



**Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2025**

Application Coversheet

Applicant/Local Government

Name: City of Sandpoint- Arts, Culture and Historic Preservation Commission
Address: 1123 Lake Street
Address: Sandpoint, ID 83864
Telephone: 208-946-2705
UEI No.: RZM8FV444HU5

City/County Staff Contact

Name: Heather Upton- Arts and Historic Preservation Planner
Address: 1123 Lake Street
Address: Sandpoint, ID 83864
Telephone: 208-946-2705
E-mail: hupton@sandpointidaho.gov

Grant Coordinator (if different from City/County Staff Contact)

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

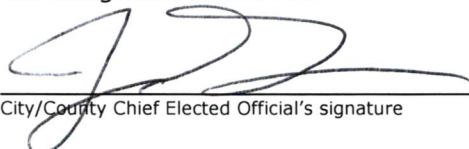
Budget Summary

Total CLG Grant request: 10,000
Total Matching share: 10,000
Total cost of all project(s): 20,000
Source(s) of match: City Planning Budget

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: 
City/County Chief Elected Official's signature

Date: 1/28/25

Print: Jeremy Grimm
Title: Mayor

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Objective:

The objective of this proposal is to develop comprehensive design guidelines that align with the City's zoning ordinance, specifically Titles 9-1 (establishing permitting requirements) and 9-2 (establishing land use regulations for the Commercial A zone), which encompasses the City's Historic Resources. These guidelines will advance the preservation of the historic character and integrity of the downtown area while establishing a clear and structured review process for permit applications. The guidelines aim to highlight the contributing properties while facilitating new infill development that complements the historic fabric of the downtown core. By fostering cohesive design, these guidelines will help maintain the unique character of the downtown, while allowing for thoughtful, context-sensitive development.

Work to be Performed:

The National Register Historic District, established in 1984 and expanded in 2018 from a 2015 reconnaissance study, will guide the geographic scope. City staff, with the Arts, Culture, and Historic Preservation (ACHP) Commission, will investigate district boundaries, conduct community engagement, and draft the preservation ordinance. The consultant will assist in reviewing the work and developing draft design standards for historic and new properties. Recommendations for a Standard Operating Procedure (SOP) will also be provided to guide City officials and applicants. City staff will oversee public hearings to ensure transparency and community involvement.

How the Project Relates to State and Local Goals:

This project supports Goal #1 of the State Preservation Plan by educating decision-makers and the public on historic preservation and engaging the community in preservation efforts. Locally, it aligns with the Sandpoint Arts, Culture, and Historic Preservation Plan (2021, supported by CLG grant funds), and the 2024 Comprehensive Plan, which emphasize the need for tools to protect historic resources and ensure that new development respects the character of historic buildings.

How the Project Relates to the Secretary of the Interior's Standards:

The project ensures compliance with the Secretary of the Interior's Standards by providing a framework to preserve historic integrity, safeguard distinctive features, and follow best practices in historic preservation.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

The deliverables outlined in this scope of work include the creation of Design Guidelines for the Historic Preservation Ordinance and a Standard Operating Procedure (SOP), both of which are intended to support the Historic Preservation Ordinance. The Design Guidelines will provide City officials and property owners with clear guidance on how to preserve and maintain the historic integrity of their buildings, while also addressing design standards for new infill construction within the district. The Standard Operating Procedure will serve as a workflow template for applicants to proceed through the development and building process seamlessly.

Project: Historic Preservation Ordinance and Guidelines

Applicant: City of Sandpoint

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Historic Preservation Ordinance Timeline

March-August: Draft Historic Preservation Ordinance:

- Understanding and establishment of boundary
- Draft permitting requirements
- Community engagement (town hall style meetings, stakeholder groups, commission meetings)

August: RFP for Consultant

September: Consultant Selection

October-December: Draft design guidelines and standard operating procedure followed with adoption of Historic Preservation Ordinance and Guidelines

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. - "consultant," "architect," "building contractor," et cetera).

The City of Sandpoint will provide administrative support for the project, with Heather Upton, the Arts and Historic Preservation Planner serving as the project lead. She will work closely with the ACHP Commission and local historic preservation experts to ensure the successful execution of the project.

Additional staff involved in the project include Bill Dean, City Planner; Kathryn Keeney, Assistant Planner; and Krista Lester, Planning Technician. The project will be reviewed by Jason Welker, the Community Planning and Development Director, to ensure alignment with City planning goals. Final approval will be facilitated by Mayor Grimm, the Planning and Zoning Commission, ACHP Commission and the Sandpoint City Council.

The consultant, selected from the SHPO's approved consultant list, will be responsible for reviewing existing documents, drafting design standards, and recommending a Standard Operating Procedure (SOP) for the design review process. City staff will oversee the conclusion of the project, ensuring the successful implementation of the new design standards through ordinance amendments and the adoption of the design guidelines.

Please note that staff has consulted with multiple qualified consultants to ensure the budget request accurately reflects the project's scope and requirements.

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?

Yes ☒ No ☐

Applicant: City of Sandpoint

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Project: Historic Preservation Ordinance and Guidelines

Item	Federal Share	Local Match		Total
		Cash	In-Kind	
Project Consultant Fees	\$ 10,000.00			\$ 10,000.00
Consultant Fees- City Planning Budget		\$ 10,000.00		\$ 10,000.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
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Subtotals		\$ 10,000.00	\$ 0.00	
Totals	\$ 10,000.00	\$ 10,000.00		\$ 20,000.00



Alexis Matrone
Historic Preservation Planner/CLG Coordinator
State Historic Preservation Office
210 Main Street Boise, ID 83702

Dear Alexis,

I am writing to express my support for the application's request for assistance in developing Design Guidelines and a Standard Operating Procedure for Sandpoint's first local historic district. Staff and I are currently in the process of drafting a design review ordinance, which we aim to have adopted by the Fall. The City has conducted extensive community outreach and planning to establish the local historic district, in line with the City Council's directive to address design standards for Sandpoint's historic downtown.

The planning initiatives that support this decision are outlined in the following documents:

- Adopted 2021 Arts, Culture, and Historic Preservation Master Plan
- 2023 Downtown Design Report
- 2024 Adopted City of Sandpoint Comprehensive Plan

The schedule of this grant aligns perfectly with the project scope for developing new design standards for Sandpoint's Downtown Historic District. Staff is in the initial stages of establishing historic district boundaries and approval structure related to regulations. We greatly appreciate your consideration and support as we move forward with this important initiative.

Sincerely,


Jason Welker
Community Planning and Development Director