

**Minutes of the Certified Local Government Meeting, Jefferson County, Texas**  
**Monday June 22, 2015, 6 p.m.**  
**Marion and Ed Hughes Public Library**  
**2712 Nederland Avenue**  
**Nederland, TX 77627**

**Call to Order and Introductions:**

Members attending:

Sarah Bellian

Ron Ellington

Bruce Hamilton

Ramona Hutchinson

Linda McMahan

This first meeting of the Certified Local Government (CLG) Committee also included members of the Nederland Historical Society, Carol Culp, Bobbie Medina, Sue Franke, Helen Tunnell, and Sonya Willis. We are so appreciative of their interest and look forward to harnessing their expertise to improve the CLG's ongoing historic preservation efforts. For more information about Nederland History visit <https://www.facebook.com/NederlandHistoricalSociety>

**Review and Definition of the Purpose of the Certified Local Government Program**

Referring in general to the Texas Preservation Handbook for County Historical Commissions; [www.thc.state.tx.us/public/upload/publications/chc\\_hndbk\\_10.pdf](http://www.thc.state.tx.us/public/upload/publications/chc_hndbk_10.pdf) Section 2 regarding CLG's, we reminded ourselves with the oversight we are charged with:

1. Establish a process of surveying, researching and documenting, registering and preserving historic resources.
2. Develop and maintain an inventory of surveyed properties.
3. Establish a system for periodic review of historic resources and inventories.
4. The standards that guide our efforts and activities are the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation. [www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm)

Section 9, p 15 of the Handbook is the guidelines for the Certified Local Government Sub – Grants

The group reviewed copies of inventories of National Register Nominations, Recorded Texas Landmarks, and Cemeteries, in Jefferson County, Texas that were prepared as documentation for the Request for CLG status by Ramona Hutchinson in 2011. Comments were made about some of the properties on the lists, some exclusions, and potential additions. Updating the lists with correct information will be an activity during future CLG meetings.

**Developing Goals for the CLG.** In the short amount of time one overarching goal emerged from the group:

**Goal : Learn about and share the History and Character of Jefferson County**

We will refine this goal and develop others, if needed, in future CLG meetings.

CLG Sub - Grant potential proposals were discussed in terms of the above goal and the group felt that a Historic Preservation Plan was most needed by the county. A draft copy of a Request

for Information for a Historic Preservation Plan is attached.► An action for Ramona Hutchinson will be to draft the letter of intent declaring our sub -grant request will be to hire a cultural resource expert to write a historic preservation plan for the county. It was agreed potential match funding, beyond the \$5,000match already promised by the Jefferson County Historical Commission would be investigated.

An Interpretive Plan for Spindletop Park was also discussed, and would be viewed favorably in terms of funding by the Texas Historic Commission, but it was felt the Historic Preservation Plan is a priority that will benefit the entire county.

The meeting adjourned at 7:23 p.m. The next meeting date will be announced once a meeting place is confirmed, hopefully next week.

Ramona Hutchinson  
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Phone: 830-822-4200

**Jefferson County CLG Committee**  
**Draft Request for Information**  
June 22, 2015

The Jefferson County Texas Historic Preservation Plan

The Jefferson County Historical Commission, Jefferson County Texas, is soliciting information from professional cultural resource planning consultants to identify and develop a consensus based approach to develop a Comprehensive Historic Preservation Plan for the unincorporated areas of the county.

The Historic Preservation Planning Consultant will work with a 5-member Certified Local Government Committee to identify and explore various local preservation issues, conduct a cultural resource survey and context information, and develop a Comprehensive Preservation Plan for the County. The project is anticipated to begin in \_\_\_\_\_ of 2016 and culminate in \_\_\_\_\_ of 2016 with a presentation of the plan to the Jefferson County Commissioners and the Jefferson County Historical Commission.

The estimated budget must include facilitation and Plan preparation elements of the project and consultant travel expenses.

**Purpose**

The purpose of this plan is to develop a Comprehensive Historic Preservation Plan for Jefferson County with a special emphasis on ...

Currently there are ... National Register Nominated properties in the county, ....Texas Register of Historic Properties, .... Cemeteries, ....Historic Markers, and Sabine Pass State Historic Site. The National Park Service's Big Thicket National Preserve forms part of the Northern boundary of the County .  
The unincorporated portion of the county is .... square miles. [map?] including .... municipalities. The local historic preservation program is currently guided by the Texas Historical Commission (SHPO).

The goal of the Jefferson County Historical Commission (JCHC) is to create a Comprehensive Historic Preservation Program that enjoys widespread community support and understanding of the full economic and cultural benefits of the county's historic resources are realized. The resulting Jefferson County Historic Preservation Plan will allow the community to reach consensus on historic preservation priorities and develop long-term goals for a local preservation program.

**Objective**

**Reasons and issues**

1. Lack of interest/'awareness?
2. Loss of Resources

3.

Outcomes include:

Discussion and analysis of opportunities, obstacles, and threats to historic resources.

Prioritized approach to current and eligible National Register Nominated and Texas Register Nominated properties, or Landmark Districts in public and private ownership.

Improved understanding, awareness, and coordination between and among \_\_\_\_\_ stakeholders.

Improved compliance with federal, state, and local requirements or ordinances.

Increased understanding and awareness of the design options, treatment strategies, and economic tools available to rehabilitate historic properties

Formalized policies to provide certainty and support for development interests as it relates to our historic district and its properties.

Programmatic framework to direct and promote heritage tourism, general historic preservation education and awareness programs, and historic preservation trades education efforts.

In the end, a collective vision and strategy for the preservation promotion, maintenance, and use of historic resources for the benefit of the community.

Scope of Work

The Consultant will work with the CLG Committee to explore, discuss and develop a realistic and achievable Comprehensive Historic Preservation Plan for the community.

The Consultant must be able to:

- Facilitate open and constructive discussion amongst various stakeholders.
- Educate themselves on local historic resources

- Familiarize themselves with existing historic resources, community programs, and the community overall
- Provide relevant case study information to expand local awareness and understanding of historic preservation issues, on a national and international scale.
- Gather and document public input as to the community's needs, concerns and ideas
- Share relevant professional advice to help the CLG Committee reach consensus on the issues before them
- Compile the findings and recommendations into a professionally formatted and comprehensive Plan.

#### Project Deliverables:

\_\_\_\_\_ Bound, color copies of the final Plan, including appropriate attachments

\_\_\_\_\_ Electronic copies of the final implementation plan on CD (Word and PDF format, to allow professional re-printing)

A digital presentation and note script to be prepared for the general public that will be the property of the Jefferson County Historical Commission.

#### Request for Information Submission

Proposals must be submitted via email, or hand-delivered and received by the Jefferson County Historical Commission, no later than August 15, 2015, at the address noted below. Please include 6 copies of all hardcopy materials submitted. Proposals submitted by fax will not be considered.

Submit Proposals to Jefferson County Historic Preservation Officer

Ramona Hutchinson

\_\_\_\_\_ Pearl Street

Beaumont, Texas 77707

Phone: 409-835-8701

Email: [hystcomm@jeff.co.tx.us](mailto:hystcomm@jeff.co.tx.us)

## Information to be included in the Proposal

To simplify the process, the proposal shall include the following information and shall be organized in the manner below. Failure to furnish all information may disqualify a respondent from selection.

**Letter of Transmittal** -Provide a letter of transmittal briefly outlining the consultant's understanding of the work, general information regarding the firm and individuals to be involved, and the name address, telephone number, fax number and E-mail address for the firm's primary contact person for the proposal.

**Profile of Firm** -Include general information about the consultant/firm, the consultant/firm's area of expertise relative to this RIF, a general overview of relevant past experience, and a list of key personnel who would be assigned to the project.

## Qualifications

1. The Request for Information shall describe the consultant/firm's experience working with community groups using a consensus-based decision making approach to community planning and development projects, an estimated timeline for the project, and proposed methodology to accomplish project goals.
2. The Proposal shall describe the consultant/firm's experience developing Comprehensive Historic Preservation Plans, or similar documents, and include at least three (3) references of past clients and projects of a similar nature.

## Fees and Compensation

Provide a proposed cost plus expenses budget for completion of the scope of services, including travel and deliverables. Quotation of fees and compensation shall remain firm for a period of one (1) year from the Request for Information Deadline.

