



November 27, 2012

## **MEMO**

TO: City Attorney's Office

FROM: Karl Eberhard, AIA  
Community Design and Redevelopment Manager

RE: Historic Facades and Signs Grant Program – Draft Guidelines

Note: This memo supplements the preceding Request for Legal Services.

The Heritage Preservation Commission has a budgeted line item known as the Historic Facades and Signs Grant Program. It is used to encourage people to perform preservation work, particularly when modern solutions may be more economical. The program has been funded every year that I have been here (but started before) and has no known guidelines.

The year before last, the Beautification and Public Art Commission created a similar small grant program call "Beautification in Action" (BinA). For that program, we created guidelines that were reviewed by Legal and the Council when the program was created.

A few months ago, Barbara Goodrich and I were discussing (very briefly) that such guidance would be good for the Historic Facades and Signs Grant Program. I have worked with the Commission to develop guidelines modeled after the BinA guidelines. A copy is attached. Barabra Has reviewed them and is fine with them.

Before publishing them, it seems appropriate for Legal to review them for any input or concerns. As well, I believe the Commission can adopt these as bylaws and that method would be sufficient. I am looking for confirmation on that point of order.