

1 **HISTORIC PRESERVATION COMMISSION MINUTES**

2 Wednesday March 4th, 2026, 6:00 pm

3 Providence City Office Building, 164 North Gateway Dr., Providence Ut

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6 **Call to Order:** George Wootton.

7 **Chair Roll Call of Commission Members:** Ken Thigpen, Wes Theurer, George Wootton and Brendan Lee

8 **Staff in Attendance:** Community Development Director Skarlet Bankhead and City Recorder Ty Cameron.

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10 **Comments from the public:** Any member of the public who has a comment pertaining to the mission of the
11 Historical Preservation Commission will have 3 minutes to make their comment.

- 12
13 • No comments were made.

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15 ➤ **Item No. 1 Approval of Minutes:** Approval of the minutes for February 4th, 2026. [\(MINUTES\)](#)

- 16
17 • Chair Wootton asked if there were any concerns about the February 4th, 2026, minutes. Hearing
18 none, he asked for a motion to approve.

19
20 **Motion to approve the minutes of February 4th, 2026- Wes Theurer. 2nd- Brendan Lee.**

21 **Vote:**

22 **Yea- Ken Thigpen, Wes Theurer, George Wootton and Brendan Lee**

23 **Nay-**

24 **Abstained-**

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26 **Motion passes, minutes approved.**

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28 ➤ **Item No. 2 Historical Preservation Information on City Newsletter.**

- 29
30 • Chair Wootton explained that he had put Karen Brooks in the lead on developing historical
31 preservation information for the city newsletter. He had spoken with Karen about an hour before
32 the meeting, and she indicated she was working on the project with more expected to come down
33 or be presented.
- 34 • Mr. Wootton clarified that while the initiative started as solicitation of information for the
35 newsletter, the goal was to have a little piece of Providence history in the newsletter each month
36 so people would get used to hearing about Providence history whether they liked it or not. Wes
37 Theurer suggested that the history blip should include something inviting other people to
38 contribute information, which Mr. Wootton agreed was a good point that they would need to
39 work in as they figured out how to implement this new initiative. He emphasized they should
40 draw the community out on this effort.

41
42 ➤ **Item No. 3 HPC will recommend to the city's budget officer the budget amount be included in the**
43 **City's tentative budget for HPC.**

- 44
45 • Chair Wootton opened discussion about budget items and asked for ideas. Wes reported that he
46 had sent his research on various budget items via email. Wes noted that he had researched yard
47 sign costs, finding they were basically where expected from Watkins at approximately \$25 per

48 sign for 18 by 24-inch signs. Ken asked if this included the wire stands that stick in the ground,
49 and Wes indicated he didn't think those were included and would cost a couple more dollars.

- 50 • Wes had also researched shirts, explaining that every commission member could pick their own
51 shirt style as long as they all had the same logo. The shirt he preferred cost around \$55-60, but
52 they could get shirts for about \$40 each. The pricing varied by brand rather than by sleeve length.
- 53 • Regarding vans, Chair Wootton mentioned Wes had come up with around \$200, though Mr.
54 Wootton had found pricing around \$275. They discussed that they had received a donated van last
55 year through a connection with staff member Sheyler, and Mr. Wootton considered contacting
56 Sheyler to see if he could get in contact with the person that donated the vans last year; while
57 noting that the commission could pay for a second one. Wes suggested that dealerships would
58 likely be amenable to donations if they could put signage on the vans indicating they were
59 provided by the dealership, giving them free advertising.
- 60 • Wes also reported on pricing for a memorial plaque from Al's Trophy, which was less expensive
61 than he had initially thought. Instead of the \$4,000 he was expecting, the cost was around \$2,000
62 for what he described as a 6 by 36 inch bronze plaque. This plaque was intended for the existing
63 soldier monument and was focused on the one person, specifically for the soldier statue portion of
64 the memorial.
- 65 • The commission discussed the significant difference in pricing compared to previous plaques they
66 had commissioned, which cost around \$4,000 for the plaque plus \$1,200 or more for the stand
67 and concrete base. Chair Wootton noted that their previous plaques were significantly larger and
68 included detailed descriptions of why the plaque was made, while this would be a smaller plaque
69 mounting to an existing structure.
- 70 • The commission also discussed conference attendance costs. City staff member Skarlet
71 mentioned that the June preservation conference in Ogden would come out of the current year's
72 budget since it occurs before July, while their budget discussion was for the next fiscal year
73 starting in July. She had sent information about a new workshop being offered by the historic
74 preservation office, explaining that if commission members attended that workshop and felt
75 satisfied with the information, they might not need SHPO to attend their May meeting. However,
76 if they wanted additional information after the workshop, SHPO was happy to attend their May
77 meeting.
- 78 • Chair Wootton expressed interest in the workshop, which was free and scheduled for March 27th
79 as an all-day event from 9:30 AM to 4:30 PM at the Cache Valley Center for the Arts on Main
80 Street in Logan. The workshop would provide information on SHPO programs, historic
81 designations, and financial incentives available to help communities preserve the past.
- 82 • Brendan Lee found that the SHPO conference in Ogden cost \$30 and suggested that both the
83 workshop and conference would be beneficial, with the workshop teaching available resources
84 and the conference providing networking opportunities to understand what other towns and cities
85 had accomplished.
- 86 • Ken asked about magnetic signs for the tour vans, noting that people getting into unmarked white
87 vans might be concerning. Chair Wootton mentioned they had magnetic signs used for parades,
88 specifically for Sauerkraut Days, though he couldn't recall if those signs had been used on the
89 vans for tours. The commission agreed to include magnetic sign costs in their budget request.
- 90 • Skarlet explained the budget process, noting that commission members should sign up
91 individually for conferences so they would receive confirmations directly, then provide receipts

92 for reimbursement. She clarified that while their budget doesn't roll over year to year, the city
 93 looks at departmental needs and tries to budget appropriately rather than operating on a use-it-or-
 94 lose-it basis.

- 95 • The commission identified six budget items: signs at \$25 each (Wes suggested starting with 10
 96 signs instead of the originally proposed 20), shirts at \$40-50 each, the memorial plaque at \$2,350,
 97 vans at approximately \$275-300 (while working toward getting them donated), magnetic signs
 98 (cost to be determined), and conference attendance at \$30 for SHPO.
- 99 • Skarlet indicated she would meet with City Manager Ryan in a couple of weeks to discuss the
 100 budget, and that she would research magnetic sign costs since Mr. Wootton would be unavailable.
- 101 • The commission discussed that some items like vans and magnetic signs might be crossover
 102 expenses with Sauerkraut Days, since vans had always been donated for that event and magnetic
 103 signs would be used for both historical tours and Sauerkraut Days activities.
- 104 • Skarlet explained that if items were used regularly for historical preservation activities, they
 105 would fall under the HPC budget, but if used only for Sauerkraut Days, they would be considered
 106 a Sauerkraut Days function. The commission decided to include all items in their budget request
 107 to ensure coverage.
- 108 • Two additional items were introduced by Brendan Lee, though he noted these were not on the
 109 agenda and could only be discussed as information for future meetings. First, he mentioned that
 110 Preservation Utah had opened nominations for their most endangered list, which brings attention
 111 to endangered properties throughout the state. The Wellsville Tabernacle had been nominated as
 112 an example. Mr. Lee suggested this might be worth discussing if Providence had any properties
 113 they wanted to nominate, though no commission members could identify any properties currently
 114 in imminent danger.
- 115 • Second, Mr. Lee discussed a grant opportunity through the William G. Pomeroy Foundation for
 116 historical markers. He had attended an information session for this New York-based organization
 117 that specializes in grants for cities and towns wanting roadside historical markers. Specifically,
 118 their Hungry for History program provides grants for historical markers related to food history,
 119 which Mr. Lee felt aligned well with Providence's Sauerkraut Days tradition.
- 120 • The grant application process involved three steps: submitting a letter of intent, proposing a
 121 marker site, and sharing primary sources supporting the history. Applications would open March
 122 16th with a May 18th deadline, and grants would be awarded in August. Mr. Lee noted there was
 123 also a September application round available.
- 124 • The commission discussed potential placement locations, with suggestions including the pavilion
 125 area where sauerkraut dinners were historically held, though they noted existing signs near the
 126 Old Rock Church already mentioned the pavilion. They considered whether placement should be
 127 on Providence Main Street or on the highway for greater traffic visibility.
- 128 • Skarlet suggested that two commission members could meet to develop preliminary proposals for
 129 presentation before the May meeting, noting that three or more members meeting together would
 130 approach quorum issues. If they felt prepared after the May discussion, they could complete the
 131 application for the May deadline, otherwise they could aim for the September application round.
- 132 • The commission also briefly discussed a contact from someone advocating for the Cache County
 133 Library who was interested in learning about the library building's history and exploring ways the
 134 commission might advocate for the library. This person had planned to attend for public comment
 135 but apparently got caught up in a library meeting occurring before the HPC meeting.

- The meeting concluded with plans for Skarlet to arrange the May meeting with SHPO representatives if commission members still wanted that after attending the March workshop, and for the commission to discuss the Hungry for History grant application at their May meeting. Chair Wootton and Brendan Lee agreed to meet to develop preliminary grant proposals for May presentation.

Motion to adjourn the meeting.- Wes Theurer. 2nd – Ken Thigpen.

Vote:

Yea- Ken Thigpen, Wes Theurer, George Wootton and Brendan Lee

Nay-

Abstained-

Motion passes. Meeting adjourned.

Next meeting is scheduled for May 6th, 2026.

Minutes approved by vote of Commission on ___ day of _____ 2026.

I swear these minutes are true and correct to the best of my knowledge.

Ty Cameron, City Recorder.