



Twin Falls Historic Preservation Commission Agenda

Monday, October 19, 2020, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

COUNCIL CHAMBERS

Members: Samra Culum Chairperson, Allen Easterling, Doug Baughman, Jennifer Shaffer, Ben Woodbury, Lisa Maas

Council Liaison: Craig Hawkins

- 1) Confirmation of Quorum/Call Meeting to Order
 - a) **ACTION ITEM:** Election of Vice Chairperson
- 2) Consent Calendar
 - a) **ACTION ITEM:** Approval of minutes from the following meeting: October 5, 2020
- 3) Certificate of Appropriateness
- 4) New Business
 - a) **ACTION ITEM:** Past Forward Online Historic Preservation Conference Oct 27-Oct 30, 2020
By: Lisa Strickland, City Planner
- 5) Old Business
 - a) **INFORMATIONAL:** 2020-2021 FY CEG Grant Update
By: Lisa Strickland
 - b) **ACTION ITEM:** Sign Design Guideline - final review
By: Lisa Strickland
- 6) Upcoming Meeting(s)
 - a) Monday, November 2, 2020
- 7) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Kelli Ebersole (208) 735-7267 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.

CITY OF TWIN FALLS

PLANNING & ZONING COMMISSION

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chair shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chair, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - **A complete explanation and description of the request.**
 - **Why the request is being made.**
 - **Location of the Property.**
 - **Impacts on the surrounding properties and efforts to mitigate those impacts.**
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chair may limit public testimony to no less than two (2) minutes per person.
 - **Individuals are not permitted to give their time to other speakers.**
 - **However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chair. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.**
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chair, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chair may limit the time permitted for the answer.
10. The Mayor or Chair shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls Historic Preservation Commission Minutes

Monday, October 5, 2020, 3:00 PM

203 Main Avenue East
Twin Falls, ID 83301

COUNCIL CHAMBERS

Members: Samra Culum Chairperson, Shane Cook Vice Chairperson, Allen Easterling, Doug Baughman, Jennifer Shaffer, Ben Woodbury

Council Liaison: Craig Hawkins

1) Confirmation of Quorum/Call Meeting to Order

Chairperson Culum called the meeting to order at 03:04 PM

A quorum was present.

Members Present: Culum, Baughman, Easterling, Shaffer, Woodbury

Staff Present: Spendlove, Hart, Strickland, Ebersole, Hafer

2) Consent Calendar

Commissioner Easterling made a motion to approve the Consent Calendar.

Commissioner Woodbury seconded the motion.

Unanimously Approved by a vote of 5-0

- a) Approval of Minutes from the following meetings: August 3, 2020, August 17, 2020, August 25, 2020, September 1, 2020

3) Education

- a) URA discussion with Nathan Murray

Nathan Murray, Executive Director of the Urban Renewal Agency of Twin Falls, gave a brief presentation of the URA and their function. He answered questions from the commission.

Mr. Murray told the commission if they have projects in mind that they believe URA can assist with, to bring those ideas to the URA meeting for discussion.

- URA meeting schedule - 2nd Monday of the month at 12:00 in Council Chambers.

4) Old Business

- a) Sign Design Guideline - final review

Commissioner Woodbury made the following suggestions:

- Add Exterra as an approved material.
- Canopy sign - per tenant vs. per building.
- Illuminated sign - need to specify approved bulb temperature.
- Electronic Message Board – verbiage for allowed timeline for changing messages.

- Projecting sign – ratio of sign size to building size.

Commissioner Easterling made the following suggestions:

- Add verbiage for bird deterrent requirements.
- Take out the single tube neon and bulb verbiage requirement.

Chairperson Culum asked the following:

- What should the allowed window covering percentage be? 50-75%?

Action item: City Planner Strickland took the suggestions and have a new draft ready for the next meeting. Final draft to be voted on at next meeting.

5) Upcoming Meeting(s)

- a) Monday, October 19, 2020 at 3:00 pm

City Planner Strickland stated that Shane Cook has resigned from the commission.
A vote for a new Vice Chair will take place at next meeting.

6) Adjournment

The meeting adjourned at 4:05 pm.



Date: Monday, October 19, 2020
To: Historic Preservation Commission
From: Lisa Strickland, City Planner

ACTION ITEM

Request:

Past Forward Online Historic Preservation Conference Oct 27-Oct 30, 2020

Time Estimate:

Approximately 5-10 minutes for the presentation with questions/comments to follow.

Background:

This year the National Trust for Historic Preservation is offering an online conference. Attached is the information for the conference and the topics of discussion.

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

The commission could use some of the finding from the CLG Grant that was approved for this year to pay the registration fee. Staff just needs to know if there is any interest.

Attachments:

1. PastForward Online 2020, October 27-30, 2020 _ National Trust for Historic Preservation
2. PastForward Online 2020_ Registration Information _ National Trust for Historic Preservation



National Trust *for*
Historic Preservation®



New This Year

PastForward will be fully online with adjusted registration rates to make this year's conference as accessible for as many people as possible.

Register

Registration is open! Register now to lock in these great rates.

REGISTER TODAY

[Schedule](#)

[Register](#)

[FAQs](#)

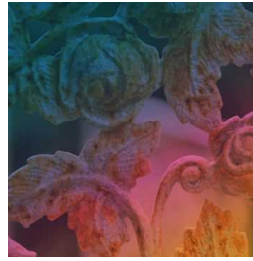
[Code of Conduct](#)

[Scholarships](#)

Celebrate the power of place, virtually, at **PastForward Online 2020**. Join more than a thousand preservationists and preservation lovers at the nation's

premier online conference for those who work to save, sustain, and interpret historic places.

You'll hear from expert speakers who will provide practical, relevant information to meet your evolving needs in the pandemic and post-pandemic periods. Featuring the themes Resilience and Relevance, PastForward Online 2020 will feature more than 32 sessions on topics such as racial justice and equity, dealing with the effects of the pandemic, climate change, the challenges facing America's main streets, and many more. You'll be inspired to think through what these changes mean for you as an individual, and for organizations.



**Get email
updates
and**

reminders.

[SIGN UP](#)

You'll be among the first to know important PastForward Online 2020 news and updates.

Network Virtually at the Conference

From virtual Town Hall meetings to happy hour events, you'll have the chance to connect with others on topics that matter to you. Advocates and architects, city planners and historic site directors, students and elected officials, commissioners and main street directors—if you have a role in preserving the places that made America and sustain its people, you'll find a home at PastForward Online 2020.

To make the conference as accessible as possible, the National Trust for Historic Preservation has lowered registration rates dramatically. Register for the conference, and you'll also get online access to session recordings for a full 12 months after the conference.

[Check Out the Full Conference Schedule](#) [Link: /pastforward-schedule]

[Register for PastForward Online 2020](#) [Link: /pastforward-registration]

[Read Our FAQs](#) [Link: /pastforward-faqs]

[Explore Our Diversity Scholarships](#) [Link: /diversity-scholarship-application]

PastForward 2020 Sponsors

Thank you to our 2020 sponsors. Especially during these difficult and challenging times, our sponsors have made a commitment to supporting the conference, to ensure we can provide attendees the best experience possible.

Richard H. Driehaus Foundation—National Preservation Awards Sponsor

American Express—Platinum Sponsor of PastForward Online and Sponsor of the Annual American Express Aspire Award

Indow—Young Professional Engagement Sponsor

Advisory Council for Historic Preservation—Federal Agency Sponsor

Updates

SEPTEMBER 23, 2020

[PastForward Online Themes: Resilience and Relevance](#)

SEPTEMBER 16, 2020

[Keynote Speakers Announced](#)



National Trust *for*
Historic Preservation®

PastForward Online 2020,
October 27-30

[Schedule](#)

[Register](#)

[FAQs](#)

[Code of Conduct](#)

[Scholarships](#)

PastForward Online 2020 Registration Rates

Rates shown are for the full virtual conference, and include 12 months' access to recordings of nearly all sessions.

Several events are free but registration is required. When registering, select the third option for attending only one or more of the following special sessions:

On Tuesday: [All programming](#) [Link: /pastforward-schedule#11-30-11-45-am-et-zoom-training]

On Wednesday: [Memorialization: Confederate Statues, African American Heritage, and Public Spaces](#) [Link: /pastforward-schedule#11-45-am-12-00-pm-et-day-two-welcome]

On Thursday: [Island Perspectives: Preservation, Sustainability, and the Environment](#) [Link: /pastforward-schedule#11-45-am-12-00-pm-et-day-three-welcome] ; [National Preservation Awards Ceremony](#) [Link: /pastforward-schedule#11-45-am-12-00-pm-et-day-three-welcome]

On Friday: [Celebrating 40 Years of Excellence on Main Street](#) [Link: /pastforward-schedule#11-45-am-12-00-pm-et-day-four-welcome] ; [The Confederate Monument Debate: International Perspectives on the Future of Monuments with Difficult Pasts](#) [Link: /pastforward-schedule#11-45-am-12-00-pm-et-day-four-welcome]

Free events are included in your registration when you register for the full conference.

REGISTER NOW

	Before Oct. 26	Oct. 27-30
Individual Forum Member [Link: https://forum.savingplaces.org/join] and Main Street Member	\$95	\$105
Organizational Forum Member [Link: https://forum.savingplaces.org/join] *	\$150	\$195
Non-Forum Member	\$135	\$155
Student	\$35	\$45
Diversity Scholar [Link: /diversity-scholarship-application]	Free	Free

*Organizational members can register up to 10 attendees with the same email suffix address at no additional cost. [Learn more about Preservation Leadership Forum Membership.](#) [Link: <https://forum.savingplaces.org/join>] [Link: <https://forum.savingplaces.org/join>]

Membership + Registration: It makes sense to [become a part of Preservation Leadership Forum](#) [Link: <https://forum.savingplaces.org/join>] , the network of preservation professionals at the National Trust for Historic Preservation. Members receive BIG discounts on PastForward registration. Select "Non Member Becoming a Member" when registering.

Cancellation Policy: There will be no refunds on registration for PastForward Online 2020.

Code of Conduct: The National Trust for Historic Preservation wants to ensure that PastForward Online 2020 is a fulfilling experience for all. Accordingly, all PastForward attendees are expected to follow the **Code of Conduct** [Link: </pastforward-code-of-conduct>] , which applies at all PastForward virtual events, sessions, discussion groups, and related online forums.



Date: Monday, October 19, 2020
To: Historic Preservation Commission
From: Lisa Strickland

INFORMATIONAL

Request:

2020-2021 FY CEG Grant Update

Time Estimate:

Approximately 5-10 minutes with questions/comments to follow.

Background:

In July of this year the Historic Preservation Commission submitted an application for a grant to design and install an interpretive sign for the Rock Creek Canyon.

Approval Process:

Budget Impact:

Regulatory Impact:

The commission will be responsible for tracking and logging hours to provide a match for the funding that has been awarded.

History:

Analysis:

Conclusion:

On October 12, 2020 staff was notified that the commission has been awarded the grant in the amount of \$1375.00 and that the deadline to submit for reimbursement is May 14, 2021.
The next step in the process will be researching and developing the historic information we would like to have displayed on the sign, contacting the sign company for design and installation of the sign.

Attachments:

1. 2021CEG_AwardLtr_D5_Twin_Falls_Historic_Preservation_Commission_Signed
2. 2021_CEG_Award_Packet2020Oct9FINAL



IDAHO STATE
HISTORICAL
SOCIETY



Brad Little
Governor of Idaho

Janet Gallimore
Executive Director
State Historic
Preservation Officer

Administration:
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2682
Fax: 208.334.2774

Idaho State Museum:
610 Julia Davis Dr.
Boise, Idaho 83702
208.334.2120

**Idaho State Archives
and State Records
Center:**
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2620

**State Historic
Preservation Office:**
210 Main St.
Boise, Idaho 83702
208.334.3861

**Old Idaho Penitentiary
and Historic Sites:**
2445 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2844

HISTORY.IDAHO.GOV

October 6, 2020

Lisa Strickland
Twin Falls Historic Preservation Commission
203 Main Avenue East
P.O. Box 1907
Twin Falls, ID 83303-1907

Dear Lisa:

Thank you for submitting your 2021 Community Enhancement Grant application to the Idaho State Historical Society (ISHS). I am pleased to inform you that ISHS has awarded the Twin Falls Historic Preservation Commission \$1,375.00 for the Interpretive Sign of Rock Creek Watershed as outlined in the application that was submitted. The application submitted is considered the scope of work for the project. **This letter will be considered your award contract. Please sign, date, and return a copy to Lyn Moore (lyn.moore@ISHS.idaho.gov) or a hard copy to ISHS at the address listed below prior to beginning this project.**

These are reimbursement funds. You should first expend the funds as outlined in your application and save all receipts. When completed, please submit an invoice and copies of the applicable receipts. **Enclosed is an invoice form** that provides information on how to invoice for your reimbursement. It is important that you provide an accounting of your match on this project when submitting your invoice. Also enclosed is **information about match** in addition to a W9 form to be completed. Please complete the W9 for the organization that received the award, not an individual person. The reimbursement packet should be received no later than **May 14, 2021**. The reimbursement packet should include:

- An invoice
- Copies of applicable receipts
- Completed budget showing match for the project
- Completed W9 form
- Final narrative

Please contact Lyn Moore at (208) 514-2304 or lyn.moore@ISHS.idaho.gov with any questions.

Note that all grant recipients are required to provide a final narrative report of their project(s). **Enclosed is information regarding this report.**

We request that you acknowledge the Idaho State Historical Society for its assistance with your project. I have **enclosed information on different options to accomplish this recognition.**

It is recommended that you work with your local media to obtain publicity for your grant. These grants are very competitive; they are an indication of the quality of work you do. You should be proud of yourself so advertise this fact! When you release information to the media please be sure to note that the grant you received was from the Idaho State Historical Society as part of its community assistance grants program.

These funds are made available to Idaho cultural institutions due to the support of the Idaho State Legislature. If the community grants program is to continue it is important that our legislators know that their support is both needed and appreciated. Therefore, you are encouraged to either mail or email your three state legislators to inform them of your community assistance grant from the Idaho State Historical Society, in addition to sharing with them how you used or plan to use the funds. If you need contact information for your local legislators it can be found at <https://legislature.idaho.gov/legislators/whosmylegislator/>. Please include copies of your letters in your reimbursement packet.

Also enclosed is **a list of our trustees** and the counties they represent. These individuals are your connection to the Idaho State Historical Society. Should you have an event that promotes your grant award, or an exhibit opening, or some other public programming, you are strongly encouraged to invite your regional trustee. They enjoy visiting with history institutions in their regions—and are strong supporters of local history projects.

Membership information for the Idaho State Historical Society can be found on our website, <https://history.idaho.gov>. We would appreciate your individual and/or institutional membership if you are able. This membership helps the Society continue to do work that reaches all corners of the state, assisting people in their history and preservation work. It is also your link to the Society which allows you to stay current on activities and events.

While not all projects funded are "photogenic," if possible, please submit photographs of your project that can then be used to promote your work and the grants program. Candid photos including people are preferred, when possible! If brochures or newspaper/magazine articles are done on your project, please provide a copy of the brochure or clipping.

Thank you for all your help to preserve Idaho's history. We can't do our job of preserving Idaho's history without the assistance of partners like you. Please keep us informed of your activities and let us know if we can provide assistance to you.

Sincerely,



Janet L. Gallimore
Executive Director
State Historic Preservation Officer
Idaho State Historical Society
2205 Old Penitentiary Road
Boise, ID 83712

Awardee Signature

Date



REQUEST FOR REIMBURSEMENT MUST BE RECEIVED BY MAY 14, 2021

ALL REQUESTS FOR FUNDS MUST INCLUDE THE FOLLOWING

All grantees are required to provide the Idaho State Historical Society (ISHS) with a final report of their project. The final report should be submitted with your invoice (template included) for reimbursement.

Your final report is **required** to provide the following **using the templates included in this packet**:

- 1) **Name of your organization and the title of your project.**
- 2) **Final Narrative** Please provide a short narrative summarizing the project and how the Idaho State Historical Society (ISHS) award was used to supplement your final project budget. Please address key outcomes achieved, lessons learned from project, and the positive impact on your community, institution or preservation of Idaho history (think of language we can refer to quickly when meeting with legislators). Please include quotes and/or community impact statements, accomplishments both project and organizational that occurred through your project, as well as any hurdles or setbacks if applicable. Not all projects are quantifiable, if applicable, quantify the results of your project – number of images scanned; number of artifacts placed in proper storage; number of visitors to an exhibit, etc. **Please limit to 250 words.**
- 3) **An Invoice** Please submit an invoice (using template included) for the amount awarded to the organization who originally received the CEG grant.
- 4) **Completed Project Budget Showing Match for Project** Sample budget is included, and budget template is attached for your reference and use. Please provide any backup narrative to your final budget submittal if needed, example; if your budget changed from application to final.
- 5) **Copies of Applicable Receipts** Please provide all necessary receipts (required) to support completed project expenditures and match.
- 6) **Completed W-9 Form** Please find attached. Please provide an updated form regardless if you have submitted a W-9 to the ISHS in the past. Form W-9 needs to be signed and dated within the last 12 months.
- 7) **Copies of letters to your Legislative Representatives** Include copies of all letters of thanks to Idaho legislators for their support of the Idaho State Historical Society Community Grant program.
- 8) **Statement of Consent and Two – Four photos of completed project** Include a statement of consent to quote from your final report and/or use of photographs in our publications and social media, or when making presentations to legislators, etc.

Please email your completed request for reimbursement to Lyn Moore, lyn.moore@ISHS.Idaho.gov or mail to ISHS, Attention Lyn Moore, 2205 Old Penitentiary Road, Boise, ID 83712. If you have any questions contact Lyn Moore at (208) 514-2304 or by email. Electronic signatures are acceptable.

The Idaho State Historical Society is a trusted guide through the state's history and how it has shaped every aspect of our lives, our land, our communities, our government and our people. The Community Grant program purpose is to aid cultural and historical organizations in their efforts and projects of preserving, interpreting, and protecting the history and culture of Idaho.



Project Title: _____

Organization: _____

Project Contact Person: _____

Address: _____

DUNS Number: _____

Email: _____

Phone: _____ **Cell:** _____

Brief Final Narrative: _____ (attach separate page if needed)



☐ Yes!

We have credited the Idaho State Historical Society and used the ISHS logo on publications, exhibits, or elsewhere as appropriate.

☐ Yes!

We have written letters to our legislators thanking them for their support of the Idaho State Historical Society Community Enhancement Grant program. Copies of those letters are included with our final report.

To find your legislator visit: <https://legislature.idaho.gov/legislators/whosmylegislator/>

☐ Yes!

We have invited our regional Idaho State Historical Society Trustee to public events associated with the receipt of this grant.

☐ Yes!

We have sent a final narrative report/executive summary and photos (project, opening with legislators, brochures, clippings, or other such materials relating to this project) to Lyn Moore, lyn.moore@ishs.idaho.gov

☐ Yes!

We have sent a final budget and invoice(s) for reimbursement to Lyn Moore, including the following:

- ☐ Invoice, using the invoice form provided by ISHS
- ☐ Completed W-9 form, provided by ISHS
- ☐ Copies of all paid receipts/invoices associated with this project
- ☐ Final Budget, using the final budget form provided by ISHS
- ☐ Match documentation showing a minimum of dollar-for-dollar match



The enclosed Community Grant Invoice and Final Budget form are necessary documentation to process your award reimbursement. **Please note**, the award requires at least a dollar-for-dollar match for award expenses (i.e., for each dollar provided by the State Historical Society, you need to provide at least one dollar of match).

Matching the award can be done in the form of **cash**. For example, if your project focuses on purchasing conservation materials for a total project budget of \$2,000 and you were awarded \$1,000, you can use \$1,000 of grant funds and pay the remaining \$1,000 with your organization's funds. Copies of receipts for payments should be attached.

Match can also come in the form of **in-kind services match**. General volunteer work falls under this category of support for your project. The current value for Idaho as set by the IndependentSector.org rate is \$22.14 per hour and may be used as in-kind match for volunteer work associated with your project. If a professional is volunteering their time to the project, providing services the volunteers performs professionally for pay, their regular hourly rate can be used as match. For any professional services counted toward match an invoice or statement with the professional volunteer's hours and professional rate for services is needed. It is helpful when documenting in-kind match to develop volunteer forms at the beginning of the project that document the name of the volunteer, duties performed, how many hours worked, and the hourly rate. We do not require these forms, but you should keep them in files with your grant in case of an audit.

To further clarify, as calculating match can sometimes be confusing. If an electrician is volunteering professional services as an electrician; the in-kind match rate is what he/she charges per hour. If the same electrician is volunteering to sweep floors to make way for a new exhibit, then the in-kind match rate would be \$ \$22.14 per hour.

Any project can be completely matched by cash, in-kind services, or a combination of the two. **Regardless of the method, we need documentation that you have matched the grant amount.** Exceeding the match amount is acceptable and appreciated.

Using a line item budget form (form included) is typically the best option; attach all receipts, and a brief explanation about how you calculated the in-kind match. See example below:

<u>Budget item</u>	<u>ISHS funds</u>	<u>Cash Match</u>	<u>In-kind match</u>	<u>Total</u>
Exhibit cases	\$1,000	\$500	\$500	\$2,000
Grant administration	0	0	\$168	\$168

A Note about Receipts: Please indicate on each receipt whether an item was purchased with grant funds, or if the receipt is for match. Preferably batch all receipts into two groups, one batch for grant funds used and one for match funds.

Contact Lyn Moore at (208) 514-2304, email: lyn.moore@ishs.idaho.gov if you need help determining and accounting for matching funds.



Recognition of Idaho State Historical Society and use of ISHS Logo

You are required to recognize the assistance you received from the Idaho State Historical Society for your project. Please email patricia.hoffman@ishs.idaho.gov to receive both a black and white and a color version of the ISHS logo via email.

Recognition can come in a variety of ways, examples are:

- If award funds are being used to pay for a speaker, or to help sponsor a conference, then credit should be given when introducing the speaker or during the conference.
- If you are producing a poster or flyer to advertise an event funded by this award, the ISHS logo and credit line should be included on the promotional material.
- If something is being published—a brochure or book—as a result of this award, then the ISHS logo and credit line should be included on the publication.
- If you are creating a website as a result of this award, then the ISHS logo and credit line should be included on the website.
- If you are creating an exhibit or interpretive panel as a result of this award, then the ISHS logo and credit line should be included somewhere in the exhibit or on the panel.
- If you are using award funds in a way that using the ISHS logo and credit line is not possible or appropriate—the purchase of a filing cabinet or computer—we would greatly appreciate it if you would find other ways to credit ISHS, such as in your newsletter reporting the receipt of the grant.

We are happy to work with you regarding proper and appropriate credit. Please feel free to contact Tricia Hoffman with questions, (208) 334-2682, patricia.hoffman@ishs.idaho.gov

The preferred method of credit is to use this wording followed by the logo:

"This project (or brochure, etc.) is supported in part by the Idaho State Historical Society."



Region 1 (Counties: Boundary, Bonner, Benewah, Kootenai, and Shoshone)

Don Pischner
P.O. Box 7
Coeur d'Alene, ID 83816
pischcda@aol.com

Region 2 (Counties: Latah, Lewis, Clearwater, Idaho, Nez Perce)

Earl Bennett
P.O. Box 157
Genesee, ID 83842
Bennett@uidaho.edu

Region 3 (Counties: Adams, Canyon, Gem, Owyhee, Payette, Washington)

Bill Butticci
610 E. 5th Street
Emmett, ID 83617
bbutticci@yahoo.com

Region 4 (Counties: Ada, Boise, Elmore, and Valley)

Ernest A. Hoidal
Law Offices of Ernest A. Hoidal
401 W. Front St. Suite 302
Boise, ID 83702
eahoidal@hoidallaw.com

Region 5 (Counties: Blaine, Cassia, Jerome, Minidoka, Camas, Gooding, Lincoln, and Twin Falls)

Paul Smith
P.O. Box 1882
Twin Falls, ID 83303
Smithp65@aol.com

Region 6 (Counties: Bannock, Caribou, Oneida, Bear Lake, Franklin, and Power)

Jim Johnston
P.O. Box 605
Pocatello, ID 83204
jimjohnston8@gmail.com

Region 7 (Counties: Bingham, Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton)

Hope Benedict
P.O. Box 909
Salmon, Idaho 83467
Hbenedict78@gmail.com



In order to receive reimbursement for your project, please submit your final narrative along with the completed form below and a completed final budget (see Final Budget Form) no later than **May 14, 2021**, to:

Idaho State Historical Society
Attention: Lyn Moore
2205 Old Penitentiary Road, Boise, ID 83712

Or email to Lyn.Moore@ISHS.idaho.gov

Please consider this an invoice to the Idaho State Historical Society in the amount of

_____ (the amount of your grant award) for a 2021 community grant.
We expended these funds in accordance with the grant application that the State Historical Society approved as listed in the attached final budget form.

☐ We have attached copies of all receipts for the above expenditures to the Final Budget form. We have clearly identified whether the receipts indicate purchases made with grant funds, or matching funds.

☐ We have enclosed a completed W-9 form.

Please make the check to: _____
(Name of the organization to which the funds are to be reimbursed)

Please mail the check to: _____
(Postal address of the organization)

Our Federal Tax Identification number is: _____

(Signature and title of authorized individual) (Date)

(Printed or typed name of above authorized individual)

In case of questions please provide the following information for either the authorized individual noted above or the person most knowledgeable of how these funds were expended:

Name (if different than above): _____

Email: _____

Telephone: _____



Please utilize the budget from the original ISHS grant application when submitting for grant reimbursement.

Revenue Source Please list all match sources and amounts in the appropriate column. Total at the bottom. <i>Note: For volunteer labor, please include the hourly rate and number of hours in this column and the total amount in the In-kind/Volunteer Cash Match column.</i>	Grant Award Revenue	In Kind Volunteer/Cash Match	Total
ISHS CEG – Award (this amount must be matched on a 1-to-1 basis through additional cash or in-kind revenues, please list below)			
Match Source			
Totals	\$	\$	\$
Total Revenues from above			\$
Grant Expenses Please list all paid grant expenses and amounts in the appropriate column. Total at the bottom.	Grant Award Expense	Match Expense	Total
Totals			
Total Revenue			
Total Expenses			
Difference (if any)	\$	\$	\$

Please note that due to the nature and size of the grants indirect costs are not allowed as to maximize impact of limited funds.

Appropriate

Locate signs such that they fit within the architectural features of a façade, such as the panel band above the transom windows, about entryways, awnings, display windows or projections from these areas.

Line up signs with other signs along the block

Scale and orient signs based on pedestrian traffic

Use wood, sign grade foam, metal, extire or wood materials that are durable and do not have the appearance of plastic. Other materials may be considered if there is sufficient documentation of durability.

Limit the number of colors used on a sign, in general no more than three, accent colors may be appropriate.

Create one a collective sign for multi-tenant signage.

Typefaces should be in keeping with those seen in the district.

Material should be high quality, colorfast and sun fade resistant.

Any two-sided signs should be designed to be back to back and in no case shall both sides of the sign be visible at any one time to the reader.

Light signage with single tube neon or warm colored bulbs.

Historic documentation showing the National Registry of Historic Places identifies as period specific to the request can be used for special consideration.

Use of effective bird control products to prevent roosting and destroying signs is recommended.

Inappropriate

Install electronic displays or reader boards.

Install internally lit/backlit plastic signs

Include illuminated signs with intermittent moving, flashing, rotating or brightness changing elements.

Use plastic on the exterior of a sign.

Install free standing or roof mounted signs.

Vinyl or plastic materials are not appropriate

Highly reflective materials shall not be used

Install electronic message center signs or reader board signs

Plastic or vinyl faces used for internally illuminated signs are discouraged

Install a free standing, roof mounted or internally lit signs.

Signs should not obscure the view of any windows, existing signs, and/or adjacent buildings to an unreasonable extent.

Signs should not obstruct character defining features of a building.

Sign Installation

Whenever possible avoid drilling new holes or creating new fixing positions to historic buildings.

Minimize the number of anchor points when feasible

Sign attachment anchor points and attachment parts should be reused in their original location to protect the original building material.

When reuse of the existing anchor points is not feasible covering previous anchor points shall be done.

Reuse of existing brackets/hardware is encouraged, when reuse of the existing brackets/hardware is not feasible

Maintain, protect and repair the features, material surfaces and details of historic signs.

Any new sign brackets/hardware of a sign should be designed with reuse in mind and should be decorative or complementary to the character of the façade of the building.

Sign Types

The following types of signs are predominantly found in this historic district and would be considered the preferred types. However, this does not limit the ability for other signs to be reviewed and approved based on the general guidelines set forth.

Awning Sign

An "awning sign" is a sign which is applied to, attached, or painted on an awning or other roof like cover, intended for protection from the weather or as a decorative embellishment, projecting from a wall or roof of a structure over a window, walk, door, or the like.

Appearance of a sign viewed from an upper level out must be considered.

An awning sign should not exceed the size of the surface to which it is applied.

Lettering shall be centered on the awning with a typeface found within the district.

Nylon, canvas or other similar materials are encouraged.



Hanging Signs

A hanging sign is a sign that hangs from the underside of a canopy or building projection and does not employ ground support in any manner.

Only one hanging sign allowed per tenant.

A hanging sign should be mounted to provide 9 feet of clearance between the sidewalk and bottom of the sign.

A hanging sign should be mounted perpendicular to the building façade.

A hanging sign shall be no more than 8 sq. ft. in size.



Illuminated Signs

A sign which has characters, letters, figures, designs or outlines illuminated by electric lights, luminous tubes or other means as part of the sign itself.



Projecting Sign

A sign attached to a building or other structure whose sign face is displayed perpendicular or at an angle to the building wall.

Mount smaller blade signs near the business entrance, just above the door or to the side of it.



overwhelm the appearance of the building or obscure key architectural features.

Only one large projecting sign per building.

Mount smaller multi-tenant blade in groups that are proportionate to the building.



Mount larger projecting signs higher on the building, centered on the façade.



A projecting building shall appear to be in proportion with the building. It should not

Wall Signs

A sign with messages or copy erected parallel to and attached to or painted on the outside of a building.

Preserve historic painted signs in place as decorative features, if possible.

Preserve or lightly repaint faded or “ghost signs” on brick exteriors.

Design a wall sign to sit within, relatively flush rather than forward of the fascia or other architectural details of the building.

In general wall signs should be pedestrian oriented and fixed on a lower section of the building.



Window Signs

A sign inside of or attached to the interior of a transparent glazed surface (window or door) oriented to the outside of the building containing advertisement content.

Window sign materials should be made of materials easily removable such as paint, clings or vinyl and attached on the inside a window to minimize exposure to the elements and reducing maintenance issues.

Window signs should not cover more than 75% of the window surface.

Electronic signs located on the inside of the window that are designed to be visible from the right of way are discouraged within the district.



Window Privacy Clings

An opaque or tinted material installed with the intent to reduce sunlight heat and UV ray impacts and do not contain advertisement content.

Window coverings shall not cover more than 75% of the window surface.

Shall be mounted on the inside of the window to minimize exposure to the elements and to reduce maintenance issues.

