

1 **HISTORIC PRESERVATION COMMISSION MINUTES**

2 Tuesday July 7th, 2026, 6:00 pm

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

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6 **Call to Order:** Ken Thigpen

7 **Chair Roll Call of Commission Members:** Ken Thigpen, Wes Theurer & George Wootton.

8 **Commission Members Absent:** Brendan Lee & Karen Brooks

9 **Pledge of Allegiance:** Ken Thigpen.

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

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14 • No public comments were made or received.

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16 ➤ **Item No. 1 Approval of Minutes:** Approval of the minutes for June 3rd, 2026. ([MINUTES](#))

- 17 • The minutes from the June 3rd, 2026, meeting were presented for approval.

18 **Commissioner George Wootton moved to approve the minutes, and Commissioner Wes Theurer**
19 **seconded.**

20 **Vote:**

21 **Yea- Wes Theurer, Ken Thigpen & George Wootton.**

22 **Nay-**

23 **Abstained-**

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25 **Motion passed unanimously.**

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27 ➤ **Item No. 2 New Vice Chair:** The Historic Preservation Commission will vote in a new vice chair as
28 the current vice chair, Ken Thigpen, will assume the role of Chair.

- 29 • Chair Thigpen introduced the item, noting that the Commission needed to elect a new Vice Chair
30 following his own elevation to the Chair position.
31 • The Commission discussed whether it was appropriate to conduct the vote with only three members
32 present. Commissioner Theurer moved that the vote be tabled until a full complement of members
33 could be present, expressing a preference for broader participation in the decision.

34 **Motion to table the Vice Chair election until a fuller quorum is present was made by**
35 **Commissioner Wes Theurer and seconded by Chair Ken Thigpen.**

36 **Vote:**

37 **Yea- Wes Theurer, Ken Thigpen & George Wootton.**

38 **Nay-**

39 **Abstained-**

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41 **Motion passed unanimously.**

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- **Item No. 3 CLG Grant:** The Historic Preservation Commission will review, discuss and may move forward with pursuing a CLG Grant.

- Chair Thigpen opened discussion on the Certified Local Government (CLG) Grant, acknowledging that he required further background on the program. Skarlet Bankhead provided an overview of the grant's current scope and relevant constraints.
- She explained that the application deadline for the current grant cycle was July 31st of the current month, leaving very limited time to prepare a submission. The unusually compressed timeline was attributed to a prior federal hold on funding: the grant cycle that would normally have opened in February had been delayed due to the federal government freezing grant disbursements. Once funds were released, the state opened a new cycle with only approximately six weeks' notice.
- She outlined the eligible uses of CLG Grant funds under the current cycle, which included reconnaissance-level surveys for identifying historic properties, rehabilitation assistance for properties already listed on the National Register of Historic Places, National Register nominations, and education and outreach activities. The Commission noted that Providence City appeared to have only one or two properties on the National Register — the Old Rock Church and a property on Second North — which would limit the rehabilitation pathway.
- Regarding the 50/50 matching requirement, Skarlet clarified that the city's match could largely be satisfied through in-kind contributions, including the documented hours that commission members spend in meetings and conducting research. In past grant cycles, in-kind contributions had covered most or all of the required city match, though some budget funds had occasionally been used as well.
- She also described an additional eligible category — preservation planning — and suggested that developing a historic district master plan could be a worthwhile long-term pursuit. While Providence City has master plans for water, stormwater, affordable housing, and general land use, no dedicated historic district master plan exists. The Commission acknowledged this gap but agreed there was insufficient time to solicit a reasonable consultant quote for the current cycle.
- Commissioner Wootton noted that a useful tool for the property identification work was the Cache County Parcel and Zoning Viewer, available online through the Cache County GIS system, which allows users to click on individual parcels and retrieve information including year of construction.
- After full discussion, the Commission concluded that pursuing the CLG Grant in the current cycle was not feasible given the short timeline and the preparatory work not yet completed. The Commission agreed to shelve the grant application for the current cycle and revisit the matter in a future meeting — likely after Sauerkraut Days — when a larger quorum was present and the Commission could begin identifying historic properties and exploring grant options for the next funding cycle.

- **Item No. 4 Sauerkraut Days 2026 Continued Preparation Discussions:** The Historic Preservation Commission will review, discuss and may take action on their assignments, roles and individual responsibilities for this year's Sauerkraut Days.

- The Commission conducted an extended planning discussion for its role in the upcoming Sauerkraut Days event. Several logistics and responsibilities were reviewed and assigned.
- **Van Procurement.** Chair Thigpen reported that he had spoken with event coordinator Nicole, who confirmed that the responsibility for securing tour vans had been transferred to the Commission. The

Commission discussed the preference for two 15-passenger vans over the smaller vehicles used in prior years, noting that the larger vans provided better accessibility and visibility. Chair Thigpen indicated he would follow up with the other parties, who has an established relationship with a contact at Wilson Motors, regarding vehicle loans. A Commission member named Brendan had previously indicated availability to help drive or lead tours.

- **Tour Schedule.** Commissioner Wootton proposed a structured tour departure schedule running from 1:00 PM to 4:00 PM, with tours leaving at 1:00, 1:15, 2:00, 2:15, 3:00, and 3:15 PM. The Commission agreed this approach would provide predictability for both staff and attendees. Chair Thigpen noted that publicizing the schedule clearly at the event would be essential, as visibility had been a challenge the prior year.
- **Signage.** The Commission discussed the need for signage at two locations: the Commission's booth or tent, and the van loading area. Commissioner Theurer proposed using standard political-style yard signs with wire frames for the schedule display, noting that these would be durable, reusable year to year, and easy to stake into the ground without relying on trees or structures. Commissioner Wootton agreed to draft wording for the signs and distribute it to the full Commission via email for review before sending to a printer. Staff noted that Dan Francom, a local provider used by Providence City for various printing needs, likely already has the city's logo on file. SignPro and Watkins were also mentioned as alternative vendors.
- **Tour Roles.** Commissioner Wootton indicated he planned to serve as a tour guide and that Karen had also volunteered in that capacity. Chair Thigpen noted that driving and narrating simultaneously was burdensome and expressed a preference for separating those roles. Brendan was identified as a potential driver and/or alternate tour guide. Commissioner Wootton planned to remain at the booth to manage logistics between tour departures, consistent with his role from the prior year.
- **Historical Displays.** The Commission discussed reusing the historical photographs and artifacts displayed the prior year, including the cabbage cutter owned by the city. Commissioner Wootton offered to retrieve the photographs and have enlargements made at Al's. Commissioner Theurer noted he also had a few historical items — including an old rubber stamp and a vintage advertisement with pricing — that could be displayed at the booth. The Commission discussed the challenge of wind affecting freestanding display materials and acknowledged the need for a more reliable display solution, though no specific alternative was identified.
- **Refrigerator Magnets.** The Commission discussed creating a promotional giveaway item for tour participants. Commissioner Wootton and Chair Thigpen had previously discussed the idea informally and proposed a refrigerator magnet that would serve as a keepsake and historical reference piece. Commissioner Theurer suggested that a design featuring the Sauerkraut Days logo — notably the distinctive design on the event hats — would be a highly appealing collectible. The Commission agreed that the magnet could feature a brief catchy phrase, the Providence City logo subtly in the background, and a QR code linking to historical content already available on the city's website, including videos and tour information. The idea of changing the magnet design annually to encourage collecting was also raised. Commissioner Wootton indicated he would coordinate with city staff member Megan regarding QR code generation and website linking, and would inquire with Watkins about magnet printing, as that vendor had produced magnets for city events previously.
- **Commission Shirts.** The Commission briefly addressed the unresolved matter of official commission shirts. Commissioner Theurer noted that shirt options had previously been emailed to members but a final selection had never been made. Chair Thigpen expressed interest in a button-up, fishing-style shirt he had seen at Sam's Club. The Commission agreed to resolve the matter via email, with members selecting a top preference and submitting sizes. It was suggested that the city's Logo Shop vendor, which already has the Providence City logo on file, could fulfill the order. The

agreed design concept for the shirt was the Providence City logo on the left breast, with no back design. Chair Thigpen volunteered to coordinate gathering sizes and placing the order once a consensus was reached.

- **Coordination with Event Staff.** The Commission noted it would need to confirm table and canopy arrangements with Nicole, who had provided those resources the prior year. Chair Thigpen agreed to follow up with her regarding table availability.
- The Commission acknowledged that, given no further meeting was scheduled before Sauerkraut Days, all remaining coordination would need to occur via email and text communication among members.

➤ **Item No. 5 Plans for FYE 2027 Budget:** The Historic Preservation Commission will discuss and may take action on their plans for this years budget and how it will be used.

- The Commission briefly reviewed the existing budget allocations relevant to Sauerkraut Days, which included \$250 for yard signs, \$100 for vehicle magnetic signs, and \$600 for van rentals. Commissioner Theurer noted that if van rentals were secured at no cost through Wilson Motors, those funds could be redirected toward other expenditures such as the refrigerator magnets or additional signage. The Commission agreed that budget flexibility existed within the approved line items and that funds could be reallocated as needed. No formal budget action was taken. The Commission agreed to continue broader FYE 2027 budget planning at a future meeting with a fuller quorum.

Motion to set the next HPC meeting for September 2nd, Wes Theurer. 2nd George Wootton.

Vote:

Yea- Wes Theurer, Ken Thigpen & George Wootton.

Nay-

Abstained-

Motion passed unanimously.

Motion to adjourn the meeting. – Ken Thigpen. 2nd- George Wootton.

Vote:

Yea- Wes Theurer, Ken Thigpen & George Wootton.

Nay-

Abstained-

Motion passed unanimously.

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