



118 Lion Blvd • PO Box 187 • Springdale, UT 84767 • (435) 772-3434

HISTORIC PRESERVATION COMMISSION NOTICE AND AGENDA
THE SPRINGDALE HISTORIC PRESERVATION COMMISSION WILL HOLD A MEETING
ON THURSDAY, MARCH 28, 2024, AT 10:00 AM
AT THE CANYON COMMUNITY CENTER, 126 LION BLVD., SPRINGDALE, UT 84767

A live broadcast of this meeting will be available to the public for viewing/listening only.

***Please see the electronic login information below.*

Approval of the agenda

General announcements – Welcome New Commissioner Heidi Lee

Oath of Office – New Commissioner Heidi Lee

A. Action Items

1. Nomination of Chair and Vice Chair for the 2024 Springdale Historic Preservation Commission.

B. Information/Discussion

1. Training from the State Historic Preservation Office – Alena Franco, CLG Coordinator. Staff Contact: Kyndal Sagers.
2. Proposed Pioneer Cemetery Policy. Staff Contact: Niall Connolly.
3. Plaque at the Historic Irrigation Ditch. Staff Contact: Kyndal Sagers.
4. Bishop’s Granary Restoration Project. Staff Contact: Niall Connolly.
5. Intensive Level Surveys and National Register of Historic Places Applications. Staff Contact: Niall Connolly.

C. Consent Agenda

1. Minutes from November 3, 2023

D. Adjourn

***To access the live stream for this public meeting, please visit or click the YouTube link below:**
<https://www.youtube.com/@SpringdaleTownPublicMeetings>

APPROVED Jan M. Kause DATE 3/28/2024

This agenda was posted at the Springdale Town Hall at 10:10 am/pm by Aren Emerson on 03/26/24

NOTICE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting should contact Town Clerk Aren Emerson (435.772.3434) at least 48 hours before the meeting

Packet materials for this meeting will be available at: <https://www.springdaletown.com/agendacenter>.



118 Lion Blvd · PO Box 187 · Springdale, UT 84767 · 435-772-3434

**MINUTES OF THE SPRINGDALE HISTORIC PRESERVATION COMMISSION
THURSDAY, MARCH 28, 2024, AT 10:00 AM
AT THE CANYON COMMUNITY CENTER
126 LION BOULEVARD, SPRINGDALE, UT 84767**

The meeting convened at 10:00 AM.

MEMBERS PRESENT: Chair Jean Krause, Commissioners Robert Carlton, and Heidi Madsen Lee.
EXCUSED: Commissioners Rich Levin and Claudia Mitchell
ALSO PRESENT: Principal Planner Niall Connolly, Zoning Administrator Kyndal Sagers, Deputy Clerk Robin Romero, and Town Clerk Aren Emerson recording. Please see the attached list of attendees.

Approval of Agenda

**A motion was made by Jean Krause to approve the agenda. Seconded by Robert Carlton.
Krause: Aye
Carlton: Aye
Madsen Lee: Aye
The motion passed unanimously.**

General Announcements:

There were no announcements.

Oath of Office – New Commissioner Heidi Madsen Lee

New Commissioner Heidi Madsen Lee raised her right arm and completed the Oath of Office.

A. Action Items

1. Nomination of Chair and Vice Chair for the 2024 Springdale Historic Preservation Commission.

Since the other Commissioners were not present, Ms. Krause did not want to assume they would volunteer for these positions. Consequently, she graciously offered to serve as chair for another year. She asked if Mr. Carlton would be willing to serve as Vice Chair for the 2024 Springdale Historic Preservation Commission.

Mr. Carlton agreed and volunteered to serve as Vice Chair for the 2024 Springdale Historic Preservation Commission.

**Motion made by Jean Krause to appoint Robert Carlton as the 2024 Springdale Historic Preservation Commission Vice Chair for 2024. Seconded by Robert Carlton.
Krause: Aye
Carlton: Aye
Madsen Lee: Aye
The motion passed unanimously.**

**A motion was made by Robert Carlton to appoint Jean Krause as the 2024 Springdale Historic Preservation Commission Chair for 2024. Seconded by Jean Krause.
Krause: Aye**

Approved Minutes of the March 28, 2024, Springdale Historic Preservation Commission Meeting

Carlton: Aye

Madsen Lee: Aye

The motion passed unanimously.

B. Information/Discussion

**1. Training from the State Historic Preservation Office – Alena Franco, CLG Coordinator.
Staff Contact: Kyndal Sagers.**

Ms. Krause outlined that once a municipality established a Historic Preservation Commission, it could apply to become a Certified Local Government (CLG) and would then be able to apply for grants and other assistance programs.

Alena Franco with the State Historic Preservation Office gave a presentation (attachment #1) on the Certified Local Government Program.

Although the State Historic Preservation Office administered the program, it was a federal program. This program created partnerships within three levels of government: local, state, and federal. The goal was to get local communities technical assistance and financial incentives to preserve cultural resources.

Ms. Franco outlined the duties of a Commission. She encouraged the Commission to participate in the planning of Springdale and conduct public education on the Town's history. She explained the federal grant application process and gave information (attachment #2) on the actual merit of the annual grant application window opening each year in January.

The following were different projects that the Town could use the grant money for:

- Survey: Reconnaissance Level Surveys
- Development: Rehabilitation work on National Register-listed priorities.
- National Register Nominations
- Pre-Development: Architectural or engineering studies on a building.
- Preservation Planning
- Education and Outreach: Training and workshops for the Commission and community.

Ms. Franco provided the Commission with a copy of the Utah CLG handbook (attachment #3) for their information.

2. Proposed Pioneer Cemetery Policy. Staff Contact: Niall Connolly.

The Historic Preservation Commission has previously invested significant time in surveying the Pioneer Cemetery. In addition, an Intensive Level Survey was completed by historian Korral Broschinsky on behalf of the Town. Ms. Broschinsky was currently preparing an application for the cemetery to be placed on the National Register of Historic Places.

The Historic Preservation Commission explored various options for managing this historic asset. While no definitive decision was reached, the general consensus was that the cemetery should primarily be preserved as a quiet place of reflection for those who were laid to rest there and their families. There should be no active efforts to advertise its existence or encourage additional visitation.

The Town occasionally received requests to add new memorial stones from those who believe their ancestors were buried in one of the unmarked graves. Staff recommends that the Historic Preservation Commission establish a policy for managing such requests. Additionally, this policy could address how to preserve and share the research the Commission has conducted on the Pioneer Cemetery.

Staff prepared a draft policy for the Pioneer Cemetery. The key points of the policy include:

- Constructing a short memorial wall where the names of those buried in unmarked graves could be added.

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- Including on the memorial wall a map and list of graves completed by Commissioner Krause to assist relatives in finding graves and to preserve this important research for the future.

Commissioners may also consider authorizing the repurposing of some of the sandstone slabs that were excavated from the cemetery.

Ms. Krause inquired where the memorial wall was proposed to be placed.

- The location was not fixed. Mr. Connolly explained that the memorial wall could be placed in multiple locations depending on the Commission's preference.

The Commission decided to hold another Historic Preservation Commission meeting in a few months so that they could have more time to review the policy and make a recommendation to the Town Council.

3. Plaque at the Historic Irrigation Ditch. Staff Contact: Kyndal Sagers.

The Town installed a stone structure beside the historic irrigation ditch, where an interpretive plaque or sign could be attached to. The intent was for a plaque to be affixed to the stone structure, including historical information about the irrigation ditch.

Previously, the Commissioners determined that the sign should either be a metal plaque if it was only text or a sign if images were intended to be included.

It was recommended that a member of the Historic Preservation Commission be assigned to write the text that was intended to be placed on the sign. Additionally, the Town has a contract with the historian Korral Broschinsky to complete an intensive-level survey on the ditch. Staff expected this would yield further information that could be used in the interpretive sign. Once the text of the sign is decided upon, Town Staff could assist with making arrangements for the fabrication of the sign/ plaque and its installation.

Ms. Krause envisioned the monument as having a bronze plaque with text only.

Mr. Carlton suggested using a sign with a QR code affixed to it, which would include detailed information about the historical site.

Ms. Krause explained that having a plaque with raised lettering would last a much longer time and likely not need to be replaced as soon as a sign with a QR code would need to be.

The Commission assigned Commissioner Heidi Madsen Lee to take over the work for the historic irrigation ditches.

Ms. Krause asked for an update on the other historic irrigation ditch in Town and whether it was ready for a sign or plaque.

- Robert George explained that money was requested in the next fiscal year's budget to start work on the historic irrigation ditch at that location.

Darci Carlson stated that in 2018, the Historic Preservation Commission placed a plaque near Mimi's Café that the Commission could reference when creating the signage for the historic irrigation ditch. She recommended keeping the look and feel of the current plaque when considering the creation of a new one.

4. Bishop's Granary Restoration Project. Staff Contact: Niall Connolly.

The Town has invested in a concrete pad and landscaping to create a setting for the historic Bishop's Granary. This work was partially funded by donor bricks, which have now been installed. Staff suggests the following next steps to complete this project:

- Carry out any necessary structural repairs to ensure the longevity of the structure while maintaining its historic integrity.

- Photograph all writing and engravings on the door and inside the building.
- Add plexiglass at the doorway to prevent entry but allow visitors to view inside.
- Install an interpretive plaque or sign to share the building's history.
- If budget allows, replace the roof with wooden shingles.
- Assemble items typical of the era and use of the structure to 'stage' the interior.

In collaboration with Commissioner Bob Carlton, the Town issued an RFP for contractors experienced with historic structures, closing on April 5th. The selected contractor would handle structural repairs, plexiglass installation, and potentially roof replacement. Commissioner Carlton was organizing the photographs, and Commissioner Krause offered to write the interpretive plaque text with input from historian Korral Broschinsky. Assembling antiques will be gradual, with some items already available.

The project had partial funding from donor bricks and the Town's 2023-2024 budget, with unspent funds still available. However, the new fiscal year would begin on July 1st, 2024, and future funding was uncertain. Additionally, a spending freeze began May 15th, limiting time to use the current budget. Staff has requested that the budget allocation be carried forward, but early indications suggest this may not happen.

Staff recommended that the Commission determine if the proposed next steps were in the direction they would like to see the project. Staff also recommended that the Commission prioritize the completion of any items that would cost money before May 15, 2024.

The Commission determined to ask the Town Council to carry the funds for the Granary from the fiscal year 2023-2024 to the fiscal year 2024-2025.

5. Intensive Level Surveys and National Register of Historic Places Applications. Staff Contact: Niall Connolly.

The Town worked with appointed historian Korral Broschinsky on the intensive-level surveys for the historic irrigation ditches and the Bishop's Granary. Ms. Broschinsky was also currently working on the National Register nomination of the historic jail and Pioneer Cemetery for the Town.

She indicated that the Granary was unlikely to be a candidate for the National Register nomination.

Staff was actively following up with Ms. Broschinsky on the project's status and welcomed the Commissioners' active involvement in working with Ms. Broschinsky to ensure the timely completion of this project.

Darci Carlson provided background on the information Ms. Broschinsky was to supply to the Commission. This information from the intensive level survey was intended to inform the interpretive plaques. She expressed concern about approaching deadlines for specific grants and urged the Commission to follow up with Ms. Broschinsky for updates and the completion of this project.

C. Consent Agenda

1. Minutes from November 3, 2023

A motion was made by Jean Krause to approve the consent agenda. Seconded by Heidi Madsen Lee.

Krause: Aye

Carlton: Aye

Madsen Lee: Aye

The motion passed unanimously.

D. Adjourn

A motion was made by Robert Carlton at 11:10 am to adjourn. Seconded by Jean Krause.

Krause: Aye

Carlton: Aye
Madsen Lee: Aye
The motion passed unanimously.

Aren Emerson
Aren Emerson, Town Clerk

APPROVAL: Jan M. Krase DATE: 8/14/2024

A recording of the public meeting is available by accessing the Town's YouTube channel at <https://www.youtube.com/@SpringdaleTownPublicMeetings>.





PO Box 187 118 Lion Blvd Springdale UT 84767

ATTENDANCE RECORD

Please print your name below

Meeting Historic Preservation Commission Date 03/28/2024

ATTENDEES:

GIL KIEFER
Name (please print)

Darci Carlson
Name (please print)

Barbra Bruns
Name (please print)

Name (please print)

ATTENDEES:

Name (please print)

Certified Local Government Program

Utah State Historic Preservation Office

Attachment #1



Utah
SHPO

What is a Certified Local Government?

A Certified Local Government (CLG) is a local government that has been “certified” by the National Park Service.



How does a local government become a CLG?

- Pass a preservation ordinance
- Appoint a historic preservation commission



Commission Duties

- Advise the City Council and others in the community on matters related to historic preservation.
- Coordinate surveys of local historic properties in compliance with standards set by the SHPO.
- Participate in planning and land-use processes with the City that have the potential to affect historic properties.
- Promote educational and interpretive programs related to the community's history and historic properties.
- Review and comment to the SHPO regarding all proposed National Register nominations of properties in the community
- Apply for and administer grants/ financial aid for historic preservation projects in the city.



Grant Information

- CLG Grants are available every January.
- These are reimbursement matching (50/50) grants.
- CLG Grant awards are limited to \$20,000 maximum depending on project type.
- Grant cycle runs for 16 months.

CLG Grant Projects

Survey

National Register Nomination

Pre-Development

Development

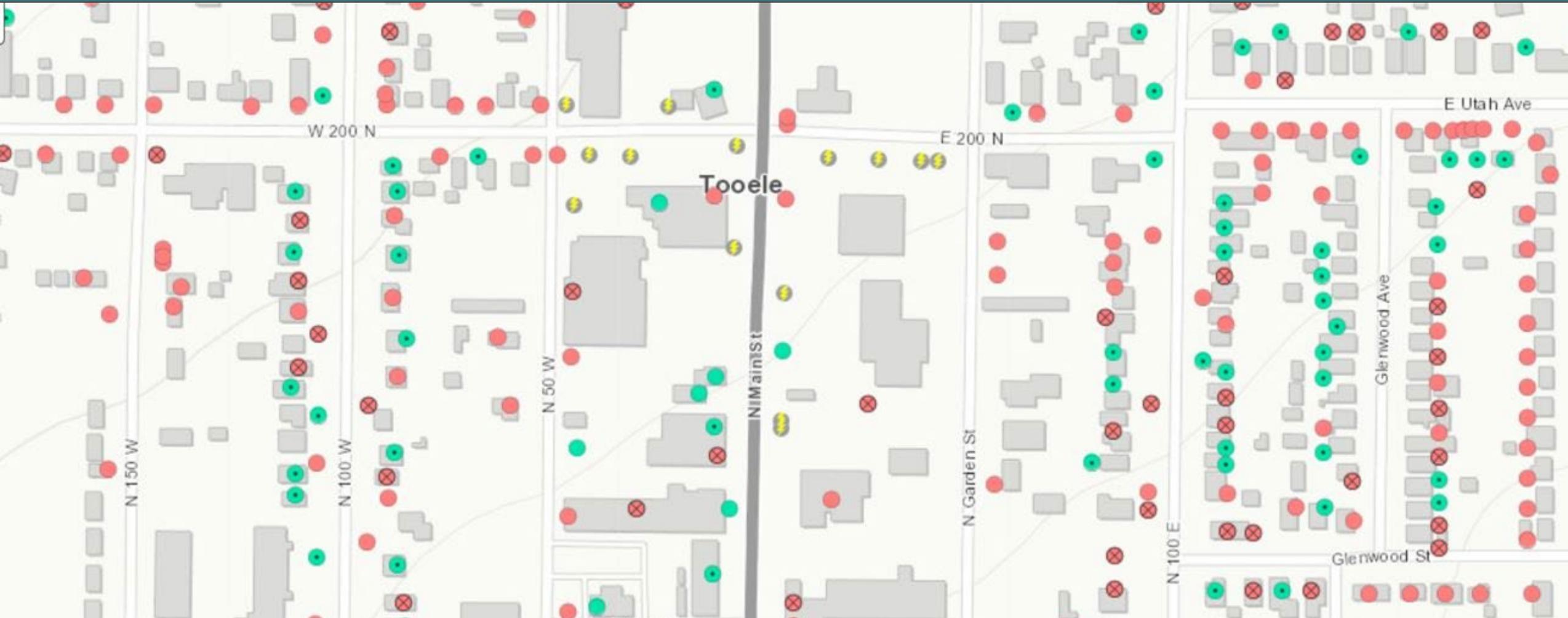
Preservation Planning

Education and Outreach



Survey

Reconnaissance Level Survey Intensive Level Survey



National Register Nomination



Individual
Historic District
Multiple Property Submission

Pre-Development

Architectural/Engineering Studies

CAHOON MANSION



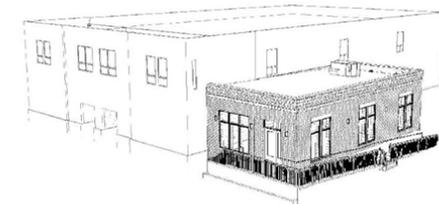
ENVELOPE STABILIZATION ASSESSMENT

Entelen Design-Build, LLC. + FFKR Architects

ELITE HALL ADDITION 98 WEST MAIN ST HYRUM, UTAH

Case, Lowe and Hart, Inc.
2484 Washington Blvd. Ste 510
Ogden, Utah 84401

Reeve & Associates
5160 1500 W
Riverdale, Utah 84405



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CONTRACT NO.



ELITE HALL ADDITION
98 WEST MAIN ST.
HYRUM, UTAH

DATE: 08/11/2011
DESCRIPTION:

BID PERMIT SET

TITLE SHEET

PROJECT NO.

G001

IF SUPPORT IS FOUND TO BE NEARLY UNDESIRABLE

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Development

Rehabilitation of National Register-listed properties





Preservation Planning

Center Street **Historic District**



Design Standards



Historic Preservation Commission meetings

Local historic preservation plans, ordinances, design guidelines, etc.

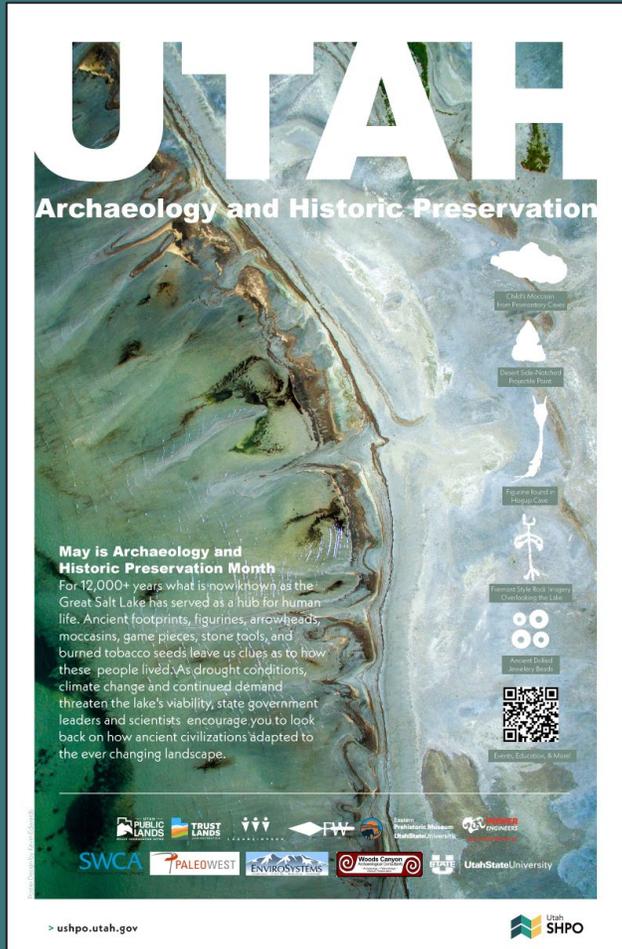
Education & Outreach

Training & Workshops

Historic Walking Tour

State or national conference on Historic Preservation

Archeology & Preservation Month



UTAH
Archaeology and Historic Preservation

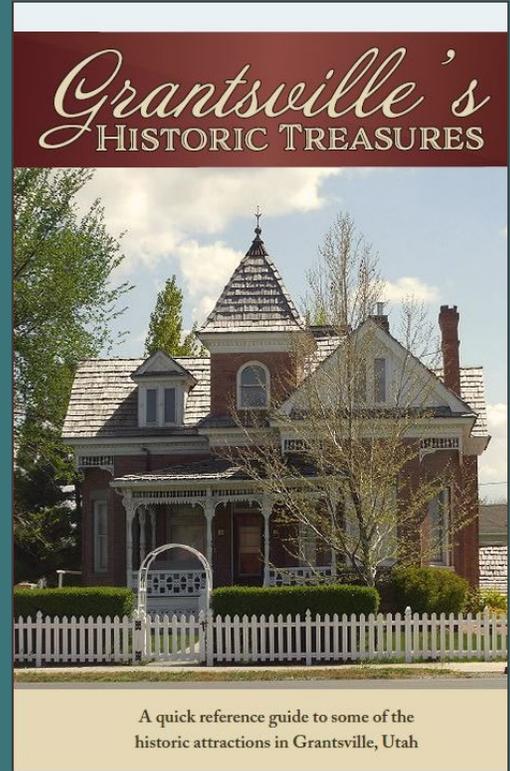
May is Archaeology and Historic Preservation Month
For 12,000+ years what is now known as the Great Salt Lake has served as a hub for human life. Ancient footprints, figurines, arrowheads, moccasins, game pieces, stone tools, and burned tobacco seeds leave us clues as to how these people lived. As drought conditions, climate change and continued demand threaten the lake's viability, state government leaders and scientists encourage you to look back on how ancient civilizations adapted to the ever changing landscape.

Chalk Mosaic from Petroglyph Cave
Oldest Side-Pocketed Projectile Point
Figurine found in Interoceanic
Famous Gule Rock (legend) on the lake
Ancient Dotted Arrowhead

Events, Exhibits & More!

SWCA PALEOWEST ENVROSYSTEMS Utah State University

uspo.utah.gov



Grantsville's
HISTORIC TREASURES

A quick reference guide to some of the historic attractions in Grantsville, Utah



National Trust for Historic Preservation
Save the past. Enrich the future.™



NATIONAL ALLIANCE of PRESERVATION COMMISSIONS
education + training + advocacy

Alena Franco
CLG Coordinator
afranco@utah.gov

Website:

ushpo.utah.gov/shpo/certified-local-governments-clgs/





2024 CLG Grant Application Instructions

Each year the Utah State Historic Preservation Office (SHPO) must pass-through a minimum of 10% of the State's annual apportionment of the Historic Preservation Funds (HPF) to Certified Local Governments (CLGs) for eligible activities. Previously, the CLG grant has been non-competitive with a 'first come, first served' acceptance policy. Two factors have worked in concert to change the type of grant process, first being the number of communities requesting funds are higher than the allotted funds in a grant cycle, which is exacerbated by changes in funding limits for certain types of activities.

In 2022, updated federal policies from the National Park Service have allowed the SHPO to increase grant awards for Development grant projects (rehabilitation on National Register-listed properties). The SHPO recognizes that the demand for development grant projects will increase with the higher grant amounts. In order to create a fair process for CLGs to apply for higher grant amounts, the 2024-2025 CLG Grant Application is a competitive process. This means that it is important that CLGs carefully plan out their proposed projects and submit a strong application. CLG Grant Applications will be reviewed by a panel of Secretary of Interior Qualified individuals. Any panel review members will recuse themselves from discussion and scoring of any application for which they may have a conflict of interest. It is anticipated that not all grant applications will receive funding and some applications may not receive their full grant requested amount.

WHO CAN APPLY?

Any Utah CLG with 'active' status and no current grant is eligible to compete for these funds by submitting an application. The SHPO is available and happy to assist CLGs in identifying and developing acceptable projects. CLGs are strongly encouraged to consult with SHPO staff before they submit any application. If you have questions about the application or your proposed project, contact Alena Franco, afranco@utah.gov.

STATE FUNDING PRIORITIES

The SHPO has established the following funding priorities for the 2024-2025 grant cycle in keeping with the Statewide Preservation Plan. Grants will be awarded based on funds available and alignment with priorities. Funding preference will be given to rural communities and project types **in the following order**: [Refer to Appendix A for project descriptions and details regarding documentation for grant application submission].

1. **Survey**: Reconnaissance Level Surveys

- CLGs may apply for up to \$12,000 to \$15,000 for larger cultural resource surveys.

2. **Development:** Rehabilitation work on National Register-listed properties. A CLG may include 1-2 different properties at the maximum for this project.

- CLGs may apply for up to \$10,000 for projects that lack a current feasibility study, drawings, plans, specifications or other necessary pre-construction work. *Submit photos showing the overall view of the building and all proposed work areas.*
- CLGs with projects that have pre-construction documentation such as studies, drawings, plans, etc. may apply for up to \$20,000. *Pre-construction documentation must be submitted with CLG Grant Application with photos showing the overall view of the building and all proposed work areas.*

3. **National Register Nominations**

- CLGs may apply for up to \$12,000 to \$15,000 for Historic District or Multiple Property Submissions (with lower thresholds for individual listings).

4. **Pre-Development**

- While this is a lesser priority for funding, this is a good opportunity for a CLG to receive grants to make themselves more competitive in the next cycle for having a pre-development plan. CLGs may apply for up to \$10K.

5. **Preservation Planning**

- CLGs should be availing themselves of planning opportunities early to ensure effective strategic targeting of future grants to address above priorities. CLGs may apply for up to \$10K.

6. **Education and Outreach**

- CLGs are always encouraged for creative public outreach and education opportunities and applications are not discouraged for this category, but will receive less priority in funding if competition is tight. CLGs may apply for up to \$10K.

GRANT DISTRIBUTION STRUCTURE

It is the intent of the SHPO that every reasonable effort be made to distribute CLG-designated funds among as many eligible governments as possible. Each grant application will be reviewed by the following rubric metrics.

1. Demonstrated Need (10 pts)

- a. Why is this project needed in your community?
- b. What is the rationale and significance of this project?
- c. Have you looked for other funding sources for this project?

2. Preparedness (10 pts)

- a. Is the project description well written and descriptive of the details?
- b. Does the applicant provide the necessary information/documentation for the project type?
- c. Does the budget include costs that are necessary and reasonable?

3. Public Benefit (10 pts)

- a. Who will benefit from the completion of your project?
- b. What impact will the project have on your community?
- c. Does the community support the project?

4. Does the project further the State Historic Preservation Goals/Objectives? (10 pts)

- a. Is the project one of the high priority grant projects? [Survey, Development, or National Register Nomination?]
- B. How does the proposed project have a beneficial impact on present and future preservation efforts of the CLG?

APPENDIX A -- Grant Project Types

SURVEY

Reconnaissance Level Surveys (RLS): Systematic architectural surveys conducted by professional consultants or archaeological surveys conducted by qualified archaeologists. In the grant application, describe the survey area and the approximate number of buildings or sites. RLS products include photographs of buildings in the survey area, a survey map, computerized survey data (entered into Preservation Pro), and a survey report with recommendations for future research. The consultant rate is approximately \$20-\$30 per building. Archaeological surveys must generate completed UAS (Utah Archeological Site Form) forms for each site. Please consult with the SHPO when planning RLS projects. *Describe the geographic area of the survey (street boundaries if applicable) and the estimated total # of properties to be surveyed.*

Intensive Level Surveys (ILS): Historical documentation of buildings, OR, systematic archaeological survey involving comprehensive survey of all areas within survey boundaries. In the grant application, describe the survey area and the approximate number of buildings or sites. Archaeological and historic site consultants must meet professional requirements (contact SHPO for details). Whether completed by professional consultants or trained volunteers, the documentation must meet SHPO standards. Costs vary but consultants can typically charge \$1,000-\$2,000 per building and potentially \$30/acre for archaeological survey (above a baseline report writing cost). Please consult with the SHPO when planning ILS projects. *List the street addresses of properties to be surveyed.*

DEVELOPMENT

Development activities include labor and material costs for rehabilitating National Register properties and stabilizing and/or testing archaeological resources (must be on the National Register prior to application). As part of the development grant, the property owner will be required to sign a Preservation Agreement (SHPO will provide). A Preservation Agreement obligates the owner to maintain the property for a period of five years so as to preserve its historical significance and character-defining features.

List the National Register property (street address) that will have rehabilitation work done. Describe the proposed work items in detail. All proposed work must meet the Secretary of the Interior's "Standards for Rehabilitation." Detailed answers give the panel a better understanding of your project and will be helpful in the panel review. A CLG may include 1-2 different properties at the maximum for this project.

Submit with your application the following documentation:

1. Pre-construction documentation such as feasibility studies, reports, plans, etc. if applying for more than \$10K.
2. Photos (JPEGs) of an overall view of the building and each proposed work area.

NATIONAL REGISTER NOMINATIONS

This involves completing registration forms and all supporting documentation (maps, prints, image files on CD, copies of research, etc.) required for National Register designation. It is usually best to hire a consultant to complete these complex forms. Consultants must meet professional requirements (see Appendix B). While the range of costs vary the typical amount is roughly \$2,000-\$4,000 per individual nomination; \$8,000-\$15,000 for historic district nominations (if surveys are already completed); and \$10,000-\$15,000 for Multiple Property Submission (MPS) overview documents.

PRE-DEVELOPMENT (architectural/engineering studies)

Preparation of feasibility studies, working drawings, and specifications for the rehabilitation, preservation, and stabilization of properties eligible for the National Register. Projects must meet the Secretary of the Interior's "Standards for Rehabilitation and should be performed by appropriate professionals.

PRESERVATION PLANNING

Includes administering a local historic preservation program, conducting historic preservation commission meetings, preparing or updating local historic preservation plans, ordinances, design guidelines, and related activities.

EDUCATION & OUTREACH

Projects that involve historic buildings and archaeological sites are eligible. Briefly describe the proposed project, specify the type and quantity of the "products," and break down the costs as specifically as possible.

Eligible educational activities include:

- Developing websites, apps, and social media offerings focused on historic properties;
- Preparing and printing walking-tour brochures;
- Archaeology and Preservation Month activities (lectures, presentations, awards, etc.);
- Attending/participating in historic preservation-related conferences and workshops.

Ineligible educational activities include:

- General local history research and educational materials (e.g. local history books);
- Museum-related activities such as collection care and exhibits;
- Most interpretive markers and plaques, including National Register plaques, are not an eligible expense (consult with SHPO for details).

Please note that all **published/printed materials**, whether hard-copy or electronic, must include two paragraphs of specific language required by the National Park Service. Contact the SHPO for details.

PROGRAM ADMINISTRATION

Includes staff and office expenses associated with administering the CLG grant, including contract management, soliciting bids, preparing reimbursement requests, etc. Expenses for conducting historic preservation commission meetings and related activities should be included under Preservation Planning. **Program administration costs are limited to 15% of the total project budget.**

UTAH CERTIFIED LOCAL GOVERNMENT HANDBOOK



Escalante



Utah
SHPO

Utah State Historic Preservation Office
Highland Office
3760 S. Highland Dr
Millcreek, UT 84106
ushpo.utah.gov

This handbook describes the Utah State Historic Preservation Office's administration of the Certified Local Government (CLG) Program. This document details program requirements and provides guidance to local governments who wish to participate in the program. Those who are CLGs and those who wish to join the program are encouraged to reach out to the CLG Coordinator and visit our website at ushpo.utah.gov.

The program described in this document is financed in part with federal funds from the National Park Service, U. S. Department of the Interior, under provisions of the National Historic Preservation Act of 1966, as amended. While approved by the National Park Service in meeting the requirements of the Act, the contents and opinions do not necessarily reflect the view or policies of the Department of the Interior.

Under Title VI of the Civil Rights Act of 1964 and section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of Interior prohibits discrimination on the basis of race, color, national origin, or disability or age of its federally assisted programs. If you believe you have been discriminated against in any such program, activity, or facility or in the information presented, or if you desire more information, please write to:

Office of Equal Opportunity
U. S. Department of the Interior
1849 C Street, NW
Washington, DC 20240

DOCUMENT UPDATED DECEMBER 2022

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Introduction to the State Historic Preservation Office (SHPO)

In 1966, Congress passed the National Historic Preservation Act (NHPA) (54 USC 300101 et seq.) which established preservation as a national priority and created programs that encourage historic preservation at the federal, state, and local levels. This included the establishment of State Historic Preservation Offices (SHPOs) to guide each state's preservation activities in coordination with the U.S. Department of the Interior, National Park Service (NPS). In Utah, the program is administered through the State Historic Preservation Office (SHPO) and is a division of the Department of Cultural and Community Engagement.

The SHPO, is responsible for the following activities:

- Maintaining a State Historic Preservation Plan.
- Overseeing the National Register of Historic Places (NRHP) program and process.
- Coordinating the survey and inventory of cultural resources within the state to evaluate them for NRHP eligibility and maintaining an inventory of cultural resources in the Utah Cultural Resource Information System (HUB and SEGO).
- Reviewing and making recommendations on applications for the Federal Historic Tax Credit program and the State Historic Tax Credit program for certified rehabilitation projects.
- Reviewing federally-funded, licensed, or permitted projects for their potential impact on cultural resources under Section 106 of the NHPA.
- Reviewing State projects for their effect on cultural resources under Utah Code Annotated 9-8-404.
- Administering the Certified Local Government program.
- Providing technical assistance and guidance to individuals and federal, tribal, state, and local government agencies on historic preservation issues.
- Implementing the Cultural Site Stewardship Program connecting volunteers to monitor sensitive cultural resource sites.
- Coordinating the Ancient Human Remains Program protecting human remains on non-federal lands.
- Managing the Utah Main Street Program, helping community's historic and economic character through technical assistance, trainings and funding.

The Certified Local Government (CLG) Program

In recognition of the value of preservation and community engagement at the local level, the NHPA was amended in 1980 to include a new federal-state-local partnership, the CLG program. Through this program, local units of government are empowered to shape the future of the historic fabric of their communities and provide an incentive to build strong preservation programs in partnership with NPS and SHPOs, which provide technical assistance and funding support for local efforts. Because both the SHPO and the NPS must certify local governments before they can access funding, participating entities were thus named Certified Local Governments (CLGs).



A CLG, is any local government in the State of Utah – such as a city, county, town, or municipality – that has met specific eligibility requirements and has been certified through the SHPO and the NPS. A CLG demonstrates its commitment to historic preservation by enacting a preservation ordinance and establishing a historic preservation commission to oversee the local preservation program. As a CLG, the community is a partner in preservation with the SHPO and the NPS.

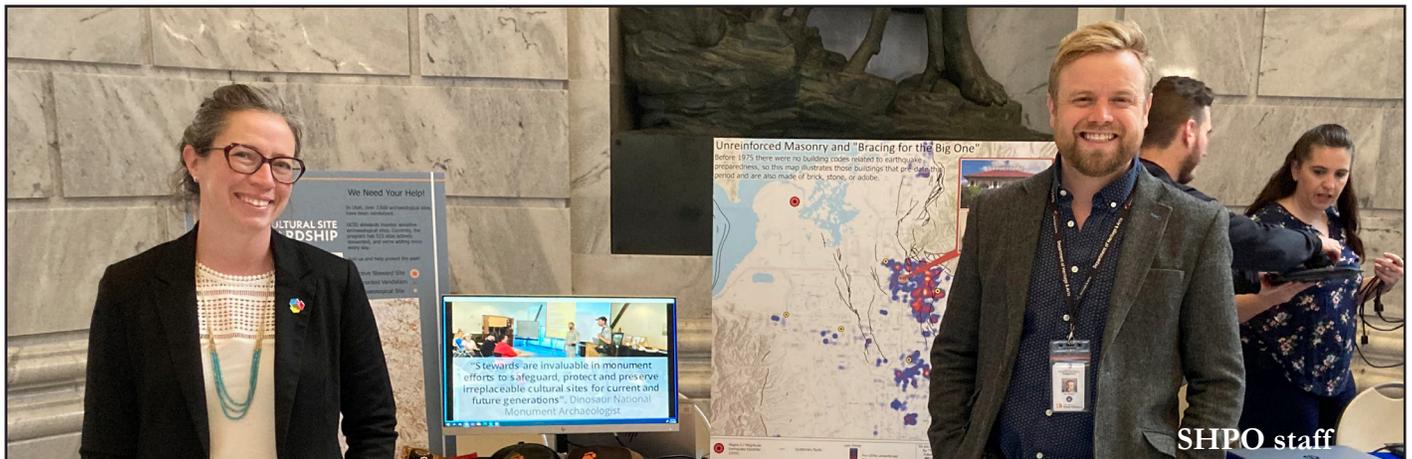


Rooted in best practice approaches, the CLG program gives credibility to local preservation activities, their relationship to broader planning processes, and their role in sustaining vibrant, culturally rich communities. The program also promotes preservation activities consistent with national and state legislation and standards, which encourage responsible decision-making for the treatment of important historic resources in the community. The CLG program also recognizes the role of local stakeholders in the success of preservation activities. Participation in the CLG program signals that a community is committed to empowering local stakeholders who wish to protect, celebrate, and invest in historic resources and working with them to proactively engage opportunities to sustain the places that contribute to the community's sense of place and cultural identity.

Requirements for Certification

The basic certification requirements for a local government is the following:

- Establish a historic preservation commission and appoint interested and qualified residents to serve. To the extent they are available, at least some of the commission members should meet “professional” qualifications in the disciplines of history, architecture, architectural history, archaeology, or related fields.
- Pass a preservation ordinance that outlines how the local government will address historic preservation issues. The SHPO has an example of an ordinance that can serve as a starting point; many communities have adopted it almost word-for-word.
- Agree to participate in updating and expanding the state’s historic building inventory program. SHPO takes the lead in this effort by maintaining the master database and the files for the statewide inventory, and by providing grants to survey additional properties.
- Agree to review and comment on any NRHP nominations of properties within the local government boundaries. Nominations are usually submitted by the property owners themselves or other members of the public. SHPO administers the NRHP program in Utah.
- Affirm that it will fulfill its obligation to enforce existing state preservation laws. (Local governments are required to enforce state laws already, so this is not a new requirement).



4-Year Program Reviews

Program Reviews of CLGs are required every four years. It is the State Historic Preservation Office’s (SHPO) responsibility to coordinate program reviews and track the ongoing “certified” status of CLGs.

In Utah, a CLG will either be ‘active’ or ‘inactive’. Active status means that the CLG completed their most recent program review and continues to maintain the requirements. Inactive status means that the CLG did not complete their most recent program review or have not maintained the requirements needed for CLG certification. Only ‘active’ CLGs are eligible to apply for grant funds.

CLG Participation in the Section 106 Process

Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects that their proposed work might have on historic resources listed, or eligible for listing, in the National Register of Historic Places (NRHP). Examples of the types of projects subject to Section 106 include work on federally owned or controlled property; a project receiving federal funds, grants, or loans, in whole or in part, including pass-through funds, projects requiring a federal permit, license, or approval.

Once certified, CLGs may be called on as a consulting party to participate in the Section 106 review process and provide feedback on undertakings that might have the potential to affect historic properties in their community. SHPO encourages CLGs to actively participate in the review process. As a consulting party, a CLG can help in the identification of historic properties and participate in conversations about the project's effects and can also help determine appropriate mitigation if there is an adverse effect.

For more information on the Section 106 Review Process, visit the UT SHPO website: <https://ushpo.utah.gov/shpo/shpo-compliance/>



CLG Grants

Each year, the SHPO receives funding from the National Park Service to be used for preservation activities in the state. The funding source is called the Historic Preservation Fund (HPF). A minimum of 10% of the SHPO's annual apportionment from the HPF must be designated for CLG grants. At this time, only CLGs with active status and no current grant can apply for grant funds. CLGs may also elect to sponsor a project for a nonprofit organization, other public entities, or private individuals within its jurisdiction, but the CLG, as the eligible applicant, must submit the application.

The CLG Grant is a reimbursement matching (50/50) grant and typical grant awards range from \$10,000 to \$20,000 depending upon the grant project. Generally federal grants cannot be matched with other federal funds, however, funds from the Community Development Block Grant (CDBG) program can be applied as a matching share for a CLG grant. The SHPO publishes annual guidance and application materials for the grant program, which outline eligible and ineligible activities and requirements associated with the grant funds. SHPO is also available to talk through potential grant projects with interested CLGs in advance of their applications.

Eligible Grant Projects

In Utah, CLG grants can be used for several categories which are defined below:

- **Development:** Rehabilitation/stabilization work on National Register Properties. Activities include labor and material costs for rehabbing National Register properties and stabilizing/ or testing archaeological resources. (Properties must be on the National Register prior to application).
- **Education & Outreach:** Potential projects can be any of the following: Developing websites, apps, and social media focused on historic properties. Preparing and printing walking-tour brochures of historic properties. Archaeology and Preservation Month activities (lectures, presentations, awards, etc.). Attending/participating in historic preservation-related conferences and workshops.
- **National Register Nominations:** Completing a nomination (including forms and documentation) for a historic property/site(s) to the National Register of Historic Places.
- **Pre-Development:** Feasibility studies, working drawings, and specifications for the rehabilitation, preservation, and stabilization of properties eligible for the National Register of Historic Places.
- **Preservation Planning:** Administering a local historic preservation program, conducting historic preservation commission meetings, preparing or updating local historic preservation plans, ordinances, design guidelines, and related activities.
- **Survey & Inventory:** Architectural surveys or historical documentation of buildings conducted by professional consultants. [i.e. Reconnaissance Level Survey or Intensive Level Survey] Limited Archaeological Survey is also eligible.

Contact Information and Helpful Resources

State Historic Preservation Office (SHPO)

ushpo.utah.gov

Contact

Alena Franco

CLG Coordinator

afranco@utah.gov

801-245-7233

Historic Utah Buildings (HUB) Database

SHPO GIS database of historic building records in Utah

hub.utah.gov

SHPO Youtube Channel

Webinars and videos about historic buildings, archeology, and SHPO programs

www.youtube.com/c/UtahStateHistoricPreservationOffice

National Park Service

Resources for CLGs

<https://www.nps.gov/subjects/clg/index.htm>

National Alliance for Preservation Commissions (NAPC)

National organization for local preservation commissions and supporting CLG networks.

Training opportunities, biennial conference (FORUM), timely webinars, access to a network of preservation professionals listserv, and quarterly newsletter, The Alliance Review.

www.napcommissions.org/

Other SHPO programs

National Register of Historic Places

The National Historic Preservation Act of 1966 established not only the State Historic Preservation Office, but also the National Register of Historic Places (NRHP). The NRHP is the official federal list of properties that are significant in American history, architecture, archaeology, or engineering. Places may be listed individually, as part of a Historic District, or as part of a multiple property or statewide thematic category. The properties listed on the NRHP are eligible for CLG grants for rehabilitation work and historic tax credit programs. Historic properties are regularly listed through this program, usually these nominations are funded as part of the CLG grant program or through Historic Tax Credit Programs. For more information, visit <https://ushpo.utah.gov/shpo/national-register/>

Historic Tax Credits

Federal Historic Tax Credit

One of the most significant tools in the United States to spur rehabilitation and restoration of historic buildings is the Federal Historic Tax Credit program, established in 1976. In this program, overseen jointly by SHPO and the National Park Service, rehabilitation projects on income-producing buildings listed on the National Register of Historic Places (NRHP) can be eligible for a 20% income tax credit. Income-producing can include commercial, industrial, office, residential rental, etc. Project costs must meet a “substantial rehabilitation” test. It is highly recommended to talk to SHPO before starting work to avoid disqualification or increased project costs. For more information, visit ushpo.utah.gov/shpo/financial-incentives/ or contact historictaxcredits@utah.gov

State Historic Tax Credit

In addition to the Federal Historic Preservation Tax Credit Program, the SHPO also administers a similar program at the State level. Utah is one of 37 states with an adopted and active historic preservation tax credit program. Utah’s state program provides a 20% credit for residential-use properties that include both owner-occupied and non-owner-occupied buildings. A minimum investment of \$10,000 over up to three years is required, and rehabilitation work must follow the same standards as the federal program: The Secretary of the Interior’s Standards for Rehabilitation. A building does not need to be listed on the NRHP at the beginning of the rehabilitation, but it must be within three years of completion of the project. Eligible tax credit activities include a variety of interior and exterior repairs and restoration of any historic or structural elements. It is highly recommended to talk to SHPO before starting work to avoid disqualification or increased project costs. For more information, visit ushpo.utah.gov/shpo/financial-incentives/ or contact historictaxcredits@utah.gov

Utah Main Street Program

The SHPO administers the Utah Main Street Program (UMSP), a state program designed to help communities revitalize their economy, appearance, and image of downtown commercial districts. This program builds a strategy centered on a community's unique heritage and attributes that make it a great place to live and visit. The program provides a framework and resources to support a community's downtown revitalization efforts. The UMSP is a Main Street America™ Coordinating Program. As such, the Utah Main Street Program (UMSP) is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network consisting of over 46 coordinating programs and over 2,100 neighborhoods and communities across the country committed to creating high-quality places and to building stronger communities through preservation-based economic development. For more information, visit <https://community.utah.gov/umps/>

The Secretary of the Interior's Standards for Rehabilitation

These Standards and Guidelines provide a critical part of the framework of the national preservation program. They are widely used at the federal, state, and local levels to guide work on historic buildings, and they also have been adopted by Certified Local Governments and historic preservation commissions across the nation.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

NATIONAL HISTORIC PRESERVATION ACT

54 U.S.C. 3025

(FORMERLY SECTION 101 (C))

Chapter 3025—Certification of Local Governments

Sec.

302501. Definitions.

302502. Certification as part of State program.

302503. Requirements for certification.

302504. Participation of certified local governments in National Register nominations.

302505. Eligibility and responsibility of certified local government.

§ 302501. Definitions

In this chapter:

(1) DESIGNATION.—The term “designation” means the identification and registration of property for protection that meets criteria established by a State or locality for significant historic property within the jurisdiction of a local government.

(2) PROTECTION.—The term “protection” means protection by means of a local review process under State or local law for proposed demolition of, changes to, or other action that may affect historic property designated pursuant to this chapter.

§ 302502. Certification as part of State program

Any State program approved under this subdivision shall provide a mechanism for the certification by the State Historic Preservation Officer of local governments to carry out the purposes of this division and provide for the transfer, in accordance with section 302902(c)(4) of this title, of a portion of the grants received by the States under this division, to those local governments.

§ 302503. Requirements for certification

(a) APPROVED STATE PROGRAM.—Any local government shall be certified to participate under this section if the applicable State Historic Preservation Officer, and the Secretary, certify that the local government—

(1) enforces appropriate State or local legislation for the designation and protection of historic property;

(2) has established an adequate and qualified historic preservation review commission by State or local legislation;

(3) maintains a system for the survey and inventory of historic property that furthers the purposes of chapter 3023;

(4) provides for adequate public participation in the local historic preservation program, including the process of recommending properties for nomination to the National Register; and

(5) satisfactorily performs the responsibilities delegated to it under this division.

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(b) NO APPROVED STATE PROGRAM.—Where there is no State program approved under sections 302301 and 302302 of this title, a local government may be certified by the Secretary if the Secretary determines that the local government meets the requirements of subsection (a). The Secretary may make grants to the local government certified under this subsection for purposes of this subdivision.

§ 302504. Participation of certified local governments in National Register nominations

(a) NOTICE.—Before a property within the jurisdiction of a certified local government may be considered by a State to be nominated to the Secretary for inclusion on the National Register, the State Historic Preservation Officer shall notify the owner, the applicable chief local elected official, and the local historic preservation commission.

(b) REPORT.—The local historic preservation commission, after reasonable opportunity for public comment, shall prepare a report as to whether the property, in the Commission's opinion, meets the criteria of the National Register. Within 60 days of notice from the State Historic Preservation Officer, the chief local elected official shall transmit the report of the commission and the recommendation of the local official to the State Historic Preservation Officer.

(c) RECOMMENDATION.—

(1) PROPERTY NOMINATED TO NATIONAL REGISTER.—Except as provided in paragraph (2), after receipt of the report and recommendation, or if no report and recommendation are received 14 within 60 days, the State shall make the nomination pursuant to section 302104 of this title. The State may expedite the process with the concurrence of the certified local government.

(2) PROPERTY NOT NOMINATED TO NATIONAL REGISTER.—If both the commission and the chief local elected official recommend that a property not be nominated to the National Register, the State Historic Preservation Officer shall take no further action, unless, within 30 days of the receipt of the recommendation by the State Historic Preservation Officer, an appeal is filed with the State. If an appeal is filed, the State shall follow the procedures for making a nomination pursuant to section 302104 of this title. Any report and recommendations made under this section shall be included with any nomination submitted by the State to the Secretary.

§ 302505. Eligibility and responsibility of certified local government

Any local government—

(1) that is certified under this chapter shall be eligible for funds under section 302902(c)(4) of this title; and

(2) that is certified, or making efforts to become certified, under this chapter shall carry out any responsibilities

NATIONAL HISTORIC PRESERVATION ACT

54 U.S.C. 306108

(FORMERLY SECTION 106)

§ 306108. Effect of undertaking on historic property

The head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, shall take into account the effect of the undertaking on any historic property. The head of the Federal agency shall afford the Council a reasonable opportunity to comment with regard to the undertaking.

