

**MEMORANDUM OF AGREEMENT
AMONG THE
FEDERAL EMERGENCY MANAGEMENT AGENCY,
KENTUCKY HERITAGE COUNCIL,
THE KENTUCKY DIVISION OF EMERGENCY MANAGEMENT,
AND THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
FOR THE DEMOLITION OF TWO PROPERTIES IN
THE CITY OF LEXINGTON, KENTUCKY**

WHEREAS, the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security proposes to administer grant funding pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5121 et seq. (Public Law 93-288, as amended), and its implementing regulations codified in Title 44 of the Code of Federal Regulations (CFR), to the Lexington Fayette Urban County Government (LFUCG) under the Hazard Mitigation Grant Program (HMGP), for the demolition of two properties located at 277 Lafayette Parkway and 283 Lafayette Parkway, Lexington, Fayette County, Kentucky 40503 (herein referred to as "the Undertaking"); and

WHEREAS, FEMA has determined, in consultation with the Kentucky Heritage Council (which the State has designated to serve as the State Historic Preservation Officer (SHPO)), that the Area of Potential Effect (APE) for standing structures included in the Undertaking is described as the Lafayette Parkway Historic District, and that 277 Lafayette Parkway and 283 Lafayette Parkway are contributing properties to the Lafayette Parkway Historic District, which is eligible for inclusion in the National Register of Historic Places (NRHP); and

WHEREAS, FEMA, in consultation with SHPO, has determined that the Area of Potential Effect (APE) for archaeological resources included in the Undertaking is the area immediately surrounding the residences located on Lafayette Parkway where ground disturbance may occur during demolition activities; and

WHEREAS, FEMA has determined, in consultation with the SHPO, that there are no known archaeological sites located within the Area of Potential Effect (APE); and

WHEREAS, FEMA has determined that the Undertaking would adversely affect the historic district located in the APE, as defined in 36 CFR § 800.5(a)(2), and has consulted with the SHPO pursuant to 36 CFR Part 800 implementing Section 106 of the National Historic Preservation Act (16 USC § 470); and FEMA has determined that the Undertaking will be reviewed pursuant to 36 CFR § 800.6(b); and

WHEREAS, FEMA has consulted with Kentucky Division of Emergency Management (KYEM), the grantee of FEMA HMGP, and the LFUCG (subgrantee) regarding the effects of the Undertaking on the historic districts and has invited them to sign this Memorandum of Agreement (MOA) as invited signatories; and

WHEREAS, FEMA, in accordance with 36 CFR § 800.6(a)(1), has notified the Advisory Council on Historic Preservation (ACHP) of this MOA and invited the ACHP to participate and be a signatory; and the ACHP has declined to participate; and

WHEREAS, the subgrantee, in accordance with 36 CFR § 800.2(d)(2), provided a public notice in *The Lexington Herald-Leader*, the newspaper of record for the City of Lexington, on August 20, 2012; and no public comments were received; and

WHEREAS, FEMA notified the Absentee-Shawnee Tribe of Oklahoma, Cherokee Nation, Chickasaw Nation, Eastern Band of Cherokee Indians, Eastern Shawnee Tribe of Oklahoma, Miami Tribe of Oklahoma, Peoria Indian Tribe of Oklahoma, Shawnee Tribe, and United Keetoowah Band of Cherokee Indians in Oklahoma (collectively referenced as “Tribes”) and provided information regarding identified historic properties in the APE, information regarding the history and topography of the APE, and afforded the Tribes an opportunity to participate in the consultation on August 16, 2012; and

WHEREAS, the United Keetoowah Band of Cherokee Indians in Oklahoma declined to participate in the resolution of adverse effects in a letter dated August 28, 2012 but requested that FEMA contact it immediately if construction exposes any human remains or funerary items; and

WHEREAS, the Shawnee Tribe’s Historic Preservation Department declined to participate in the resolution of adverse effects in a letter dated September 4, 2012 but requested that FEMA contact it immediately in the event that archaeological materials are encountered during construction, use, or maintenance of the location; and

WHEREAS, the signatories have mutually agreed to enter into this MOA pursuant to the authority of 36 CFR § 800.6(b) & (c);

NOW, THEREFORE, FEMA, SHPO, KYEM, and the subgrantee agree that treatment measures will be administered in accordance with the following stipulations in order to mitigate the adverse effect of the Undertaking on the Lafayette Parkway historic district and satisfy FEMA’s responsibilities in accordance with Section 106 of the NHPA.

STIPULATIONS

To the extent of its legal authority, and in coordination with SHPO, KYEM, and the subgrantee, FEMA will require that the following measures are implemented:

I. TREATMENT MEASURES

- A. Within 60 days of the execution of this MOA and prior to the demolition or alteration of the two properties located at 277 Lafayette Parkway and 283 Lafayette Parkway, City of Lexington, Fayette County, Kentucky 40503, FEMA will prepare a report for the residences that will be demolished with FEMA funds as a part of this Undertaking (see Appendix C for the estimate timeline). The report will be performed by or under the direct supervision of an individual who meets the Secretary of the Interior’s Professional Qualification Standards set out at 48 FR 44716, September 29, 1983, for History, Architectural History, Architecture, or Historic Architecture (http://www.nps.gov/history/local-law/arch_stnds_9.htm). The report will include the following information:
 1. A Kentucky Individual Building Survey Form for the two properties located at 277 Lafayette Parkway and 283 Lafayette Parkway, Lexington, Fayette County, Kentucky. The completion of the Individual Survey Forms will comply with *Instructions for Completing the Individual Buildings Survey Form (KHC 2007-1)* (Appendix A).
 2. Approximately 5 additional Kentucky Individual Building Survey Forms for a representative sample of each of the predominant housing types in the NRHP-eligible Lafayette Parkway Historic District. The completion of the Individual Survey Forms will comply with *Instructions for Completing the Individual Buildings Survey Form (KHC 2007-1)*.

3. The photographic results of a windshield survey of the affected NRHP-eligible Lafayette Parkway Historic District. The windshield survey will capture the general architectural character of the district. Recordation shall include digital color photographs, captured from the right-of-way, of a representative sample of the predominant housing types and all identified as eligible contributing properties. The photography will comply with the National Park Service's *National Register of Historic Places Photographic Policy*, dated March 2008. Please see Appendix B for a copy of this policy. Photographs will be submitted in RAW format as well as TIFF (minimum 8x10 and 360 dpi saved as 8 bit files) and JPEG (minimum 1024x1024 and 100 dpi) files. All photographs will be saved to an archival quality DVD designed for long-term storage of sensitive data, video or music files. The survey shall begin no later than 60 days following the execution of this MOA (see Appendix C for the estimated timeline).
 4. A written narrative for the NRHP-eligible Lafayette Parkway Historic District that shall contain, but is not limited to, the following information:
 - a. Research of subdivision plat to determine who filed the plat, the date the plat was filed, and the developer of the subdivision.
 - b. A sample check of construction dates to determine possible rate of development after the subdivision plat was filed.
 - c. A verbal boundary description and boundary justification for the NRHP-eligible Lafayette Parkway Historic District.
 - d. A bibliography.
- B. The FEMA historian or designated contractor will notify the LFUCG Historic Preservation Division staff of any site visits to the Lafayette Parkway Historic District for the purpose of recordation as outlined in Stipulation I.A.
- C. The draft and final copy of the documentation will be packaged in an archivally stable folder that has sides and a flap over the top. Supporting documentation accompanying digital images will be printed on archivally-stable paper and include: research narrative, map with photo key and date of photography. A proof sheet containing six images per page that includes the address of the property should be submitted on archivally-stable paper along with the media. A PDF that includes this information will be provided.
- D. FEMA shall submit all documentation cited in Stipulation I.A to the SHPO for preliminary review and approval. SHPO shall advise FEMA within 30 days of receipt if the submitted documentation is satisfactory or if specific revisions are requested. If the latter, SHPO shall advise FEMA if any revised documentation is to be submitted to SHPO for a second 30-day review. Upon acceptance by SHPO, FEMA shall notify KYEM that the recordation outlined in Stipulation I.A. is complete. An original copy of the final documentation shall be stored at the Kentucky Heritage Council office at 300 Washington Street, Frankfort, KY. Please see Appendix C for an estimated timeline for completion of Stipulation I.A. FEMA shall provide a duplicate set of the documentation to the SHPO to be stored in the Kentucky Department for Libraries and Archives located at 300 Coffee Tree Road, Frankfort, KY 40602-0537.
- E. FEMA shall provide a duplicate set of the documentation cited in Stipulation I.A to the City of Lexington to be stored in the Lexington-Fayette Urban County Government Division of Historic Preservation Office located at 200 East Main Street, Lexington, KY 40507. The documentation will be made available at the request of the public pursuant to applicable federal, state and local laws, regulations, and policies.

- F. Prior to demolition, LFUCG Division of Historic Preservation staff shall be granted access to 277 Lafayette Parkway and 283 Lafayette Parkway, Lexington, Fayette County, Kentucky. An LFUCG historian shall be permitted to perform any final measurements and recordation for the above listed properties. All resulting documentation shall be stored on file in the Lexington-Fayette Urban County Government Division of Historic Preservation Office located at 200 East Main Street, Lexington, KY 40507.
- G. To ensure the protection of any unknown prehistoric or historic archaeological resources that might be located in the project area, FEMA and KYEM will require that the subgrantee perform the Undertaking in a manner that minimizes ground disturbance.

II. PUBLIC PARTICIPATION

- A. The subgrantee placed a public notice in *The Lexington Herald-Leader*, the newspaper of record for the City of Lexington, on August 20, 2012. No public comments were received. Please see Appendix D for a copy of the public notice.
- B. Should a member of the public object at any time during the implementation of the measures stipulated in the MOA, FEMA will take the objection into account and consult as needed with the objecting party, FEMA, the SHPO and KYEM to address the objection.

III. UNEXPECTED DISCOVERIES

- A. The subgrantee will notify FEMA as soon as practicable if it appears that an Undertaking will affect a previously unidentified property that may be a historic property, including human remains, or affect a known historic resources in an unanticipated manner.
- B. If any archeological deposits are identified that likely contain human remains, materials, or artifacts, the subgrantee will notify FEMA, KYEM and SHPO and any consulting parties of the discovery. The subgrantee will ensure work stops in the vicinity of such a discovery and will take all reasonable measures to avoid, minimize harm, and protect the discovery until FEMA concludes the consultation. FEMA shall initiate the review with SHPO, KYEM, Indian Tribes, as appropriate, and any other consulting parties.
- C. If human skeletal remains are uncovered during the Undertaking, the subgrantee will stop work immediately and shall immediately notify FEMA, the local police department, and the coroner's office. FEMA shall notify the SHPO of the discovery. All signatories will work together to ensure compliance with all applicable laws. In addition, all signatories shall follow guidelines in the ACHP's "Policy Statement Regarding Treatment of Burial Sites, Human Remains, and Funerary Objects" (February 23, 2007). If the human remains are American Indian, FEMA, the Tribal representatives and other consulting parties, as necessary, will engage in consultations to resolve the appropriate disposition of the remains. Such a consultation will include a site visit to review the situation, if requested by any Indian tribe, SHPO, or the ACHP.
- D. FEMA will notify the parties of any time constraints for responding, and all parties will seek to mutually agree upon timeframes for consultation regarding the discovery. Following consultation, FEMA will provide all consulting parties with written recommendations that take into account the effects of the Undertaking. If the consulting parties do not object to FEMA's recommendations regarding the treatment of the discovery within the agreed upon timeframe, FEMA will require the subgrantee to modify the scope of work to implement FEMA's

recommendations. If there is a timely objection to FEMA's recommended action, FEMA will consult further with the objecting party.

IV. CHANGES IN SCOPE OF WORK

The subgrantee shall immediately notify KYEM if there are proposed changes to the Undertaking. When notified by the subgrantee, KYEM shall notify FEMA as soon as possible of any proposed change to the approved scope of work. FEMA shall then consult with SHPO to determine if the scope of work change will have an effect to the historic district.

V. DISPUTE RESOLUTION

- A. Should any signatory object in writing within the timeframes established under this MOA to any plans, specifications, determinations, or other activities undertaken pursuant to this MOA, FEMA shall consult to resolve the objection. If the objection is resolved within 14 calendar days, the parties will proceed as agreed.
- B. If the objection is not resolved within 14 calendar days, FEMA will request comments from the ACHP pursuant to 36 CFR § 800.7(a)(1).
- C. FEMA will take into account any ACHP comments received within 30 days after ACHP's receipt of FEMA's request for comments. FEMA will provide the other parties and the ACHP with a written resolution. FEMA may authorize the subgrantee to implement that portion of the MOA subject to dispute after resolving the objection. The signatories are still responsible for implementing all actions of this MOA that are not subject to dispute.

VI. ANTICIPATORY ACTIONS

- A. FEMA shall not provide grant assistance to the subgrantee for the Undertaking should the subgrantee or those acting on its behalf engage in anticipatory actions with the intent to avoid the requirements of this MOA or Section 106 of NHPA.
- B. However, after consultation with the SHPO and ACHP, FEMA may determine that circumstances justify granting such assistance despite the adverse effect and in such case shall complete consultation for the Undertaking.

VII. AMENDMENTS

If any of the signatories to this MOA believe that the terms of the MOA cannot be adhered to, or that any amendment to the terms of this MOA must be made, that signatory shall immediately consult with the other signatories for not more than 30 days to develop amendments to this MOA. The MOA shall be amended only upon the written agreement of all signatories.

VIII. DURATION

Unless amended or terminated in accordance with Stipulations VII. or IX., this MOA will remain in effect until FEMA determines, in consultation with the other signatories, that the MOA has been satisfactorily fulfilled. FEMA will notify the other signatories in writing when it determines

that this MOA has been fulfilled and is terminated. The Agreement may be extended by an Amendment in accordance with Stipulation VII. of this MOA.

IX. TERMINATION

- A. If FEMA, SHPO, KYEM or the subgrantee determines that the terms of this MOA cannot be met and proposes termination, that signatory party first will pursue an amendment in accordance with Stipulation VII of this MOA.
- B. If the MOA is not amended, FEMA, SHPO, KYEM or the subgrantee may terminate the MOA by providing a 30-day written notice to the other signatories, provided the signatory seeking termination consults with the other signatories during this period to seek amendments or other actions that would prevent termination. Should the signatories agree on an alternative to termination, they will proceed in accordance with that alternative process or course of action.
- C. Termination of the MOA will require compliance with 36 CFR Part 800. This MOA may be terminated without further consultation by the execution of a subsequent agreement that explicitly terminates or supersedes this MOA.
- D. This MOA will automatically terminate and the terms reconsidered by the signatories if the Undertaking has not been implemented within two years of the date this MOA becomes effective.

X. OTHER PROVISIONS

Nothing in this MOA is intended to conflict with current law or regulation (including but not limited to Titles 36 and 44 of the CFR). If a term of this MOA is inconsistent with such law or regulation, then that term shall be invalid, but the remaining terms and conditions of this MOA shall remain in full force and effect.


XI. EXECUTION AND IMPLEMENTATION OF THIS AGREEMENT

- A. This MOA will be executed in counterpart, with a separate signatory page to be signed by each signatory party.
- B. FEMA will provide each signatory with a signed original of this MOA. The MOA will become effective upon signature of all signatory parties and a copy filed with the ACHP.
- C. Execution and implementation of this MOA evidences that FEMA has taken into account the effects of the Undertaking on historic properties, has afforded the ACHP a reasonable opportunity to comment on the Undertaking and its effects on historic properties, and that FEMA has satisfied its NHPA Section 106 responsibilities for all aspects of the Undertaking.

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SIGNATORY:


FEDERAL EMERGENCY MANAGEMENT AGENCY



William R. Straw, PhD
FEMA, Region IV
Regional Environmental Officer

07/15/13

Date



Jacky Bell
FEMA, Region IV
Hazard Mitigation Assistance Branch Chief

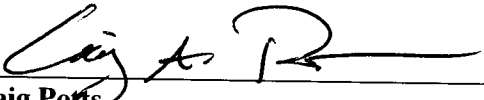
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Date

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SIGNATORY:

**TOURISM, ARTS AND HERITAGE CABINET,
KENTUCKY HERITAGE COUNCIL**



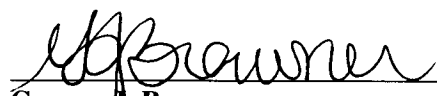
Craig Potts
Kentucky Heritage Council
Executive Director/State Historic Preservation Officer

7-10-13
Date

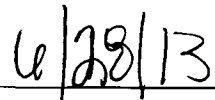
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INVITED SIGNATORY:

KENTUCKY DIVISION OF EMERGENCY MANAGEMENT



Geneva J. Brawner
Kentucky Division of Emergency Management
Acting State Hazard Mitigation Officer

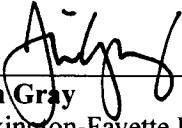


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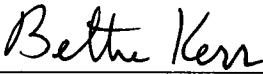
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT



Jim Gray
Lexington-Fayette Urban County Government
Mayor

9/16/13

Date



Bettie Kerr
Lexington-Fayette Urban County Government
Director, Historic Preservation

9/27/13

Date

Appendix A

The Kentucky Heritage Council's
Instruction for Completing the Individual Buildings Survey Form
2007

Instructions for Completing the Individual Buildings Survey Form (KHC 2007-1)

This form should be used to document individual buildings such as houses, outbuildings, schools, industrial buildings, public buildings etc. It may be supplemented by continuation sheets.

COUNTY:

Enter the county name.

RESOURCE #:

Kentucky's Historic Survey Site numbers are alphanumeric, and include a county prefix and a site number, such as FR-112 in Franklin County. Some urban areas have prefixes of their own, such as FR-F-26, in Frankfort in Franklin County. Before the start of your project, it is critical that you contact the data manager for site numbers to be assigned to your project area, both to be sure you are using the right numbers for that location, and that you are not duplicating survey numbers being used by another consultant. If you need more survey numbers than you initially requested, do not use unassigned numbers. You must contact the data manager a second time for more numbers, as other consultants may have been assigned numbers in the same region in the meantime. If you have unused numbers assigned to you, please let us know no later than the end of the project, so that those numbers may be reassigned. If you turn in forms with unapproved or duplicate numbers, these forms will be returned to you and you will have to re-number the survey forms and numbering in any related reports or nominations submitted to us. You can contact our data coordinator Lynn Webb at 502.564.7005 x 119 or lynn.webb@ky.gov to obtain site numbers.

The survey number should be recorded in the space provided at the upper right hand corner of each form. The original assigned number continues to be used if a previously surveyed resource is resurveyed. Do not assign a new survey number to a previously surveyed resource. Since a property's resource number is unique, it will be used for identification purposes. It is used to identify resources on the survey maps, it is written on the back of photos, used to identify related digital files, reported on any National Register nomination forms, and recorded at the top of all survey form continuation sheets and attachments. It is extremely important that you record it consistently on all materials!

Sub-numbers are used on complex sites with more than one surveyed resource. A typical example of this might be a farm with historic outbuildings and landscape features. In these instances, a site plan should be included in Category 27 and each resource should have a sub-number. For example, the farm house might be recorded as BN-321. An outbuilding on this site would be recorded as BN-321.1, and then another resource at the site as BN-321.2, etc. In this way, it is simple to tell that the separately surveyed resources are part of one property.

EVALUATION:

Enter your National Register evaluation of the resource. See National Register Bulletin 15 and 16 for instructions on evaluating historic resources. If you believe the resource is eligible, include a statement of significance in the space for Comments/Historical Information at the lower right hand corner of the form.

- U Insufficient information
- D Eligible: individually

- N Eligible: member of a group
- S Ineligible

SHPO EVALUATION:

This space is for official SHPO determinations of eligibility. Leave blank.

DESTROYED:

This space is provided to record the destruction of a previously recorded site, whether for a resurvey or for a building lost after fieldwork.

- 0 Unknown/not applicable
- 1 Decay/Collapse
- 2 Fire: natural, accidental, or undetermined cause
- 3 Arson
- 4 Demolition: private owner
- 5 Demolition: government
- 6 Other

1. NAME OF RESOURCE/HOW DETERMINED:

Enter the name of the resource and code how it was determined. If several names are known, first enter the name least likely to change and use a continuation sheet to record additional names. For example, the original owner or builder is preferred since it continues to be meaningful regardless of changes in ownership or use. Thus, it would be recorded first while the later owners or functions would be documented on a continuation sheet. Sources for this information should be documented on a continuation sheet.

- 0 Unknown/not applicable
- 1 Original owner or builder
- 2 Historic atlas or map
- 3 Significant persons or events associated with the property
- 4 Original or later significant uses of the property
- 5 Traditional name
- 6 Innovative or unusual characteristics
- 7 Accepted professional, scientific, or technical name
- 8 Location
- 9 Other

2. ADDRESS/LOCATION:

For urban resources enter the street address. Most rural properties now have street addresses, but for rural resources that have none, use the following guidelines to provide a description of the location:

- On or how far off road
- Which side of the road
- Name of the road
- Number of road and whether US, KY, or Co

How far and in what direction from a major intersection
For example: 1/2 MI off S side of Justice Road (KY 441) approximately 1 MI NE of JCT
W/Milers Run (Co 12).

3. UTM REFERENCE:

Quad Name: Enter the name of the USGS quadrangle this site is located on.

Date: Enter the date of the quadrangle.

Zone: enter the zone of the quadrangle, either 16 or 17 in Kentucky.

Method: enter the method used to calculate the UTM number:

- H Hand plotted
- C Commonwealth Base Map
- G GPS unit

Hand Mapping

For instructions on calculating UTM numbers by hand, see W. P. Cole, "Using the UTM Grid System to Record Historic Sites," available at <http://www.cr.nps.gov/nr/publications/bulletins/nrb28/>.

Determining UTM #s with the Commonwealth Basemap

More accurate UTM numbers are available on line, and are easily calculated using the Commonwealth Basemap web page at <http://kygeonet.ky.gov/tcm/viewer.htm>. Once you have found the location of your surveyed site, select the "point locator" icon - the icon is a black cursor pointing to a yellow highlighted black dot - then click on the point for which you would like to calculate UTM numbers. This will open a pop-up window with several different coordinate sets that represent the same point on the map. For the survey form, enter the UTM numbers (for zones 16 or 17) listed under the NAD 27 column.

GPS Mapping

Resources may be plotted with a GPS device. Please consult with the survey coordinator if you wish to use this method.

Eastings and Northings: Enter the UTM reference in the spaces provided. An accurate UTM must be calculated for all resources. Estimated UTM numbers for district properties are no longer accepted. Circle the exact location on an attached USGS map detail.

4. OWNER/ADDRESS:

This category must be completed for resources documented at the intensive level (ie. that appear to be eligible), and for all properties that are being nominated to the National Register, including non-contributing properties. While not required, it is advisable to record this information for other sites as

well. Enter the name and address of the current owner. If more than one party owns the property, indicate other owners on a continuation sheet.

5. FIELD RECORDER/AFFILIATION:

Enter the name and affiliation of the person or persons who conducted the field documentation.

6. DATE RECORDED:

Record the date of the field documentation.

7. SPONSOR:

Enter the name of the survey sponsor.

8. INITIATION:

Record the reason the project was initiated.

- 0 Unknown/not applicable
- 1 Survey and planning grant
- 2 CLG
- 3 Review & Compliance
- 4 NR
- 5 Other (specify)

9. OTHER DOCUMENTATION:

Check all categories of previous documentation. The space below the check list may be used for references: for example, if you've documented that the resource has a Historic American Buildings Survey (HABS) file, enter the HABS number as a reference. HABS files can be searched online at http://memory.loc.gov/ammem/collections/habs_haer/.

10. REPORT/NR REFERENCE

For any project which results in a written report, enter the report title. If the survey was done for an NR nomination, include the title of the nomination, whether the property is contributing or not.

11. ORIGINAL PRIMARY FUNCTION:

Enter the original primary function. Enter the three letter computer code, taking the first two digits from the general heading and the third from the specific type. Enter the most specific category and subcategory. For example, use "Education/educational-related housing" rather than "Domestic/institutional housing" for a college dormitory.

000 **Undetermined/not applicable**

0 **Unknown**

- 01 **Residential/Domestic**
 - A single dwelling
 - B multiple dwelling
 - C res. outbuilding/dependency
 - D hotel/inn
 - E institutional housing
 - F camp/temporary habitation
 - G village site
 - H other (specify)

- 02 **Commercial/ Professional/ Office**
 - 0 unknown
 - A business
 - B professional
 - C organization/association
 - D financial institution
 - E specialty store/shop
 - F general store/department store
 - G restaurant/bar/tavern
 - H warehouse
 - 2 commercial/residential
 - 3 other

- 03 **Social**
 - 0 unknown
 - A meeting hall
 - B fraternal/patriotic organization
 - C club
 - D social/civic
 - E other

- 04 **Government/Public**
 - 0 unknown
 - A capitol
 - B town/city hall
 - C correctional facility
 - D fire station
 - E government office
 - F diplomatic building
 - G customs house
 - H post office
 - I public works
 - J courthouse
 - K other

- 05 **Educational/Intellectual**
 - 0 unknown

- A school
- B college/university
- C library
- D research facility
- E educational related housing
- F other

06 **Religious**

- 0 unknown
- A church/religious structure
- B ceremonial site
- C church school
- D church related residence
- E other

07 **Funerary/ Mortuary**

- 0 unknown
- A cemetery
- B graves/burials
- C other

08 **Entertainment/Recreation/Cultural**

- 0 unknown
- A theater/cinema
- B auditorium
- C museum/exhibition
- D music facility
- E sport facility
- F outdoor entertainment/recreation
- G fair/amusement park
- H monument/marker
- I work of art (sculpture, carving, rock art)
- J other

09 **Agriculture/Food Procurement/Processing**

- 0 unknown
- A food processing/storage
- B food storage
- C agricultural fields
- D animal facilities (includes hunting & kill sites)
- E fishing related facility or site
- F agricultural buildings
- X agricultural complex/farm
- G other

10 **Industrial/Engineering**

- 0 unknown
- A mill /processing/ manufacturing facility
- B extractive facility or site

- C other water-related facility
- D power/energy facility
- E communications facility
- F other

12 **Health Care**

- 0 unknown
- A hospital
- B clinic
- C nursing home
- D medical business/office
- E resort/spa
- F other

13 **Military**

- 0 unknown
- A arms storage
- B fortification
- C post/military base
- D battle site
- E coast guard facility
- F naval facility
- G air facility
- H other

15 **Parks/Landscape/Open Space**

- 0 unknown
- A parking lot
- B park
- C plaza/square/green
- D ceremonial
- E garden
- F forest
- G unoccupied land
- H limited activity site
- I underwater
- J natural feature
- K street furniture/object
- L other

16 **Transportation**

- 0 unknown
- A rail related
- B air related
- C water related
- D road (vehicular) related
- E pedestrian related
- F bridges
- G other

- 17 **Agricultural Outbuildings**
- A Granary
 - B Tobacco Barn, Air-Cured
 - C Tobacco Barn, Fire-Cured
 - D Stripping Shed
 - E Bank Barn
 - F Stable, Mule
 - G Stable, Sheep
 - H Multi-Purpose Barn
 - I Hemp Barn
 - J Grain Silo
 - K Corn crib
 - L Chicken House
 - M Horse Barn, General
 - N Horse Barn, Training
 - O Horse Barn, Breeding Shed
 - P Cattle Run-in Shed
 - Q Stock Barn
 - R Dairy Barn
 - S Hay storage
 - T Barn, function unknown
 - U Barn, storage or vacant

- 18 **Farm Structures**
- A Scale House
 - B Pumping Station
 - C Water Tower
 - D Water Gap
 - E Paddock Area
 - F Pasture Area
 - G Well
 - H Race Track, Horse
 - I Wind Mill
 - J Cistern
 - K Entry Gate

- 19 **Domestic outbuildings**
- A Smoke House
 - B Meat House
 - C Spring House
 - D Slave House
 - E Tenant House
 - F Privy
 - G Carriage House
 - H Ice House
 - I Root Cellar
 - J Kitchen, Detached
 - K Dairy

- L Back House
- M Garage
- N Shed
- O Workshop
- P Business Office
- V Greenhouse

20 **Fencing**

- A Massed Fencing
- B Post and Rail Fence
- C Vertical Rail Fence
- D Board Fence, Interior Battens
- E Board Fence, Exterior Battens
- F Virginia Fence
- G Stone Fencing, Dry Laid
- H Stone Fencing, edge fence
- I Stone Fencing, mortared
- J Wire Fencing
- K Chain Link Fencing

960 **Work in progress**

990 **Other (specify)**

99M **House Museum, Historic Attraction**

99V **Vacant Abandoned**

12. CURRENT PRIMARY FUNCTION:

Enter the current primary function. See category 11 above for codes.

13. CONSTRUCTION DATE:

Give the estimated construction date using the codes below. If the actual construction date has been documented enter it, in the space provided for documented date, as well, and cite source of date in comments section or continuation sheet.

- 0 undetermined
- A 2001-Present
- 1 1975-2000
- 2 1950-1974
- 3 1925-1949
- 4 1900-1924
- 5 1875-1899
- 6 1850-1874
- 7 1825-1849
- 8 1800-1824
- 9 Before 1800

14. DATE OF MAJOR ADDITIONS/MODIFICATIONS (specify):

Give the estimated date of any major additions or modifications using the codes in Category 13, above. Briefly describe the addition/modification in the space provided. For example: addition of second pen, addition of second floor, vegetation altered, or run-in shed added. If more space is needed for descriptions, use a continuation sheet. Do not use this space to record the addition of stylistic surface features. Space is provided in Category 18 for such information.

15. CONSTRUCTION METHOD AND MATERIAL:

This is the construction method and material, not the cladding. Enter the original/primary method first followed by the subsequent/secondary methods. As in all cases if further room is needed, use a continuation sheet and place an asterisk next to the number.

- 00 undetermined/not applicable
- H1 heavy timber frame, mortise and tenon
- H2 timber frame with nogging or other infill
- W1 vertical plank or box frame
- W2 balloon frame
- W3 frame construction, type unknown
- L1 log, notch unknown
- L2 log, full dovetail
- L3 log, half dovetail
- L4 log, v-notch
- L5 log, diamond notch
- L6 log, square notch
- L7 log, other
- S1 stone, drylaid
- S2 stone, mortar
- B0 brick
- P0 poured concrete
- P1 concrete block
- C1 clay tile
- M1 metal
- PP Prefabricated Panel
- VV veneered
- XX other (specify)

16. DIMENSIONS:

Record the height of building in stories as shown below. Record the plan dimensions of dwellings in stories, bays and piles. If known, give the actual measurements of other resources. For large rural properties, enter the estimated acreage of the property in the space provided.

Building Height:

- Blank Not reported
- A single story
- B 1 -½ story

C	2 story
D	2-½ story
E	3 story
F	multi-story (more than 3)

17. PLAN

This category applies to houses only at this time. The plan codes available correspond to well known house types. The fieldworker will find that actual houses vary from these ideal types in hundreds of ways, ranging from minor differences of fenestration to major differences such as subdivision of rooms or placement of staircases. The careful observation of the variations of plan type can lead to important insights into the historic significance of an area's resources.

In many cases the plan of a given house evolved over time. Since most houses receive additions or undergo other changes, few will be observed that are pure forms. In some cases, a series of additions will make the original plan almost unreadable, at least without in-depth investigation beyond the scope of a survey.

Usually, however, the original plan can be discerned, and should be coded for the first period. For example, the single pen plan - either square or rectangular - was probably by far the most common house type prior to the Civil War. Of the small percentage of these that survive, many are contained within larger houses. A single pen house for instance, may, through addition of a second pen, have evolved into a saddlebag. In such a case, the survey form would be correctly coded for the single pen for period one and the saddlebag for period two. Room is provided for two periods. If additional space is needed use a continuation sheet. A sketch plan is often useful to clarify how the additions occurred, particularly in the case of irregular plans.

The Survey Coordinator should be consulted if you are uncertain whether differences in window, door, stair, or chimney placement constitute minor variations or indicate new types. Sometimes a survey area contains significant numbers of houses that are consistent major variations on a plan, or an entirely different plan, previously unrecorded. In this case, the Survey and Data Coordinators may approve the assigning of a new code to identify the plan.

U	undetermined/not applicable
L	side passage
A	single pen, square
B	single pen, rectangular
E	hall-parlor
C	double pen
T	double pen, three door
F	saddlebag, double door
V	saddlebag, single door
W	saddlebag, lobby
D	dog-trot
K	central passage, single pile
H	central passage, double pile
L	Side Passage
G	3 Room
N	T-plan

- X Covington/Newport
- P shotgun
- Y two-room, integral lean-to
- R Cumberland
- Q Bungalow
- S Foursquare
- M Asymmetrical/Pictorial
- J Ranch
- O other (specify)

18. STYLISTIC INFLUENCE:

For buildings exhibiting characteristics of specific styles (vernacular is not a style), enter style and two letter code, taking the first digit from the general heading and the second from the specific type. For transitional or combination buildings such as Federal/Greek Revival, record both styles on the same line. For example: 2/1/ Federal; 3/1/ Greek Revival. The periods are offered here as guidelines. It is not uncommon, however, to find a building that was constructed later than the dates indicated. In such a case, code the correct style name and indicate the construction date at # 12. Use the lines titled second and third to record subsequent additions. For reference, see John Blumenson, *Identifying American Architecture*; Marcus Whiffin, *American Architecture Since 1780*; and, especially, Virginia and Lee McAlester, *Field Guide to American Houses*.

- 00 Unknown/not applicable
- 1 Colonial c. 1780-1800**
 - 1 Georgian
 - 2 Other
- 2 Early Republic c. 1780-1835**
 - 1 Federal
 - 2 Other
- 3 Mid 19th Century/Romantic c. 1835-1880**
 - 1 Greek Revival
 - 2 Gothic Revival
 - 5 Exotic Revivals
 - 4 Other
- 4 Victorian c. 1840-1900**
 - 2 Italianate
 - 3 Second Empire
 - 4 Stick/Eastlake
 - 5 Queen Anne
 - 6 Shingle Style
 - 7 Richardsonian Romanesque
 - 9 Other
- 5 Turn-of-Century (TOC) c. 1880-1940**
 - 1 Colonial Revival

- 2 Neoclassical
- 3 Tudor Revival
- 8 Chateausque
- F French Eclectic
- 5 Spanish/Mission/ Pueblo
- H Homestead
- 6 Beaux Arts
- 7 Other

6 20th Century American c. 1900-1940

- 1 Prairie
- 5 Bungalow/Craftsman
- F American Foursquare
- R Lodge/Rustic
- 3 Chicago/Sullivan-esque
- 4 Skyscraper
- 2 Other

7 Modern c. 1920-present

- D Art Deco
- 1 Moderne
- 2 International
- R Ranch
- M Mobile Home
- 3 Mass/National/Popular (commercial chain—fast food, service stations, etc.)
- 4 Novelty (diners, Wigwam Village, etc.)
- 5 Other

80 Other (specify)

19. FOUNDATION:

Enter and code the foundation type and material. Spaces are provided for two periods of construction.

TYPE

- 0 unknown/not applicable
- 1 piers
- 2 continuous
- 3 other

MATERIAL:

- 0 unknown/not applicable
- S stone
- B brick
- F field stone
- A cut stone
- D stuccoed
- E wood

- R poured concrete
- C concrete block
- X other (specify)

20. PRIMARY WALL MATERIAL:

Record and code the exterior wall material in the spaces provided. Note that there are spaces for *original* wall material and *replacement* material provided, so if a building has vinyl siding over weatherboard, you will fill both spaces accordingly— if you can't tell what the original material was in that case, simply put vinyl in the replacement category and unknown for original material. In many cases, such as masonry or exposed log, the primary wall material is the same as the construction material. Frame and many log buildings typically have an exterior wall covering.

- 0 undetermined/not applicable
- L log
- H stone, cut
- A fieldstone
- B stone veneer
- C brick veneer
- D brick, bond undetermined
- E brick, common bond
- F brick, English bond
- G brick, Flemish bond
- I weatherboard
- K board and batten
- l shiplap
- Z vertical board
- J horizontal board
- R shingle
- M stucco/plaster
- N terra cotta
- S poured concrete
- O concrete block
- 3 rusticated concrete block
- P glass curtain wall
- PP prefabricated panel
- T pressed tin
- U corrugated metal
- V aluminum
- W asphalt shingle
- X asbestos
- Y vinyl siding
- 4 permastone
- 5 fake brick
- 6 Lustron (metal enamel)
- 7 Beaded Clapboard
- Q other (specify)

21. ROOF CONFIGURATION AND COVERING:

Code and enter the roof configuration and covering.

Configuration:

0	undetermined/n.a.
A	gable, side
B	gable, front
C	pedimented gable
D	cross gable
E	clipped gable
F	parallel gables
G	integral lean-to
H	parapet wall
I	hip
J	gable on hip
K	half-hipped
L	pyramidal
M	gambrel
N	mansard
P	shed
Q	flat
R	monitor
S	other (specify)

Covering:

0	undetermined/n.a.
1	wood shingle
2	tin shingle
3	slate
4	ceramic tile
5	asphalt shingle
6	built-up (tar)
7	standing seam metal
8	other (specify)

22. CONDITION:

Code and enter.

Blank:	unknown/n.a.
E	excellent-fully utilized
G	good-in good state of repair
F	fair-under maintained
P	poor-in need of major repairs
R	ruins-severe state of deterioration, beyond repair
S	site only

D demolished

23. MODIFICATION:

Code and enter.

- 0 undetermined/n.a.
- 1 little or no alteration, historic fabric largely intact
- 2 moderate alteration
- 3 major unsympathetic alteration, building character compromised
- 4 rehabilitation undertaken, sympathetic
- 5 restoration undertaken, sympathetic
- 6 moved
- 9 other (specify)

24. ARCHITECT/BUILDER

If the original architect or builder is known, enter name(s) in the space provided. Please reference the source of this information.

25. PHOTOGRAPHS:

All historic resources documented at the identification level, including support resources, must be photographed. While photographic coverage will vary depending on the size and significance of the resource being recorded, the surveyor should never skimp on images. Especially since the advent of digital, photography is one of the least expensive components of the survey and in many cases the KHC may never have another opportunity to photograph the resource. Since these photographs may be used in publications, surveyors should try whenever possible to get shots that are of good quality in terms of lighting and composition. If field time permits, it often helps to photograph resources at different times of day to get good lighting on all sides.

Where field time does not permit this, and you are shooting a back-lit structure, be sure to set the exposure to properly expose the structure rather than the background, or use a fill flash to supplement. If you are taking interior photographs, a tripod can be very useful – using a tripod with available light or available light with a flash fill often produces better results than using the on-camera flash alone. For tips on architectural photography documentation, see John Burns (ed.), *Recording Historic Structures*, and Gabriel Lanier & Bernard L. Herman, *Everyday Architecture of the Mid-Atlantic*, 335-341.

Photographs on black and white silver-based film are still accepted. It's a good idea to shoot an identification frame at the beginning of each roll of film. This should be done by writing your name, the name of the survey area, the date and the roll number on a sheet of paper attached to your clip board. Make sure that the camera is close enough to the paper so that the identification frame is legible when the film is developed. This information will be used to enter the negative file number which consists of the date/roll #/frames. For example, 02/05/12-20, is frame 12-20 on roll 5 taken in 2002. Contact prints (not photographs) should be printed from the negatives. When cutting contact sheets for attachment to survey forms, do not crop borders with frame numbers (this is often useful information for locating negatives). Write the resource number (in pencil) on the back of the contact prints and attach them in the space provided with double-sided tape. Use continuation sheets if there is not enough room. The negatives must be delivered in whole archival sleeves with the final report (do not

cut archival sleeves and attach to form: sleeves are filed separately from survey forms). The sleeves should be labeled with your name, date, roll number, and survey area.

Digital Photography

Copies of all digital photograph files must be submitted on good quality CD-R or DVD-R media. Do not use rewritable media. Each disc must be write-protected after recording so that it may not be overwritten. Check the disc after you have recorded it to be sure it is readable. Label the disc with the project name, date, county, photographer's name, project number if applicable, and some indication of the sites that are included, e.g., "JS 500-569." Keep backup copies of all photographs.

Photograph files should be named in this manner:

County AbbreviationSiteNumber_Photo Number.

For example, three photographs of the Gardner house in Hart County would be HT301_01, HT301_02, and HT301_03. Features at a site that have subnumbers, such as outbuildings, are named accordingly: CountyCodeSite NumberSubNumber_PhotoNumber, thus HT301.1_01, HT301.1_02, etc. Optional file naming conventions allowable include a site name and photographer's initials: HT301_gardner_wjm_01, HT301.1_barn_wjm_01, etc. All pictures should be rotated so they are right side up. Images of poor quality or redundant images should be deleted.

Proof Sheets with named thumbnails at least 2 inches wide of all digital photographs must be submitted as continuation sheets to each survey form.

COMMENTS/HISTORICAL INFORMATION

Space is provided beneath the photo area for comments. If you have extensive information, attach continuation sheets. If you evaluated the site as eligible, put a brief statement of significance in this space.

26. SUPPORT RESOURCES:

If there are historic support resources associated with this property, such as garage in a domestic setting, that are not being documented individually as part of a complex or district, answer the questions in this section using the appropriate codes previously listed. Significant individual resources should be documented separately.

27. SITE PLAN:

If Category 26 was completed or if you are using sub-numbers for certain resources, sketch a site plan. You can also use an aerial photo, if a clear one is available. North should be indicated and each resource should be keyed with an alphabetical letter. Resources that merit individual documentation should be documented on separate survey forms numbered with sub-numbers.

28. MAP:

In this space, or on continuation sheets, attach or print a scanned copy of the location of the resource plotted on USGS map products, 7.5-minute quads for the rural areas and 3.75-minute Digital Ortho-Photo Quads or NAIP/FSA color imagery (aerial photos) for urban areas. Both of these can be accessed free of charge from "The Commonwealth Basemap" internet mapping site (<http://kygeonet.ky.gov/tcm/viewer.htm>) or hard copies can be purchased from the USGS (<http://www.usgs.gov/>). The exact symbol or aerial representation of the resource should be circled and the resource number clearly written next to the site. To print a map from this web site, turn off the pop-up window blocker in your browser, click the print icon on the toolbar, then click the "create print page" button in the bottom of the window. This will create a pop-up print page of the map. You can right-click on the map in this pop-up window to save it as a jpeg image.

Other optional maps such as large-scale city maps, planning maps, Champion city maps, or updated Sanborn maps may be included as additional data. However, these maps are not acceptable as the required map of the resource, as they do not provide us with the appropriate data for entry into our GIS database. Finally, identify the source, scale, and compass direction clearly on the map.

KENTUCKY INDIVIDUAL BUILDINGS SURVEY FORM

(KHC 2007-1)

COUNTY _____
RESOURCE # _____
EVALUATION _____
SHPO EVALUATION _____
DESTROYED _____

1. NAME OF RESOURCE (how determined): _____/

19. FOUNDATION:
TYPE _____ MATERIAL _____
_____/_____ period 1
_____/_____ period 2

2. ADDRESS/LOCATION: _____

20. PRIMARY WALL MATERIAL:
_____/_____ original
_____/_____ replacement

3. UTM REFERENCE:

Quad. Name: _____
Date: _____/Zone: _____/method: _____
Easting: _____/_____/_____/_____/_____/_____
Northing: _____/_____/_____/_____/_____/_____/_____

21. ROOF CONFIGURATION/COVERING:
CONFIGURATION _____ COVERING _____
_____/_____

4. OWNER/ADDRESS: _____

22. CONDITION: _____/

5. FIELD RECORDER/AFFILIATION: _____

23. MODIFICATION: _____/

6. DATE RECORDED: _____

24. ARCHITECT/BUILDER: _____

7. SPONSOR: _____

8. INITIATION: _____/

25. PHOTOGRAPH FILE #: _____

9. OTHER DOCUMENTATION/RECOGNITION:

____ Survey _____ HABS/HAER
____ KY Land _____ Local Land
____ NR _____ NIIL

10. REPORT OR NR REFERENCE: _____

11. ORIGINAL PRIMARY FUNCTION: _____/_____/_____/_____

12. CURRENT PRIMARY FUNCTION: _____/_____/_____/_____

13. CONSTRUCTION DATE: _____/_____/_____ estimated
_____/_____/_____/_____/_____ documented

COMMENTS/HISTORICAL INFORMATION:

14. DATE OF MAJOR MODIFICATIONS: _____/_____/_____

15. CONSTRUCTION METHOD/MATERIAL:
_____/_____/_____ original
_____/_____/_____ subsequent

16. DIMENSIONS:
Height ____ Width ____ Depth ____ Acreage _____

17. PLAN:
_____/_____ first
_____/_____ second

18. STYLISTIC INFLUENCE:
_____/_____/_____ first
_____/_____/_____ second

26. SUPPORT RESOURCES: SITE PLAN KEY FUNCTION CONSTRUCTION DATE METHOD MATERIAL

27. SITE PLAN (Complete if #26 was answered or if you are using sub-numbers).

28. MAP (Scan or attach copy of map showing exact location of resource)

Appendix B

The National Park Service's
National Register of Historic Places Photographic Policy
March 2008

National Register Photo Policy Factsheet

Selecting a Digital Camera

BEST: Six megapixel or greater digital SLR camera

Acceptable: Two – five megapixel point-and-shoot digital camera

Not acceptable: Camera phones, disposable or single-use digital cameras, digital cameras with fewer than two megapixels of resolution

Taking the Picture

- Image file format (Set the camera for highest image quality).

BEST: Tag Image File format (TIFF) or RAW format images. This allows for the best image resolution.

Acceptable: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them).

Do not use the JPEG setting on the camera, if a higher quality setting is available.

RGB color digital TIFFs are preferred.

- Digital Camera Resolution (Set the camera to the maximum or largest pixel dimension the camera allows).

BEST: Six megapixels or greater (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum two megapixels (1200 x 1600 pixel image) at 300 dpi

Renaming the digital TIFF image

All digital image files must be renamed using a standard naming format.

The TIFF file name must include:

State_county_property name (or district name)_0001

(Use zeros in image numbers to create 4 digit number, e.g. 0002, 0003, etc.)

Example for individual properties:

AL_Jefferson County_Elizabeth Brown House_0001

Example for district labels:

AL_Jefferson County_Birmingham Commercial Historic District_0125

Example for nominations within MPS:

AL_Jefferson County_NorwoodMPS_EBrownHouse_0001

Burning the Images onto an Archival Disk

A CD or DVD containing all TIFF images must accompany the photos.

Reminder: JPEGs converted to TIFFs, *by a computer conversion process*, are acceptable; however, JPEGs must not be altered in any way prior to conversion, (other than renaming them). *When image is open on your computer, right click and you will see the image properties (Dimensions, dpi, etc.).*

Best: CD-R Archival Gold or DVD-R Archival Gold disk

Acceptable: CD-R, DVD-R, or any disk obtained from a commercial photo processor.

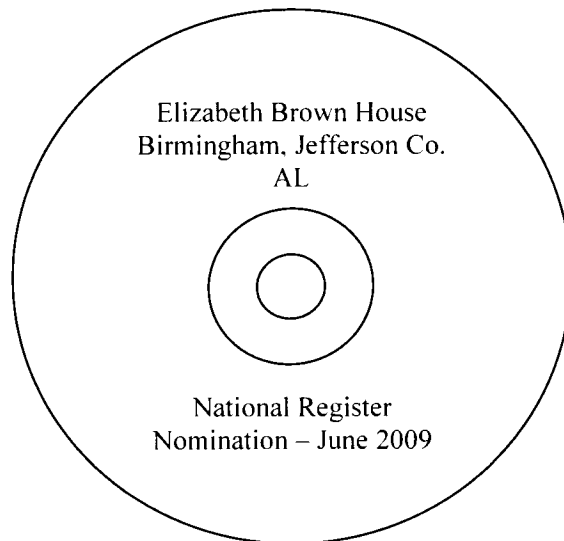
Not acceptable: CD-RW or DVD-RW (if packaging says "rewriteable" do not use).

Labeling the Disk

Best: Labels printed directly on the disk by laser printer (non-adhesive).

Acceptable: Hand-written labels using CD/DVD safe markers OR other markers (Sharpies)

Not Acceptable: Ammonia/solvent-based markers or adhesive stickers



Printing the Images

Print photos at 300 dpi (select this option in your computer's print menu).

Selecting the Paper and Inks

- Archival quality paper:

BEST: Manufacturer recommended paper for photograph prints

Some examples:

- Epson Premium Glossy Paper
- Kodak Ultra Photo Premium
- HP Professional Satin Photo Paper
- Matte Epson Ultra Premium Glossy Photo Paper
- HP Premium Plus Photo Paper

Acceptable: Commercially printed color prints are acceptable (if accompanied by a disk containing the image files produced at the time the prints were made).

Not acceptable: Regular copy/printer papers or the disk only, without prints

- Printer Inks:

BEST: Manufacturer recommended ink for *photograph* printing

Some examples:

- Epson UltraChrome K3
- Kodak No. 10 Pigmented Inks
- HP Vivera Pigment Inks
- Epson Claria "Hi-Definition Inks"
- Epson DuraBrite Ultra Pigmented Inks
- HP Vivera 95 dye-based inks

Note: NPS does not endorse any particular commercial product or process. The product examples indicated have met established archival standards but do not represent a comprehensive list. Any questions concerning other possible products should be directed to Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@contractor.nps.gov.

Identifying Photographic Prints

Each photograph must be numbered and that number must correspond to the photograph number on the photo log. For simplicity, the name of the photographer, photo date, etc. may be listed once on the photograph log and doesn't need to be labeled on every photograph.

Best: Write the label information within the white margin **on the front** of the photograph using an archival photo labeling pen. Label information can also be generated by computer and printed directly in the white margin (no adhesive labels).

Acceptable: If information is placed on the back of the photograph, write the information using a soft lead pencil or archival photo-labeling pen.

Do not print information on the actual image – use only the photo margin or back of the photograph for labeling.

At a minimum, photographic labels must include the following information:
Photograph number, Name of the Property, County, and State.

Labeling the photographs

Acceptable Examples:

AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Photograph 1 of 25: AL_Jefferson County_Birmingham Commercial Historic District_0001

OR

Birmingham Commercial Historic District, Jefferson County, AL
1 of 25

OR

Birmingham Commercial Historic District
Jefferson Co., AL
Photo 1 of 25

NR Nomination Photograph Log Page

Examples of acceptable photo pages

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

Photo #1 (AL_JeffersonCounty_BelcherNixonBld_0001)
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207
Number of Photographs: 10

Photo #1
South façade (left) and east elevation (right), camera facing northwest.

OR

Name of Property: Belcher-Nixon Building
City or Vicinity: Ensley (Birmingham)
County: Jefferson County
State: AL
Name of Photographer: David B. Schneider
Date of Photographs: August 2008
Location of Original Digital Files: 411 E. 6th St., Anniston, AL 36207

AL_JeffersonCounty_BelcherNixonBld_0001
South façade (left) and east elevation (right), camera facing northwest.

35 mm Photography

Use the following standards:

Selecting a 35mm Camera

BEST:	35MM SLR Camera
Acceptable:	35MM point-and-shoot camera
Not acceptable:	Disposable Cameras

Selecting the Film

Acceptable:	35MM black/white film
Or	
	35MM color film with accompanying disk containing the image files

Choosing Photographic Paper

Acceptable:	Photographic paper specifically designed for black/white prints
Or	
	35mm black/white images printed on paper designed for <i>color</i> prints with an accompanying disk containing digital copies of the images (Disk generated at the time of developing the film)
Or	
	35mm color images printed on paper designed for <i>color</i> images with an accompanying disk containing digital copies of the images

Labeling the Disk & Naming the Files

Follow the same disk labeling and renaming the digital file processes as outlined under the digital photography policy guidelines.

If you use a commercial photo printer and receive a disk of image files to submit with your nomination, you will not be required to rename the files. That disk may be submitted as received from your photo processor.

Use of National Register Photographs

By allowing a photograph to be submitted as official documentation, photographers grant permission to the National Park Service to use the photograph for print and electronic publication, and for other purposes, including but not limited to, duplication, display, distribution, study, publicity, and audiovisual presentations.

Embedding Images

Color and black-and-white images may not be embedded within the text of a nomination.

As of March 1, 2010, any nominations with embedded images within the text will not be accepted and will be returned for correction.

Historic photographs, views, or maps are acceptable--on separate Continuation Sheets as Additional Documentation--placed at the end of a nomination and not embedded within the text. These items can be labeled as figures (e.g. Fig. 1, Fig 2) and *referenced by this label within the nomination text* (e.g. See Figure 1).

An "Index of Figures" (similar to a photograph log) identifying these figures, should also be included in the Additional Documentation section.

Guidelines for Photographic Coverage

Photographs submitted to the National Register of Historic Places and the National Historic Landmarks Survey as official documentation should be clear, well-composed, and provide an accurate visual representation of the property and its significant features. They must illustrate the qualities discussed in the description and statement of significance. Photographs should show historically significant features and also any alterations that have affected the property's historic integrity.

The necessary number of photographic views depends on the size and complexity of the property. **Submit as many photographs as needed to depict the current condition and significant features of the property.** A few photographs may be sufficient to document a single building or object. Larger, more complex properties and historic districts will require a number of photos. Prints of historic photographs may supplement documentation and be particularly useful in illustrating changes that have occurred over time.

Buildings, structures, and objects:

Submit photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include views of interiors, outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Submit photographs showing the condition of the site and any above-ground or surface features and disturbances.

If relevant to the evaluation of significance, include drawings or photographs illustrating artifacts that have been removed from the site.

At least one photograph must show the physical environment and topography of the site.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

Submit photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

Questions?

Please contact Alexis Abernathy at (202) 354-2236 or e-mail: alexis_abernathy@nps.gov.

Appendix C

Schedule to Complete Treatment Measures

Appendix B

Schedule to Complete Treatment Measures MOA Lexington, KY HMGP-1841-0036

Expected Start Date	Actual Start Date	Task	Expected Completion Date	Actual Completion Date
8/6/2013		Contractor to travel to Lexington, KY and begin to digitally photograph two properties and perform research on the development of the properties and district.	8/8/2013	
8/12/2013		Begin drafting written narrative of the historic development of the districts and photolog	9/6/2013	
9/9/2013		Contractor to complete an internal Independent Technical Review of the draft written narrative and photolog	9/13/2013*	
9/16/2013		Contractor to address any comments from the internal Independent Technical Review	9/20/2013*	
9/23/2013		Send draft written narrative and photolog to FEMA for review by hand delivery or by FedEx overnight	9/23/2013*	
9/24/2013		FEMA receives and begins review of written narrative and photolog	9/27/2013*	
9/30/2013		Receive FEMA's comments on written narrative and address comments	10/4/2013*	
10/7/2013		Send archival DVD of written narrative, photolog, and digital prints and hard copy of written narrative and photolog on archivally stable paper to SHPO for review by FedEx overnight	10/7/2013*	
10/8/2013		SHPO receives DVD of draft written narrative, photolog, and digital prints and begins review.	11/7/2013*	
11/7/2013		SHPO sends comments on draft to FEMA for review	11/7/2013	
11/8/2013		Receive SHPO comments from draft written narrative and photolog	11/8/2013*	
11/11/2013		Finalize written narrative	11/15/2013*	
11/18/2013		Submit final written narrative and photolog for completion of treatment measures to SHPO and LFUCG by FedEx overnight	11/18/2013*	

* denotes possible deflection points from schedule due to external factors. If the project does deflect, FEMA will notify consulting parties via email of the deflection and include a new completion schedule.

Appendix D

Public Notice and Participation

7/12 and 8/20/12

Jim Gray, Mayor
Lexington-Fayette Urban County Government

NOTICE
Michael Anderson,
3357 Cove Lake
Dr, Apt 185, Lex-
ington, KY 40515,
859-585-7502, in-
tend to obtain a
clear title to a 1968
Chevrolet Pick
Up, VIN
#CE148Z119215.
No known lien
holders. Owner,
Willard Peters,
3091 Kendall
Springs
Rd, Owingsville,
KY
0360, you have 14
days from the last
date of this legal
publication to no-
tify me in writing.

NOTICE
Wings and a Slice,
LLC, mailing ad-
dress 851 Lane
Allen Rd, Lexing-
ton, KY 40504,
hereby declares
intentions to apply
for a Restaurant
Wine by the Drink
& Retail Beer
license(s) no later
than August 22,
2012. The business
to be licensed will
be located at 424 E
New Circle Rd,
Lexington, KY
40505, doing busi-
ness as Wing & A
Slice. The Owners
are as follows:
Owner, Danny
Harpe of 120 Foaling
Ridge, Nicho-
lasville, KY 40356;
Director, Dan
Drotovick of 2392
English Station
Dr, Lexington, KY
40514. Any per-
son, association,
corporation or
body politic may
protest the grant-
ing of the
license(s) by writ-
ing the Dept of Al-
coholic Beverage
Control, 103 Twi-
light Trail, Frank-
fort, KY 40601-
8400, within 30
days of the date of
this legal publica-
tion.

Public Notice
The Lexington
Fayette Urban
County Govern-
ment has submit-
ted an application
for an acquisition
and demolition
project funded by
FEMA under the
Hazard Mitigation
Grant Program.
The project will
affect historic and
non-historic
properties that
are located in the
floodplain. The
project will be in
the following
neighborhoods:


Lafayette &
Chatham Village

Presidential Exec-
utive Orders 11988
and 11990 and the
National Historic
Preservation Act
require that all
federal action in

or affecting the
floodplain or wet-
lands and historic
properties be re-
viewed for oppor-
tunities to relocate
and be evaluated
for social, econ-
omic, historic,
environmental,
legal, safety con-
siderations. The
public is invited to
participate in the
process of identifi-
fying alternatives
and analyzing the
impacts they may
have. Any ad-
verse effects to
historic properties
as a result of this
undertaking will
be mitigated.

interested parties
may obtain infor-
mation about
these actions or a
specific project by
contacting Greg
Lubeck, the proj-
ect coordinator by
e-mail at glubeck
@lexingtonky.gov
or by calling 859-
258-3446. Com-
ments should be
received within 15
days of the date
of the notice August
20, 2012

**Cars
Trucks
SUVs
ATVs**



**Find it or
sell it in
your
Herald-
Leader
Classifieds
233-7878**

- 6PC BLACK iron patio set.** \$100. 859-270-9145
- BROWN Pull-out sofa bed.** Good cond. \$150. 859-475-2854
- COUCH - Dark shades.** 2.5w. used. \$100. 859-312-0581
- Full size mattress** Used, clean \$10 859-252-0782
- Golf Clubs w/Bag \$65.RH.312-6768**
- Endless Pool 3'6"x 18'0".** Home exercise or rehab facility. Bought for \$26,500. Now \$14,900. 859-576-0471
- Furniture For Sale**
- 0% Chance of bed bugs.** Don't buy used, buy new! New queen mattress set still in factory plastic. 599. 859-285-4111
- \$149 SOLID wood bunkbed.** Must Sell! 859-285-4111

- LG. WOOD dining room table.** 6 chairs, 2 arm chairs, like new. 5850 obo. 859-226-5611
- LIKE NEW. True Form Sealy Memory Foam, King size mattress.** \$700. 859-881-8333
- Table, half moon bench, 4 chairs** Dark brown wood Table, glass top, half moon bench seats 3-4 people, 4 chairs, upholstery is light tan. Paid \$5000.00 New. \$2,700.00 or OBO 859-489-1347
- 50 gal. salt water fish tank w/ fish & live rock.** 29 gal. medicated tank w/accessories. \$500. 859-879-9321
- Crypt for 2 in BG Memorial Gardens.** Bldg 1, 5500N. 881-5807 or 229-6963

Your guide to personal & professional services
At Your
SERVICE
Directory
Call
859-233-7878
TODAY!



Cleaning Janitorial Personal house-keeping 25 yrs exp. 859-276-0182 Sirlene's Cleaning Now only 4hrs/\$125 Call: 859-940-5884 WILL CLEAN Residential, new construction & offices. 859-368-6233 Child/Elder Care Services Live-in Caregiver needed In-home Caregiver for elderly man Room Board Salary 859-272-2880 RELIABLE, COMPASSIONATE, woman seeking position as an in-home CAREGIVER. Patience, kindness and experience are my strengths. References on request. Call 859-368-6587 Financial/Legal Services Req. for Proposals nonprofit seeking qualified provider to perform payroll processing; submit RFP by 9/5/12 treasurerky@gmail.com Home & Business Improvement ODD JOBS by James. 859-887-8030	Home & Business Improvement A GODSEND All roots & gutters. Repair or Replace. 100% customer satisfaction. Discounts avail. Free est. No job too big or too small. Lic. & Ins. Member BBB. 859-270-9102 ANY JOB lg. or sm. Handyman svcs. avail. 859-621-3130 BOBBY'S Roofing Continuous gutters - Vinyl siding. Metal roofs. Free Est. BBB Member 859-271-4041 Carpet Repair /Restretch. Rotten & squeaky floors Water/Pet damage install all Flooring. 225-3863 Cook Co. Painting int/ext bathrooms Ref. 859-457-0726 DALE MASSIE Concrete L.L.C. Tearouts, new construction. Local Co. Fully ins. 859-299-2059 DECK STAINING See our website for discounts. InmanProWash.com 859-312-0704 Nations Electric Unbeatable Rates. Lic./Ins. 24/7 all types electrical. No job too small. Doing the job right and to code the first time. Sr. discount. Scott 859-270-6539	Home & Business Improvement HUBER CONSTRUCTION - All concrete work - Stamped - Masonry-Stone-Block - Demolition Services BBB - A+ rating 859-368-2664 LEAKS, REROOFS, tearoffs, gutter cleaning, Member of BBB. Fully ins. & workmans comp. 859-539-1037 Pennington Ptg. Sr. Discount. Heating & A/C. 35 yrs. exp. Lic. Ins. Superior staff. 859-338-1470 Junk/Trash/Debris Removal Big & Light Hauling Appliances, Estates, Old buildings, farms, fence row, debris, brush, garages. 859-270-4214 Hauling, Odd Jobs, Any & All. Anytime. 229-3933 Lawn / Garden/ Landscaping/ Trees A LADY'S TOUCH Landscape, Design, Mow, Mulch, Trim, Till, etc. 859-229-6561	Lawn / Garden/ Landscaping/ Trees BIG BLUE Tree Service, lot clearing. Low rates. Free Est 230-9200 Central Ky Tree Service, Ins. Low rates, Visa, MC 859-333-7246 Mowing, Seeding Yard Work 230-7000 NOW is the best time to Aerate, Seed & Fertilize for a beautiful lawn. Call Rahman. Free Est. ACC 859-351-6917 NOW IS TIME to Aerate or Power seed to restore your lawn. Free Est. 859-533-9402 Trees/Shrubs trimmed, removed. Decks/fences cleaned, stained, sealed, Siding/gutters, power washed. Mowing. Hauling. Insured. 396-6666 Free est.
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RECEIVED
OCT 14 2013
OFFICE OF THE MAYOR



U.S. Department of Homeland Security
FEMA Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341-4130

FEMA

October 8, 2013

Jim Gray
Mayor
Office of the Mayor
200 E. Main Street
Lexington, KY 40507

Cc: Bettie Kerr
Director, Historic Preservation

RE: HMGP-KY-1841-0036
Final Memorandum of Agreement
Acquisition/Demolition in Lexington, KY

Dear Mr. Gray,

Enclosed for your records is an original signed copy of the Memorandum of Agreement (MOA) among the Federal Emergency Management Agency (FEMA), the Kentucky Heritage Council (SHPO), the Kentucky Emergency Management (KYEM), and the Lexington Fayette Urban County Government (subgrantee) for the demolition of two properties in the City of Lexington, Kentucky.

Upon receipt of this MOA by the Advisory Council on Historic Preservation, the document is considered fully executed. All treatment measures must be implemented as detailed in the MOA prior to the demolition of the two properties.

Should you have any questions, please contact Hadley Gilliland at FEMA-R4EHP@fema.dhs.gov or by phone at 770-220-8774.

Sincerely,

A handwritten signature in black ink that reads "Hadley H. Gilliland".

Hadley H. Gilliland
Historic Preservation Specialist
Hazard Mitigation Assistance Branch
FEMA, Region IV
3003 Chamblee Tucker Road, Hollins Building
Atlanta, GA 30341

Enclosures:

One original copy of the executed Memorandum of Agreement & Appendices