

III. B.

Memorandum

Department of Planning & Public Works



To: Planning and Public Works Committee
From: Aimee Nassif, Planning and Development Services Director
Date: 1/5/2009
RE: Historic Structure Improvement Grant Amendment

Summary

The Chesterfield Landmarks Preservation Commission (CLPC) has developed a program to provide financial assistance to property owners for restoration or rehabilitation projects and to also provide an incentive for property owners to register their property with the Chesterfield Historic Register. Several months ago, this Committee requested that the CLPC consider an amendment to the Grant which would require that applicants submit several price bids with their application. The CLPC met and discussed an amendment, and below is the language the CLPC along with Staff is proposing:

"Application", Page 1, section 3 to be amended as follows:

1. Provide in writing three (3) separate bids or price quotes from a contractor or vendor ~~A detailed accounting of~~ detailing the total cost for the proposed project. This should include labor, materials, etc..

Respectfully submitted,

Aimee E. Nassif
Planning and Development Services Director

Cc: Michael G. Herring, City Administrator
Michael O. Geisel, Director of Planning and Public Works
Kelly Vaughn, Director of Finance and Administration

City of Chesterfield

Landmarks Preservation Commission

Historic Structure Improvement Grant

Purpose. The City of Chesterfield, through the Chesterfield Landmarks Preservation Commission (CLPC), has established a grant program to support the preservation, restoration, and rehabilitation of structures within the City of Chesterfield which are listed on the Chesterfield Historic Register.

Program Description. The City of Chesterfield has many structures which embody a sense of time and place unique to the City and have significant cultural, social and historical value and importance. To preserve and protect those structures, the City has established an annual matching grant. The matching grant program is designed to provide support to owners of property which are on the Chesterfield Historic Register which are undergoing exterior rehabilitation and/or restoration.

Eligibility. Grants are awarded for exterior, structural improvement of structures and sites that are listed on the Chesterfield Historic Register. The maximum amount that can be awarded for a single structure in a single year is \$5,000. No single location will be awarded more than \$5,000 over a rolling, consecutive ten (10) year period. The amount awarded to each applicant will depend upon the number and amount of other awards granted in a given year.

Application Process. Property owners may apply for a matching grant by sending a letter of inquiry to the CLPC. The letter shall be a minimum of one (1) page in length and include the following:

1. A brief description of the building and confirmation of its status on the Chesterfield Historic Register.
2. A description of the project for which funding is being requested. Please include project's goals, the work that will be completed, and the importance of the project.
3. Provide in writing three (3) separate bids or price quotes from a contractor or vendor detailing the total cost for the proposed project. This should include labor, materials, etc..
4. An explanation of the amount of financial support being requested.

The letter of inquiry may include, although not required, photos of the site and any additional supporting documentation.

Letters of inquiry have an annual deadline date of June 1.

Application Review. The CLPC will review all requests for funding. Once reviewed, the request, along with a letter of recommendation from the CLPC, will be forwarded to the Planning and Zoning Committee for action.

If a grant is awarded for an improvement project, the funding will be released to the property owner upon completion of the project and submittal of all receipts to the City of Chesterfield. Funding will be provided within sixty (60) days of receipt of the necessary documentation and project completion.

Inquiries. All inquiries should be directed to

Chesterfield Landmarks Preservation Commission
c/o City of Chesterfield
690 Chesterfield Parkway West
Chesterfield, Missouri 63017-0760