

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

WHEREAS, the Town of Normal, Illinois (Town) has determined that the implementation of its Community Development Block Grant (CDBG) and other U.S. Department of Housing and Urban Development (HUD) programs for Federal Fiscal Years **2020-2025** (listed in Appendix A) may have an effect on properties included or eligible for inclusion in the National Register of Historic Places; and

WHEREAS, these programs are administered by the Town's Planning Department (Department) and provide financial support to a variety of activities including: rehabilitation, new construction, demolition, and infrastructure improvements; and

WHEREAS, project receiving funds through these programs constitute Undertakings subject to the National Historic Preservation Act of 1966; and

WHEREAS, the Town has consulted with the Illinois State Historic Preservation Office (SHPO) of the Illinois Department of Natural Resources pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470f) and its implementing regulations, "Protection of Historic and Cultural Properties" (36 CFR Part 800); and

WHEREAS, the Town and SHPO have determined that the Town can more effectively fulfill its Section 106 review responsibilities for CDBG and related HUD program activities if a programmatic approach is used to delegate Section 106 compliance responsibilities to the Town; and

WHEREAS, the Town is a Certified Local Government with a historic preservation review commission and qualified professional staff who will carry out duties enumerated below.

NOW, THEREFORE, the Town and SHPO agree that the programs shall be implemented in accordance with the following stipulations in this Programmatic Agreement (Agreement) in order to take into account the effect of the Undertaking on historic properties and potentially historic properties.

STIPULATIONS

I. Qualified Personnel

A. The Town shall ensure that it maintains a staff that meets the qualifications outlined in 36 CFR Part 61, the Secretary of the Interior's Professional Qualification Standards, hereafter referred to as Certified Staff.

B. The Town shall ensure that all historic preservation work carried out pursuant to this Agreement is carried out by or under the direct supervision of Certified Staff.

C. The Town shall notify the SHPO annually whether it has employed or contracted with qualified professionals to carry out reviews under the terms of this Agreement or whether it will require assistance from the SHPO or its representative. A brief biography or resume of qualified

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

professionals and/or contractors shall be provided to the SHPO for review as a component of the Certified Local Government Annual Report.

D. The Town will notify the SHPO of any proposed staffing changes or vacancies. If the Town does not have Certified Staff in place or if the SHPO, or its representative, does not certify a Town staff person or consultant the Town will comply with 36 CFR Part 800.4 through 800.6 with regard to individual undertakings covered by this Agreement and submit to the SHPO for review until Certified Staff is contracted by the Town.

E. If the Town does not have Certified Staff in place for a period of longer than 6 months, then this Agreement will become null and void, and the Town will comply with 36 CFR part 800.4 through 800.6 with regard to Undertakings covered by this Agreement.

II. Exempt Activities

A. If work is to be undertaken on a property that is 45 years old or less and is not eligible to be listed on the National Register of Historic Places (National Register), then further review by SHPO is not required. When the following activities are proposed for properties listed on the National Register or eligible for listing on the National Register, further review is not required because there is limited potential to affect the historic resource; these activities are exempt from review:

1. Repair or replacement of electrical, plumbing, heating and ventilation systems or their components, when no structural alteration is involved. This includes repair or replacements of electrical panels, breakers, circuits, switches, receptacles and fixtures, plumbing and water lines, drains, sewers, fixtures, water heaters, heating vents, floor furnaces, wall heaters, central heat systems and gas lines.
2. Painting of any exterior component which has previously been painted.
3. Repair or replacement of existing curbs and sidewalks in kind (historic slate or brick sidewalks are NOT exempt).

III. Identification and Evaluation of Historic Properties

A. Identification of Historic Properties

1. The Town will continue to survey its historic properties and forward information on locally significant properties to the SHPO. This information will be conveyed via the Certified Local Government Annual Report.
2. In conducting a local identification of historic properties, the Town shall review and consult:
 - a. The current listing of the National Register of Historic Places

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

- b. The Town of Normal 2040 Comprehensive Plan
- c. Various historic catalogs and surveys, including *The Legacy* and *South Side Architectural-Historical Survey*
- d. *S-3 Historic District* Zoned Properties and the Town's Historic Preservation Code
- e. Historic resources as designated by SHPO (properties potentially eligible for inclusion on the National Register of Historic Places)

3. When the Town determines that additional information is required to adequately assess the presence of historic properties, additional surveys shall be conducted that are responsive to the nature of the undertaking. As appropriate, the focus of the identification surveys shall be on target areas rather than property-by-property.

B. Evaluation of National Register Eligibility

1. Documentation for properties 45 years or older involved in a HUD-funded undertaking that are not individually listed in the National Register of Historic Places will be evaluated by Certified Staff. Certified Staff shall apply the National Register criteria and determine if the structures qualify for National Register eligibility.
2. If Certified Staff has questions concerning the eligibility of a certain property, he or she will forward documentation to the Normal Historic Preservation Commission (Commission) for evaluation and recommendation.
3. If the Commission has questions concerning the eligibility of a certain property, it will forward documentation to the SHPO for evaluation and recommendation. If the Commission chooses not to accept the recommendation of the SHPO (or its representative), in this instance, it will forward adequate documentation, including the views of SHPO, to the Keeper of the National Register of Historic Places for a formal determination of eligibility in accordance with 36 CFR Part 800.4(c). The SHPO shall be notified accordingly.
4. Certified Staff may submit eligibility determinations for properties to the Normal Historic Preservation Commission and SHPO concurrently in order to expedite the Section 106 review.
5. Properties determined to be not listed on the National Register, or not eligible for the National Register will be documented as such by Certified Staff and a copy of that determination will be included in the individual project files. A copy of this determination will be submitted to the SHPO for its records.

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

IV. Treatment of Historic Properties

Properties listed on the National Register, eligible for listing in the National Register, and which have been determined to meet the National Register criteria in accordance with Stipulation III shall be treated in accordance with this section.

A. Rehabilitation

1. The Town shall ensure that work write-ups of plans and specifications for all rehabilitation activities not listed as exempt under Stipulation II are developed in accordance with the recommended approaches in *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Standards). In addition, the Town may also use the Design Guidelines and Review Standards set forth in the Town's Historic Preservation Code.
2. Prior to the initiation of rehabilitation activities, program recipients shall submit work write-ups or plans, photographs, and specifications which evidence adherence to the Standards to Certified Staff for review and approval. These plans must be complete enough in order to facilitate understanding of the proposed project.
3. Should Certified Staff recommend modifications to the work write-up or plans and specifications to ensure that the project meets the Standards, program recipients shall make the appropriate modifications and submit revised work write-ups or plans to Certified Staff. Should program recipients determine that they cannot make the modifications recommended by Certified Staff to meet the Standards, program recipients shall consult further with the Commission. If Certified Staff, in consultation with the Commission, determine that the project meets the criteria of adverse effect, the Town will consult with the SHPO, or its representative, to develop a Standard Mitigation Measures Agreement in accordance with Stipulation V.
4. If a project will have no effect or no adverse effect on historic resources, it may proceed after review and documentation is placed in individual project files by Certified Staff.

B. Demolition and Relocation of Historic Properties

1. Recipients shall not proceed with the demolition or relocation of contributing buildings within an historic district, nor properties listed in or eligible for listing in the National Register, until the procedures set forth in this section are completed.
2. Demolition or relocation of properties that are included in or eligible for inclusion in the National Register, listed as contributing buildings within a historic district, or included in the surveys listed in Section III.A.2., will be reviewed by the Commission on a case by case basis. The Town and Certified Staff will submit the following documentation to the Commission for review:
 - a. Location (including map) and description of the property proposed for demolition or relocation, including comments received from the public.

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

- b. Reasons for demolition, including documentation of building code violations, structural reports citing building deficiencies and estimated cost for rehabilitation; or reasons for relocation.
- c. A cost comparison of rehabilitation versus property acquisition and demolition and summary of alternatives considered.
- d. Photographs of the property depicting its current condition.
- e. Future plans for the site.

C. Proposed site for relocation

1. If the Certified Staff, in consultation with the Commission, determine that demolition or relocation cannot be avoided, the Town will consult with the SHPO to develop a Standard Mitigation Measures Agreement in accordance with Stipulation V.
2. New Construction Program recipients shall ensure that the design of new construction, infill construction, or additions to historic buildings is compatible with the historic characteristics and qualities of the historic district or adjacent historic buildings in terms of size, scale, massing, design, features, and materials, and is responsive to the recommended approaches for new construction set forth in the Standards.
3. Program recipients shall develop preliminary design plans in consultation with the Town. Plans and specifications will be submitted to Certified Staff for review and approval prior to the initiation of construction activities.
4. If Certified Staff, in consultation with the Commission, determine that the design of the new construction does not meet the Standards or would otherwise result in an adverse effect to historic properties, the Town shall consult with the SHPO to develop a Standard Mitigation Measures Agreement in accordance with Stipulation V.
5. Accessibility projects undertaken by the Town to comply with the American Disabilities Act and other local and federal requirements will follow these guidelines:
 - a. The Town will explore all alternative methods to provide proper accessibility to historic buildings consistent with the Standards, as discussed in National Park Service Brief Number 32, "Making Historic Properties Accessible," and the Department of the Interior's report, *Access to Historic Buildings for the Disabled: Suggestions for Planning and Implementation*.
 - b. To the extent feasible, accessibility features will not be located on primary elevations of historic buildings and will not result in the removal of significant historic or architectural features or materials. Final plans and specifications for accessibility projects shall be reviewed and approved by Certified Staff to determine if the projects meet these guidelines. If the Certified Staff, in consultation with the Commission, determine that the Standards cannot be met or if the project could have an adverse effect on a historic property, then prior to taking any action, the Town will consult with the SHPO and initiate procedures set forth in Stipulation V.

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

D. Improvements and Public Improvements

1. Site and public improvements within historic districts including sidewalk improvements, repaving of streets, installation of landscaping, street lighting and street furniture, and other infrastructure improvements will adhere to the Standards. These improvements will be designed to ensure that character-defining elements of historic properties are preserved through repair or replacement in kind. Any new materials or features introduced in a historic district will be responsive to the character of that district.
2. Final plans and specifications for site and public improvement projects shall be reviewed and approved by Certified Staff. If the Standards cannot be met or if the project could have an adverse effect on historic properties, then the Town will consult with the Commission prior to taking any action.

E. Emergency Undertakings

1. When emergency demolition is required for historic properties associated with a HUD-funded activity, Certified Staff will conduct an immediate review, if conditions allow. The existence of an emergency shall be based upon the need to eliminate an imminent threat of the health and safety of residents as identified by local building inspectors, fire department officials, or other local officials.
2. The Town shall forward documentation to Certified Staff for review immediately upon notification that an emergency exists. Documentation should include:
 - a. Nature of the emergency
 - b. Historic property involved
 - c. Current condition of the building, including photographs
 - d. Time frame allowed by local officials to respond to, or correct, the emergency.
3. The Town shall consult with SHPO to the greatest extent possible given the particular circumstances of the emergency situation.
4. The Town shall ensure that any mitigation measures recommended by the Certified Staff or SHPO are implemented, if feasible.

V. Resolution of Adverse Effects

A. If the Town, in consultation with the Commission, determines that a project meets the criteria of Adverse Effect, then the Town shall consult with the SHPO to determine whether the historic properties should be treated in accordance with the Standard Mitigation Measures outlined in Appendix B or reviewed in accordance with 36 CFR Part 800.6.

1. The Town shall submit to the SHPO all background documentation to include, but not limited to, an analysis of alternatives, recent structural reports or assessments of

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

conditions, cost estimates for rehabilitation, programmatic and economic considerations, and marketing studies.

2. If the SHPO, or its representative, determines that a proposed demolition is an acceptable loss, or that no prudent and feasible alternatives exist to implementing the undertaking without adverse effects, then the Town, SHPO, and the program recipient shall execute a Standard Mitigation Measures Agreement as outlined in Appendix B.
3. Upon receipt of the Standard Mitigation Measures Agreement from the Town, program recipients shall sign the Standard Mitigation Measures Agreement and return the original to the Town within 30 days following receipt. In cases where the Town may act as program recipient, the Town will consult on the Standard Mitigation Measures Agreement with the SHPO.
4. If program recipients object to the terms of the Standard Mitigation Measures Agreement, the program recipients shall notify the Town and the SHPO and then initiate the consultation process set forth in 36 CFR Part 800.6.

B. Standard Mitigation Measures Agreement shall not be executed when one of the following circumstances exist:

1. The SHPO, or its representative determines that the Standard Mitigation Measures do not apply to an undertaking.
2. Program recipients object to the Standard Mitigation Measures proposed by the Town.
3. The Town fails to respond within 30 days.
4. The undertaking will adversely affect a National Historic Landmark.
5. The public objects during an open Normal Preservation Commission meeting or in writing.
6. Human skeletal remains are present within the area of potential effect.

VI. Treatment of Archaeological Sites

A. The Town shall notify the SHPO when ground disturbing activities are part of a local undertaking.

1. The Town shall request the SHPO's opinion regarding the potential effect of such activities on archaeological properties prior to initiation of project activities. If the SHPO determines the need for archaeological surveys, then the Town or program recipients shall contract qualified archaeologists to conduct archaeological surveys. The Town shall forward the scope of work for the archaeological survey to the SHPO for review and approval.

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

2. If the Town and the SHPO, or its representative, determine that archaeological resources listed in or eligible for listing in the National Register are present within the project area, then the Town and the program recipients shall seek ways to avoid the archaeological properties. If the resources cannot be avoided, the Town and IDNR shall develop a data recovery plan that is consistent with the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation (48 CFR 44734-37) and consider the Council's publication, *Treatment of Archaeological Properties*, its subsequent revisions, and appropriate State guidelines. The Town shall ensure that the approved plan is implemented by qualified archaeologists.

VII. Public Involvement

A. Each year the Town will notify the public of the Town's current CDBG program and make available for public inspection documentation on the Town's CDBG program, per the Town's CDBG Citizen Participation Plan. Included in this documentation will be general information on the types of activities undertaken with CDBG funds, information on identified historic properties in the community which might be affected by these activities, the amount of CDBG funds available in the current program year, and how interested persons can receive further information on the program.

B. If the public should raise an objection pertaining to the treatment of a historic property at any time during the implementation of the measures stipulated in this Agreement, then the Town shall notify the Commission and take the objection into account. Program recipients, the Town, the Commission, or SHPO, when requested by the objector, shall consult to resolve the objection. Program recipients are not required to cease work while objections are being reviewed, but the Town reserves the right to halt work considering valid arguments from the public.

VIII. Administration, Monitoring, and Reporting

A. The SHPO, or its representative, shall provide comments within 30 days for reviews or comments requested by the Town or the Commission, except for emergency undertakings. In the event that SHPO fails to comment within the 30-day time period, the Town can assume that SHPO concurs.

B. The SHPO, or its representative, shall conduct periodic training workshops for Certified Staff to review the requirements of this Agreement. The SHPO shall also provide guidance related to implementation of the terms of this Agreement.

C. The Town shall provide the SHPO documentation for local undertakings which involve historic properties and were subject to the terms of this Agreement in individual project or environmental files. Each project file shall include at a minimum:

1. Documentation that explains why one (or more) of the exemptions from review is (are) applicable.

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, ADMINISTERED BY THE TOWN OF NORMAL

2. Comments from Certified Staff, the Commission, or SHPO regarding the National Register eligibility of the property.

3. Proposed treatment of historic properties.

4. Photographs of the site or resources taken before and after the undertaking.

5. Work write-ups.

6. Date the project was completed.

D. Documentation shall be available for review by the SHPO following reasonable notice.

E. The SHPO, or its representative, shall conduct periodic monitoring visits of the Town's project sites to ensure compliance with actions, plans, documents, and agreements approved by the Town or SHPO pursuant to this Agreement.

F. Nothing in this Agreement shall be construed as meaning that the Town cannot request the advice or assistance of SHPO at any time.

G. As a component of the Certified Local Government Annual Report, the Town shall summarize activities carried out under the terms of this Agreement. The report will be submitted to SHPO no later than April 30 of each year. The Annual Report shall include:

1. List of property addresses submitted for review.
2. Program in which the undertaking took place.
3. Evaluation of National Register eligibility, and if eligible, the finding of effect.

IX. Effective Date

This Agreement shall take effect on the date it is signed by all the parties, including the Town and SHPO. This Agreement will remain in effect until **September 30, 2025**, unless terminated due to failure to comply with the terms of this Agreement.

X. Amendments

A. Any party to this Agreement may request it be amended or modified, whereupon the Town and SHPO will consult in accordance with 36 CFR Part 800.13 to consider such revisions.

B. Any resulting amendments or addenda shall be developed and executed among the Town and SHPO in the same manner as the original Agreement.

PA between the Town of Normal and the SHPO for HUD Programs

PROGRAMMATIC AGREEMENT

**AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR
CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
ADMINISTERED BY THE TOWN OF NORMAL**

XI. Termination

Any party to this Agreement may terminate this Agreement by providing a 30-day notice to the other parties, provided that the parties will consult during the period prior to termination to seek agreement on amendments or other actions that would avoid termination.

XII. Compliance with Agreement

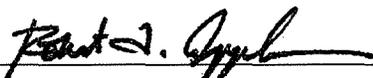
Execution and implementation of this Agreement and carrying out its provisions evidences that the Town has satisfied its Section 106 responsibilities for all individual undertakings of the programs.

SIGNATURE PAGES TO FOLLOW

PROGRAMMATIC AGREEMENT

AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR
CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
ADMINISTERED BY THE TOWN OF NORMAL

SIGNATORY



June 25, 2020

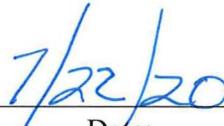
Robert Appleman
Deputy State Historic Preservation Officer
Illinois State Historic Preservation Office
Illinois Department of Natural Resources

Date:

PROGRAMMATIC AGREEMENT

**AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR
CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
ADMINISTERED BY THE TOWN OF NORMAL**

SIGNATORY



Chris Koos
Mayor
Town of Normal

Date:

PROGRAMMATIC AGREEMENT

**AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR
CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
ADMINISTERED BY THE TOWN OF NORMAL**

APPENDIX A

Programs Administered by the Town of Normal with funds from U.S. Department of Housing and Urban Development

1. Community Development Block Grant Program
 - (a.) Housing Rehabilitation and Accessibility Programs
 - (b.) Property Acquisition / Demolition
 - (c.) New Construction / Infrastructure Improvements
 - (d.) Any other approved Town CDBG Projects / Activities

PROGRAMMATIC AGREEMENT

**AMONG THE TOWN OF NORMAL AND THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR
CERTAIN PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT,
ADMINISTERED BY THE TOWN OF NORMAL**

APPENDIX B

Standard Mitigation Measures for Adverse Effects

Program recipients, the Town, and the SHPO may develop and execute an agreement that includes one or more of the following Standard Mitigation Measures, as modified by the SHPO, for undertakings not listed in Stipulation V, when the SHPO deems it appropriate.

- A. Program recipients shall ensure that the historic property is recorded prior to its demolition, alteration or relocation in accordance with the Historic Illinois Buildings Survey / Historic Illinois Engineering Record (HIBS / HIER) standards or a recording plan developed by the SHPO. At a minimum, this plan will establish recording methods and standards. The SHPO shall identify appropriate archives for the deposit of recorded materials and program recipients shall be responsible for submitting such materials.
- B. The Town, in consultation with the SHPO, shall identify appropriate parties to receive salvaged architectural features. Program recipients shall ensure that significant architectural features are salvaged prior to the initiation of demolition activities and properly stored and curated. When feasible and appropriate, salvaged architectural features shall be reused in other preservation projects.
- C. Program recipients shall ensure that the treatment of historic properties or the design of new buildings which cannot feasibly meet the Standards or approved design guidelines is carried out in accordance with the construction documents or work write-ups reviewed and approved by Certified Staff and the Commission. D. Program recipients shall ensure that the marketing plan proposed by the Town and the SHPO is implemented for a mutually agreed upon period prior to the demolition or relocation of historic properties. Program recipients shall review all purchase offers in consultation with the Town and the SHPO. If a successful purchaser is selected, program recipients shall include preservation covenants approved by the SHPO in the transfer deed. If no successful purchaser is identified, program recipients may either convey the property without covenants or proceed with the demolition or relocation after the historic properties have been recorded pursuant to HIBS / HIER standards.