

Becoming Main Street Sylvania



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THE UNIVERSITY of
NEW ORLEANS



Project Overview

Georgia Southern University students in the Department of Geology and Geography, in the College of Science and Mathematics embodied the university's values of innovation and discovery, collaboration, and academic excellence through the 2022-2023 Public Participation Geographic Information Systems (PPGIS) project. This partnership with the city of Sylvania, the city's Downtown Development Authority, Screven County Development Authority, and the Planning and Urban Studies (PLUS) program at the University of New Orleans (UNO) exemplifies Georgia Southern's mission to foster a "...learner-centered culture [that] prepares us to think, lead, teach, and serve." (Georgia Southern University Mission*). Under the guidance of Dr. Michelle Thompson (UNO), Dr. Rob Yarbrough (GS), Dr. Munshi Rahman (GS), Dr. Amy Potter (GS) and PhD in Urban Studies student Jennie Garcia (UNO), three Geography students worked on this inaugural community-engaged project. Master of Science in Applied Geography (MSAG) students Kelsie Floyd and Austin Abar, along with undergraduate BA Geography major Rebecca Neely, completed this community-engaged research project, the overarching goals of which were to provide Geographic Information Systems (GIS) services to our community partners, in collaboration with municipal leaders, local business owners, and the broader communities in Sylvania and Screven County.

The GS MSAG students created an app-based field survey to capture images and evaluate property conditions for potential (re)development of historic buildings, while UNO PhD student Jennie Garcia guided GS undergraduate Rebecca Neely's focus on historic preservation and a potential Main Street Initiative. These GIS services have become an invaluable component of Sylvania's Downtown Strategic Plan and for achieving the city and county's overall economic development objective, while laying the foundation for future collaborations between Georgia Southern, the University of New Orleans, and the Sylvania and Screven communities. Moreover, these partnerships have proven to yield reciprocal benefits, as Georgia Southern students engage in experiential learning, work closely with community partners, and apply geographic concepts and techniques they learned in the classroom to real-world scenarios. Furthermore, the research on student success demonstrates that high impact practices like capstone experiences and internships provide unparalleled real-world exposure for our graduate and undergraduate students, while one of Georgia Southern's designated research focus areas is Community Engagement.

Adding to this real-world experience, Mayor Preston Dees encouraged the students to share their findings beyond the report, so the greater Sylvania community learns how the city supports businesses and is planning for immediate and long-term economic success. We anticipate that providing these pro bono GIS services for the Sylvania Downtown Strategic Plan was just the starting point, as students modeled their work plan after the New Orleans-based WhoData PPGIS methodology. This will enable future students to come behind these community-engaged student pioneers in Georgia Southern's geography programs and ideally build upon this foundational relationship with Sylvania and Screven County.

This portion of the report, "Becoming Main Street Sylvania," was prepared by Jennie Garcia and Rebecca Neely. Their contribution to the overall PPGIS partnership was to identify opportunities within the realm of historic preservation that could benefit Sylvania. The aim of their report was to provide the city with the tools necessary to become a designated Certified Local Government (CLG) that would then allow the city to apply to be designated as a Main Street. Recognizing the potential of CLG status and Main Street designation will allow the city to apply for funding that will foster an appreciation for their historic downtown corridor and promote historic preservation.

*Georgia Southern University Mission <https://president.georgiasouthern.edu/performance-excellence/mission-values/>

Dr. Robert Yarbrough, Interim Department Chair, Georgia Southern University, Geology and Geography Department at ryarbrough@georgiasouthern.edu for a copy of the City of Sylvania, Screven County Development Authority & Downtown Development Authority Public Participation Geographic Information Systems Report. A link to the report will be available after May 15, 2023 on the GS Geology and Geography Department website: <https://cosm.georgiasouthern.edu/geo/>, as well as, the City of Sylvania & Downtown Development Authority websites.

Sylvania, GA Main Street Boundary 2023



The 'Main Street' program provides a comprehensive plan to revitalize and improve the downtown and commercial districts. The Main Street in the City of Sylvania, Georgia was approved in 2014-2015 but was not maintained after 2017. In 2023, the Sylvania Downtown Development Authority requested a review of the location and progress for redeveloping the Main Street program as part of the Downtown Strategic Plan. The City of Sylvania provided the general boundary outline of the original Sylvania Main Street. This layout provides a general re-creation of the Main Street boundaries. The specific blocks and street addresses must be included in the final application for Main Street re-application. This map does not provide, or recommend, those boundaries.

Cartographer: Rebecca Neely (GSU); Academic Advisors: Jennie Garcia (UNO) and Dr. Michelle Thompson (UNO)
Date: May 7, 2023
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Coordinate System: NAD 1983 UTM Zone 17N

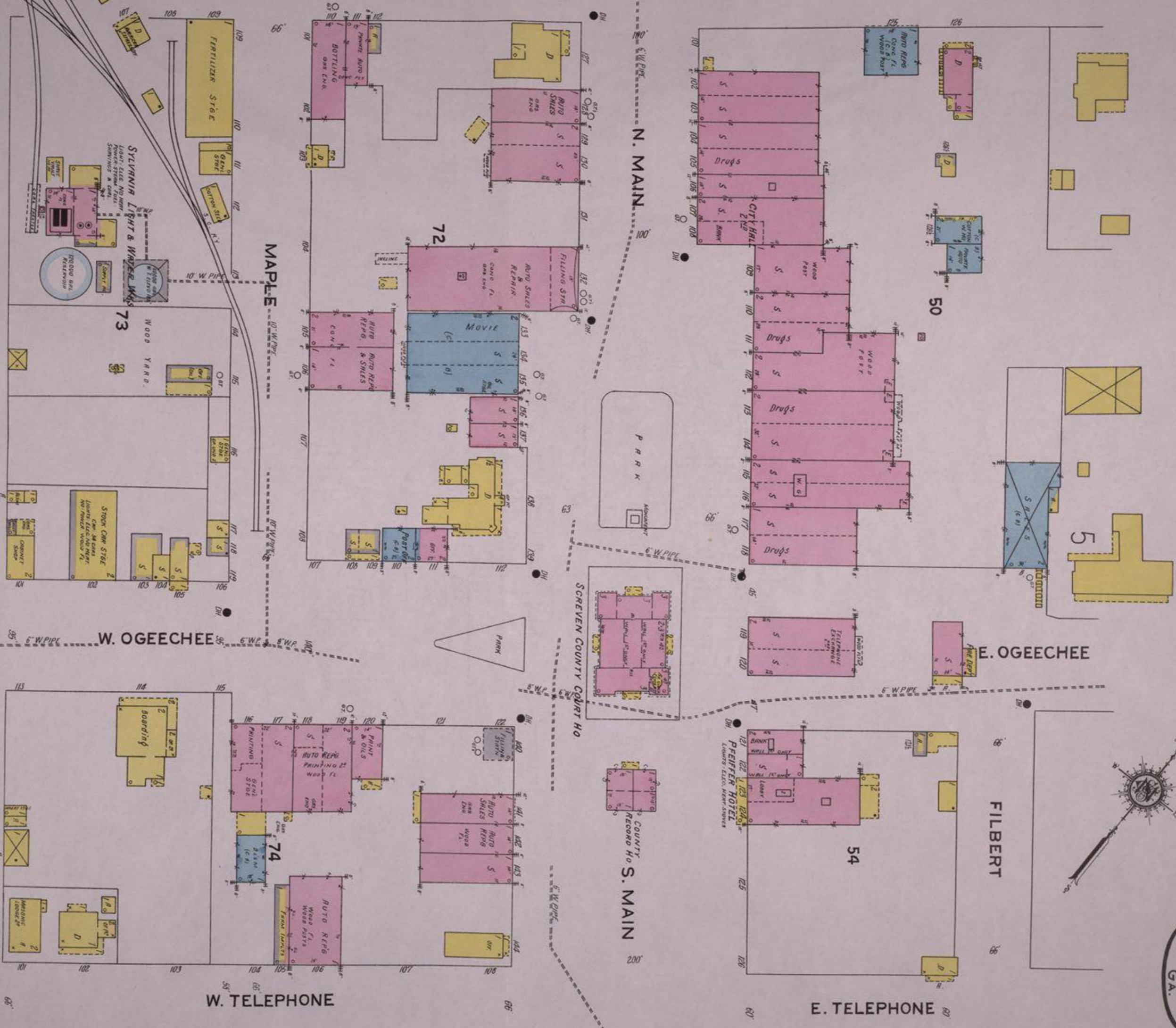
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acronyms

CLG	Certified Local Government
COA	Certificate of Appropriateness
DCA	Department of Community Affairs
DNR	Department of Natural Resources
DDA	Downtown Development Association
GA	Georgia
GRAAM	Grant Application Administration and Management
HPC	Historic Preservation Commission
HPD	Historic Preservation Division
HPF	Historic Preservation Fund
NPS	National Park Service
NRHP	National Register of Historic Places
PPGIS	Public Participation Geographic Information Systems
SHPO	State Historic Preservation Office



Scale of Feet.
 0 50 100 150

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History of Sylvania

Indigenous Americans who settled in the area known today as Screven County were the Yamassees, Creeks, and the Cherokee (Hollingsworth, Thompson, & Lee, 1989). The Yamassees were part of the Creeks tribe. In 1715, the Yamassees War broke out against the Cherokees in (South) Carolina. The Creeks encouraged the war, which was against their neutrality. The Indigenous Americans of the Carolinas had more advanced weapons, which aided the war to their benefit. To restore peace in 1717 between the tribes of the Yamasses and the Cherokees, a peace treaty was signed. After the war, the Yamassees retreated to Florida to live under colonial Spanish rule, and the Creeks moved from Oconee and Ocmulgee Rivers to the Chattahoochee River. It wasn't until 1732 that the first English colonists arrived in present-day Savannah. The first Englishman to arrive in Screven County is said to be Henry Woodward. The early colonists were under the command of James Oglethorpe, the founder of the colony of Georgia.

Georgia was the last of the original thirteen colonies to be founded in what is the present-day United States of America. In its transition from a British colony to a state in a newly formed nation, colonists participated in the American Revolution. During this transitional period, two Georgians, Abraham Baldwin and William Few Jr., signed the new U.S. Constitution at the Constitutional Convention making Georgia the fourth state to enter the Union when the Constitution was ratified on January 2, 1788 (Cobb & Inscoe, 2020). With Georgia signing and pledging allegiance to the newly formed Union, they took a stance against British rule and fought for their independence during the American Revolution. The American Revolution came close to home to Sylvania during the Battle of Brier Creek. During this battle, British troops under the command of Colonel Provost would march his men up the south side of Brier Creek on March 1, 1779. In an attempt to slow the British troops, American soldiers destroyed a bridge that crossed the creek at Paris Mill. The British were not to be thwarted and made a makeshift bridge enabling them to cross the creek by the evening of March 2nd. British troops attacked American troops by surprise and won a swift victory by 3:00 pm on March 3, 1779. (Hillingsworth, 1979). This British victory is memorialized on a mural on a side of the Clark Family Care building in downtown Sylvania.



Screven-Jenkins Regional Library System, Sylvania, Georgia (1947). Photograph of downtown Sylvania, Georgia, 1947. Retrieved from <http://dlg.galileo.usg.edu/screvenjenkins/do:gcm003>



"Georgia Welcome Station" Sylvania/Screven County History. Public Group. Postcards from the Golden Age of US 301. Retrieved from Facebook. Accessed April 18, 2023.

The county of Screven, home of Sylvania, is named for an American Revolutionary War hero- General James Screven (Genealogy Trails, 2023). The next time Screven County would see battle would be in another 85 years during the Civil War with General William T. Sherman's March to the Sea. Sherman's march was the most destructive against a civilian population during the Civil War that began in Atlanta on November 15, 1864 and ended in Savannah on December 21, 1864 (Bailey, 2020). As General Sherman passed through Screven County, he made an order forbidding random destruction. This meant the troops were prohibited from trespassing or entering any home. However, they could collect food or supplies from the side of the road or if it was in sight (Hollingsworth, Thompson, & Lee, 1989).

The exact date of Sylvania's first European settlement is unknown; however, the state legislature moved the Screven county seat to Sylvania from its former location at Jacksonborough in 1847. The land that makes up Sylvania was purchased from Charles Church for one dollar per acre. Sylvania was incorporated in 1854, and its name was derived from the Latin word for forest and suggested by Screven County poet Cuyler Young (Brown, 2022).



"Greetings from Sylvania." Sylvania/Screven County History. Public Group. Postcards from the Golden Age of US 301. Retrieved from Facebook. Accessed April 18, 2023.



Screven-Jenkins Regional Library System, Sylvania, Georgia (1947). Photograph of downtown Sylvania, Georgia, 1947. Retrieved from <http://dlg.galileo.usg.edu/screven-jenkins/do:gcm016>

Historic Preservation

As established by the National Historic Preservation Act of 1966, each state is required to have a State Historic Preservation Office (SHPO), which serves several functions of the national historic preservation program. This is conducted through Georgia's Historic Preservation Division (HPD). The HPD manages statewide programs authorized or mandated by the Georgia General Assembly. These include a number of specific preservation programs, such as state property freeze tax, state rehabilitation grants, and stewardship of state-owned buildings. The HPD's mission is to promote the preservation and use of historic places in Georgia (Georgia Historic Preservation Division, 2018).

Tapping into historic preservation, the city of Sylvania can find many benefits that could promote their history and people. Many of these benefits have been outlined in Georgia's State Historic Preservation Plan 2022-2026: Preserving the Past in Times of Change. GA's 2022-2026 preservation plan states that "planning for our future must include planning for the preservation of our heritage" (Historic Preservation Division Georgia Department of Community Affairs, 2022). In order for Sylvania to meet the goals outlined in the GA preservation plan, they will need to identify the story of who the people of Sylvania are, where they came from, and the important historic and cultural places and sites that contribute to the history of Sylvania and the state of Georgia.

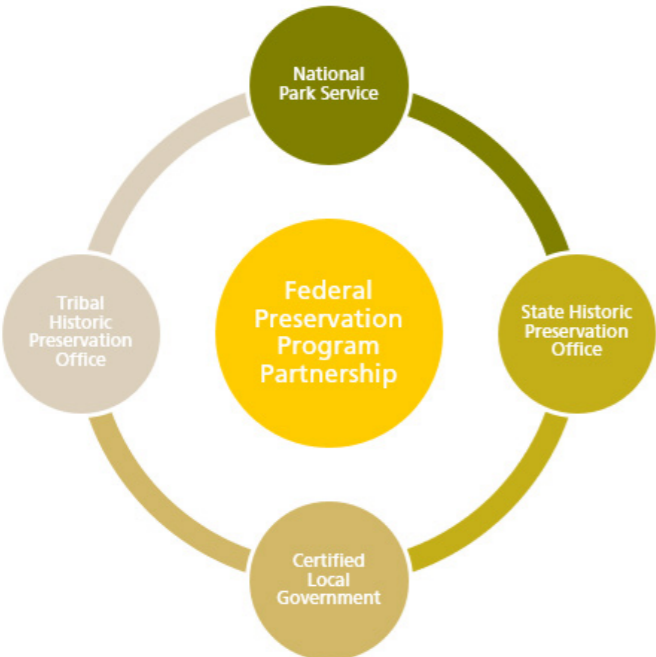


Georgia Historic Preservation Division's Albums. "2013 Georgia Historic Preservation Conference & HPC Training." Milledgeville, GA. April 26-27, 2013. Posted May 9, 2013. Retrieved from Facebook. Accessed April 18, 2023.

Certified Local Government

The GA Historic Preservation Act of 1980 (O.C.G.A. 44-10-2) is the state’s enabling legislation that gives local governments the authority to designate historic properties and establish a design review process for their protection by means of local historic preservation ordinances and commissions (Historic Preservation Division Georgia Department of Community Affairs, 2022). This act allows local governments to create local designations of historic properties and create historic preservation commissions (HPC) as a citizen-based review board. HPCs are then charged with reviewing and regulating sympathetic changes to historic properties.

Sylvania has made steps toward becoming a Certified Local Government (CLG). A Certified Local Government (CLG) program assists local governments with integrating historic preservation into local planning decisions. Any city, town, or county that has enacted a historic preservation ordinance, enforces the ordinance through a local preservation commission, and has met the requirements outlined in the Procedures for Georgia’s Certified Local Government program is eligible to become a CLG (Georgia Department of Community Affairs, 2018). The CLG program also works hand-in-hand with the GA Main Street program. The city of Sylvania has a historic preservation commission, which is a step towards becoming a CLG. Additionally, the city was designated as a Main Street community until January 15, 2017.



Map. Sylvania/Screven County History. Public Group. Sylvania/Screven County Photographs. Posted September 1, 2011. Retrieved from Facebook. Accessed April 18, 2023.



HISTORIC PRESERVATION DIVISION



Sylvania Historic Preservation Ordinance

CLGs are all required to make a written, legal commitment to protect and designate a community's irreplaceable historic properties in accordance with State and local laws (National Park Service, 2021). Sylvania has taken steps to meet the legal requirements as a CLG community by enacting local ordinances within their Municode. Sylvania's historic preservation ordinance can be found in the Code of Ordinances City of Sylvania, Georgia, Article IV- Historic Properties and Districts. The beginning of Article IV defines the purpose of the ordinance, which is to provide a uniform procedure that protects, enhances, and preserves any districts, sites, buildings, objects, or landscapes. Article IV further outlines the purpose and duties of a historic preservation commission and how these duties go hand-in-hand with historic preservation. (Municode Library, 1993). (Ord. No. 448, § I, 1-20-09; Ord. No. 485, 2-17-15)

Per Article IV - Historic Properties and Districts are to support the city's historical, cultural, and aesthetic heritage. Preserving this heritage is essential to promoting the people's health, prosperity, and general welfare. Historic properties and districts are important to stimulate the revitalization of business districts and historic neighborhoods. The revitalization also protects and enhances local historic aesthetics, attracting tourists, stimulating business, and enhancing federal or state tax benefits opportunities.

Definitions are provided within the ordinances in Section 14-82 that define terms associated with historic properties and districts. These are the definitions provided for Historic Properties and Districts:

Building means a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. Building may refer to historically related complex such as a courthouse and jail or a house and barn (Municode Library, 1993).

Certificate of appropriateness means a document evidencing approval by the historic preservation commission of an application to make a material change in the appearance of a designated historic property or of a property located within a designated historic district (Municode Library, 1993).

Exterior architectural features means the architectural style, general design, and general arrangement of the exterior of a building, structure, or object, including, but not limited to, the kind of texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details or elements relative to the foregoing (Municode Library, 1993).

Historic district means a geographically definable area possessing a significant concentration, linkage, or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. A historic district shall further mean an area designated by the city council as a historic district pursuant to the criteria established in section 14-84(b) (Municode Library, 1993).

In Section 14-83 - Creation of a Historic Preservation Commission states the creation of a historic preservation commission will have the official title of "Sylvania Historic Preservation Commission" (Municode Library, 1993). The Commission is a position within the city government and is part of the planning functions of the city. The Commission shall consist of five members who are appointed by the mayor and ratified by the city council (Municode Library, 1993). All Commission members must be residents of the city and consist of persons who have demonstrated special interest, experience, or education in history, architecture or the preservation of historic resources. To the extent

available in the city, at least one member shall be appointed from professionals in architecture, history, architectural history, planning, archaeology or related professions (Municode Library, 1993). Sylvania's Historic Preservation Commission has the following powers:

- (1) Prepare and maintain an inventory of all property within the city having the potential for designation as historic property (Municode Library, 1993).
- (2) Recommend to the city council specific districts, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts (Municode Library, 1993).
- (3) Review application for certificates of appropriateness and grant or deny the same in accordance with the provisions of this article (Municode Library, 1993).
- (4) Recommend to the city council that the designation of any district, site, building, structure or object as a historic property or as a historic district be revoked or removed (Municode Library, 1993).
- (5) Restore or preserve any historic properties acquired by the city (Municode Library, 1993).
- (6) Promote the acquisition by the city of façade easements and conservation easements, as appropriate, in accordance with the provisions of the Georgia Uniform Conservation Easement Act of 1992.(O.C.G.A. §§ 44-10.1—44-10.5) (Municode Library, 1993).
- (7) Conduct education programs on historic properties located within the city and on general historic preservation activities (Municode Library, 1993).
- (8) Make such investigation and studies of matters relating to historic preservation, including consultation with historic preservation experts, the city council or the commission itself may, from time to time, deem necessary to appropriate for the purposes of preserving historic resources (Municode Library, 1993).
- (9) Seek out local, state, federal or private funds for historic preservation, and recommend to the city council the most appropriate uses of any funds acquired (Municode Library, 1993).
- (10) Submit to the historic preservation division of the department of natural resources a list of historic properties of historic districts designated (Municode Library, 1993).
- (11) Perform historic preservation activities as the official agency of the city historic preservation program (Municode Library, 1993).
- (12) Employ persons, if necessary, to carry out the responsibilities of the Commission (Municode Library, 1993).
- (13) Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The preservation commission shall not obligate the city without prior consent (Municode Library, 1993).

(14) Review and make comments to the historic preservation division of the department of natural resources concerning the nomination of properties within its jurisdiction to the national register of historic places (Municode Library, 1993).

(15) Participate in private, state and federal historic preservation programs and, with the city council's consent, enter into agreements to do the same (Municode Library, 1993).

The Sylvania Historic Preservation Commission has the power to adopt rules and standards for the transaction of its business and for consideration of application for designation of certificates of appropriateness (COA), such as by-laws, removal of membership provision, and design guidelines and criteria. The preservation commission also has the flexibility to adopt rules and standards without amending article 14. The commission has to provide the time and place of regular meetings and special meetings. The commission also has the power to select officers as it deems appropriate from among its members. When meeting, a quorum shall consist of a majority of the members. All records of commission meetings become a public record and can consist of resolutions, proceedings, and actions. (Municode Library, 1993)

If there are conflicts of interest within the commission, the commission will then be subject to all conflict of interest laws set forth in the state statues and in city charters. (Municode Library, 1993)

There are regulations for the recommendation and designation of historic districts and properties. These regulations are:

(a) *Preliminary research by the commission.*

1. **Commission's mandate is to conduct a survey of local historical resources.** The commission shall compile and collect information and conduct surveys of historic resources within the city (Municode Library, 1993).

2. **Commission's power to recommend districts and buildings to the city council for designation.** The commission shall present recommendations for historic districts and properties to the city council (Municode Library, 1993).

3. **Commission's documentation or proposed designation-** Prior to the commission's recommendation of a historic district or historic property to the city council for designation, the commission shall prepare a report for nomination consisting of the following:

a. A physical description (Municode Library, 1993).

b. A statement of historical, cultural, architectural, and/or aesthetic significance (Municode Library, 1993).

c. A map showing district boundaries and classification (i.e., contributing, non-contributing or historic, non-historic, vacant, intrusive) of individual properties therein or showing boundaries of individual historic properties (Municode Library, 1993).

d. Representative photographs (Municode Library, 1993).

(b) *Designation of a historic district.*

1. *Criteria for selection of historic districts.* A historic district is a geographically definable area that contains buildings, structures, sites, objects, and landscape features or a combination thereof, which:

- a. Has a special character of special historic/aesthetic value or interest (Municode Library, 1993).
- b. Represents one or more periods, styles, or types of architecture typical of one or more eras in the history of the municipality, county, state or region (Municode Library, 1993).
- c. Causes such areas to constitute a visibly perceptible section of the municipality or county by reason of such factors (Municode Library, 1993).

2. *Boundaries of a historic district.* Boundaries of a historic district shall be included in the separate ordinances designating such districts and shall be shown on the official zoning map of the city, or in the absence of zoning, on an official map designated as a public record (Municode Library, 1993).

3. *Evaluation of properties within the historic district.* Individual properties within historic districts shall be classified as:

- a. Contributing (Municode Library, 1993).
- b. Non-contributing (does not contribute to the district, as provided for in subsection (b)(1) (Municode Library, 1993).

-OR-

- a. Historic (more than 50 years old) (Municode Library, 1993).
- b. Non-historic (less than 50 years old, yet possessing architectural character) (Municode Library, 1993).
- c. Intrusion (structure less than 50 years old which does not contribute to the character of the district) (Municode Library, 1993).
- d. Vacant (Municode Library, 1993).

(c) *Designation of a historic property;* criteria for selection of historic properties. A historic property is a building, structure, site, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the city, the region, or the state for one of the following reasons:

- 1. It is an outstanding example of a structure representative of its era (Municode Library, 1993).

2. It is one of the few remaining examples of a past architectural style (Municode Library, 1993).

3. It is a place or structure associated with an event or persons of historic or cultural significance to the city, state, or region (Municode Library, 1993).

4. The site of natural or aesthetic interest continues to contribute to the cultural or historical development and heritage of the municipality, county, state or region (Municode Library, 1993)

(d) *Requirements for adopting an ordinance for the designation of historic districts and historic properties.*

1. *Application for designation of historic districts of property.* Designations may be proposed by the city council, the commission, or:

- a. For historic districts. A historical society, neighborhood association or group of property owners may apply to the commission for designation (Municode Library, 1993).
- b. For historic properties. A historical society, neighborhood association or property owner may apply to the commission for designation (Municode Library, 1993).

2. *Required components of a designation ordinance.* Any ordinance designating any property or district as historic shall:

- a. List each property in a proposed historic district and describe the proposed individual historic property (Municode Library, 1993).
- b. Set forth the name(s) of the owner(s) of the designated property or properties (Municode Library, 1993).
- c. Require that a certificate of appropriateness be obtained from the commission prior to any material change in the appearance of the designated property (Municode Library, 1993).
- d. Require that the property or district be shown on the official zoning map of the city and be kept as a public record to provide notice of such designation (Municode Library, 1993)

3. *Require public hearings.* The commission or the city council shall hold a public hearing on any proposed ordinance for the designation of any historic district or property. Notice of the hearing shall be published in at least three consecutive issues in the principal newspaper of local circulation, and written notice of the hearing shall be mailed by the Commission to all owners and occupants of such properties. All such notices shall be published or mailed not less than ten nor more than 20 days prior to the date set for the public hearing. A notice sent via the United States mail to the last known owner of the property shown on the city tax digest and a notice sent via attention of the occupant shall constitute legal notification to the owner and occupant under this article (Municode Library, 1993).

4. *Notification of historic preservation division.* No less than 30 days prior to making a recommendation on any ordinance designating a property or district as historic, the commission

must submit the report, required in subsection (a)(3), to the historic preservation division of the department of natural resources (Municode Library, 1993).

5. **Recommendations on proposed designations.** A recommendation to affirm, modify or withdraw the proposed ordinance for designation shall be made by the commission within 15 days following the public hearing and shall be in the form of a resolution to the city council (Municode Library, 1993).

6. **The city council actions on the commission's recommendations.** Following receipt of the commission's recommendation, the city council may adopt the ordinance as proposed, may adopt the ordinance with any amendments they deem necessary, or reject the ordinance (Municode Library, 1993).

7. **Notification of adoption of ordinance for designation.** Within 30 days following the adoption of the ordinance for designation by the city council, the owners and occupants of each designated historic property, and the owners and occupants of each structure, site or work of art located within a designated historic district, shall be given written notification of such designation by the city council, which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in appearance of the historic property designated or within the historic district designated. A notice sent via the United States mail to the last known owner of the property shown on the city tax digest and a notice sent via United States mail shall constitute legal notification to the owner and occupant under this article (Municode Library, 1993).

8. **Notifications of other agencies regarding designation.** The commission shall notify all necessary agencies within the city of the ordinance for designation (Municode Library, 1993).

9. **Moratorium on applications for alteration or demolition while ordinance for designation is pending.** If an ordinance for designation is being considered, the commission shall have the power to freeze the status of the involved property (Municode Library, 1993).

The Sylvania Historic Preservation Commission has the authority to issue a certificate of appropriateness (COA) when an application is made for a material change to a building that is designated as a historic property or if it is located within a designated historic district. The COA must be submitted and approved prior to any changes that are made to historic properties. If the COA is not submitted and approved then a building permit cannot be issued. When submitting a COA to the commission, drawings, photographs, plans and documentation may also be requested. (Ord. No. 448, § V, 1-20-09; Ord. No. 485, 2-17-15, Municode Library, 1993)

While reviewing COAs, the commission will not consider the interior arrangement of a building or use that has no effect on the exterior architectural features. The commission does have the authority to seek outside technical advice to ensure appropriate changes and recommendations are being made. (Ord. No. 448, § V, 1-20-09; Ord. No. 485, 2-17-15, Municode Library, 1993)

Reviews of COAs are conducted at a public meeting with notice published in the principal newspaper of local circulation in the city and written notice of the hearing must be mailed by the commission to all owners and occupants of the subject property. All written and published notices shall be provided in the same manner and time frame as notices that are provided before a public hearing for rezoning. (Ord. No. 448, § V, 1-20-09; Ord. No. 485, 2-17-15, Municode Library, 1993)

Property owners and/or applicants will be given an opportunity to be heard at COA public meetings. The commission can either approve the COA, approve with modifications, or deny it. Approval is generally given if the commission finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, historic, or architectural significance and value of the historic property or the historic district. In making these decisions, the commission shall consider, in addition to any other pertinent

factors, the following criteria for each of the following acts(Ord. No. 448, § V, 1-20-09; Ord. No. 485, 2-17-15) (Municode Library, 1993):

1. **Reconstruction, alteration, new construction or renovation.** The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building materials, setback and site features, and to the secretary of interior's standards for rehabilitation and guidelines for rehabilitating historic buildings (Municode Library, 1993).

2. **Relocation.** A decision by the commission approving or denying a certificate of appropriateness for the relocation of a building, structure, or object shall be guided by:

a. The historic character and aesthetic interest of the building, structure or object contributes to its present setting (Municode Library, 1993).

b. Whether there are definite plans for the area to be vacated and the effect of those plans on the surrounding area's character will be (Municode Library, 1993).

c. Whether the building, structure or object can be moved without significant damage to its physical integrity (Municode Library, 1993).

d. Whether the proposed relocation area is compatible with the historical and architectural character of the building, structure, site or object (Municode Library, 1993).

3. **Demolition.** A decision by the commission approving or denying a certificate of appropriateness for the demolition of buildings, structures, sites, trees judged to be 50 years old or older, or objects shall be guided by:

a. The historic, scenic, or architectural significance of the building, structure, site, tree or object (Municode Library, 1993).

b. The importance of the building, structure, site, tree or object to the ambiance of a district (Municode Library, 1993).

c. The difficulty or the impossibility of reproducing such a building, structure, site, tree, or object because of its design, texture, material, detail, or unique location (Municode Library, 1993).

d. Whether the building, structure, site, tree, or object is one of the last remaining examples of its kind in the neighborhood or the city (Municode Library, 1993).

e. Whether there are definite plans for use of the property if the proposed demolition is carried out, and that the effect of those plans on the character of the surrounding area would be (Municode Library, 1993).

f. Whether reasonable measures can be taken to save the building, structure, site, tree or object from collapse (Municode Library, 1993).

g. Whether the building, structure, site, tree or object is capable of earning reasonable economic return on its value (Municode Library, 1993).

(g) *Undue hardship.* When, by reason of unusual circumstances, the strict application of any provision of this article would result in the exceptional practical difficulty or undue economic hardship upon any owner of a specific property, the commission, in passing upon applications, shall have the power to vary or modify strict provisions, so as to relieve such difficulty or hardship. Provided such variances, modifications, and interpretations shall remain in harmony with the general purpose and intent of said provisions, so that the property's architectural or historical integrity, or character, shall be conserved and substantial justice done. In granting variances, the commission may impose such reasonable and additional stipulations and conditions as will, in its judgment, best fulfill the purpose of this article. An undue hardship shall not be a situation of the person's own making (Municode Library, 1993).

(h) *Deadline for approval or rejection of application certificate of appropriateness* (Municode Library, 1993).

1. The commission shall approve or reject an application for a certificate of appropriateness within 45 days after the filing thereof by the owner or occupant of a historic property, or of a building structure, site, or object located within a historic district. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance or denial of a certificate of appropriateness shall be sent by United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission (Municode Library, 1993).

2. Failure of the commission to act within said 45 days shall constitute approval, and no other evidence of approval shall be needed (Municode Library, 1993).

(i) *Necessary action to be taken by commission upon rejection of application for certificate of appropriateness* (Municode Library, 1993).

1. In the event the commission rejects an application, it shall state its reasons for doing so, and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may modify the plans and resubmit the application at any time after doing so (Municode Library, 1993).

2. In cases where the application covers a material change in the appearance of a structure that would require the issuance of a building permit, the rejection of the application for a certificate of appropriateness by the commission shall be binding upon the building inspector or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued (Municode Library, 1993).

(j) *Requirement of conformance with certificate of appropriateness* (Municode Library, 1993).

1. All work performed pursuant to an issued certificate of appropriateness shall conform to the requirements of such certificate. In the event work is performed not in accordance with such certificate, the commission shall issue a cease and desist order and all work shall cease (Municode Library, 1993).

2.. The commission and the city council shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any material change in appearance of a designated historic property or historic district, except those changes made in compliance with the provisions of this article or to prevent any illegal act or conduct with respect to such historic property or historic district (Municode Library, 1993).

(k) *Certificate of appropriateness void if construction has not commenced.* A certificate of appropriateness shall become void unless construction is commenced within six months of date of issuance. A certificate of appropriateness shall be issued for a period of 18 months and is renewable (Municode Library, 1993).

(l) *Recording an application for certificate of appropriateness.* The commission shall keep a public record of all applications for certificates of appropriateness, and/or all the commission's proceedings in connection with the application (Municode Library, 1993).

(m) *Acquisition of property.* Where such action is authorized by the city council and is reasonably necessary or appropriate for the preservation of a unique historic property, the commission may enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, to the property or any interest therein (Municode Library, 1993).

(n) *Appeals.* Any person adversely affected by any determination made by the commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the city council. Any such appeal must be filed with the city council within 15 days after the issuance of the determination pursuant to subsection (h)(1) or, in the case of a failure of the commission to act, within 15 days of the expiration of the 45-day period allowed for the commission action, subsection (h)(2). Appeals for properties within the city shall be made to the city council. The city council may approve, modify, or reject the termination made by the commission, if the governing body finds that the commission abused its discretion in reaching its decision. Appeals from city council decisions may be taken to the Superior Court of Screven County in the manner provided by law for appeals from conviction of the city ordinance violations (Municode Library, 1993).

There are penalties outlined within Sylvania's code of ordinances that are reserved for the maintenance of historic properties and building and zoning code provisions. These are stated as the following:

a. *Ordinary maintenance of repair.* Ordinary maintenance or repair of any exterior architectural or environmental feature in or on a historic property to correct deterioration, decay, or to sustain the existing form, and that does not involve a material change in design, material, or outer appearance thereof, does not require a certificate of appropriateness (Municode Library, 1993).

b. *Failure to provide ordinary maintenance or repair.* Property owners of historic properties or properties within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The commission shall be charged with the following responsibilities regarding deterioration by neglect (Municode Library, 1993).

1. The commission shall monitor the condition of historic properties and existing buildings in historic districts to determine if they are being allowed to deteriorate by neglect. Such conditions as broken windows, doors and exterior openings, which allow the elements and vermin to enter, or the deterioration of a building's structural system shall constitute failure to provide ordinary maintenance or repair (Municode Library, 1993).

2. In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation. The owner of such property will have 30 days in which to do this (Municode Library, 1993).

3. In the event that the condition is not remedied in 30 days, the owner shall be punished as provided in section 14-87 and, at the direction of the city council, the commission may perform such maintenance or repair as is necessary to prevent deterioration by neglect. The owner of the property shall be liable for the cost of such maintenance and repair performed by the commission (Municode Library, 1993).

(c) *Affirmation of existing building and zoning codes.* Nothing in this article shall be constructed to exempt property owners from complying with existing city building and zoning codes nor prevent any property owner from using this property not prohibited by other statutes, ordinances or regulations (Municode Library, 1993).

Sylvania’s code of ordinances lists zoning regulations in Appendix B. These zoning regulations are found in Appendix B’s Article 9.5 - Historical District (H). Article 9.5 focuses on zoning for historic districts and has the following sections: purposes (Section 8-3009.5-1), the historical district established (Section 8-3009.5-2), permitted uses (Section 8-3009.5-3), design regulations (Section 8-3009.5-4), and reserved (Section 8-3009.5-5).

Section 8-3009.5-1.- Purposes states that the purpose of this article is to establish a zoning district in which there are a significant number of older residential structures having architectural features and characteristics of structures built by earlier generations, which features and characteristics are indigenous to the East Central Georgia area; and to encourage the preservation of such structures and their architectural features by allowing certain compatible commercial and professional uses within such districts. (Ord. No. 360, § I, 10-6-98)

Section 8-3009.5-2.- Historical district established. There is hereby established a new zoning classification within the city to be known as a historical (H) district or zone. (Ord. No. 360, § II, 10-6-98)

Section 8-3009.5-3.- Permitted uses. The following uses are permitted in historical (H) districts:

- a. Any use permitted in an R-1 residential district;
- b. Bed and breakfast inns;
- c. Restaurants;
- d. Gift shops (all merchandise must be displayed indoors except on occasions when a sidewalk sale permit is obtained);
- e. Antique shops (all merchandise must be displayed indoors except on occasions when a sidewalk sale permit is obtained);
- f. Furniture import shops (all merchandise must be displayed indoors except on occasions when a sidewalk sale permit is obtained);
- g. Physicians, lawyers, engineers, architects, accountants, and similar professional uses, excluding veterinarians (Municode Library, 1993). (Ord. No. 360, § III, 10-6-98)

Section 8-3009.5-4.- Design regulations. The design regulations as set forth in article 14 of appendix B, Zoning, of the Code of Ordinances of the City of Sylvania, shall apply to historical (H) districts, and section 8-3014-1 is hereby amended by adding (H) zones to the zoning classifications within the City of Sylvania to which the design regulations apply. (Ord. No. 360, § IV, 10-6-98)

Section 8-3009.5-5.- Reserved. Editor’s Note- Ord. No. 471, adopted May 17, 2011, repealed § 8-3009.5-5, which pertained to hierarchy of uses and derived from Ord. No. 360, adopted October 6, 1998.

Sylvania has not taken the final steps to becoming a Certified Local Government. Steps have been taken that would make it easy for Sylvania to apply for CLG status. By becoming a CLG, Sylvania will have direct access to State Historic Preservation Office (SHPO) staff for assistance with their commission, building assessments, surveys and nominations, and general preservation assistance. State staff and the National Park Service (NPS) offer regular training for CLGs as well, an added benefit of the partnership (National Park Service, 2021).

Certified Local Government communities also have the ability to utilize Historic Preservation Fund (HPF) grants. States receive annual appropriations from HPF grant funds. These grants can fund a wide variety of projects (National Parks Service, 2021).



Eligibility to Become a Certified Local Government

Any local government that meets the requirements set forth in The Georgia CLG Program is eligible for certification. The National Historic Preservation Act, as amended (16 U.S.C. 470 et seq), contains five broad standards that must be met by a local government seeking certification. The local government must:

1. Enforce appropriate state or local legislation for the designation and protection of historic properties.
2. Establish an adequate and qualified historic preservation review commission by local legislation.
3. Maintain a system of survey and inventory of historic properties.
4. Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register of Historic Places (NRHP).
5. Satisfactorily perform the responsibilities delegated to it under the Act (Georgia Department of Natural Resources, 2014).

Minimum Requirements

There are a set of minimum requirements that must be maintained in order to maintain a CLG status. Sylvania is not a CLG, so they would have to apply to become a CLG.

1. Enforce appropriate state or local legislation for the designation and protection of historic properties. In addition to the federal requirements, each local government must adopt and enforce a historic preservation ordinance for the designation and protection of historic and prehistoric resources.
2. Establish an adequate and qualified Historic Preservation Review Commission by state or local legislation. Each local government must have a historic preservation commission with a minimum of three (3) members.
 - a. All members of the Commission must have demonstrated special interest, competence, or knowledge in historic preservation. To the extent that such professionals are available in the community, Commission members must be appointed from the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, folklore, curation, conservation, real estate, law, or landscape architecture. As part of their work in a particular discipline, professionals must be positively involved in historic preservation through the active support and use or recognized preservation techniques and strategies. For example, a banker with experience in federal housing or loan programs targeted to historic neighborhoods might be an appropriate commission member. Commission member must be appointed by the chief elected official of the jurisdiction. If unable to meet the professional membership requirements, the local government must demonstrate in writing how it has made a reasonable effort to appoint commission members from these professional disciplines.

b. The Commission's geographic area of authority must coincide with the boundaries of the local government's jurisdiction.

c. The responsibilities of the Commission must be complementary to and coordinated with those of the HPD of the Department of Natural Resources (DNR), the state SHPO in Georgia as enumerated in the National Historic Preservation Act, as amended, and with state and federal preservation standards, guidelines and regulation. They must include the authority to:

1. Prepare and maintain an inventory of all properties within its jurisdiction having the potential for designation as historic property;
2. Recommend to the local governing body specific places, districts, sites, buildings, structures or works of art to be designated by ordinance as historic properties or historic districts;
3. Review applications for Certificate of Appropriateness or some other approval/ review mechanism for locally-designated historic resource protection and grant or deny the same in accordance with the provisions of the ordinance;
4. Conduct educational programs on historic properties located within its jurisdiction and on general historic preservation activities;
5. Make investigations and studies of matters relating to historic preservation including consultation with historic preservation experts;
6. Seek out local, state, federal, and private funds for historic preservation, and make recommendations to the local governing body concerning the most appropriate uses of any funds acquired;
7. Review and make comments to the Historic Preservation Division of the Department of Natural Resources concerning the nomination of properties within its jurisdiction to the National Register of Historic Places;
8. Participate in private, state, and federal historic preservation programs and with the consent of the local governing body, enter into agreements to do the same.



City of Sylvania's Albums. No Title. Posted February 20, 2014. Retrieved from Facebook. Accessed April 18, 2023.



d. In carrying out the above enumerated responsibilities, the local government may find it necessary to seek additional expertise outside its membership. For example, when a Commission reviews a NR nomination for an archaeological site and the archaeology discipline is not represented on the Commission, the Commission must seek expertise in archeology before rendering its decision. This requirement holds for review of NR nominations & designations of local properties & other activities normally evaluated by a professional representing a specific discipline. This additional expertise can be obtained through:

1. The Commissions' technical assistance/professional staff;
2. Local government professional staff;
3. A qualified consultant;
4. The Regional Commission;
5. Federal, state, local, or private preservation agencies or organizations; or
6. Other adequately qualified sources as identified by the Commission and the local government.

Commissions may explore the possibility of sharing professional expertise among several communities.

e. Each Commission member, & anyone serving the Commission in a technical assistance/professional staff capacity, shall attend at least one information or educational meeting per year pertaining to historic preservation. Such meetings may include those sponsored by the HPD, the NTHP, the GA Trust for Historic Preservation, the GA Alliance of Preservation Commissions, the National Alliance of Preservation Commissions, university programs, or a local preservation organization.

f. The local government must designate a paid member of its staff or a person working under contract as a source of technical/administrative/professional assistance to be responsible for the operations of the Commission in keeping with the requirements of certification for participation in the CLG Program. The local government must specify the amount of time this person will devote to historic preservation activities. Although it is encouraged, the designated person need not have historic preservation as his or her sole responsibility, nor must the person have specific training or expertise in a preservation-related field. The intent of this Georgia requirement is to ensure that the local government is capable of meeting its legal responsibilities related to historic preservation. The designated person could be the director or paid staff of the Commission, the planning director or a member of the planning staff, the zoning administrator, city or county manager, or another staff member as designated by the local government. This person could also be a planner or other staff member of a county, state, regional, or private agency that provides services to the local government under the terms of the contract. This person will act as the liaison between the HPD and the Commission.

g. The requirements for establishing a Commission that is eligible for certification in Georgia cannot be more stringent or comprehensive than the requirements for the Georgia National Register Review Board.



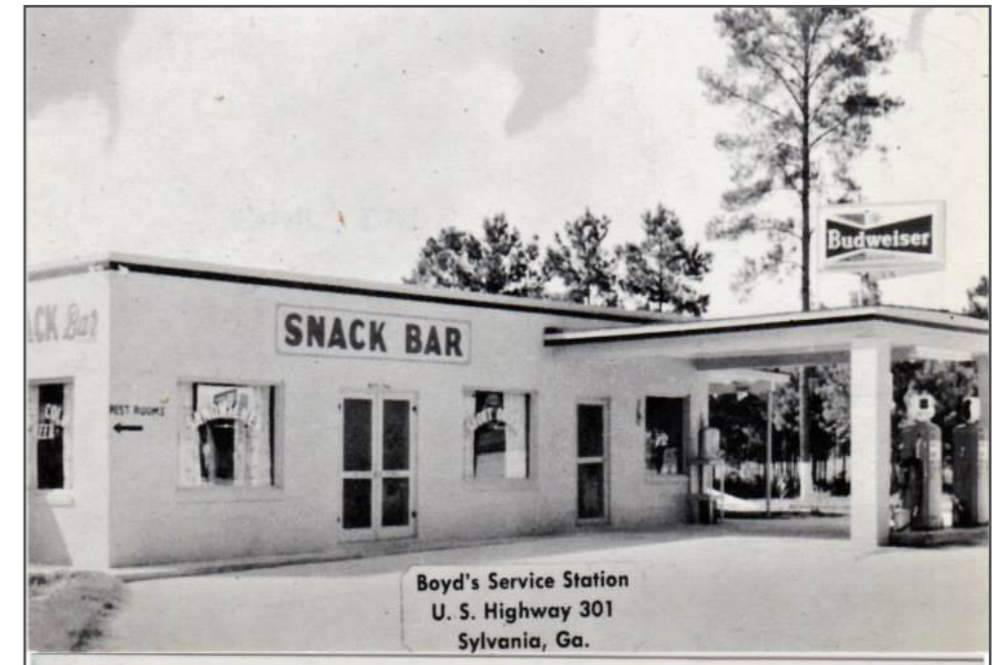
3. Maintain a system for the survey and inventory of historic resources.

Each CLG must prepare and maintain an inventory of all historic property within the boundaries of its jurisdiction. All data must:

- a. Be readily integrated into the HPD's inventories, the statewide comprehensive historic preservation plan, and other appropriate state and local planning processes.
- b. Follow guidelines for conducting local surveys, as approved by the HPD, and shall not be inconsistent with the Secretary of the Interior's "Standards for Identification and Evaluation;"
- c. Be recorded using the Georgia Historic Resources Survey Form as provided by the HPD, or on some other form approved by the HPD;
- d. Be accessible to the public except when disclosure may cause significant invasion of privacy, risk harm, to the historic resources, or impede the use of traditional religious site by practitioners (the terms of this agreement may not apply to tribal lands);
- e. Be updated periodically;
- f. Be maintained in a safe and secure locations; and
- g. Be available through duplicate or original files at the Historic Preservation Division.

4. Provide for adequate public participation in the local historic preservation programs, including the process of recommendations for nomination to the NRHP.

- a. All meetings of the Commission must be publicly announced, be open to the public, and have a previously advertised agenda. Commission meetings must occur at regular intervals; a commission must meet as often as necessary to complete its work in a timely fashion, no less than one year. Public notice must be provided prior to any special meetings.
- b. Careful minutes of all decisions and actions of the Commission, including the reasons for making the decisions, must be kept on file and available for public inspection.
- c. All decisions of the Commission must be made in a public forum, and applicants must be given written notification of the Commission's decision.
- d. The rules of procedure adopted by the Commission must be available for public inspection.
- e. During the process of reviewing properties for nomination to the National Register, the Commission must provide an opportunity for public comments as specified in II.D, "Participation in the National Register Nomination Process," of these procedures.

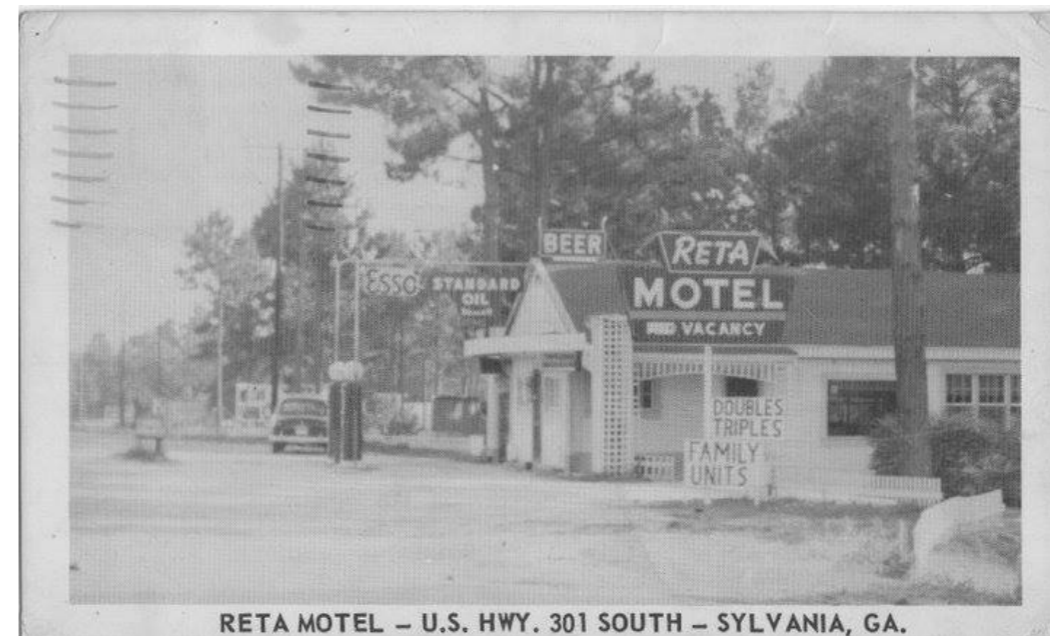


"Postcards from the Golden Age of US 301." Sylvania/Screven County History. Public Group. Postcards from the Golden Age of US 301. Postec by Larry Waters on May 23, 2016. Retrieved from Facebook. Accessed April 18, 2023.

5. Satisfactorily perform the responsibilities delegated to it under this Act.

The local government must satisfactorily perform the responsibilities listed in II.B.1-4 above and any others specifically delegated to it by the Georgia SHPO. In addition, the local government must:

- a. Ensure that at least one member of the Commission, the person serving as Commission technical staff pursuant to II.B.2f of these procedures, or a representative appointed by the chief local elected official who has an ongoing relationship with the Commission, will attend an orientation/training session sponsored by the HPD or approved by the HPD as specified in II.B.2e each year; and
- b. Submit to the HPD a report of the activities of the Commission, when requested, not less than every four calendar years. The report shall include, but is not limited to, such items as number of cases reviewed, historic district and property designations made, revised resumes of Commission members/staff, appointments to the Commission, attendance records, and all minutes relating to the review of National Register nominations.



"Postcards from the Golden Age of US 301." Sylvania/Screven County History. Public Group. Postcards from the Golden Age of US 301. Postec by Larry Waters on May 23, 2016. Retrieved from Facebook. Accessed April 18, 2023.

Process for Certification

Since Sylvania is not considered a CLG, they must go through the certification process. The request of the local government to be considered a CLG can be done at any time during the year. There are however, requirements that must be made with this request. The request for certification must include:

1. A CLG application signed by the chief local elected official containing assurances that the local government will fulfill all the standards for certification outlined; The name, position, address, and telephone number of the person serving as liaison between the HPD and the Commission as described in II.B.2f of the Georgia Certified Local Government Program: Application and Procedures;
2. A copy of all local historic preservation ordinances;
3. A list and accompanying maps of any areas designated by local ordinance as historic districts or any individual historic properties under the purview of the Commission;
4. and Resumes for each of the members of the Commission including, where appropriate, credentials or demonstrated expertise related to historic preservation.

Once the request is made to become a CLG, the Historic Preservation Division (HPD) will respond to the chief local elected official within sixty (60) business days of the receipt of an adequately documented Certified Local Government application. Upon approval of the request for certification, the HPD will enter into a written certification agreement with the local government. The agreement will specify those duties to be delegated to the local government and shall include:

1. The minimum federal responsibilities as outlined in II.A. Eligibility of the procedures listed in The

Georgia Certified Local Government Program: Application and Procedures;

2. Any responsibilities delegated to all CLG in Georgia; and
3. Any additional responsibilities pre-arranged in consultation with the local government.

After having determined that a CLG application meets all the requirements in these state procedures, the HPD will forward a request for concurrence to the National Park Service (NPS). The request will include the following:

1. A copy of the signed certification agreement between the CLG and the HPD.
2. A certification by HPD that the CLG application is complete and the locality meets the requirements for CLG status. The certification must be in the form of a completed review checklist or other review document. The checklist or review document must be signed and dated by the SHPO or the state CLG coordinator who completed the checklist while reviewing the application.

If the request for concurrence cannot be affirmed as submitted, NPS will notify the HPD prior to fifteen (15) business days after receipt of the request. NPS shall provide written notice of what is necessary for the request for concurrence to be approved.

A Certification Agreement is not effective until it is signed by the chief elected official and the SHPO, and concurred in writing by the NPS. The effective date of certification is the date of NPS concurrence. When NPS concurs with the HPD recommendation for certification, the NPS will notify the HPD in writing, and send a copy of that letter to the CLG.

Participation in the National Register Nomination Process

In accordance with the National Historic Preservation Act, as amended, the Certified Local Government will participate in the National Register nomination process in the following way:

1. The HPD will receive requests for National Register nominations. The requests must be made using forms provided by the HPD.

2. Upon receipt, if the property proposed for nomination lies within the jurisdiction of a CLG, the HPD will inform the chief local elected official and the Commission of the request.

3. The chief local elected official and the Commission are encouraged to provide preliminary comments, within sixty (60) business days, to the HPD concerning the property's eligibility for listing in the National Register and to bring to their attention any local planning information relating to the property being proposed for nomination.

Although the official opinion and formal comments of the CLG shall be requested later, the opportunity for preliminary comments helps facilitate coordination between local governments and the HPD so as to expedite the nomination process.

4. Within sixty (60) business days of receipt of a nomination request the HPD will determine that:

- a. The property meets the criteria for listing in the National Register and the documentation is complete; or

- b. The property may meet the criteria for listing in the National Register but the documentation is incomplete; or

- c. The property does not meet the criteria for listing in the National Register.

The HPD will then advise the applicant, the chief local elected official, and the Commission of its determination. Appeal of this determination is provided for in 36 CFR 60.12.

5. A completely documented nomination request for a property which appears to meet the National Register criteria will be scheduled for a bi-annual state review board meeting in accordance with the HPD's established scheduling priorities.

6. Approximately sixty (60) business days before the scheduled review board meeting, as part of the regular National Register notification process, the chief local elected official and the Commission will be notified of the proposed nomination. Notification will include a summary of the nomination materials.

7. Within thirty (3) business days of notification, the chief elected official and the Commission must separately transmit to the HPD their opinions, as to whether or not the property meets the criteria for listing in the National Register. This opinion shall constitute formal comment by the CLG and may be as simple as an affirmative statement that, in their opinion, the property meets the criteria for listing in the National Register. However, if in their opinion the property does not meet the criteria, reasons for that opinion should be stated.

8. If there is no response from the chief local elected official and the Commission within thirty (30) business days, the nomination process continues.

9. During the thirty (30) day period, the CLG must provide a reasonable opportunity for public comment. The measures to be taken by each CLG will be determined by mutual agreement between the local government and the HPD.

10. In the event that both the Commission and the chief local elected official determine that the property does not meet the criteria for listing in the National Register and recommend the property not be considered for nomination, the HPD shall take no further action on the proposed nomination. However, if a written appeal is filed by a third party the nomination process must continue.

11. If the proposed nomination is approved by the Georgia National Register Review Board, the State Historic Preservation Officer will sign the nomination forms. The HPD will then transmit the nomination with any formal comments and opinions from the CLG, together with any appeal that may have been filed, to the Keeper of the National Register.

12. The HPD may by mutual agreement with the CLG delegate further responsibilities for National Register nominations, such as property owner notification, public meetings, and preparation of the National Register documentation materials to the local government. Any responsibility of the HPD may be delegated except the authority to review and nominate properties directly to the National Register.

13. The above noted CLG notification procedures do not apply where a Federal agency nominates a property under its ownership or control. Federal agencies should, however, be encouraged to coordinate their nominations with CLGs.



Monitoring and Assessment

Each CLG must perform the duties as specified in the certification agreement. The HPD will conduct a periodic review, at least once every four (4) calendar years. Continuous monitoring of the activity of the CLG ensures that the local government is fulfilling the requirements as stated in the certification agreement. The HPD will assure that the local government's duties are consistent with and coordinated with priorities for the identification, evaluation and protection of historic properties within the comprehensive state preservation planning process. The HPD will assess performance in the following ways:

1. The HPD will review the report submitted by the CLG, as outlined in II.B.5 of "The Georgia Certified Local Government Program: Application and Procedures."
2. The HPD may conduct on-site program evaluations, including attending any scheduled Commission meetings.
3. The CLG shall make available to the HPD, upon request, all relevant records and material such as minutes, public announcements, issued/denied Certificates of Appropriateness, etc.
4. The CLG must have at least one representative attend a training session during the year sponsored by the HPD as called for in II.B.5 of "The Georgia Certified Local Government Program: Application and Procedures."
5. The periodic review shall include an assessment of the fiscal management of any Historic Preservation Fund monies awarded as a CLG grant to the local government.
6. The procedures for CLG monitoring and evaluation shall be:
 - a. Complete an evaluation report within sixty (60) business days of report form being mailed to CLG contact.
 - b. Inform the HPD of the Department of Natural Resources of any changes to any of the following:
 1. Composition of commission
 2. Local designations
 3. Local ordinances
 - c. The HPD of the Department of Natural Resources will evaluate the report along with other pertinent material and respond to the CLG if the local government's performance is inadequate, ways of improving performance, and shall stipulate a time frame in which improvement's are to be made.

Decertification Process

1. If the HPD's evaluation of the CLG indicates that the CLG is not fulfilling its requirements as stated in the certification agreement and these procedures, the HPD will document that assessment and delineate for the CLG ways in which to improve its performance. The CLG will have a period specified by the HPD of generally not less than thirty (30) business days to implement improvements.
2. At the end of the specified period, if the HPD determines that sufficient improvement has not occurred, a recommendation to decertify the CLG will be made to the Secretary of the Interior citing specific reasons for the recommendation and a copy of the letter sent to the local government will be enclosed. The Secretary will object to a decertification request. I have thirty (30) business days to object to a decertification request.
3. If the local government is decertified by the Secretary of the Interior, the Historic Preservation Division may terminate any financial assistance in accordance with the Historic Preservation Fund Grants Manual.
4. The certified local government may petition the Historic Preservation decertified voluntarily and without prejudice at any time.
5. If a local government wishes to become recertified, the process must be completed again.

Benefits of Certified Local Governments

There are many benefits to being a part of the CLG program. CLG communities are eligible to apply for the Historic Preservation Fund (HPF) grant program. HPF grants are annually appropriated from Congress through the National Park Service (NPS) to all 50 states. These are 60/40 matching grants that enable cities, towns, and rural areas to undertake projects that aid in the preservation of historic properties. In Georgia, HPF grant applications are available on the first Friday in December with applications submitted on or before February 1st. Applications are available through the DCA GrAAM System. (Georgia Department of Community Affairs, 2018) Once certified, a local government becomes eligible to:

1. Apply for federal Historic Preservation Fund grants only available to CLGs.
2. Participate directly in the National Register of Historic Places program by reviewing local nominations prior to the GA National Register Review Board.
3. Access technical assistance in the form of training sessions, information material, statewide meetings, workshops, and conferences.
4. Participate in partnerships among local, state, and federal preservation groups and organizations. (Williams & Crass, n.d.)

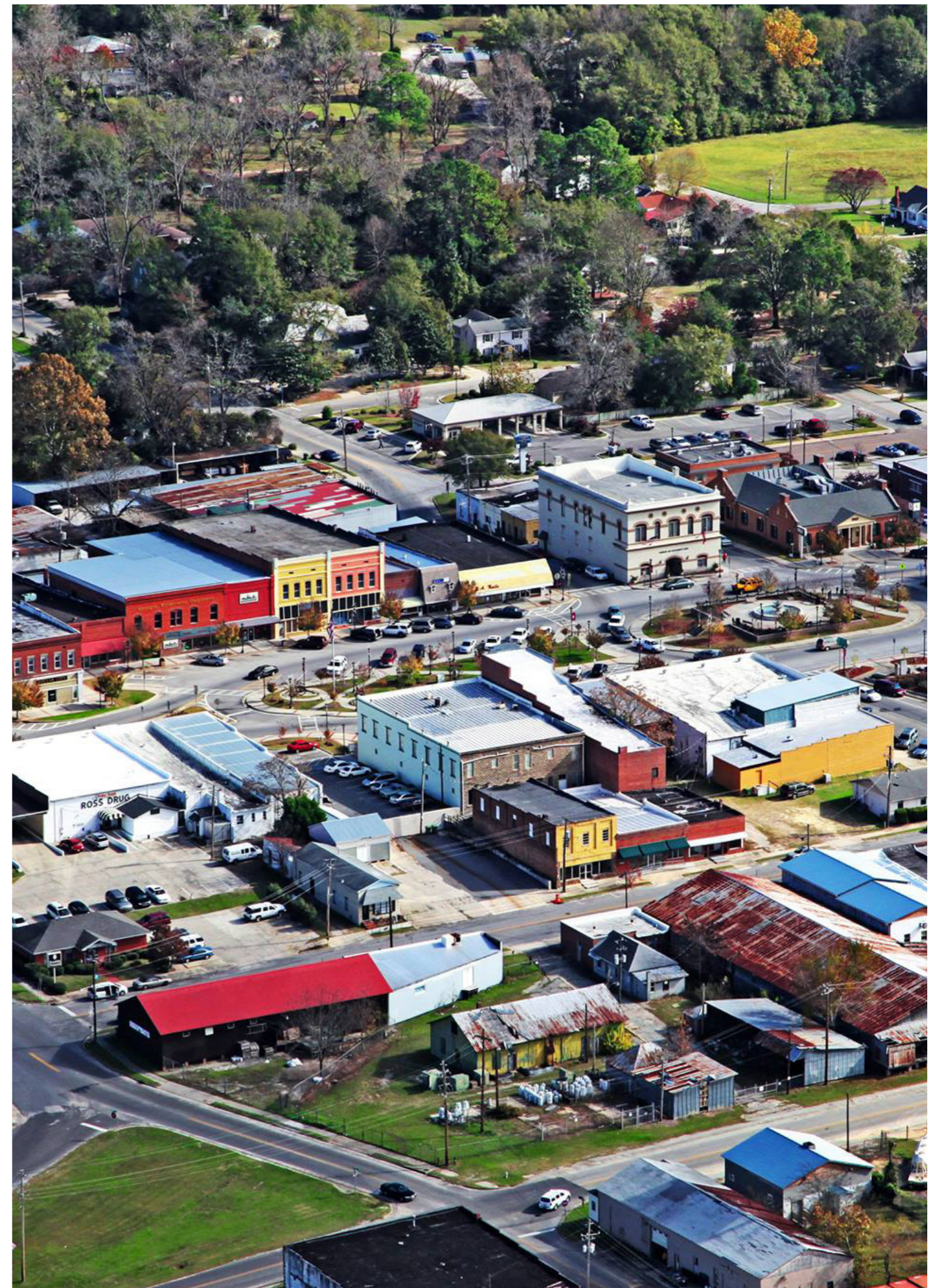
Main Street America

Main Street was created in 1980 under the National Trust for Historic Preservation (Main Street America, 2023). This program aims to work with communities to revitalize their older and historic downtowns. The Main Street America Program has helped over 2,000 communities across the U.S. (Main Street America, 2023). A main street is described as an area/street that has a collection of small businesses and historic districts in small towns (Kenton, 2022).

Main Street America is a powerful network: a unique combination of grassroots dedication to comprehensively improving the quality of life at the local level, integral support, and expertise by Coordinating Programs at the city, county, and state level, and leadership and direction from Main Street America. Main Street America is a mark of distinction. It is a seal, recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns (national Main Street Center, 2023)

Coordinating Programs for Georgia:

Georgia Main Street, Office of Downtown Development,
Georgia Department of Community Affairs
Jessica Reynolds, Georgia Main Street Program Manager
60 Executive Park South, NE
Atlanta, GA 30329
Phone: 404.679.0604
Email: jessica.reynolds@dca.ga.gov
Website: www.dca.ga.gov



Main Street America Funding Opportunities

Main Street America offers several grant and funding opportunities throughout the year with the support of corporate partners. Below is a list of current programs as well as other funding opportunities that are relevant to Main Streets (National Main Street Center, 2023)

- T-Mobile Hometown Grant Program
- American Express Backing Small Business Grant Program
- American Express Small Business Saturday Neighborhood Champion Innovation Contest
- Hart Family Fund for Small Towns
- Charging and Fueling Infrastructure Discretionary Grant Program
- Community Heart and Soul Seed Grants
- Community Facilities Grant Program
- NEA Our Town Grant Program
- Community Foundation Locator

Sylvania as a Main Street

The city of Sylvania lost its designation as a Main Street in 2017, according to Ms. Elizabeth Elliott, a representative of the Georgia Main Street Program. They were rolled out of the program due to the lack of submitted documentation. The Georgia Main Street Program requires monthly documentation and annual reports to maintain the main street designation. For more information about the requirements for each tier, see Appendix A.

Georgia Main Street Program

There are three tiers that the Georgia Main Street Program offers: Georgia's Exceptional Main Streets (GEMS), Classic Main Streets, and Downtown Affiliates. GEMS is the highest tier a city can be in, and it is for Georgia's best main streets. The main streets in this tier have exceptional monthly and annual documentation and a strong and positive impact on their community. The benefits of this tier include one-to-one training with technical services provided through the Office of Downtown Development and discounts on training opportunities. The Classic tier is where the state of Georgia designates you as a main street. The National Main Street Center also accredits them. To be accredited, a main street must meet ten standards, reflecting the mission of historic preservation and economic development. The last tier is the Downtown Affiliate, which provides a more flexible approach. This tier can participate in Main Street training programs but has limited access to the technical services offered by the Office of Downtown Development. Paid staff is not required but is highly encouraged. Each tier has more benefits than what is listed on the website (see Appendix B).

A community can establish its Main Street through a program called "Start-Up." Applications for this program are released around late April and early May. A Georgia Main Street Interest Form is required to receive an application for the Start-Up Program. Elizabeth Elliott from the Department of Community Affairs (DCA) was consulted to find out if Sylvania submitted a Georgia Main Street Interest Form to begin the Main Street Process. She confirmed that the city of Sylvania has not submitted an interest form. The interest form is only accessible through a URL link and must be completed on the website portal. Images were captured to show what the interest form looks like in Appendix C. Once an interest form is submitted and approved, an application is received for the Star-Up Program. This application must be submitted by July 1, 2023 (see Appendix D). Additionally, a local resolution must be turned in with the application (see Appendix E).

Applications are reviewed during the summer, if accepted, the Start-Up Program will begin on September 1, 2023. At the same time, a memorandum is sent and must be signed and turned in on September 1, 2023 (See Appendix F for an example memorandum). For the first year, a part-time manager is required. Ms. Elliott claimed that a part-time manager is someone who works 20 hours or 50% of a full-time position. The manager and board committee should also complete the Main Street 101 certification within six months of hire.



Funding Opportunities Historic Preservation

The Historic Preservation Fund (HPF) Grant program is appropriated annually from Congress through the National Park Service to the states. HPD reserves 10% of each year's appropriation for grants to CLGs. These 60/40 matching grants enable cities, towns, and rural areas to undertake projects that aid in the preservation of historic properties (Georgia Department of Community Affairs, 2018).

Applications for HPF grants are made available on the first Friday in December. Completed applications must be submitted on or before February 1st. Applications are available through the DCA GrAAM system.

The HPF grant program is structured to support local preservation efforts and to strengthen the Certified Local Government (CLG) program statewide. All grant funds are matched 60% federal/40% local and are awarded on a competitive basis. Applications are rated according to the eligibility and selection criteria (Georgia Department of Community Affairs, 2018).

Eligibility

In order to apply, your community must be a Certified Local Government. All CLGs applying for grant funding must be in good standing with HPD, including being up to date on all CLG evaluations. CLGs may apply for predevelopment, development, survey, planning, or education projects. If your community has not completed a historic resources survey or archaeological survey or updated an existing survey since 2007, the CLG is only eligible to apply for a survey and planning project. If you apply for more than one project (i.e. an archaeological survey AND a National Register district nomination), you must complete a separate application for each one (Georgia Department of Community Affairs, 2018).

Survey and planning activities include National Register nominations, preservation planning, design guidelines, and information/education projects such as brochures, DVDs, website development, heritage education materials, workshops/conferences, etc (Georgia Department of Community Affairs, 2018).

Site-specific predevelopment grant projects include historic structures reports, preservation plans, architectural drawings, and specifications (Georgia Department of Community Affairs, 2018).

Site-specific development grant projects for rehabilitation projects such as roof, plaster, or window repair or structural/foundation stabilization for buildings, structures, or monuments (Georgia Department of Community Affairs, 2018).

Grant applicants will now submit the application online using the new DCA grant portal, the Grant Application Administration and Management (GRAAM) system. Access to the grant application is available from the Certified Local Government grants webpage. Please email hpgrants@dca.ga.gov with questions (Georgia Department of Community Affairs, 2018).

Georgia Heritage Grant

Since 1994, the GA Heritage Program has provided more than \$3 million in matching grants to local governments and nonprofit organizations for historic resources. Eligible projects include both development and pre-development projects. Examples of development projects include brick and mortar activities, such as roof, window repair, brick repointing, etc. Pre-development projects may include construction documents, feasibility studies, historic structure reports, or preservation plans.

Since 2009, the program has been solely funded through revenue provided by the historic preservation license plate. \$22 out of each \$35 dollars paid for the license plate goes directly into the Georgia Heritage grant program. More than 14,000 plates have been purchased or renewed (Williams & Crass, n.d.).

In order to be eligible for funding, applicants must be able to fulfill the following criteria:

1. Must be a local government or private secular nonprofit organization
2. Must have documentation of matching funds (equal to at least 40% of the project cost)
3. Must ensure that all grant assisted work meets the applicable Secretary of the Interior's Standards for Archeology and Rehabilitation of Historic Properties
4. Must have properties listed in, or eligible for listing in, the National Georgia Register of Historic Places, and be listed prior to reimbursement of funds
5. Must agree to execute a Covenant Agreement on the property to assure public access, maintenance, and compliance with preservation standards for five years (applies to development projects only)

Paul Bruhn Historic Revitalization Grants Program Funds

The Paul Bruhn Historic Revitalization Grant Program fosters economic development in rural communities through the rehabilitation of historic buildings in those communities. The program provides recipients (referred to as prime grantees) with a single grant that is then regranted in smaller amounts to individual projects (subgrants).

Prime grantees design and administer subgrant programs that support the economic development goals and needs in their chosen area. Subgrants could be limited to a single town, made available to rural communities in a particular county, or throughout a multi-county region or an entire state. Similarly, it is up to the prime grantee to determine what types of buildings and community resources will be eligible for subgrants.

Prime grantees must determine the focus and criteria for the subgrant program they wish to administer and describe the program in the application. If successful, the recipient then develops their own application process and project selection criteria for choosing which buildings will receive subgrants.

Examples of eligible projects could include, but are not limited to:

1. A State Historic Preservation Office (SHPO) could apply for a grant to administer a subgrant program that supports the rehabilitation of historic theaters in rural communities throughout the state. The application would describe why the SHPO has selected theaters as the focus of the subgrant program, the maximum amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to choose projects for funding after the grant is awarded.
2. An economic development agency in a Certified Local Government (CLG) county could apply for a grant to support façade improvements for historic buildings in rural villages throughout the county. The application would describe the types and significance of historic resources in the county's villages, the types of activities eligible for funding, the amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to choose projects for funding after the grant is awarded.
3. A regional non-profit organization could apply for a grant to support the preservation of historic anchor commercial buildings in rural communities throughout a ten county region. The application would describe the communities and historic resources throughout the region, the types of buildings eligible for subgrants, the amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to choose projects for funding after the grant is awarded.

Eligible subgrant properties must be listed in the National Register of Historic Places or determined eligible for listing at the National, State, or local level of significance and located within rural (non-urban) communities with populations less than 50,000. State Historic Preservation Offices, Tribal Historic Preservation Offices, Certified Local Governments, and nonprofits can apply for funding that will in turn be subgranted to specific projects in rural communities in their jurisdictions. Eligible costs for this program include architectural/engineering services (not to exceed 20% of the subgrant) and physical preservation projects. Appendix ?? lists more detailed information regarding the Paul Bruhn Historic Revitalization Grants (National Parks Service, 2023).

Story Map

Link to Story Map: <https://arcg.is/1Ge1LX0>

QR Code:



Summary

A StoryMap is a web map that integrates photos, maps, legends, and videos to convey a story to readers (ESRI, 2019). There are many reasons to use ESRI's StoryMap tool, such as communicating policy, involving the community, or providing public information (ESRI, 2019). The Library of Congress has multiple Story Maps within its database that tell immersive stories from the Library's collection (Library of Congress, 2022). The purpose of this Story Map is to involve the community of Sylvania with its Downtown Development Authority (DDA) and its work toward historic preservation and community engagement.



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OVERVIEW OF STATE REQUIREMENTS

The state requirements below must be met in order for participating communities to receive a designation from the Georgia Main Street Program. Communities that wish to use the Main Street America™ name must receive accreditation from the National Main Street Center. To be eligible for national accreditation each program must meet all of the state requirements, listed here, and maintain an active membership with the National Main Street Center. To check on your organization's current membership status email the National Main Street Center staff at mainstreet_membership@savingplaces.org.

REQUIREMENTS	Downtown Affiliate Network	Classic Main Street Program	Georgia Exceptional Main Streets (GEMS)
STAFF			
Provide DCA with official point of contact	✓	✓	✓
Paid professional staff, dedicated office space, phone number and email address for Main Street Manager	20 hours min.	Full time	Full time
Managers and Board Members must be Main Street 101 certified	✓	✓	✓
Meets annual ongoing manager training minimum	10 hours min.	30 hours min.	30 hours min.
REPORTING AND ANNUAL REQUIREMENTS			
Required to sign annual memorandum of understanding	✓	✓	✓
Must complete monthly economic activity reports	✓	✓	✓
Complete and submit program's annual assessment to DCA by Jan. 15	Checklist	✓	✓
Host an annual community visioning session at least once every three years	✓	✓	✓
Have an annual work plan	✓	✓	✓
Programs must meet the 10 standards for holding an Accredited National Main Street designation		✓	✓
Meets annual board meeting minimum	6 meetings	10 meetings	11 meetings
GEMS PREREQUISITES			
A minimum of 5 years designated as a Georgia Main Street community			✓
Stable leadership			✓
Current on all reporting over the last three years			✓
Able to demonstrate exemplary achievements for your community and your downtown			✓
A formal presentation or site visit for applicable communities may be required			✓

GEORGIA MAIN STREET PROGRAM BENEFITS

In Georgia we know the greatest benefit to our programs comes from the Main Street manager's ability to directly connect and network with other downtown development professionals from all across the state. The value that comes from the opportunity to learn from one another, to be inspired by one another, all while sharing ideas and resources can not be understated. But beyond the value of the network itself, the Office of Downtown Development has outlined below a variety of training opportunities, discounted services and tools available to our Georgia Main Street programs. Main Street manager's should keep in mind that access to resources and discounts will vary depending on each Main Street community's designation.

BENEFITS	Downtown Affiliate Network	Classic Main Street Program	Georgia's Exceptional Main Streets (GEMS)
TRAININGS			
Can participate in Main Street related trainings	✓	✓	✓
Discounted Main Street 101 training			✓
Discounted rates for DCA training opportunities	✓	✓ Better Rate	✓ Best Rate
\$150 annual registration credit to attend the National Main Street Conference			✓
DISCOUNTED SERVICES			
Special low interest rate on eligible projects for DCA's Downtown Development Revolving Loan Fund		✓	✓
Discounted Strategic Planning facilitation		✓ Better Rate	✓ Best Rate
Special rate for 5 Levels of Leadership facilitation		✓ Better Rate	✓ Best Rate
RESOURCES AND TOOLS			
Access to private Facebook group	✓	✓	✓
Access to weekly Georgia Main Street Newsletter	✓	✓	✓
Use of the state's proprietary reporting system to help measure the community's economic impact	✓	✓	✓
Annual Community Impact Report		✓	✓
Community eligible to be highlighted monthly on the Georgia Main Street website, newsletter and social media channels		✓	✓
Eligible to apply for GAMSAs. Technical assistance provided by the Office of Downtown Development staff.			✓



Community Interest Form

The information provided to the Office of Downtown Development through this information request is used to provide contact information and evaluate the current progress of your program. Your responses recorded here will remain confidential and the financial numbers reported will be used for statistical purposes only. Please email Elizabeth.Elliott@dca.ga.gov with any questions.

Community Information

Community Name: *

County Name *

City Population: *

County Population: *

DCA Service Region: *

I would like a copy of this completed form emailed to: *

A copy of this form as submitted will be emailed to this address to confirm receipt.

Does city leadership support pursuing a main street designation? *

- Yes
 No
 Other:

PROGRAM CONTACT INFORMATION

Name: *

First and Last

Official Job Title: *

Email Address: *

Phone Number: *

I am submitting this form on behalf of: *

Program Staff

Does your community have a paid staff position in place to manage a downtown revitalization program? *

- Yes
 No
 Other:

MAIN STREET PROGRAM INFORMATION

Does your community have management program in place to guide a downtown revitalization? *

- Yes
- No

Community Insight

To your knowledge has your community participated in the Main Street Program or Better Hometown Program in the past? *

- Yes
- No

Please briefly describe the current level of support given from leadership and the community for downtown revitalization. *

Where did you learn about the Main Street Program? *

Is there any additional information you would like our office to know about your community and its downtown revitalization goals?



Main Street Start-Up Application

Please email Elizabeth.Elliott@dca.ga.gov with any questions.

Community Information

Community Name: *

County Name *

City Population: *

County Population: *

DCA Service Region: *

Applicant is in compliance with the state requirements regarding comprehensive planning and reporting, Service Delivery Strategy, Government Management Indicators (GOMI) Survey, and the Report of Local Government Finances as of October 1, 2021. *

- Yes
- No

PROGRAM CONTACT INFORMATION

Applicant Community Primary Point of Contact *

First and Last

Official Job Title: *

Submitter's Email Address: *

A copy of this application as submitted will be emailed to this address to confirm receipt.

Submitter's Office Phone Number: *

If selected as a Start-Up Main Street Community will you be the official contact for the Office of Downtown Development regarding Main Street in your community during the first year? *

- Yes
- No
- Other:

Program Staff

Will your community have a at least paid part time staff in place to manage a downtown revitalization program by August 1, 2022? Please note this is a requirement for selection. *

- Yes
- No

At least part-time staff is required for Main Street communities. This could include redefining a current employees job to include 50%-75% of time dedicated to downtown revitalization activities.

Please select the answer that best describes/will describe the manager position: *

- Full Time
- Part Time

Please select the answer that best describes/will describe the manager's position: *

- City employee
- County employee
- Direct employee of the DDA
- Non-profit organization employee
- Chamber of Commerce employee
- Other:

MAIN STREET PROGRAM INFORMATION

Do you currently have an organization in place that is taking the lead on downtown revitalization initiatives and/or projects? *

- Yes
 No
 Other:

Please select the answer that best describes where your program is/will be housed. *

- Program of the City
 Program of the County
 Program housed under the Chamber of Commerce
 Program managed by a stand alone non-profit, that is not a part of the city
 Other:

How much funding is available for the Main Street program's annual operating budget, including manager salary in 2021? *

\$

From where will program funding be derived? (Check all that apply) *

- The City's General Funds
 County Funds
 City/County Consolidated Government
 DDA with funds directly allocated by the City
 Building Rentals
 Hotel Motel Tax
 CVB
 Business Improvement District
 Community Improvement District
 Bond Issuance Fees
 Tax Allocation District
 Sponsorships
 In-Kind donations
 Fundraising Events
 Membership Program
 USDA Grant
 Permits
 Other:

Does the community have an established board that will serve as the Main Street board? *

- Yes
 No

Community Toolbox

A community's downtown development "toolbox" can consist of plans, regulations, designations, and programs that vary in size and impact.

From the two lists below, denote which development tools, local regulations, plans or ordinances have been utilized in the community.

Designations and Programs *

- Business Improvement District
- CDBG Funding
- Community Improvement District
- Certified Local Government (CLG)
- Downtown Development Revolving Loan Fund
- Enterprise Zone
- Façade Grant Program
- National Register Historic District
- Local Historic District
- Federal Opportunity Zone
- State Opportunity Zone
- BOOST program
- Rural Zone
- DCA Plan First
- Special Tax District
- Tax Allocation District (TAD)
- Urban Redevelopment Plan
- Marketing Assistance Program
- Other:

Plans and Regulations *

- Building Codes
- Building Inspector
- Code Enforcement
- Complete Streets Plan
- Demolition Ordinance
- Design Review Board
- Downtown Master Plan
- Form-Based Codes
- Greenspace Plan
- Historic Preservation Ordinance
- Preservation Plan
- Public Parking Plan
- Sign Ordinance
- Tree Preservation Plan
- Zoning Ordinance
- Other:

Identify two projects that have utilized tools from the above lists. Discuss and describe how these projects and the tools used have helped in realizing your community's downtown revitalization goals. *

Downtown Environment

When answering the following questions reference the proposed Main Street district submitted with this application.

Please upload a map of your proposed Main Street district. *

No File Chosen

Designate a program area (proposed) focused on a traditional commercial district. The district should feature a pedestrian scale and orientation that is compact in size and has a regular pattern of sidewalks that can be comfortably walked. It should also have a critical mass of buildings, at least 2/3 of which are commercial in nature, and businesses which form the foundation for revitalization effort.

Please upload a single PDF with at least 6 photos of your proposed downtown district. Think of these photos as a virtual tour of your downtown. *

No File Chosen

If you need assistance on how to create this document reach out to: elizabeth.elliott@dca.ga.gov

How many total buildings are contained in the proposed main street district? *

How many buildings are listed or eligible for listing on the National Register of Historic Places? *

At least 50% of buildings in the proposed main street district need to be listed or eligible for listing on the National Register of Historic Places

How buildings are older than 50 years in the proposed main street district? *

How many commercial buildings are contained in the proposed main street district? *

How many active business currently occupy the proposed main street district? *

What is the vacancy rate in the proposed main street district? *

How many commercial properties are for sale in the proposed main street district? *

How many commercial properties are for rent in the proposed main street district? *

How many residential units are in the proposed main street district? *

Single family homes, apartments, etc.

Community Insight

Provide a brief narrative of the history of the community and the downtown. This should include historical information about the downtown area, its beginnings, the area over time, what it was like at its most vibrant, and the historical and current importance of the area to the overall community. *

Briefly describe the current level of support given from elected leadership. *

No relationship is more vital to a Main Street program's success than the one between the organization and local government.



Briefly describe the community's current efforts to foster a positive working relationship the downtown business community. *

Economic development is at the heart of the Main Street Approach™ Letters of support from business owners and/or staff can be used to demonstrate the relationship discussed in response to this question.

Please list active partners and briefly describe their current level of support for establishing a Main Street Program. *

(i.e., civic groups, non-profits, chamber, tourism, neighborhood groups, etc.)

Briefly describe your downtown's greatest challenge. *

What three words would you use to describe your community? Why? *

Why should your program be selected for the Georgia Main Street Start-Up program? *

Supporting Documents

Please upload a signed resolution adopted by mayor and council in support of applying for the start up program and establishing a Main Street program.*

Choose File Remove File No File Chosen

Email elizabeth.elliott@dca.ga.gov for a sample resolution.

Letters of Support

Choose File Remove File No File Chosen

Optional. If submitting please upload all letters in a single file.

Other Supporting Documents

Choose File Remove File No File Chosen

Optional. If submitting please upload all support material in a single file.

[Save and Resume Later](#)

Next

TOWN OF ____

RESOLUTION NO. ____

SUPPORTING THE ESTABLISHMENT OF MAINSTREET PROGRAM

WHEREAS, the Town of ____ supports the revitalization and economic re-development of its historic commercial core; and

WHEREAS, the Town of ____ desires to maintain an economically vital and vibrant town center for its residents, visitors and tourists; and

WHEREAS, the Town of ____ sees an economically healthy downtown as one of its critical assets; and

WHEREAS, the Town of ____ realizes that a sustainable town center economy contributes to the community's economic health; and

WHEREAS, the Town of ____ recognizes its traditional commercial core as representing the unique history and culture of our community; and

WHEREAS, the Town of ____ wishes to maintain a livable, walkable town center with opportunities to shop, work, live and discover recreational, cultural and heritage opportunities; and

WHEREAS, the Town of ____ wishes to pursue to investing in enhancing the quality of life for the community's citizens via the implementation of asset-based economic development strategies under the Main Street Approach®; and

WHEREAS, the Town of ____, may leverage technical assistance and other resources through the Georgia Department of Community Affairs Office of Downtown Development to support the economic re-development and revitalization of the ____ Main Street district;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL, THE GOVERNING BODY OF THE TOWN OF ____:

1. The Town of ____ agrees to work with the Georgia Department of Community Affairs Office of Downtown Development dedicating resources and financial support as available to create a successful downtown economic development program including strategies

Resolution No. ____

Page 1 of 2

established by the National Main Street Center's Economic Transformation Strategies and the Main Street Approach®.

2. The Town ____ commits to work collaboratively the Georgia Department of Community Affairs, Office of Downtown Development to meet the standards and principles of revitalizing and re-developing the core commercial district of the community as set forth in the annual Memorandum of Understanding (MOU).

3. The term of this resolution shall be deemed effective for the life of an active MOU on file with the Office of Downtown Development, renewed annually, if standards outline in the MOU are met, commencing January 1, 2021.

PASSED, ADOPTED, AND APPROVED this __ day of __, 2020.

TOWN OF ____

(Seal)

/s/ _____
_____, Mayor

Attest:

/s/ _____
_____, Town Clerk



2021 Main Street Start-Up Memorandum of Understanding

Sample

This document should be signed by all local parties and a copy of the original document should be emailed to Elizabeth.Elliott@dca.ga.gov by January 31, 2021.



GEORGIA START-UP MAIN STREETS PROGRAM

MEMORANDUM OF UNDERSTANDING

2021-2022 Program Year

This agreement is entered into and executed by the Georgia Department of Community Affairs' Office of Downtown Development (hereinafter referred to as "DCA") and the City/Town of _____, Georgia (hereinafter referred to as "Community"). DCA will enter into this agreement with the above party to provide services in return for active and meaningful participation in the Georgia Main Street Start-Up Program by the Community as specified below.

This agreement outlines the necessary requirements set forth by DCA for the Community's participation in the Georgia Main Street Start-Up Program for the 2020-21 Program Cycle. DCA is the sponsoring state agency for the Georgia Main Street program and is licensed by the National Main Street Center (hereinafter referred to as "National Program") to designate, assess, and recommend for accreditation Main Street programs within the State of Georgia.

In recognition of the agreement by DCA and the Community, the parties have agreed to the following:

Article I. THE COMMUNITY AGREES TO—

Section 1.01 Identify through boundaries a local Main Street Start-Up district. This is required for accreditation. Please consult with DCA on the District Boundaries

Section 1.02 Appoint or hire a local Start-Up program manager.

- (a) Meet staffing requirements:
 - i) A least part-time staff in place consists of an employee who works a minimum of 20 hours a week and spends 100% of their time on Main Street related activities or full-time staff that works 40 hours a week, or more, and spends 50% of their time on Main Street related activities.
- (b) The manager should have an office space that includes a computer, phone, and internet access.
- (c) The manager should be paid a rate consistent to other municipal employees.
- (d) If the manager is an existing city employee, a copy of that employee's job description should include references to the Main Street program.
- (e) If the community is going to hire a new manager (full-time or part-time), please consult with DCA related to job description and applicant selection.
- (f) The job description, manager's contact information, and salary and benefits information will be required for accreditation.

(g) The manager is required to submit monthly Community Activity Reports to DCA. Each report will be based on the previous months activities and will be due by the last day of the current month.

Section 1.03 Appoint a working board of directors for the local program.

- (a) The Board of Directors may be an existing downtown related board: downtown development authority, merchants association, urban redevelopment authority, or local chamber of commerce. For all other existing boards, please consult with DCA. Prior to appointing a board, please consult with DCA.
- (b) The Board of Directors should include individuals that represent a cross-section of the downtown area: residents, retail business owners, service business owners, property owners, banks, non-profits, and broader community.
- (c) The Board of Directors should have a minimum of 5 Board Members, but should not exceed 15 people.
- (d) The Board of Directors should have regular meetings once established min6 and Classic 10 annually) and minutes should be taken at those meetings. A copy of minutes and agendas will be required for accreditation.
- (e) The Board of Directors must complete Main Street 101 certification within 2021.

Section 1.04 Provide funding for travel and training for the local program to successfully learn and implement the Main Street Approach™ within the local community. DCA recommends a local program travel and training budget of at least \$3,000 per year.

- (a) Keep a local record of all training attend by the staff, board or Start-up Program representatives should be documented as part of the accreditation process and uploaded in to Dropbox.

Section 1.05 Support a systematic approach to downtown revitalization.

- (a) The local board of directors should approve, in consultation with the Community and local manager, vision and mission statements that are relevant to community conditions and the local organizational structure. These statements are required for accreditation.
- (b) Develop an annual work-plan for that includes programming related to downtown revitalization and utilizing the required ODD workplan template. These plans are required for accreditation.
- (c) Develop a comprehensive budget for the Main Street Program that includes financial support for staff, travel, training and projects to be identified through the work plan development process. This budget should be comprised of funding from a diverse number of stakeholders to ensure fiscal sustainability of the program. A complete budget must be submitted annually to DCA staff through Dropbox in order to be eligible for accreditation.

Section 1.06 Host a community input meeting related to Main Street before October 31, 2021.

- (a) The Main Street Community Input Meeting should be held in a publicly accessible building in the evening. The building must meet ADA standards.
- (b) The meeting should include a pre-approved agenda from DCA.
- (c) The meeting must be set and advertised at least 30 days prior to the meeting date.
- (d) The meeting should include an opportunity for community input related to the local Main Street Program's work plan, vision and mission.

Section 1.07 The local program must be a member of the National Main Street Center to be accredited.

Article II. DCA Agrees to—

Section 2.01 Provide training opportunities to fully educate the Start-Up communities on the comprehensive Main Street Approach™ to downtown revitalization.

- (a) Training opportunities will include a mix including but not limited to workshops, webinars, and conferences.
- (b) Training opportunities will be geared for local managers, board members, and elected officials.

- (c) Training materials will be made available by the State Main Street program to Start-Up Communities.

Section 2.02 Work with the local community to create a strong organization to house the future Main Street Program.

- (a) DCA will review and comment on all organization documents to the local community, including by-laws, job descriptions, budgets, work plans, non-profit applications, local council policies, intergovernmental agreements, organizational charts, and program policies.
- (b) DCA will provide unlimited telephone consultations and virtual meetings with the local city council, city administrator, start-up program staff, city attorney, etc., as needed.
- (c) DCA will assist the local community as needed in selecting staff to run the Start-Up program and future Main Street Program, including application review and final-stage interviews when possible.
- (d) DCA will assist the local community in selecting and reviewing individuals to serve on the board of directors as needed.

Section 2.03 Provide best practices, standardized resources for the Start-Up communities to assure they are meeting the standards required to becoming an accredited Main Street community.

- (a) DCA will provide the local program with the following templates and forms for use: monthly economic activity reporting system, work plan template, board roster template, training log template, budget template, Board Member service agreements, and program accreditation form.
- (b) DCA will provide access to Main Street network best practices, including job descriptions, board member descriptions, work plans, budgets, local policies, downtown ordinances, grant program outlines/applications, and promotional ideas.

Section 2.04 Provide the community with one site visit during in first startup year in adherence to federal and state public health measures.

- (a) The site visit will be for DCA staff to meet with your local Board of Directors and staff to assure that the program is on track to meet the standards for program designation/accreditation.
- (b) A list of all individuals attending these visits from the local community **must** be made available to DCA at least one week prior to the scheduled visit as well as a copy of the agenda and location of the meeting.

Section 2.05 Provide networking opportunities for all Start-Up communities among the Georgia Main Street Network as a whole.

- (a) DCA will invite the community to the closed Georgia Main Street Managers Facebook group to allow member communities of this class to ask questions of DCA and each other to establish a strong link of communication and networking.
- (b) DCA will work with the Georgia Downtown Association to provide peer-to-peer mentoring when possible through the GDA Mentoring program.
- (c) DCA will provide quarterly Start-Up program calls.

Section 2.06 Provide project specific technical assistance as needed.

- (a) DCA will work with the local community to provide technical assistance for specific downtown projects utilizing a variety of Agency resources and staff.
- (b) The local community should contact the Office of Downtown Development with specific project needs **prior to** beginning the project.
- (c) Examples of assistance include: financial review and options, community visioning, design assistance, training or program explanation, community conference calls, and/or programming vetting.

Section 2.07 Provide program designation.

- (a) Communities that are in the Start-Up program that adhere to the training schedule, provide timely reporting and meet all ten national standards will be eligible for designation as a Georgia Affiliate or Classic Main Street Community for 2022.
 - i) Communities that do not meet the standards after one year will be given one additional year to meet the targets. If the community fails to meet the target the second year, they will be removed from the Start-Up program and will be ineligible to reapply for 5 years.
- (b) Programs that are deemed eligible by the Georgia Office of Downtown Development and meet national standards will be qualified for recommended to the National Main Street Center.

Objective 5: Preservation Ethic

- Develop a comprehensive list of historic properties
- Develop a baseline business report categorizing and noting all businesses within the district
- Identify new or existing ordinances to support good downtown design practices
- Develop or identify incentives to support preservation rehabilitation projects
- Host a preservation-related training or activity
- Attend a preservation-focused training session

Objective 6: Director's Objectives

- Complete Main Street 101 certification
- Complete 12 months of consecutive monthly reports
- Participate in at least 10 hours of downtown development training
- Attend the annual Georgia Downtown conference or the Main Street Now conference
- Join the Managers Facebook group
- Sign-up to receive the Georgia Main Street newsletter

Objective 7: Accreditation

- Attend benchmark meeting with DCA
- Complete Annual Assessment Checklist
- If invited, prepare presentation for DCA with template

Objective 8: Designation

- Determine if all above objectives have been met
- Make recommendations for next steps
- DCA conducts a community site visit if advisable

Tips, Tricks and Things to Note

The Main Street Manager's position is at least **part time**. Details outlined per the signed Memorandum of Understanding.

The Main Street budget should represent **diversified revenue streams** and should be robust enough to support salaries, office space, supplies and staff/board training.

All documents should be shared with DCA via **Dropbox**. To gain access to your programs Dropbox folder, please email our team. Note: Your Main Street Program will need its own Dropbox account to connect to your DCA-designated Dropbox folder.

Main Street 101 is now offered entirely online. This information is free to everyone, but all managers and board members must become Main Street 101 certified, which does have a cost associated with it.



Certified Local Government Program: Preservation through Local Planning

Preservation activity occurs first at the local level; therefore, a community is in the best position to identify and protect its own resources. The Certified Local Government (CLG) program assists local governments with integrating historic preservation concerns into local planning decisions. Joining the CLG program is an important and effective way to preserve Georgia's historic places.

With the National Historic Preservation Act of 1966, a federal and state partnership was initiated that created a national preservation program. The CLG program extends that federal and state preservation partnership to the local level. It enhances the local government role in preservation by strengthening a community's preservation program and its link with HPD.

In Georgia, the CLG program builds upon the longstanding working relationship between HPD and the local governments by expanding the scope of local responsibilities and opportunities for preservation. Any city, town, or county that has enacted an historic preservation ordinance, enforces that ordinance through a local preservation commission, and has met requirements outlined in the Procedures for Georgia's Certified Local Government Program, is eligible to become a CLG.

What are the benefits of becoming a CLG?

Once certified, a local government becomes eligible to:

- Apply for federal historic preservation grant funds only available to CLGs.
- Participate directly in the National Register of Historic Places program by reviewing local nominations prior to the GA National Register Review Board.
- Access technical assistance in the form of training sessions, information material, statewide meetings, workshops and conferences.
- Participate in partnerships among local, state, and federal preservation groups and organizations.

For more information, visit www.georgiashpo.org, or contact Sarah Rogers, Certified Local Government Coordinator, at 770-389-7869 or sarah.rogers@dnr.ga.gov.

Jewett Center for Historic Preservation
2610 GA HWY 155 SW | Stockbridge, Ga. 30281
770.389.7844 | Fax: 770.389.7878 | www.georgiashpo.org

Application for Certification

GEORGIA CERTIFIED LOCAL GOVERNMENT PROGRAM

Instructions:

- Use official application form or follow application format if creating a new document. Feel free to attach additional pages.
- Submit two (2) complete sets of application materials. Make sure all forms are signed. Incomplete applications will be returned.

Mail both forms to:

DNR Historic Preservation Division
Jewett Center for Historic Preservation
 2610 GA Hwy 155, SW
 Stockbridge, GA 30281

Local Government: _____ RDC: _____

County: _____ Congressional District: _____

Title/Name of Chief Elected _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Name of Historic Preservation Commission: _____

Name of HPC Contact Person: _____

Title: _____

Mailing Address: _____

Telephone: _____

Email: _____

HPC Meeting Place & Time: _____

HPC Chair: _____

ATTACH ADDITIONAL PAGES AS NECESSARY

1. Briefly describe how the membership requirements for historic preservation commissions as outlined in *Procedures: Georgia Certified Local Government Program*; II.B.2a, (pg. 9), have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members.

2. Briefly describe your system for survey and inventory of local historic resources.

3. Briefly describe how the local government intends to participate in the National Register Program and detail how public participation requirements will be carried out in the local government's review of National Register nominations.

4. Briefly describe why you are seeking certification.

5. Are you planning to apply for CLG subgrants? Yes No

If yes, briefly describe the purpose of the proposed CLG subgrant request.

Attach the following documents if applicable which are considered part of the application:

6. A letter of request for certification from the chief elected official.
(A sample letter is included in this application.)
7. Copies of all historic preservation ordinances that have been adopted by the local governing body.
8. A map(s) clearly defining the boundaries of all historic districts designated by local ordinance and/or showing the location of any locally designated historic property.
9. A sample copy of the historic resource survey and inventory form currently being used.
10. A copy of the rules of procedure for the historic preservation commission.
11. A copy of any guidelines for the decisions made by the historic preservation commission (In the absence of formal guidelines, include a written description of how the commission's decisions are made).
12. A sample public notice of the historic preservation commission's meeting.
13. A sample copy of the agenda and minutes of a commission meeting.
14. A sample notice of the commission's decision to an applicant.
15. A list of commission members including officers. Provide a Resume Form for each member (a sample form is included in this application).

*I certify that I have read **Procedures; Georgia Certified Local Government Programs** and agree to comply with all terms and conditions set forth therein.*

Chief Elected Official

Date

**Historic Preservation Commission Members
Resume Form**
GEORGIA CERTIFIED LOCAL GOVERNMENT PROGRAM

Local Government: _____
Name of Commission: _____

Member's Name: _____
Mailing Address: _____
City, State, Zip: _____

Home Address (if different): _____
City, State, Zip: _____

Telephone: (Business) _____
(Residence) _____

Email Address: _____

Term of Membership: _____ Term Expires: (Date) _____

Occupation: _____

Professional Discipline: _____
(If satisfying a membership requirement)

Demonstrated interest in Historic Preservation (i.e., conferences attended, organizations, special training, courses taken, volunteer activities, or job experience)

Sample Letter of Request for Certification from Chief Elected Official

Dr. David Crass, Director and Deputy State Historic Preservation Officer
 DNR Historic Preservation Division
 Jewett Center for Historic Preservation
 2610 GA Hwy 155, SW
 Stockbridge, GA 30281

Dear Dr. Crass:

The (City/County of) _____ hereby submits its application to become a Certified Local Government as provided for in the National Historic Preservation Amendments Act of 1980.

As the chief elected official of _____, I understand that it will be necessary for our local government to satisfy the minimum requirements for certification as spelled out in Georgia's Procedures for the Certified Local Government Program. Accompanying this letter are all the documents as requested on the application for certification. Should you need any additional materials or have any questions, please call (name) _____ at (telephone number) _____.

Sincerely,

(Name of Chief Elected Official)
 (Title)

Attachments

National Park Service
 U.S. Department of the Interior

State, Tribal, Local, Plans & Grants
 Historic Preservation Fund



Paul Bruhn Historic Revitalization Grant Program



Cedar Falls, Iowa. Library of Congress, Prints & Photographs Division by Carol M. Highsmith [LC-DIG-highsm-39662]

Eligible Applicants

- Nonprofit, tax-exempt US organizations, with or without 501(c)(3) designation
- Tribal Historic Preservation Offices
- State Historic Preservation Offices
- Certified Local Governments (list provided at go.nps.gov/clglist)

Eligible Subgrant Recipients

- Properties listed in or determined eligible for the National Register of Historic Places
- Properties located in areas defined as rural by the US Bureau of the Census (less than 50,000) (more information available at <https://www.census.gov/quickfacts/>)
- Properties within the grantee's jurisdiction

What Is Funded

The Paul Bruhn Historic Revitalization Grant Program fosters economic development in rural communities through the rehabilitation of historic properties. The intent of this program is to provide funds to the recipient (referred to as prime grantees) that can be regranted to projects that have been selected through a locally administered competitive process (or subgrant programs). Recipients design and administer the award to subgrantees via subgrant programs where the prime grantee determines the eligibility of these community resources. Subgrants could be limited to a single town, made available to rural communities in a particular county, or throughout a multi-county region or an entire state. Prime grantees cannot use grant funds for their own properties or submit applications for individual buildings or pre-selected projects.

What Is Not Funded

- Construction of new buildings
- Acquisition of collections or historic sites
- Long-term maintenance or curatorial work beyond the grant period
- Reconstructing historic properties (recreating all or a significant portion that no longer exists)
- Moving or work on moved historic properties no longer eligible for listing in the National Register of Historic Places
- Cash reserves, endowments, revolving funds, or fund-raising costs
- Work performed prior to grant award or costs for work already completed or funded through other federal programs
- Lobbying or advocacy activities
- Administrative costs may not exceed 25% of the total program budget
- Miscellaneous costs, contingencies, reserves, and overhead

Grant Amounts

Grant awards may range from \$200,000 to \$750,000. Please note that the selection panel may, at its discretion, award less than these minimum grant requests. An estimated number of 15-20 grants will be awarded.

Selection Process

NPS personnel, and qualified Federal employees if needed, will review all complete proposals using the criteria outlined below. Reviewers' evaluations are based solely on the material provided in the application. Additional materials not specifically required by the application, and materials sent separately from the application, will not be considered. A summary of the review panel comments may be provided to the applicant if requested after the grant process is complete. Panel recommendations will be made to the Secretary of the Interior for final approval. NPS will conduct risk assessments on all programs prior to funding.

Evaluation and Selection Criteria

Program descriptions must address, and applications will be rated on, each of the criteria listed below. NPS will evaluate and consider only complete applications that separately address and answer each of the four criteria. All criteria are rated equally.

1. Subgrant Program Objectives:

- Describe the proposed subgrant program. What are the programs' goals? Who are the intended beneficiaries and eligible subgrant recipients? What activities are you proposing to support? What subgrant amounts are you proposing? Are you requiring match?
- Describe the historic resources eligible to apply and their significance at the National, State, Tribal, or local level. If the resources are not currently listed in the National Register how do you propose to handle securing listing?
- Discuss how this subgrant program will preserve the history of the rural community for future generations.

2. Need/Urgency/Threat

- Describe the need, urgency, and threat the subgrant program addresses and what activities are necessary to achieve the program objectives. Include preservation and economic factors.
- Describe the economic development needs of the target communities/resources and how the program will foster economic development of rural communities.
- Describe how the proposed subgrant program relates to relevant economic development plans, revitalization plans, comprehensive plans, needs assessments, or studies.
- Describe how the subgrant program will meet the goals of relevant Statewide, Tribal or local historic preservation plans. Identify the specific goals, plan(s), and when they were developed and adopted.

3. Feasibility:

- Describe how the subgrant program will function including outreach, selection, compliance, monitoring, closeout, and easement execution.
- Discuss elements in budget justification to show that costs are necessary, reasonable, and allowable. Match is not required but may be considered as a competitive factor.
- Applicants with administrative costs of no more than 5% will receive the highest rating for this portion of the Feasibility rating criteria.
- Demonstrate how the subgrant program will be accomplished within the given timeframe (3 years) and with the given resources, while meeting all federal requirements and guidelines.
- Describe organizational experience with and ability to programmatically and financially manage a Federal subgrant program. Briefly describe who will be involved in managing the program and their qualifications, attach resumes/CVs as applicable.

4. Sustainability:

- Discuss how the program is the next logical step toward preservation and economic development of the rural communities/resources.
- Describe the impacts of the program after completion, including long lasting effects and how those results will be measured.
- Describe the public-private partnerships and community engagement involved in the program and how these partnerships will sustain and continue to support the resource(s) after the subgrants are complete, including how easements will be managed and enforced.

Process and Deadlines

This program is administered by the National Park Service. Applications must be submitted through Grants.gov. Registration in Grants.gov, SAM.gov, and other required federal systems to submit an application can take up to four weeks, so please start early. Extensions will not be granted due to incomplete registrations in these systems or applications.

Congress has appropriated \$12.5 million for this grant program in Fiscal Year 2023. Applications are anticipated to open in Summer 2023 and are due in Fall 2023.

Additional Information

Visit [go.nps.gov/revitalization](https://www.nps.gov/revitalization) for information about this grant program.

For more information on our other programs, please visit www.nps.gov/stlpg

For application assistance:
National Park Service
STLPG@nps.gov
202-354-2020

For Grants.gov assistance:
support@grants.gov
1-800-518-4726

JANUARY 31, 2023

