.

## CLG GRANT CYCLE

The CLG Grants are on the Federal calendar (October to September), and must be used within a two year window. The typical grant cycle is as follows:

October 1	Call for Applications Released
December 31	Applications Due
February 15	Awards Announced
Spring	Grant Agreements Processed
June 1	Anticipated Project Start date
May 31	Projects Completed
Summer	Review and Revision period
September	Grant Closeout

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<http://www.history.idaho.gov/location/shpo>

City of Coeur d'Alene  
Boards/Commissions/Committees  
**PROFESSIONAL DATA SHEET**

Name:	Date:
Residence Address:	
Years at Current Residence:	In Kootenai County:
Home Phone: (    )	Business Phone: (    )
Cell Phone: (    )	FAX: (    )
Business Address:	
Years at Business Address:	EMAIL Address:
Committee/Commission/Board Preference:	
Area(s) of Expertise:	
Experience (Please attach a resume if possible)	
Education (Circle Highest Grade/Degree Completed) <b>    Middle School    High School    AA    BA/BS    MA/MS    Ph.D.</b>	
Please list other certifications, awards, etc.:	
Committees/Commissions/Boards on which you serve:	
Present:	
Past:	
Comments:	
Please list any other community organization involvement:	
<b>PLEASE ATTACH AT LEAST ONE LETTER OF RECOMMENDATION</b>	
Signature	Date
<p><b>Please return to:</b> Amy Ferguson, Administration 710 E. Mullan Avenue Coeur d'Alene, ID 83814-3958 Phone: (208) 666-5754 FAX: (208) 769-2366</p>	