

**HISTORIC PRESERVATION COMMISSION
MEETING AGENDA**

Tuesday, February 2, 2016 @ 5:30 PM
155 W. Granite Street, 3rd Floor Council Chambers, BSB Courthouse

- I. CALL TO ORDER
- II. ROLL CALL
- III. READING/APPROVAL OF THE PREVIOUS MONTH'S MINUTES
January 5, 2016
- IV. PUBLIC COMMENT – ITEMS ON THE AGENDA
- V. NEW/OLD BUSINESS
 - A. Design Review COA: 409 E. Park St: RRA Project, Partners in Preservation
 - B. Design Review COA: 429 W. Park St: URA Project, Wilcox Properties
 - C. Design Review COA: 235 E. Park St: RRA Project, Butch Gerbrant and Gretchen Geller
 - D. Alta Headframe Site Selection
Clear Grit Proposal (10 minute limit), Norm De Neal

World Museum of Mining Proposal (10 minute limit), Larry Hoffman
 - E. Certified Local Government Grant Application, 1 April 2015 to 31 March 2015
- VI. ANNOUNCEMENTS
- VII. PUBLIC COMMENT – ITEMS NOT ON THE AGENDA
- VIII. ADJOURNMENT



BUTTE-SILVER BOW HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

- Demolition Review COA
 Design Review COA

OWNER INFORMATION

Name: Partners in Preservation, LLC (Margaret Guccione, Keith Fortin, and Heather Fortin)
Address: 1665 W. Shadowridge Dr.
City: Fayetteville State: AR Zip: 72701-2638
Phone: E-Mail (optional):

APPLICANT INFORMATION (If different from applicant)

Name: Same
Address:
City: State: Zip:
Phone: E-Mail (optional):

PROPERTY INFORMATION

Address: 409 E. Park St.
Addition/Block/Lot: Lizzie Lode/Lot 19
Other Legal Description: Section 18, Township 3 North, Range 7 West

HISTORIC STATUS

- National Register Listed Individually
 Contributing to the Butte-Anaconda National Historic Landmark District
National Register Eligible Individually
 Contributing to
Local Register Listed

SCOPE OF WORK (Describe the proposed project in detail. Insert or attach maps, drawings, reports, photographs or other materials as specified by the "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

The project proponents are seeking a grant from the East Butte Renovation and Rehabilitation Agency (RRA) to assist with exterior and interior rehabilitation of the four-plex at 409 W. Park St. Constructed in 1914, the four-plex is two-story brick masonry building with two apartment on each floor. Typical of many Butte apartment buildings of the era, it features a "walk up" design – with exterior staircases and porches providing access to upper story entries.

Exterior rehabilitation work/modifications included in the RRA grant are:

- Repair/rebuild the brick parapet wall at the building's northeast corner, using original brick and replacement brick similar in color;
- Repair/rebuild window sills with missing and/or compromised brick, using original brick and replacement brick similar in color;

COA Application, page 2

- Repair and re-glaze the windows on the front (south) façade. These consist of four wood cottage windows (one at each apartment) with multi-pane upper lights. Replacement of damaged or missing elements (frames, sash, muntins, and trim) will be in-kind with wood.
- Replace the windows on the east and west side and the rear (north) facades, all original wood windows which include a combination of large and small 1/1 double hungs and a few small fixed or awning units. Most are in very fragile condition, especially those on the side facades, and some no longer have glass. Replacements will be new fiberglass windows of the same size and type as the originals. Original wood trim sets at each window will be retained and repaired in kind, as needed.
- Replace the front and back doors at each apartment. Proponents will custom build the four new front doors to replicate the design details and materials of the original two front doors remaining. Both located at the first floor, these original front doors are paneled-wood half-light wood doors that feature molded window sills with dentil block trim, and two wreaths in relief. On the rear façade, the existing paneled-wood half light doors will all be replaced with new paneled-wood (five or six cross panels) without windows. Transoms at all eight doors will be retained, but re-glazed and repaired in kind, as needed.
- Level and shore the decks and roofs at the front and back porches;
- Refurbish the original wood columns and wood railings at the porches as needed, with compromised components replaced in kind;
- Rebuild the front staircase to match the original wood stairs and wood railings in design detail and materials;
- Replace the existing rear staircase with an expanded steel staircase, for added safety.
- Remove the shed roof at the rear staircase;
- Reroof the main roof with TPO and installed new gutters; and
- Reroof the front porch roof with composition roofing.

CONDITION ASSESSMENT (Describe the structural condition of the building proposed for demolition.

Insert or attach maps, drawings, reports, photographs or other materials as specified by the "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

N/A

DEMOLITION ALTERNATIVES CONSIDERED (Describe efforts to reuse, rehabilitate or relocate the building/structure proposed for demolition, sell or lease the property, or other alternatives. Insert or attach the required supplemental documentation as specified in "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

N/A

SUBMITAL REQUIREMENTS CHECKLIST

Demolition Review COA

- Historic Property Inventory form.
- Site map showing footprint of building/structure proposed for partial or complete demolition and any other buildings/structures on the property.
- Photographs of all four facades of building/structure proposed for partial or complete demolition.
- Photographs of structural deficiencies of building/structure proposed for partial or complete demolition.
- Structural evaluation report prepared by a certified engineer or architect.
- Rehabilitation cost estimate prepared by a qualified contractor, or certified architect or engineer.
- Assessment of property's fair market value prepared by a realtor.
- Proof of advertisement for the sale or lease of the property for a period of 90 days.
- Relocation plan.
- Design Review COA for any new buildings or structures proposed for construction.

Design Review COA

- Historic Property Inventory form.
- Site map showing footprint of building/structure proposed for rehabilitation and any other buildings/structures on the property.
- Site map showing footprint of building/structure proposed for new construction.
- Elevation drawings of all facades proposed for rehabilitation, indicating window and door placement and types, other structural or stylistic elements, and construction materials.
- Elevation drawings of all four facades of new building/structure proposed for construction, indicating window and door placement and types, other structural or stylistic elements, and construction materials.
- Photographs of all four facades of building/structure proposed for rehabilitation.
- Photographs of all exterior structural/architectural elements proposed for repair or replacement rehabilitation

STAFF RECOMMENDATION: The Historic Preservation Officer finds that the exterior rehabilitation work/modifications proposed by this RRA project are historically compatible. Project approval is recommended.

Signature of HPO  Date 1-29-2016

Signature of Applicant/Owner  Date 1-29-16

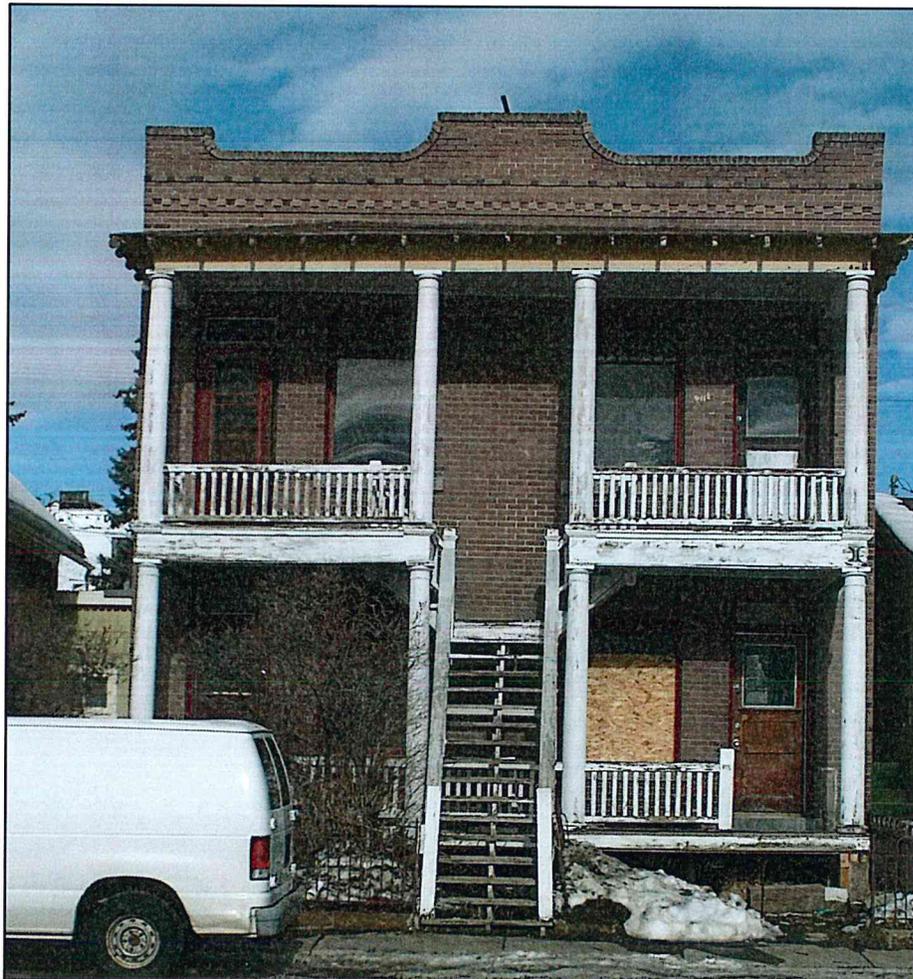


Locational Map





Four-plex in context with single family houses on either side.



Park St. (south) façade.



View of west façade from front (Park St.) side walk.



Close up view of back portion of west façade from Covert St. sidewalk.



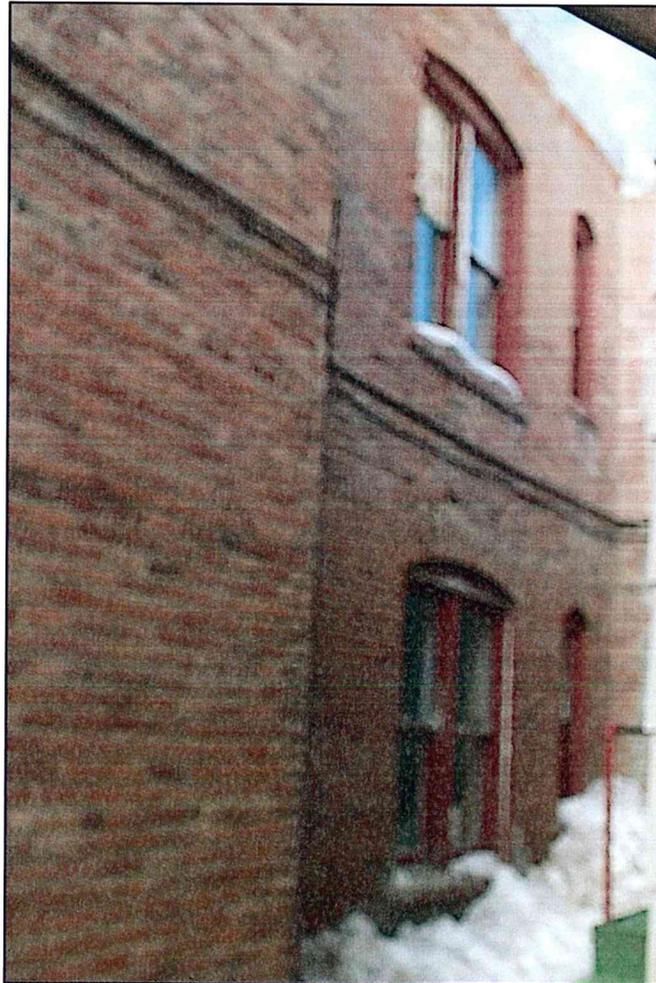
Rear (north) façade from back alley.



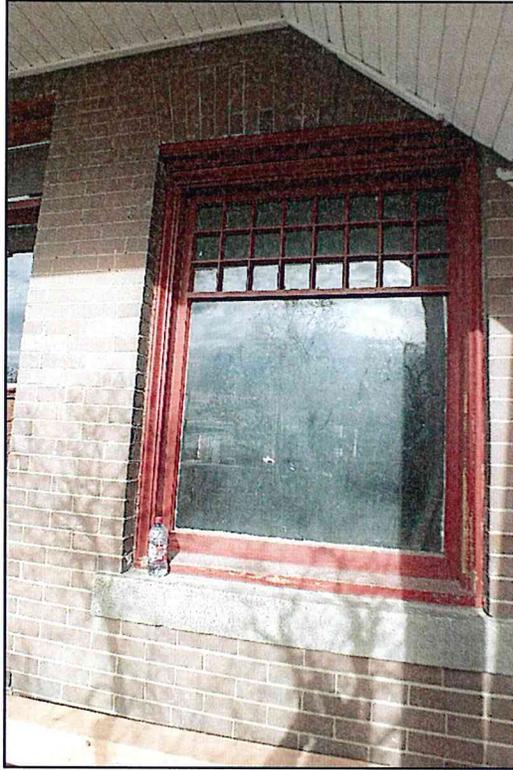
Rear (north) façade.



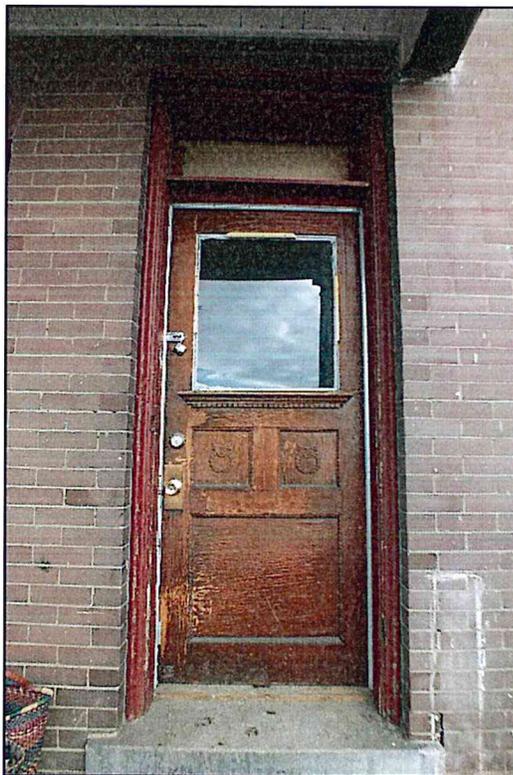
East façade from Park St . sidewalk



Center area of east façade.



**One of the four cottage windows on the Park St. façade,
to be repaired and retained.**



**One of the original front doors,
to be replaced by custom-built replica.**



BUTTE-SILVER BOW HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

- Demolition Review COA
 Design Review COA

OWNER INFORMATION

Name: Wilcox Properties, LLC (Bob Wilcox)
Address: 2823 Lexington Ave.
City: Butte State: MT Zip: 59701
Phone: E-Mail (optional):

APPLICANT INFORMATION (If different from applicant)

Name: Same
Address:
City: State: Zip:
Phone: E-Mail (optional):

PROPERTY INFORMATION

Address: 429 W. Park St.
Addition/Block/Lot:
Other Legal Description:

HISTORIC STATUS

- National Register Listed Individually
 Contributing to the Butte-Anaconda National Historic Landmark District
National Register Eligible Individually
 Contributing to
Local Register Listed

SCOPE OF WORK (Describe the proposed project in detail. Insert or attach maps, drawings, reports, photographs or other materials as specified by the "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

The property owner is seeking a grant from the Urban Revitalization Agency (URA) to assist with exterior and interior rehabilitation of the Apex Apartments at 429 W. Park St. Comprised of three stories over a daylight basement, this brick masonry building was completed as a 52-room hotel, known as the "Placer Hotel," in 1916. Two years later, a local dentist, Dr. John Tait, and his brother George Tait (owner of the Butte's Tait Hotel) purchased the building and remained it the "Apex Hotel." Over the years, the hotel rooms were combined and made into apartments.

The current project proposes to renovate the building into 15 one-bedroom and 2 two-bedroom "Affordable-Luxury style" apartments. The project will be completed in three phases.

COA Application, page 2

Exterior rehabilitation work/changes include in the URA grant application are:

PHASE I:

- Reroof the building with TPO and installed a new downspout in the gutter system at northwest corner;
- Replace water-damaged brick on the north (rear) façade, using replacement brick similar in size and color as the original brick; and
- Reglaze the skylight, and paint the metal framing;

PHASE II: No exterior work

PHASE III:

- Re-glaze and repaint the historic wood windows;
- Paint the roof cornice and the stucco at the basement level; and
- Replicate the neon sign that historically hung on the Park St. façade, but is now gone. Instead of "Apex Hotel," the new sign will read "Apex Apartments."

CONDITION ASSESSMENT (Describe the structural condition of the building proposed for demolition.

Insert or attach maps, drawings, reports, photographs or other materials as specified by the "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

N/A

DEMOLITION ALTERNATIVES CONSIDERED (Describe efforts to reuse, rehabilitate or relocate the building/structure proposed for demolition, sell or lease the property, or other alternatives. Insert or attach the required supplemental documentation as specified in "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

N/A

SUBMITAL REQUIREMENTS CHECKLIST

Demolition Review COA

- Historic Property Inventory form.
- Site map showing footprint of building/structure proposed for partial or complete demolition and any other buildings/structures on the property.
- Photographs of all four facades of building/structure proposed for partial or complete demolition.
- Photographs of structural deficiencies of building/structure proposed for partial or complete demolition.
- Structural evaluation report prepared by a certified engineer or architect.
- Rehabilitation cost estimate prepared by a qualified contractor, or certified architect or engineer.
- Assessment of property's fair market value prepared by a realtor.
- Proof of advertisement for the sale or lease of the property for a period of 90 days.
- Relocation plan.
- Design Review COA for any new buildings or structures proposed for construction.

Design Review COA

- Historic Property Inventory form.
- Site map showing footprint of building/structure proposed for rehabilitation and any other buildings/structures on the property.
- Site map showing footprint of building/structure proposed for new construction.
- Elevation drawings of all facades proposed for rehabilitation, indicating window and door placement and types, other structural or stylistic elements, and construction materials.
- Elevation drawings of all four facades of new building/structure proposed for construction, indicating window and door placement and types, other structural or stylistic elements, and construction materials.
- Photographs of all four facades of building/structure proposed for rehabilitation.
- Photographs of all exterior structural/architectural elements proposed for repair or replacement rehabilitation

STAFF RECOMMENDATION: The Historic Preservation Officer finds that the exterior rehabilitation work/modifications proposed by this URA project are historically compatible. Project approval is recommended.

Signature of HPO



Date

1/29/2016

Signature of Applicant/Owner



Date

1/29/16

MONTANA HISTORICAL AND ARCHITECTURAL INVENTORY

Site # _____



Roll # **11** Frame # **10**

Legal Description: Butte Townsite 33/7-Par-8

Address: 425 W. Park

Ownership: name: Alan Bull

private public address: 1132 Farrell

not 100050 ✓

Location map or building plan with arrow north.

Historic Name: Apex Hotel

Common Name: " "

Date of Construction: 1918 completed estimated documented

Architect: _____

Builder: William Robertson *

Original Owner: Tait Bros. - early proprietors

Original Use: Hotel

Present Use: " "

Research Sources:

<input type="checkbox"/> abstract of title	<input checked="" type="checkbox"/> city directories 1983
<input type="checkbox"/> plat records/maps	<input type="checkbox"/> sewer/water permits
<input type="checkbox"/> tax cards	<input type="checkbox"/> obituaries
<input checked="" type="checkbox"/> building permit 0	<input type="checkbox"/> biographies
<input checked="" type="checkbox"/> Sanborn maps — dates: <u>1900</u>	

Bibliography:

The Butte Miner 1919 Day Book
March 24, 1918

* 1981 research

PHYSICAL DESCRIPTION: Describe present appearance of structure/site, then contrast and compare that with it's original appearance, noting additions, alterations, and changes in materials. Discuss significant architectural features.

1. 4
2. rectangular. Hotel • o.d.f. : cornice
3. built-up
4. flat
5. concrete
6. solid masonry construction • outbldg's.: none
7. ~
8. D.H.
9. none • A. Alter.: none outstanding
10. ~

MONTANA HISTORIC * ARCHITECTURAL INVENTORY

ch current address in CD

CONTACT
PHOTO

LEGAL LOCATION: Butte Townsite 33 7-Par-8 DATE: 8-1-81

ADDRESS: 429 W. Park
no. street city county

OWNERSHIP: public private
name: Alyce Bull
address: 1132 Farrell

N NE E SE SW W NW
roll # 009 frame # 2

sketch plan with arrow north

HISTORIC NAME: Apex Hotel

ORIGINAL OWNER: _____

DATE OF CONSTRUCTION: 1916 documented estimate

COMMON NAME: Apex Apts

ARCHITECT/BUILDER: William Robertson

ORIGINAL USE: _____

PRESENT USE: _____

RESEARCH SOURCES: Sanborn maps
 abstract of title sewer permit
 plat records/maps city directories
 tax cards obituaries
 building permit biography
other _____

SURROUNDING ENVIRONMENT: residential
 open land agricultural
 scattered buildings commercial
 high building density industrial

NUMBER OF STORIES: 1 1½ 2 2½ 3 3½ 4

FOUNDATION: rubble stone
 coursed stone
 concrete
 concrete block
 other _____

CHIMNEYS: position and number

BUILDING TYPE/ARCHITECTURAL STYLE:

ROOF: (type) (covering)
 gable flat wood shingle
 gambrel shed metal
 hipped mansard wood shake
 dormers turret slate
 combination asphalt

WINDOWS: (type) (sash arrangement)
 double hung 1/1 2/2 4/4
 casement 2/1 3/1 4/1
 fixed other _____

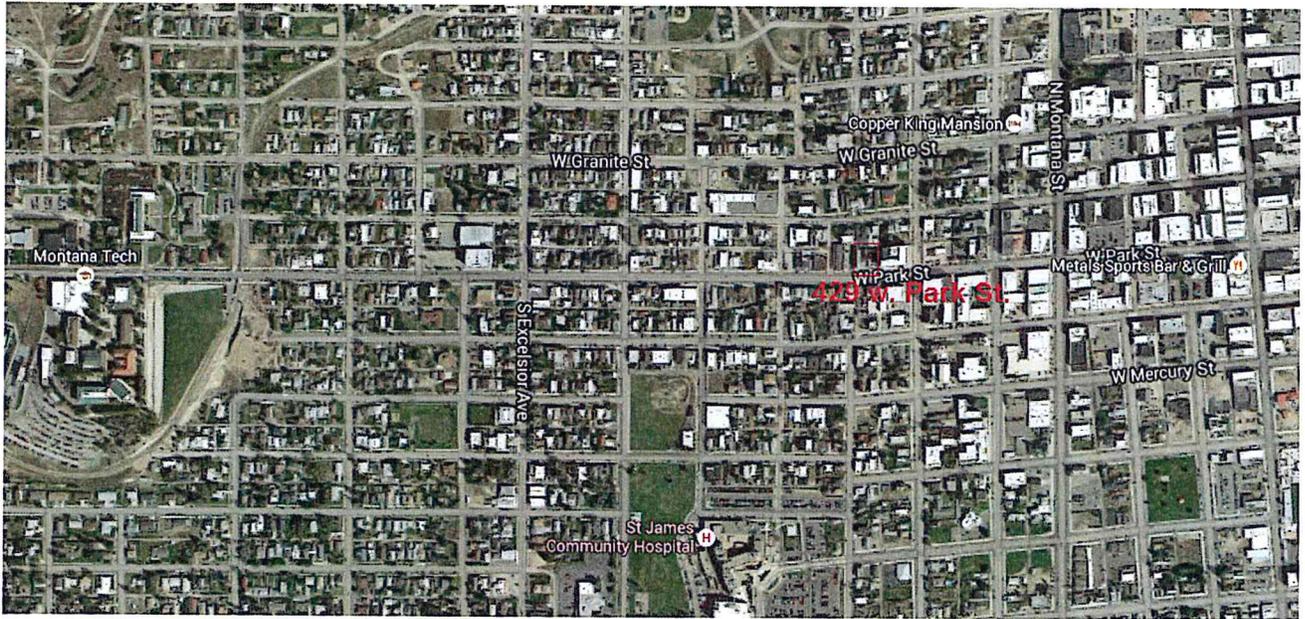
EXTERIOR MATERIALS:

brick (coursing & color) _____
 stone (coursing & type) _____
 log (notch type) _____
 shingle (edge type) _____
 clapboard
 shiplap
 stucco
 asbestos siding
 aluminum siding
other: _____

OUTBUILDINGS:

barns
 sheds
 garage
 carriage house
 sauna
other: _____

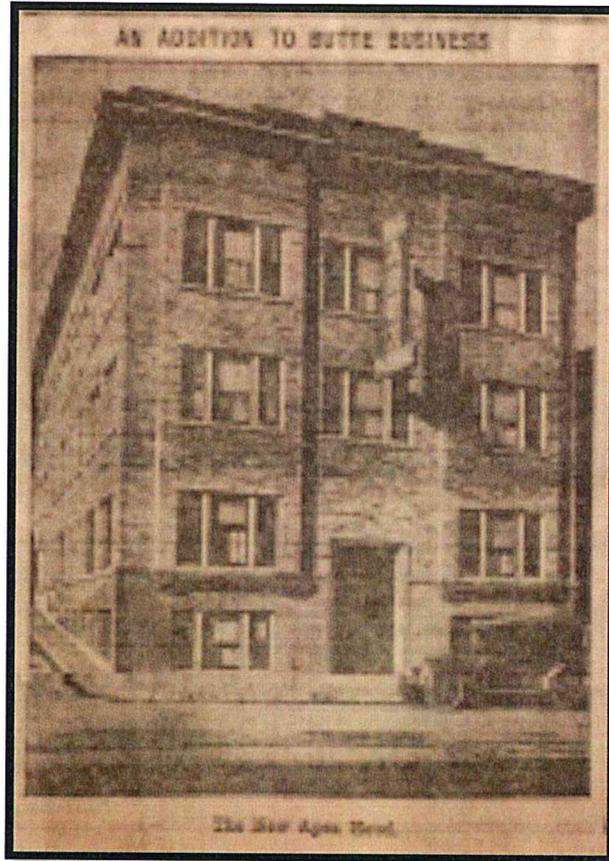
Describe significant architectural features and note any additions, alterations, & changes in materials.
PHYSICAL DESCRIPTION:



Locational Map



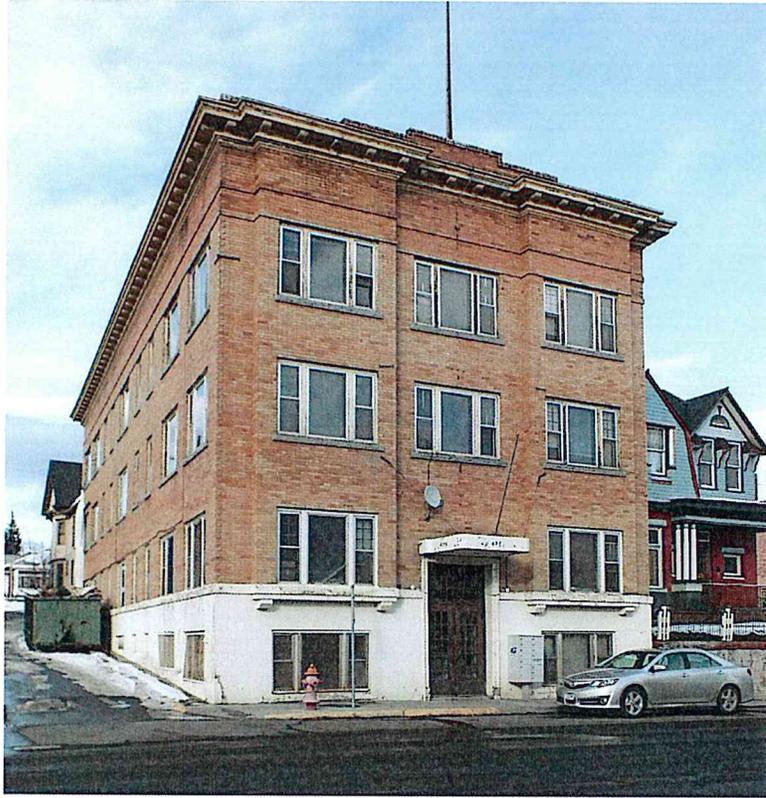
Site Map



Butte Miner, 24 March 1918.



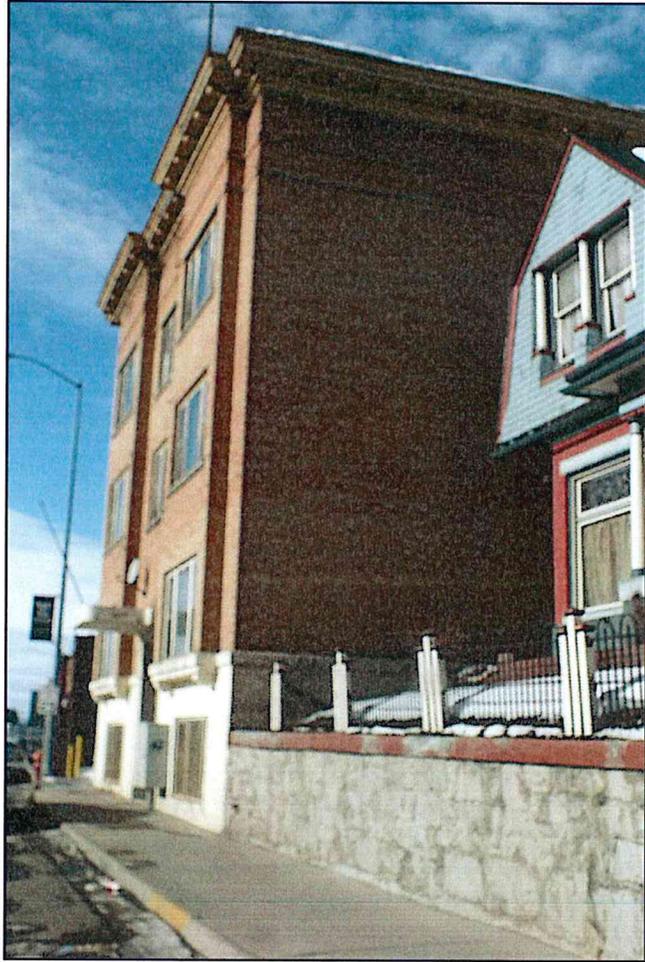
Ca. 1930s



Park St. (south) façade



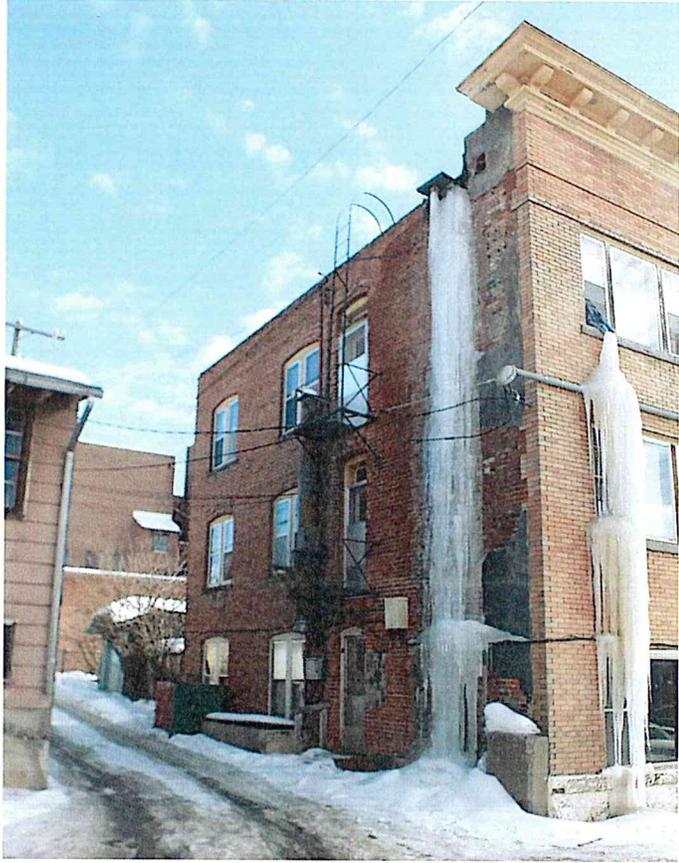
Jackson St. (west) façade



East façade from Park St. sidewalk.



East façade and rear (north) façade



Rear (north) façade.



Front entry.



BUTTE-SILVER BOW HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION

- Demolition Review COA
 Design Review COA

OWNER INFORMATION

Name: Butch Gerbrant and Gretchen Geller
Address: 412 W. Broadway St.
City: Butte State: MT Zip: 59701
Phone: (406) 565-0664 E-Mail (optional):

APPLICANT INFORMATION (If different from applicant)

Name: Same
Address:
City: State: Zip:
Phone: E-Mail (optional):

PROPERTY INFORMATION

Address: 235 E. Granite St.
Addition/Block/Lot: Thornton Addition/Block 1/Lots 21-22
Other Legal Description: Section 13, Township 3 North, Range 7 West

HISTORIC STATUS

- National Register Listed Individually
 Contributing to Butte-Anaconda National Historic Landmark District
National Register Eligible Individually
 Contributing to
Local Register Listed

SCOPE OF WORK (Describe the proposed project in detail. Insert or attach maps, drawings, reports, photographs or other materials as specified by the "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

The property owners are seeking a grant from the East Butte Renovation & Rehabilitation Agency (RRA) to assist with the rehabilitation of the Queen Anne Cottage and retaining walls at 235 W. Granite St. Perched on the hillside north of Granite St. the cottage overlooks the scenic Lexington Stamp Mill and Gardens and has commanding views of Butte and the mountains. It is the easternmost house left standing on the north side of Granite.

The property owners provided the following description of the cottage their RRA grant application:

This 2-bedroom house has lain vacant for a least a decade. Fortunately, the roof has remained intact on the residence, but the stand-alone garage roof and concrete walls failed had have been replaced with a frame garage. The siding on the residence is in rough shape or missing and the 12-inch "hardy-backer" is inappropriate for the historic neighborhood. All historical interior

COA Application, page 2

features have been removed or "remuddled" except for the chimney and the subfloors of the original rooms. Said chimney and subfloors will be retained. The interior has been completely gutted and currently consists of bare stud walls.

Exterior rehabilitation work/modifications included in the RRA grant are:

- Reside the cottage's exterior walls with lapped cedar siding having a 4.5" exposure;
- Paint the cottage (grant request for materials only); and
- Repoint and otherwise repair in kind the various stone and granite paver retaining walls on the property except the newly-rehabilitated stone masonry on the west side.

CONDITION ASSESSMENT (Describe the structural condition of the building proposed for demolition.

Insert or attach maps, drawings, reports, photographs or other materials as specified by the "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

N/A

DEMOLITION ALTERNATIVES CONSIDERED (Describe efforts to reuse, rehabilitate or relocate the building/structure proposed for demolition, sell or lease the property, or other alternatives. Insert or attach the required supplemental documentation as specified in "SUBMITAL REQUIREMENTS CHECKLIST" section of this form).

N/A

SUBMITAL REQUIREMENTS CHECKLIST

Demolition Review COA

- Historic Property Inventory form.
- Site map showing footprint of building/structure proposed for partial or complete demolition and any other buildings/structures on the property.
- Photographs of all four facades of building/structure proposed for partial or complete demolition.
- Photographs of structural deficiencies of building/structure proposed for partial or complete demolition.
- Structural evaluation report prepared by a certified engineer or architect.
- Rehabilitation cost estimate prepared by a qualified contractor, or certified architect or engineer.
- Assessment of property's fair market value prepared by a realtor.
- Proof of advertisement for the sale or lease of the property for a period of 90 days.
- Relocation plan.
- Design Review COA for any new buildings or structures proposed for construction.

Design Review COA

- Historic Property Inventory form.
- Site map showing footprint of building/structure proposed for rehabilitation and any other buildings/structures on the property.
- Site map showing footprint of building/structure proposed for new construction.
- Elevation drawings of all facades proposed for rehabilitation, indicating window and door placement and types, other structural or stylistic elements, and construction materials.
- Elevation drawings of all four facades of new building/structure proposed for construction, indicating window and door placement and types, other structural or stylistic elements, and construction materials.
- Photographs of all four facades of building/structure proposed for rehabilitation.
- Photographs of all exterior structural/architectural elements proposed for repair or replacement rehabilitation

STAFF RECOMMENDATION: The Historic Preservation Officer finds that the exterior rehabilitation work/modifications proposed by the property owners are historically compatible. Project approval is recommended.

Signature of HPO



Date

1-29-2016

Signature of Owner/Applicant

Date



1-29-16

MONTANA HISTORICAL AND ARCHITECTURAL INVENTORY

Site # Cont - 1



Legal Description: Thorton Add. 1/21
 Address: 227 E Granite (235 E Granite)
 Ownership name: Mark & Ann M. Schloss
 Current address: 231 E Granite

Roll # 1 / 19th Frame # 1

As to 227, front garage not shown in 1900 plat.
1905 Julia Coughlin
1907 P.

Historic Name: _____
 Common Name: _____
 Date of Construction: 1890-1891 estimated documented
 Architect: nil
 Builder: nil
 Original Owner: Julia Coughlin
 Original Use: residence
 Present Use: residence

Research Sources:
 abstracts city directories
 city directories census records 1900-1920
 fire records obituaries
 newspaper clippings photographs
 school maps - over 1904, 1906, 1907, 1910 - 2
 Bibliographer: daybook

Location map building site with acre north

PHYSICAL DESCRIPTION: Describe present appearance of structure, then contrast and compare that with its original appearance, noting additions, alterations, and changes in materials. Discuss significant architectural features.

1. one
2. rectangular cottage
3. asphalt-shingled
4. gable
5. concrete
6. wood frame
7. beveled lap siding
8. double hung, 1/1
- 9-10. one central brick chimney and one stovepipe

The house has a small gable-roofed addition in the rear augmented by another flat-roofed addition. A small front porch has turned posts and pilasters on a solid rail. Posts and pilasters have decorative heads supporting a flat roof. A polygonal bay on the front facade has a paneled base and molded cornice beneath the flat roof. Stairs lead from the street up to the house; the property is enclosed by a coursed granite retaining wall and a dry-laid rubble stone side wall.

In the rear is a small flat-roofed shed with board and batten siding. In the front of the house at street level is a one-bay garage with horizontal plank siding and a corrugated metal roof. The garage was built after 1906.

HISTORICAL SIGNIFICANCE Justify how the persons, important events, and/or historical patterns associated with the structure and its surroundings attest the property's significance.

Julia Coughlin owned this lot, but apparently, lived up the street at 228 1/2 E. Granite. She was the widow of James Coughlin + worked as a confectioner. Her daughter Julia was a teacher at the Emerson school + lived with her. (lived at least between 1906-1918).

Haystack + Park 1906-18

INTEGRITY Assess the degree to which the structure's, and surrounding area accurately convey the historical associations of the property.

Grade: ~~integrity~~ ~~xxxxxxxxxxxxxxxx~~

Although this building has lost much of its association and feeling because so many of its neighbors are torn down, with regard to design, materials, workmanship and location it still maintains good integrity.

INFORMATION VALUE Explain how the actual structure(s) may demonstrate or yield information about its historic use or construction.

Residence. Contributing. ... NON-DESCRIPT BUT COMPATIBLE

FORM PREPARED BY

Name: 1101

Address: _____

City: _____

GEOGRAPHICAL INFORMATION

Address: _____

USGS Quad: _____

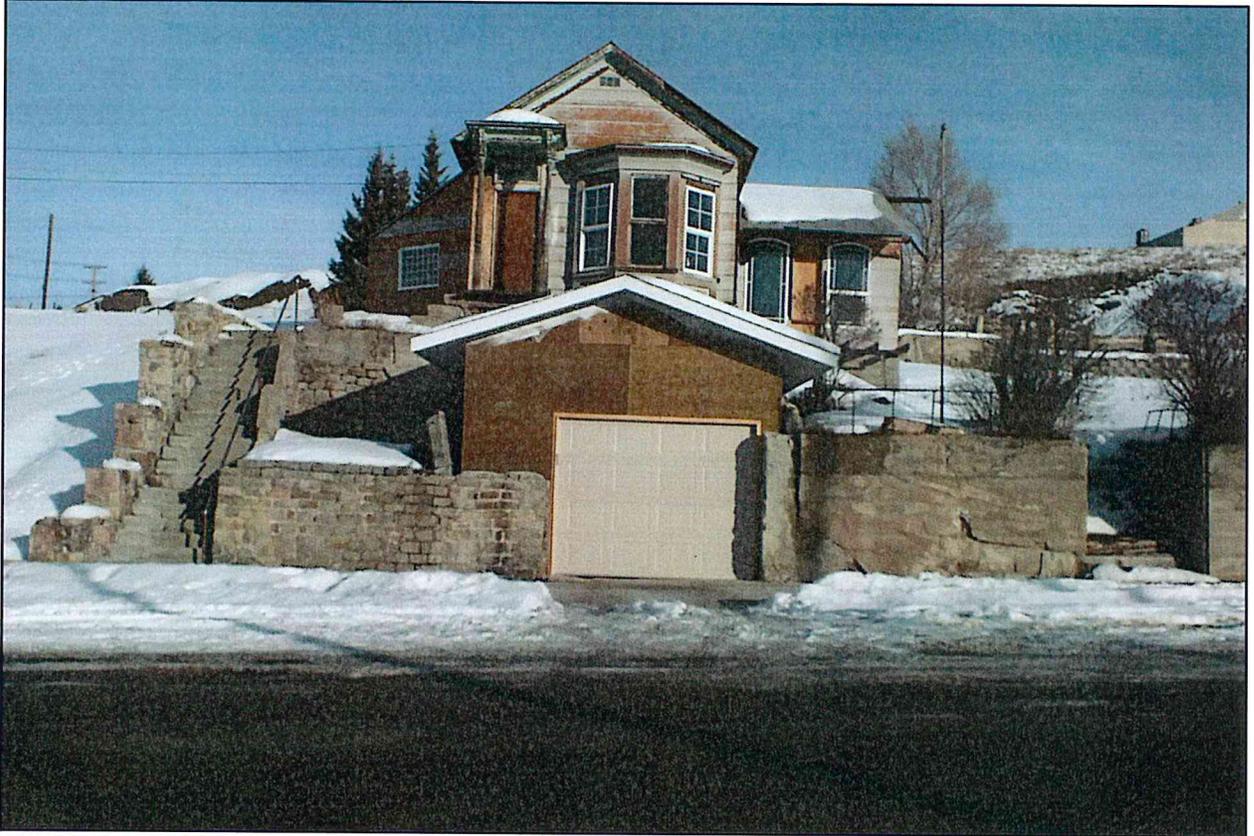
UTM: _____



Locational Map



Site Map



Park St. façade of cottage and garage, and various retaining walls.



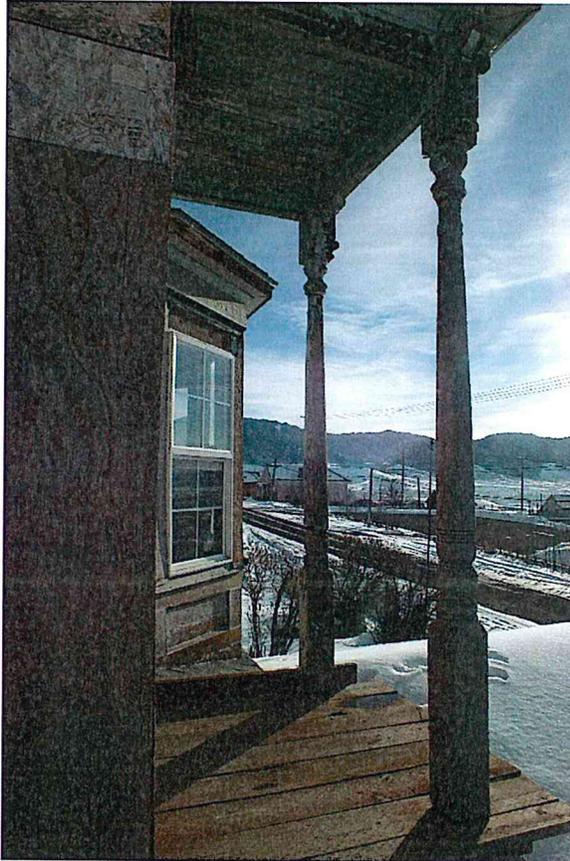
Cottage, east facade.



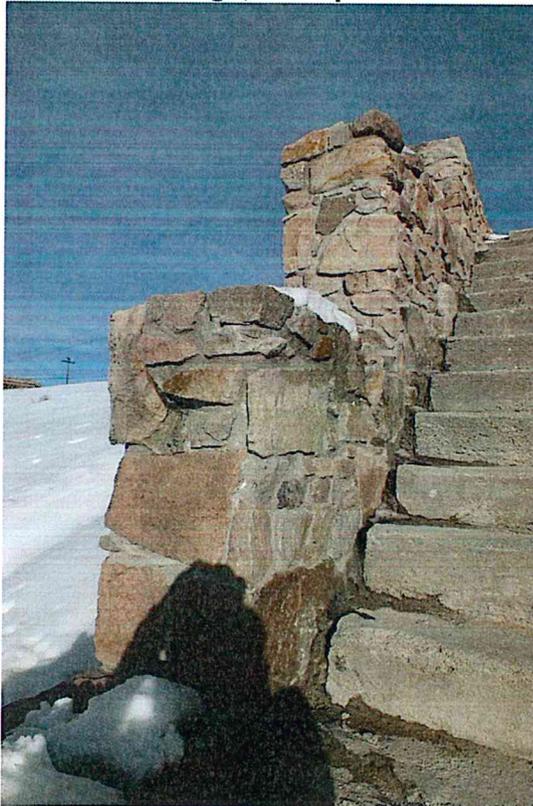
Cottage, rear (north) façade.



Cottage, west façade.



Cottage, front porch



**Recently-repair stone masonry retaining wall
on west side of property**



Memorandum

To: Historic Preservation Officers
From: Kate Hampton, CLG Coordinator
Brad Hansen, Preservation Grants Administrator
Date: January 4, 2016
Re: CLG Grant Application for 2016-2017

For this grant cycle, we will continue the semi-annual and final reporting/reimbursement cycle to help reduce some of the reporting requirements and to provide a better system for summarizing CLG activities for the National Park Service. A six-month interim progress report and a final report format will be forwarded to you with your contract. Please note the corresponding schedule below.

Note: Quarterly requests for reimbursement, not to exceed half of the total grant, can continue to be submitted, as long there is sufficient cash and in-kind match for the amount requested (40% of the total federal share). Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.

Requests to reimburse the full amount of funding (\$5,500.00) can be submitted with the six-month progress report, as long as sufficient activity, cash and in-kind match has been documented.

2016-2017 Schedule – Dates to Remember

January 4, 2016	Announcement of Funds
February 22, 2016	CLG Grant Applications Due to SHPO
Upon Receipt	SHPO Mails CLG Agreements for Signatures
March 22, 2016	Both Signed Agreements to SHPO
April 1, 2016	12-Month Funding Cycle Begins
September 30, 2016	Mid-Point of Funding Cycle
October 31, 2016	Six-Month Progress Report & Request for Reimbursement due
March 31, 2017	Funding Cycle Ends
April 28, 2017	Final Progress Report and Request for Reimbursement due

Grant for 2016-2017:

As of this writing, the US Congress has not appropriated this federal fiscal year's budget. We anticipate offering annual grants for \$5,500.00 for CLGs with half-time staff and \$1,500.00 for CLGs with less than half-time staff. However, until the US Congress has finalized the appropriation, the CLG grants are subject to increase or decrease. Enclosed you will find the annual grant application that MT SHPO offers for certified CLGs.

CLG Program Grant Application Due: Monday, February 22, 2016

CLG Application Notes and CLG Reminders:

1. Remember annual CLG training is required. At least one person from each CLG's preservation program must attend a SHPO-approved training between April 1, 2016 and March 1, 2017.
2. The state mileage rate is **\$0.54** per mile. The lodging reimbursement rate is **\$89.00** per night plus taxes (may vary by location, check with Brad for rates).
3. Volunteer time reimbursement rate is **\$19.17** (unless a person is volunteering their time in an official capacity; then they can record their regular pay rate, *up to \$90/hr*, in place of the volunteer rate).
4. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
5. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
6. In the Scope of Work, please tie your tasks to your local government's and/or historic preservation commission's Preservation Plan. If not, please explain why.
7. Contact Kate to see if we need a copy of your current Preservation Plan. These can be sent electronically.
8. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

Annual CLG Program Funding

We anticipate 16 Montana communities enrolling in the CLG program this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$80,000.00 to the CLGs. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Consider hosting a community roundtable to announce progress, events, and awards for your local historical and cultural groups, local government officials, and the public.

Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.

Please verify the current Tax-ID for your organization, or the organization through which you receive your payments.

Guidelines for 2015-2016 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. To qualify for the maximum 12-month funding level – \$5,500.00 – CLGs must have a Historic Preservation Officer working at least 80 hours per month. The local historic preservation program must have an established address, telephone number, and message retrieval system. (Hours may not be carried forward or back into another month.)
3. Maximum grant amount of \$5,500.00 can be used towards salaries, operating costs, and/or special projects. Check with SHPO to ensure your proposed project qualifies for funding under the grant. Minimum match is \$3,666.67, and match above minimum is always greatly appreciated.
4. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet reporting requirements and are delivered on-time.
5. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG's future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, <https://mhs.mt.gov/Shpo/Communitypres.aspx>, as well as the NPS Historic Preservation Fund Grants Manual, http://www.nps.gov/preservation-grants/HPF_Manual.pdf.

Components of 2016-2017 Complete Grant Application

1. Completed CLG Application form, including:
 - a. Contact information
 - b. Scope of work
 - c. Detailed budget table
 - d. Sources of revenue/funding
 - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. email)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate or Brad.
4. Copy of Tax ID/Employer Identification Number, if new.

If you have any questions regarding this application, please contact us:

CLG Financial Inquiries:
Brad Hansen
406-444-7768

CLG Program Inquiries:
Kate Hampton
406-444-7742
khampton@mt.gov

Certified Local Government Grant Application

April 1, 2016 to March 31, 2017

Application Deadline

February 22, 2016

**Montana State Historic Preservation Office
PO Box 201202
Helena, MT 59620-1202
(406) 444-7715**

2016-2017 GRANT APPLICATION

CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: Butte-Silver Bow

Address: 155 W. Granite St., Butte, Montana 59701

Contact Person: Steve Hinnick, HPC Chair and Mary McCormick, HPO

Tax ID: _____

Period of Grant Request: April 1, 2016 to March 31, 2017

Scope of Work: The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize regular work duties (not including special projects) – products or projects starting or completing, meetings to be attended, etc., and more specifically, ways in how the federal grant funds will help the local program to grow and develop. Please tie your tasks to your community's Preservation Plan. If not, please explain.

(Check if Scope of Work is continued on additional pages.)

Butte-Silver Bow was without a Historic Preservation Officer (HPO) for first half the 2015 grant period, or until July 13th when the current HPO started work. While the position was vacant, the Assistant Director of the Planning Department and the Chair of the Butte-Silver Bow Historic Preservation Commission (HPC) ensured that regular work responsibilities of the HPO were performed and regular monthly HPC meetings held, except when there was no action items for consideration. The Planning Department contracted historic preservation consultants to prepare determination of eligibilities as needed for previously unrecorded historic-age properties proposed for demolition.

Butte-Silver Bow completed a comprehensive historic preservation plan in 2014 and adopted a revised historic preservation ordinance in early 2015. Other changes effected in the year was the removal of the HPO position from the Planning Department and its placement directly under the Chief Executive. This change has allowed the HPO to more effectively coordinate with other departments in identifying and addressing historic preservation concerns and responsibilities.

HPO Regular Work Duties:

- The HPO coordinates the regular activities of Butte-Silver Bow's historic preservation program. Some of this activities include establishing and posting the agenda of the HPC's regular month meeting (held the 2nd Tuesday of each month) and any special HPC meeting to the HPC members, local officials and the public; and providing preservation-related technical advice and funding information to the Butte-Silver Bow staff and the public through public presentations, office visits, phone, email and sharing of technical bulletins and brochures.
- The HPO assists the HPC in implementing a Demolition Review Certificate of Appropriateness (COA) Program, a countywide program authorized by the local historic preservation ordinance. The

HPO reviews applications to Butte-Silver Bow's Building Official for demolition permits and determines if buildings or structures proposed for impact are known historic properties. Previously unrecorded buildings and structures 50 years or older are researched and recorded by the HPO at the intensive level to determine if they are historic properties (properties eligible for listing or listed in the National Register of Historic Places). The HPO documents its determinations of eligibility on Montana Historic Property Record forms and presents the findings to the HPC for concurrence. The HPO prepares Demolition Review COA applications for undertakings impacting historic properties and presents the documents to the HPC. Property owners or their representatives must consider alternatives to demolition, including but not limited to: 1) adaptive reuse or rehabilitation; 2) transfer or ownership or operation; 3) and relocation of the building or structure. The HPC can recommend: 1) issuance of a demolition permit, 2) issuance of a permit with conditions to mitigate for the loss of the historic property; or 3) denial of a demolition permit. The HPC may delay a decision on a demolition permit review for a maximum of 45 days. Demolition conditions commonly called for include allowance for salvage, and design review by the HPC for replacement buildings or structures proposed for construction in historic districts.

- The HPO assists the HPC in implementing a Design Review COA Program, a countywide program authorized by the local historic preservation ordinance. Design review is required when a project receiving local public incentives is proposing changes to the exterior of a historic property, beyond ordinary maintenance and repair, and including ghost signs and infill development in historic districts. Design review of new constructions may also be a condition of a permit to demolish a historic property in a district. The HPO works with proponents to ensure that exterior modifications to historic properties or new construction in historic districts conform to the Secretary of Interior's Standards for the Treatment of Historic Properties. Design Review COA applications are prepared and submitted to the HPC for review and approval, or recommendations for more appropriate historic preservation strategies.
- The HPO is developing written guidelines for a Local Register Program, another countywide program authorized by the local historic preservation ordinance. While a component of the 2007 ordinance, the Local Register Program was not implemented due to concerns about potential conflicts with departmental programs and policies. Revisions adopted in 2015 address these concerns by specifying that only the property owners may seek Local Register designation for their building or structure, and that they must make the request for the designation in writing to the HPC. Written guidelines will conform to the revised ordinance of 2015, while providing a step-by-step procedure and requirements for Local Register designation in layman's language. The HPO plans to publish these guidelines and a new Local Register inventory form on Butte-Silver Bow's website. Additionally, the guidelines will be formatted into a brochure. The HPO intends to kick off the program this spring by preparing and presenting Local Register forms for one or two county-owned properties to the HPC.
- The HPO has drafted a Programmatic Agreement (PA) between Butte-Silver Bow, Montana State Historic Preservation Office and other potential consulting parties which outlines standard procedures for addressing the impact on historic properties in Butte and Silver Bow County of undertakings using Community Development Block Grant (CDBG) Entitlement Program, Neighborhood Stabilization Program, and other Department of Housing and Urban Development funds. The PA recognizes that Butte-Silver Bow has assumed federal environment review responsibilities for HUD-assisted projects/activities in the city-county, including responsibility for compliance with Section 106 of the National Historic Preservation Act. The draft PA specially assigns responsibilities for reviews and other duties and/or studies required of the City-County to meet its terms to the HPO or other qualified historic preservation professions, as approved by the SHPO. The draft PA has gone through internal review; the formal consultation process will be implemented soon.

Other HPO Duties

- The HPO regularly meets with Chief Executive, Assistant Planning Director, and the Public Works director to discuss projects on the horizon with potential to affect historic properties, and identify measures to ensure compliance with federal, state and local historic preservation laws and regulations, as specified by the comprehensive historic preservation plan.
- The HPO serves on Butte-Silver Bow's Developers Packet Review Committee. B-SB offers developers packages to the general public for properties acquired through delinquent taxes. Many of these properties include historic resources. The HPO is responsible for ensuring that proposed rehabilitation plans are historically compatible.
- The HPO serves as historic preservation representative on bi-weekly interdepartmental meeting hosted by the Community Enrichment Department (CED). In addition to the HPO and CED staff, the meeting is attended by representatives from the Health Department, Planning and Building Codes, and the Fire Department. The purpose of this meeting is identify potentially health hazards and hazardous situations in the city-county, including buildings and structures, and coming up collectively with effective solutions for address.
- The HPO attends URA and RRA board meetings. The URA and RRA are the largest source of local grants and loans available to help rehabilitate historic properties and for new infill construction in portions of the National Historic Landmark District. The HPC reviews and comments on these projects as part of the funding request review process.
- The HPO attends the regular monthly meeting of the Butte CPR, a non profit organization dedicated to the preservation of historic Butte. This has provided direct communication between the city-county and local preservation advocates on historic preservation issues of concern. Butte-Silver Bow and CPR also have forged a working relationship in actual preservation projects. For example, this fall the CPR members, the HPO and Butte-Silver Bow staff from its Community Enrichment and Community Development departments teamed to finishing the painting the historic home of a family in need in the Landmark District.
- The HPO additionally is working with CPR and Highlands College to identify projects that can provide students in the College's historic preservation program hands-on experience in the appropriate rehabilitation of historic buildings and structures. Several potential projects are currently under consideration where students would provide the labor, under the supervision College instructors, and the city-county, and/or private or nonprofit entities would provide funds for materials.