



Certified Local Government Program

2025 CLG Grant Application

**FFY 2025 grant funding provided by the
National Park Service/Historic Preservation Fund**

Grant Period: October 1, 2024 – September 30, 2027

**Vermont Certified Local Government Program
2025 Grant Application Form**

Application Deadline: On or before 4:30 PM, Monday, December 16, 2024.

What to Submit: All application materials must be submitted prior to the application deadline. A complete application consists of the following items, in the following electronic formats:

- Application Form, signed by the applicant, the Chair of the CLG Commission, and the Chief Elected Local Official (or designee). Submit a scanned PDF of the complete application with all signatures.
- Proposed Budget Form, signed by the Chief Elected Local Official (or designee). Submit the following:
 - a scanned PDF of the signed Proposed Budget Form, and
 - an MS Word version of the Proposed Budget Form.
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project. Submit these materials as PDFs.

How to Submit the Application: Please submit all the above items as attachments to an email message, identified as follows:

Email Subject Line: *[Name of CLG Community] – 2025 CLG Grant Application*

Attachments: *[Name of CLG Community] – Application Form (PDF)*
 [Name of CLG Community] – Proposed Budget Form (PDF & Word)
 [Name of CLG Community] – Supporting Materials (PDF)

Where to Submit: All application materials should be submitted electronically via email to Lindsay.Pacheco@vermont.gov

**If you have any questions about the application process, please contact
Laura V. Trieschmann at 802-505-3579 or laura.trieschmann@vermont.gov**

**Vermont Certified Local Government Program
2025 Grant Application Form**

To complete this Grant Application, simply click in the gray text boxes and type your responses. Please keep your responses as concise as possible and specific to the proposed project.

Name of CLG Community: Shelburne, VT

Name of CLG Coordinator: Aaron DeNamur

Telephone: 802-264-5033

Email: adenamur@shelburnevt.org

Mailing Address: P.O. Box 88
Shelburne, VT 05482

Name of Municipal Treasurer: Linda Barker

Telephone: 802-264-5036

Email: lbarker@shelburnevt.org

Project Name: Shelburne Historic Preservation and Design Review Guidelines Update

Will this project be administered by a designated third party? Yes or No

If yes, name of organization: _____

Project Category: Please check the appropriate category below and provide the requested information as indicated or on a separate page.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

Survey Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be surveyed (indicate on map);
- estimated number of properties to be surveyed;
- estimated number of acres to be surveyed;
- status of completion of town-wide or city-wide survey; and
- plans for completion of survey.

National Register Project. *Please describe in Project Summary:*

- purpose of the project;
- building or historic district to be nominated (indicate on map);
- property type or theme for Multiple Property nomination;
- for a historic district, the number of contributing properties within the district;
- status of completion of town-wide or city-wide survey;
- plans for completion of survey; and
- status of survey through the National Register process.

Preservation Planning Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be covered by the plan (describe and indicate on map);
- status of completion of town-wide or city-wide survey, and plans for completion of survey; and
- status of survey through the National Register process.

- Information and Education Project.** *Please describe in Project Summary:*
 - purpose of the project;
 - audience, methods and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

- Pre-Development Project.** *Please describe in Project Summary:*
 - purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

- Development Project.** *Please describe in Project Summary:*
 - purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.
 - Please include a location map showing the footprint of the building, the parcel boundaries, and any areas of possible ground disturbance resulting from the project.

Project Summary (please address the items noted in the Project Category selected above):

The purpose of this project is to update the Town of Shelburne Historic Preservation and Design Review Guidelines. The current version of the guideline's dates from 2016. The Town has spent the last two years engaged in a complete rewrite of its land use regulations. Because of this, and a desire to make the design standards clearer in order to protect the town's historic resources, the Town would like to update these design guidelines. Attached is a map showing Shelburne's Village Design Review Overlay district and National Historic Register District.

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects)

Shelburne's Historic Preservation and Design Review Commission will dedicate a minimum of one of its regular meetings to seek input from the public on draft guidelines.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

The Town of Shelburne established a design review district in 1993. The district was expanded slightly in 2013 to incorporate the Harrington property and the mobile home neighborhood of Shelburnewood. The Shelburne Design Review District (SDRD) encompasses two National Register Districts, Shelburne Village and Shelburne Falls. For the past 30+ years, SDRD in conjunction with the National Register Designation has achieved the remarkable result of protecting the architectural and cultural resources of the Shelburne Village and Shelburne Falls areas, while allowing both building changes and new construction. The result is a vibrant Town Center that preserves the Village character and protects our Town's significant historic sites.

Design Review is the most effective tool we have to protect our cultural resources. In 2015, Shelburne Historic Preservation and Design Review Commission (SHP&DRC) received a CLG grant to revise our current Design Review guidelines (2016). The resulting document defines very effective design review and historic preservation principles that are completely in compliance with the Secretary of the Interior Guidelines for Historic Preservation.

In 2023, Act 47 was enacted by the Vermont Legislature; the density mandate in Act 47 increases the pressure to develop in historic villages but does so without provisions for preservation. In addition, the Town of Shelburne is in the process of rewriting the Town's zoning bylaw. The resulting changes will allow for greater density and smaller setbacks that could impact the character of the SDRD. It therefore is imperative that the SHP&DRC find ways to mitigate any potential conflicts with the new laws. The SDRD Guidelines will need to be revised to illustrate how to build infill buildings, and/or make changes to existing buildings that will comply with Act 47, and any future changes in the Shelburne Zoning regulations.

The SDRD Guideline revisions will minimize the conflicts between the new laws and Shelburne's preservation efforts by illustrating how newer, denser developments can be compatible with the Village character. The revised guidelines will help the Design Review Commission and developers create a built environment that will protect our architectural/cultural heritage and build a Town Center that will be livable and economically vibrant for decades to come.

3. Does this project focus on disaster preparation, mitigation, and resilience? If yes, please explain how.
 Yes -or- No
 If yes, please describe:

4. Describe the project schedule assuming starting date of **May 2025** and completion date of **August 1, 2027**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation, are due by the completion date.

DATE	Task/Product Completed
1/23/2025	SHPO notifies applicants of grant awards
5/2025	Executed Grant Agreement
05/2025	Release RFP/RFQ
07/2025	Sign Contract with selected consultant
08/2025	Consultant project launch meeting with Town staff and the CLG commission
11/2025	First meeting to hear feedback from the public on draft updates to the guidelines which will be delivered to the commission before this meeting (To be held later if more time is needed) More such meetings will be held when the commission thinks they will be valuable.
12/1/2025	First Progress Report Due
02/2025	Delivery of new draft and review by staff and the commission
03/2026	Another round of meetings to seek input on new draft
4/1/2026	Second Progress Report Due
06/2026	Delivery of final draft, review and adoption by the commission
12/1/2026	Third Progress Report Due
4/1/2027	Fourth Progress Report Due
8/1/2027	Completion Date: Deadline to submit final project report, final product, and request reimbursement
9/30/2027	Deadline for SHPO to process payment requests and disburse grant funds

5. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

Aaron DeNamur, Shelburne Director of Planning and Zoning- Project manager

Consultant- Will draft and design the updated design guidelines, take photographs, and other tasks as needed in order to deliver the finished product.

Shelburne Historic Preservation and Design Review Commission (CLG commission)-

- *Fritz Horton*
- *David Webster*
- *Dorothea Penar*
- *Marc Vincent*
- *Tom Koerner*
- *Ruth Hagerman*
- *Ann Milovsoroff*


The commission will direct the consultant to examples of relevant architectural design and elements within the Town for example photographs in the updated guidelines. The commission will also inform the consultant of their concerns and the challenges they've encountered with the current guidelines.


6. What are the dates of the local government's fiscal year? *July 1 to June 30*


7. If applicable, what are the dates of the designated third-party administrator's fiscal year?
to or not applicable

Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

<u>Aaron DeNamur</u> Name of person preparing this application	<u>Director of Planning and Zoning</u> Title
<u></u> Signature	<u>11/21/2024</u> Date

<u>Fritz Horton</u> Name of CLG Commission Chair	
<u></u> Signature	 Date

<u>Matthew R. Lawless</u> , Name of Chief Elected Local Official (or Designee)	<u>Town Manager</u> Title
<u></u> Signature	<u>11/21/24</u> Date

		Total Cash Expenditures for Operating Services	N/A		
IN-KIND EXPENDITURES 1 (services to serve as match for the grant)					
Donated Time	# Hours & Rate	Proposed	Actual	Variance	
<i>Name</i>					
Total In-Kind Expenditures for Donated Time		\$0			

IN-KIND EXPENDITURES 2 (services to serve as match for the grant)				
Donated Services	Description of Costs	Proposed	Actual	Variance
<i>Vendor</i>				
Total Cash Expenditures for Donated Services		\$0		

LOCAL CASH MATCH (cash to serve as match for the grant)				
Cash Match	Description of Match	Proposed	Actual	Variance
<i>Source- Shelburne General Fund property tax</i>	Included in the Planning and Zoning annual budget	\$10,000		

	Proposed	Actual	Variance
Total of All Cash & In-Kind Expenditures	\$25,000		

Certification: I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used as match against any other Federal grant application.

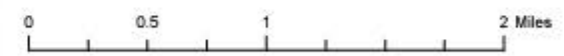
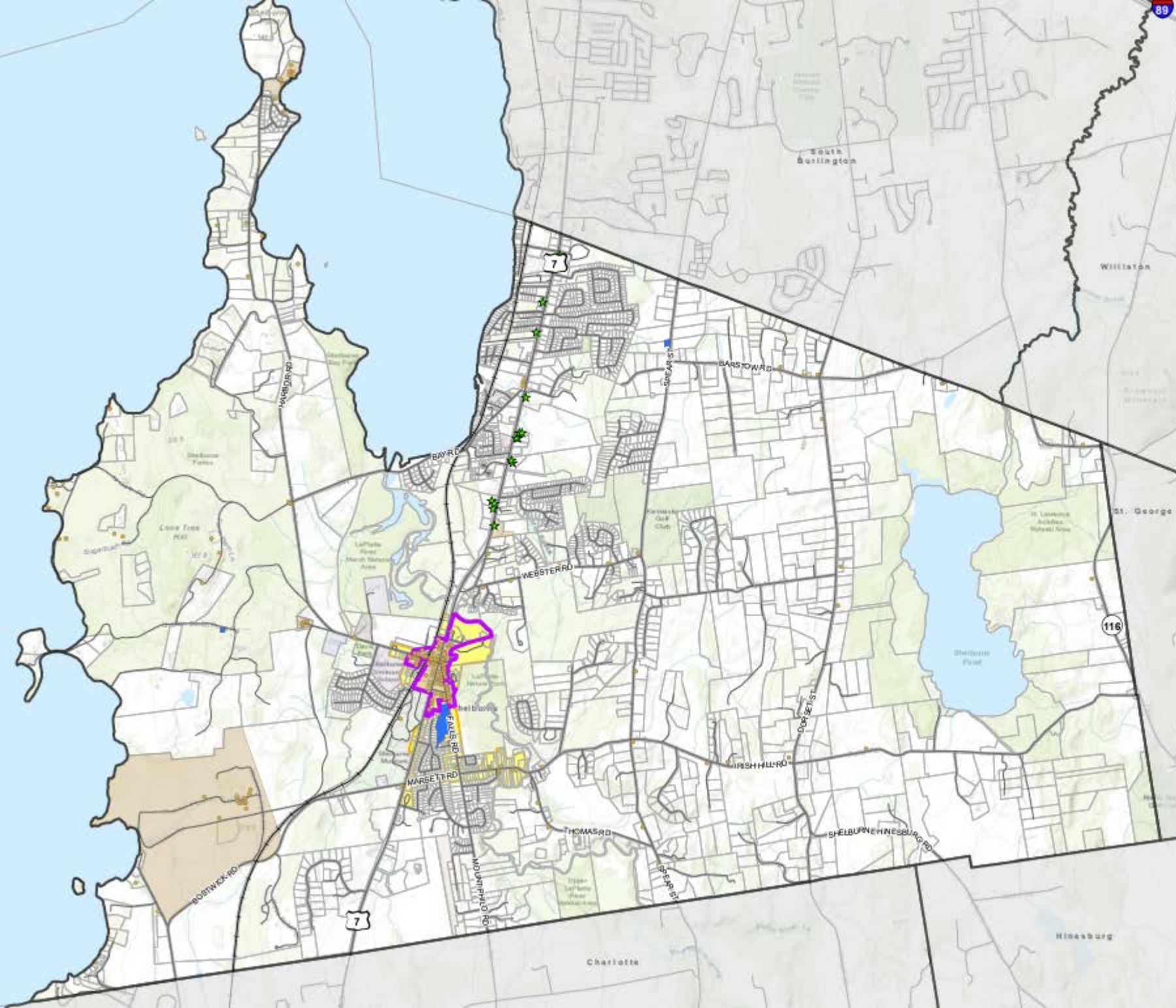
Matthew R. Lowless, *Matthew R. Lowless, Town Manager*
Chief Elected Local Official or Designee

11/21/24
Date

Map Book 13 Historic Resources

Legend

-  Landmarks Identified in Form Based Zoning Overlay District
-  Previously Mapped Historic Sites (c. 2015)
-  Shelburne Village National Register Historic District
-  State Register of Historic Places designated feature
-  Historic Preservation and Design Review Overlay District
-  Cemetery
-  2016 Tax Parcel Boundary



Source:
 Historic Sites - CORPC, 2015; State Historic Districts - ACCD, 2018; Overlay District and Cemetery - Shelburne Planning;
 Road Centerline - e911, 3/2017; Railroad - VTrans, 2003
 Base data sources: Esri, HERE, Garmin, Intermap, USGS, etc.
 All data is in State Plane Coordinate System, NAD 1983.
 Maps online at: <https://map.crcpvt.org/ShelburneTownPlanMaps>

Disclaimer:
 The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by registered surveyor. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.