

Certified Local Government Program

2024 CLG Grant Application

FFY 2024 grant funding provided by the National Park Service/Historic Preservation Fund

Grant Period: October 1, 2023 - September 30, 2026

Vermont Certified Local Government Program 2024 Grant Application Form

Application Deadline: On or before 4:30 PM, Monday, December 11, 2023.

Application Format: All application materials should be submitted electronically via email.

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:
 A fully completed 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.
 A fully completed 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] – 2024 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)

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.

If you have any questions about the application process, please contact Devin Colman at 802-585-8246 or devin.colman@vermont.gov.

Vermont Certified Local Government Program 2024 Grant Application Form

Name of CLG Community: City of Burlington Name of CLG Coordinator: Mary C. O'Neil **Telephone:** 802.865.7556 Email: mconeil@burlingtonvt.gov Mailing Address: Department of Permitting and Inspections, 645 Pine Street, Burlington VT 05401 Name of Municipal Treasurer: Katherine Schad **Telephone:** 802.865-7000 Email: kschad@burlingtonvt.gov Project Name: City of Burlington Preservation Plan, preserveBTV Will this project be administered by a designated third-party? \square Yes or \boxtimes No If yes, name of organization: N/A **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: П 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. XPreservation 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; 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 bulleted items in the Project Category selected above):

The City of Burlington's Preservation Plan, *preserveBTV*, will be a citywide visioning document, identifying priorities for preservation that will enable sustainable, long-term use of the city's historic structures. Once completed, the *preserveBTV* will be integrated into the municipal development plan, *planBTV*, and inform updates to the *Comprehensive Development Ordinance (CDO)*. The plan will provide the foundation to identify and prioritize buildings and sites for local designation and protection, as well as the best tools for implementation that balance priorities for the city's future—including regulatory tools, design guidelines, technical assistance, and funding mechanisms. A major anticipated outcome of this plan is a review of the city's existing regulatory language in the *Comprehensive Development Ordinance (CDO)* to assure both consistency with *Vermont Planning, Development and Land Use Laws* and appropriate consideration of the process and scope of its ordinances relative to the treatment of historic properties.

preserveBTV will bring focus to several important goals:

- 1. To create a strategic roadmap to advance the comprehensive plan goals to preserve and foster the city's distinctive identity by protecting historic and archaeological resources while encouraging adaptive reuse, infill and redevelopment.
 - A successful preservation plan will identify and articulate interrelated community goals for preservation, affordable housing, adaptive reuse, economic development, equity, and cultural legacy of all sectors of our community, within the context of how the community intends to grow. Ultimately, incorporation of a preservation plan in *planBTV* will memorialize the importance of local heritage and Burlington's built environment as a foundation upon which to build its future.

- The plan and planning process will educate the public, stakeholders, and City leaders about the community's history and heritage; preservation challenges and triumphs; and progress on identified goals.
- The plan will contain priorities to ensure better planning and preservation practices in the
 future, including knowledge of incentives, stronger preservation education at the local
 level, clarity about the purpose of local preservation ordinances, and to be compatible with
 other citywide planning practices.
- The planning process will include a review of best practices in preservation planning and ordinance development by other communities, such as recent plans for Horry County SC, Denton TX, Plano TX, Wake Forest NC and Washington DC; historic district trends report for Portland ME; and model ordinances from New York and Connecticut.
- 2. To review and align historic regulations within the CDO with identified preservation priorities and appropriate municipal oversight. As the city evolves, the needs of households change, and the climate emergency and housing crisis present new challenges for the built environment, questions have emerged about appropriate investment in and modifications to historic buildings. Additionally, as part of the city's permit reform efforts, a number of potential recommendations were offered with regard to how the city's regulatory tools could be updated to provide greater clarity and consistency in application in the development review process. Finally, consultations with the SHPO have requested that Burlington's CDO distinguish between "honorific listings in the State and National Registers of Historic Places and local designations for the purpose of regulation." Consultation with knowledgeable authorities and review of other adopted plans and model ordinances will be sought during this planning process to inform the city's approach to these interrelated regulatory issues.
- 3. To establish planned activities towards the identification, evaluation, and preservation of historic resources, while assessing the current status of Surveyed properties, and clarity on the implications for a surveyed area. Burlington has several Historic Sites and Structures Surveys that remain in preservation limbo; neither officially deemed "eligible" for historic designation but providing individualized context for neighborhoods that merit updating and advancement. Among those are Prospect Parkway North, Middle, and South; Strong Street, The Five Sisters, and Burlington's Modern Architecture Survey. Those surveyed areas are currently being digitized in ArcGIS as a companion layer to the State and National Register ArcGIS Overlay districts.
- 4. To explore benefits to owners of historic properties, and incorporate incentives, assistance and recognition for a positive approach to preservation. To maintain the existing inventory of historic structures, the city needs to assist, encourage, and incentivize applicants to invest in historic buildings and identify opportunities help applicants make historic structures financially viable for them and the resiliency of the broader community. This may include:
 - Potential tax incentives or other financial assistance (i.e. rehabilitation grants or loans)
 - Regulatory relief and incentives (alternative solutions and compliance concepts in zoning or building codes) similar to the density and lot coverage adjustments in the city's Historic Building Bonus
 - Technical assistance, including design assistance

Background of Preservation Planning/Design Review and Recent CLG Projects in Burlington

Of the city's approximately 11,000 principal buildings, about 4,032 have been surveyed or resources identified as having national, state, or local significance.

The earliest inclusion of Design Review Districts within Burlington's Zoning Ordinance was in 1973, foreshadowing the intent for Burlington to actively and thoughtfully manage its historic built environment. Preservation planning was inchoate when Burlington's Planning Commission selected a team to provide *Recommendations for the Conservation of Building Resources* in 1978, with the intent to revise ordinances, to recommend mechanisms for evaluation and implementation, and to suggest locations for present and future districts. Subsequently, Burlington's Planning Department contracted with Lozano, White and Associates to prepare a *Master Plan for the King Street Historic District* later in 1978. In 1980, Burlington released *The Burlington Workbook of Exterior Design*, intended to guide project review by the Planning and Zoning Department.

The city invested more efforts to research, evaluate and propose changes to how city land use regulations (specifically zoning) considered and addressed the renovation and preservation of historic resources with the two-phase **Burlington Preservation Planning Project** in 1996. Margaret (Meg) Campbell prepared phase I, the *Long-Range Preservation Planning Report*, focusing exclusively on the "Historic Buildings" portion of the *Burlington Zoning Ordinance*, and a subsequent appendix addressed how to improve Design Review standards (1999). Funded with a 1998 CLG grant, Phase II provided recommendations to:

- Simplified how historic resources are considered under the Burlington Zoning Ordinance;
- Proposed a clear hierarchy of historic buildings and districts considered under the ordinance;
- Clarified distinctions between the application of Article 6 Design Review and former Article 8
 Historic Buildings
- Improved the usefulness and applicability of Article 8 as a Preservation tool;
- Simplified the review of development projects under local and federal review criteria.

The adoption of those recommendations included the identification of specific Historic Districts within the Burlington Zoning Ordinance (as amended.)

In 2000, Burlington contracted with Pam Daly & Associates to prepare a *Historic Sites and Structures Survey Plan* for the City of Burlington. (CLG 99-2.) Within 10 years, the majority of those recommended projects were completed. Following those recommendations, the City surveyed:

- a) Parts of North Avenue/Washington/Volz/Convent Square (surveyed 2000, listed 2007)
- b) Part of Archibald St., Germain St., Pomeroy St., Manhattan Drive, North Prospect St., North Willard St., east end of North Street (surveyed 2000, listed 2007.)
- c) New Harlem / Five Sisters Neighborhood (Surveyed 2007)
- d) Prospect Park; North, Middle and South (surveys 2004-2006)
- e) Redstone Quarry (Redstone Terrace, Shelburne St., Clymer, Adams Court, Hoover, Ludwig, Alfred) (Surveyed 2001, listed 2007)
- f) Survey of Modern Architecture (2010)

Work completed per the Daly recommendations also included:

- a) Listing of the **Church Street Historic District** (nominations completed in 2003 and 2008, listed on the NR 2010);
- b) Preparation of a proposed boundary line expansion for the **Lakeside Historic District**, to incorporate the Queen City Cotton Mill into the overall district (2009); and
- c) **Preparation, submission and listing of the Pine Street Industrial District** (see above; narratives from 1996 up to NR listing in 2017.)

Between 2005 and 2009, 928 individual resources, or almost 23% of all identified significant historic structures have been added.

Burlington's 2009 CLG project, the **Pine Street Historic District** nomination (now the *Pine Street Industrial District*), was listed on the National Register of Historic Places October 16, 2017. That

nomination listed 39 new resources to the NR, including maritime and archaeological resources within the barge canal, basin, and railyards. As a part of this project, eight residential properties on the north end of Pine Street were appended to the expanded Battery King Street Historic District as well.

GIS mapping projects of historic resources in 2015 and 2018 are available to the public all the City's listed properties on the <u>State</u> or <u>National</u> Register.

Burlington's most recent (2020) CLG project created the *City of Burlington Historic Buildings' Path to Net Zero Energy* guidance document, which spurred a podcast, a training webinar, a Preservation Burlington public television episode, and a pre-recorded session at the National Trust for Historic Preservation Conference in 2022. For all intents, it was and continues to be a broad success.

Additionally, Converse Hall (UVM) was listed on the National Register in 2021.

Please Answer the Following Questions:

 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)

As the city's last preservation plan was completed approximately 25 years ago, a central goal of this plan will be to work with residents and stakeholders to develop a vision and priorities that provide a roadmap for both policy changes and non-regulatory incentives for preservation. Community education and engagement will go hand-in-hand to reaffirm that Burlington's historic resources are an integral part of its distinctive identity and economy, and consider interrelated community priorities of historic preservation, housing growth, and resilience to the climate emergency.

All communications will adhere to the City's engagement toolkits and equity roadmap, to ensure that all communications and public outreach are inclusive and accessible. Public meeting information will be posted on the City's website, events page, Front Porch Forums, social media accounts, and in public buildings; public meeting information will also be shared through partner organizations in order to engage a diverse and broad range of stakeholders. An online survey may be distributed to improve engagement with the community.

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

The Preservation Plan will provide a roadmap for preserving historic structures in the short and long-term. For the past five years, the city has been critically reviewing its ordinances and reforming processes as needed. In the short-term horizon, this preservation plan will give the options for regulating historic structures through its ordinances. In addition to providing a roadmap to balance preservation and the evolution of historic resources using regulatory tools, this will provide a long-term plan to inventory and protect properties of historic, archaeological, and architectural significance. The vision and goals to shape an equitable, inclusive, sustainable, and economically vital future will be incorporated into planBTV, providing a direction and framework for approaching historic preservation in the long term.

3.	Does this project focus on disaster preparation, mitigation, and resilience? If yes, please
	explain how.
	□ Ves -or- ☑ No

If yes, please describe:

While the focus will not be on disaster preparation, mitigation and resilience, the proposed overall Plan is likely to address response to natural disaster and catastrophic loss within ordinance provisions.

4. Describe the project schedule assuming starting date of July 2024 and completion date of August 1, 2026. 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 Competed			
1/18/2024	DHP notifies applicants of grant awards			
7/2024	Execute Grant Agreement with DHP			
	City Releases RFP for Consultant to support key tasks			
9/2024	Consultant Contracted; begin development of report on status of historic			
	districts & data regarding these areas of the city.			
12/1/2024	First Progress Report Due to DHP			
	Data report on historic districts due; begin community			
	education/engagement on city's historic resources, priorities for the future			
4/1/2025	Second Progress Report Due to DHP			
	Begin drafting plan framework/recommendations			
6/2025	Community engagement and stakeholder review of draft plan			
9/2025	Develop updated draft plan			
12/1/2025	Third Progress Report Due to DHP			
1/2026	Prioritize short, medium, long-term activities; identify needed funding for			
	short-term activities for city FY27 budget			
3/2026	PC and Council Approval of Plan, recommended for inclusion in update to			
	planBTV			
4/1/2026	Fourth Progress Report Due to DHP			
8/1/2026	Completion Date: Deadline to submit final project report, final product, and			
	request reimbursement			
9/30/2026	Deadline for DHP to process payment requests and disburse grant funds			

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.

City staff will provide project and consultant management, have overall responsibility for directing community engagement activities, will support research/data analysis/mapping as needed, and provide progress reports to CHP. It is anticipated that staff working on this project will include:

Mary O'Neil CLG Coordinator

Meagan Tuttle Director of City Planning

Sarah Morgan Office of City Planning, Planner and GIS professional Kimberlee Sturtevant, Esq. Assistant City Attorney (review of grant documents)

Updates on the project will be provided to CLG Commissioners, who will also be consulted as stakeholders and receive updates on engagement activities and review draft plans. Commissioners may vary by annual appointment during the duration of the project, but currently include:

Gabriel Stadecker, AIA Emily Morse, Architectural Designer, Lewis Creek Builders Jay White, AIA (retired)

The consultant team may be made up of one or more firms/individuals to be determined after an RFP is issued. The consultant will lead the development of the report on the city's historic districts; work collaboratively with staff to develop materials for community engagement and education and engagement summaries; provide recommendations to staff, public and other stakeholders regarding short- and long-term activities; and provide best practices research and recommendations to inform city priorities and next steps. The consultant will be responsible for creating the overall *preserveBTV* plan deliverable.

- 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:

Mary C. O'Neil Name of person preparing this application	Principal Planner, CLG Coordinator Title
Name of person preparing this application Mary U. Mell Signature	11 /29 /23 Date
<u>Jay White, AIA</u> Name of CLG Commission Chair	
On WH	11/28/23
Signature	Date
Miro Weinberger Name of Chief Elected Local Official (or Designee)	Mayor Title
	12/4/23
Signature	Date (

2024 CLG GRANT APPLICATION BUDGET FORM

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Internal Use Only: HPF Activity Database No.: VT-24-xxx

CFDA #15.904

Name of CLG Community: City of Burlington

Name of CLG Project: **Burlington Preservation Plan**, **preserveBTV**

Federal Share: \$28,000 + Local Share: \$191,395.40 (cash & in-kind match) = Total Project Amount: \$219,395.40

Note: the Federal Share cannot exceed 60% of the total project amount, and the Local Share must be at least 40% of the total project amount.

CASH EXPENDITURES 1 (expenses to be reimbursed by the grant)				
Salaried Employees # Hours & Rate Proposed Actual Variance			Variance	
N/A				
	Total Cash Expenditures for Salaried E	mployees \$0		

CASH EXPENDITURES 2 (expenses to be reimbursed by the grant)				
Contracted Services	Description of Services	Proposed	Actual	Variance
Consultant(s) Fee & Expenses (to be engaged	Creation of overall preservation plan	\$200,000		
by RFP, exact amount to be determined)	deliverables, including status/data report on			
	existing districts, engagement support and			
	summaries, best practices, overall			
	recommendations.			
	Total Cash Expenditures for Contracted Services	\$200,000		

	CASH EXPENDITURES 3 (expenses to be reimbursed by the grant)				
Other Expenses	Description of Costs	Proposed	Actual	Variance	
Printing	Printing for engagement, advertising, draft and final plans	\$1,000			
Supplies/Rentals/Materials	Miscellaneous supplies, venue rentals, food, other accommodations for engagement activities	\$2,000			
Advertising/Legal Notices	Paid advertising for engagement events, legal notices for plan adoption	\$2,000			
	Total Cash Expenditures for Operating Services	\$5,000			

Internal Use Only: HPF Activity Database No.: VT-24-xxx CFDA #15.904

IN-KIND EXPENDITURES 1 (services to serve as match for the grant)					
Donated Time (CLG Commissioners & Staff)	# Hours & Rate	Proposed	Actual	Variance	
Jay White, AIA, Commissioner	5 hrs @ \$30.04/hr	\$150.20			
Gabriel Stadecker, AIA, Commissioner	5 hrs. @ \$30.04 hr.	\$150.20			
Emily Morse, Architectural Designer,	5 hrs. @ \$30.04/hr	\$150.20			
Commissioner					
Mary O'Neil, CLG Coordinator*	70 hrs. @ \$68.75	\$4,812.50			
Sarah Morgan, Planner	70 hrs. @ \$49.86	\$3,490.20			
Meagan Tuttle, Director of City Planning	30 hrs. @ \$88.07	\$2,642.10			
	Total In-Kind Expenditures for Donated Time	\$11,395.40			

^{*}City of Burlington policy is to multiply employee hourly wage by 1.5 for purposes of calculating actual reimbursable or in-kind costs.

IN-KIND EXPENDITURES 2 (services to serve as match for the grant)					
Donated Services Description of Costs Proposed Actual Varian			Variance		
N/A					
	1	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
City of Burlington	General Fund Assigned Fund Balance,	\$180,000		
	dedicated project funding			

	Proposed	Actual	Variance
Total of All Cash & In-Kind Expenditures	219,395.40		

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.

Kulling Soll	12/22/2023
Chief Elected Local Official or Designee	 Date

