

MEETING DATE: November 22, 2010

AGENDA ITEM: Consideration of Tasks and Responsibilities  
Associated with Applying for and Receiving Certified  
Local Government Status, and Consideration of  
Various Financial Incentives Available to Owners of  
Historically Designated Properties in Culver City

**ATTACHMENTS**

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# ATTACHMENT 1

## Office of Historic Preservation CALIFORNIA STATE PARKS

[Local Government  
Assistance](#)

[CLG Grant Program](#)

[CLG Program Q & A](#)

[Historic Contexts & Surveys](#)

[Historic Preservation  
Elements](#)

[Local Ordinances](#)

[WHY BECOME A  
CERTIFIED LOCAL  
GOVERNMENT \(CLG\)?](#)

### Certified Local Government Program (CLG)

#### 2010-2011 CLG GRANT AWARDS



A minimum of ten percent of California's yearly allocation of federal funds received through the Historic Preservation Fund Grants Program must be sub granted to certified local governments; this year's allocation was Approximately \$1.4 million. The Office of Historic Preservation awards HPF monies to CLGs in a competitive process. This year OHP received 15 grant applications requesting \$347,490 and has selected nine local governments to receive grants totaling \$208,840 for the following projects:

**Alameda:** \$25,000. Historic Structure Report for the Alameda Municipal Garage, a component of Alameda's Civic Center Plan.

**Calabasas:** \$9,000. Develop an Archeological Identification Plan. The project will compile extant archeological studies, identify which studies identified potential resources, and map the sites, and determine where further studies need to be completed prior to the issuance of permits that could disturb potential resources.

**Los Angeles:** \$25,000. Develop a Public Participation and Outreach Implementation Program for SurveyLA. It will focus on seven community plan areas: 1) Sherman Oaks-Studio City-Toluca Lake-Cahuenga Pass-North Hollywood-Valley Village; 2) Mission Hills-Panorama City-North Hills Arleta-Pacoima; 3) Canoga Park-West Hills-Winnetka-Woodland Hills-Encino-Tarzana; 4) Brentwood-Pacific Palisades-Bel Air-Beverly Crest; 5) Westchester-Playa del Rey; 6) Silverlake-Echo Park-Elysian Valley; and 7) Westlake.

**Los Angeles:** \$25,000. Prepare the Industrial Development Context and Reconnaissance Survey for the SurveyLA Citywide Historic Context Statement.

**Monterey (City):** \$24,940. Prepare a historic context statement and historic survey for the area in and around the City's National Historic Landmark District.

**Monterey (County):** \$25,000. Synthesize three existing agricultural context statements and prepare an Agricultural Resource Handbook to provide a framework for the consistent evaluation of agricultural properties both in Monterey and throughout the state.

**Napa:** \$25,000. Prepare an intensive historic resource survey of the Alta Heights neighborhood.

**Norco:** \$24,900. Develop a citywide historic context statement and initiate a citywide historic resources survey.

**Riverside:** \$25,000. In partnership with the city's Metropolitan Museum and the University of California, Riverside, prepare an intensive level survey of properties throughout the city associated with the Harada House, a National Historic Landmark.

The 1980 amendments to the National Historic Preservation Act of 1966, as amended, provided for the establishment of a CLG program to encourage the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties within their jurisdictions and promote the integration of local preservation interests and concerns into local planning and decision-making processes. The CLG program is a partnership among local governments, the State of California-OHP, and the National Park Service (NPS) which is responsible for administering the National Historic Preservation Program.

[NPS CLG Information](#)

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CLG Annual Reports due  
December 31, 2010

[2009-2010 Annual Report  
Template \(WORD\)](#)

[Professional Qualifications  
Form \(PDF\)](#)

CLG GRANT PROGRAM  
[CLG Grants Manual and  
Supporting Documents](#)

CLG APPLICATION  
[CLG Application and  
Procedures](#)

[Link to National Park Service  
CLG Information](#)

**What are the requirements to be a CLG?**

- Enforce appropriate state and local laws and regulations for the designation and protection of historic properties;
- Establish an historic preservation review commission by local ordinance;
- Maintain a system for the survey and inventory of historic properties;
- Provide for public participation in the local preservation program; and
- Satisfactorily perform responsibilities delegated to it by the state.

[More](#)**How can a local government get certified?**

Any general purpose political subdivision with land-use authority is eligible to become a CLG. A local government may apply to become a CLG by submitting an application, signed by the chief elected official of the applying local government, to OHP. If the applicant meets the criteria, OHP will forward the application and recommend certification to the NPS who makes the final certification decision. When the NPS is in agreement with OHP's recommendation, a certification agreement is signed by OHP and the local government, completing the certification process. It is the local government that is certified, not simply the preservation commission.

**Certified Local Government Application & Procedures Manual****Why become a CLG?**

What's in it for the local jurisdiction? Why would you want to associate your local preservation program with state and federal programs? Would you be giving up autonomy?

[Answers](#)**CLG LISTSERV**

CALCLG-L is maintained by the California State Office of Historic Preservation and is one of the ways we disseminate CLG program information and provide technical assistance to CLGs. It also serves as an open forum for the posting of questions by list members and discussion of issues of interest to CLGs.

This list is open to Office of Historic Preservation staff, local government CLG coordinators, planners, members of local historical review commissions or boards, and other local government employees or volunteers who have professional responsibilities or interests related to the Certified Local Government Program. Guest memberships are available to staff members of cities who are considering or in the process of becoming CLGs.

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# ATTACHMENT 2



## PROPERTIES FROM 1900 - 1964

|                              |              | BUILD DATE |           |           |           | TOTAL #<br>PER ZONE |
|------------------------------|--------------|------------|-----------|-----------|-----------|---------------------|
|                              |              | 1900-1939  | 1940-1949 | 1950-1959 | 1960-1964 |                     |
| DESIGNATED<br>ZONING         | Commercial   | 100        | 151       | 261       | 78        | 590                 |
|                              | Residential  | 1564       | 2269      | 2673      | 264       | 6770                |
|                              | Industrial   | 17         | 82        | 134       | 32        | 265                 |
|                              | Studio       | 4          | 0         | 0         | 2         | 6                   |
|                              | Open Space   | 2          | 0         | 2         | 0         | 4                   |
|                              | Undesignated | 5          | 12        | 7         | 2         | 26                  |
| TOTAL # BUILT PER YEAR       |              | 1692       | 2514      | 3077      | 378       |                     |
| TOTAL # WITH DESIGNATED ZONE |              | 1687       | 2502      | 3070      | 376       |                     |

\*\*\*TOTAL # OF PROPERTIES IN CULVER CITY = 13,615. PROPERTIES WITH BUILD DATE OF "0" = 672

SOURCE: County Assessor's Parcel Data

REVISED: 02/02/09

# 2010

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This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, under the National Historic Preservation Act of 1966, as amended, and administered by the California Office of Historic Preservation. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

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Original Publication Date: May 1985  
First Revision: November 1995  
Second Revision: April 1996  
Third Revision (non-substantive): August 1999  
Revised May 2007  
Revised December 2009

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## INTRODUCTION

Preserving important historic properties as reflections of our American heritage became a national policy through passage of the Antiquities Act of 1906, the Historic Sites Act of 1935, and the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) (NHPA). In part, the NHPA instructed the Federal Government to assist local governments to expand and accelerate their historic preservation programs and activities. Since enactment of the NHPA, the historic preservation expertise and activities of local governments have significantly increased. The act, however, provided no opportunity for local governments to be involved formally in the national historic preservation program. Lack of formal participation by local governments often meant that historic preservation issues were not considered until development planning was well underway. This often resulted in preservation/land development conflicts causing project delays and increasing costs. In addition, opportunities frequently were lost for preservation-oriented development that could satisfy both preservation and development goals.

In recognition of the need to involve local governments in historic preservation, the 1980 amendments to the NHPA provided a specific role for local governments in the national program by establishing the Certified Local Government (CLG) program. A CLG is a local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the NHPA. Any local government is eligible to apply for certification. Once certified, a local government must be included in the process of nominating properties to the National Register of Historic Places and will be eligible to apply to the state for a share of the state's annual Historic Preservation Fund (HPF) allocation.

### **What is the Certified Local Government Program?**

The 1980 amendments to the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), provided for the establishment of a Certified Local Government (CLG) Program. The CLG program is a national program designed to encourage the direct participation of a local government in the identification, registration, and preservation of historic properties located within the jurisdiction of the local government. A local government may become a CLG by developing and implementing a local historic preservation program based on federal and state standards. The CLG program is administered in California by the State Office of Historic Preservation (OHP).

The CLG program is intended to foster the integration of preservation planning into other planning processes and ensure that historic resources are identified and considered in making planning decisions. It is not intended to be another or more burdensome layer of control, but instead to support good planning practices. The CLG program encourages the preservation of cultural resources by promoting a partnership among local governments, the State of California, and the National Park Service (NPS)

which is responsible for the National Historic Preservation Program. Becoming a CLG can provide local staff and commissions the tools, technical training, and more meaningful leadership roles in the preservation of the community's cultural heritage. Local interests and concerns are integrated into the official planning and decision-making processes at the earliest possible opportunity.

In response to the federal government's 1995 initiative for simplifying the National Park Service's oversight of the national historic preservation program, the NPS revised 36 CFR 61 to provide each state with greater discretion in carrying out the responsibilities mandated in the National Historic Preservation Act. Decisions on membership requirements for local preservation commissions are left entirely to the states. The requirement that local preservation commissions consult outside professionals in certain instances is eliminated.

## **Who Can Apply for Certified Local Government Status?**

Any local government is eligible to apply to the State Historic Preservation Officer (SHPO) for certification. A local government is any general purpose political subdivision of California such as a city, county, or city/county; or any other general purpose political division of the state with the exception of regional commissions, councils of governments, and special districts. It is important to be aware that certification pertains to the entire local government and its agencies, not simply to the preservation commission that serves the local government.

## **When Are CLG Applications Accepted?**

Local governments may apply for CLG status at any time. However, in order to apply for grants through the CLG program, a local government must be certified prior to the grant application deadline which is usually the last week of April. Note that the CLG grant application process is separate from the certification application and requires completion of a grant application form.

## **What are the Procedures for Certification?**

Prior to submitting an application or obtaining the elected officials' authorization, OHP encourages the local government representative to consult with the Local Government Unit of the California State Office of Historic Preservation and submit a draft application for a preliminary review to ensure that the local government's preservation program meets the state requirements and National Park Service CLG program criteria.

Once the draft application has been approved, the chief elected official of the local government applying for CLG status shall request certification from the California State

Historic Preservation Officer (SHPO) in writing. The official request for certification shall include the Certification Application Checklist, CLG Certification Application Form, and CLG Certification Application Attachments found in Appendix A.

Within forty-five (45) days of receipt of an adequately documented application, the SHPO shall review the certification application. If certification is recommended, the SHPO will forward a Certification Agreement to the local government for signature. The Certification Agreement shall identify the required responsibilities of the local government when certified. SHPO concurrence, which shall include a copy of the signed certification agreement and a signed review checklist, shall be forwarded to NPS for final review and approval as a CLG. NPS has final approval to certify local governments as CLGs; their date of approval is the effective date of certification.

## Why Become a Certified Local Government?

What does certification mean? What's in it for the local jurisdiction? Why would you want to associate your local preservation program with state and federal programs? Does certification create additional state or federal oversight or control over local programs?

**Credibility:** The National Historic Preservation Act (NHPA), passed in 1966, built upon established preservation practices. The NHPA created the National Register of Historic Places; its criteria are widely recognized and they have been tested legally (reviewed, refined by adoption into regulations, tested and upheld in courts). Amendments to the NHPA created the CLG program. The Secretary of the Interior's Standards and Guidelines for preservation planning and the identification, evaluation, registration, and treatment of historic properties were published in 1983. Although the California Register of Historical Resources is much newer (1992), its criteria and procedures parallel the National Register.

When your local survey program is consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and your designation criteria are consistent with the National Register and California Register criteria, you know you are on safe ground. Similarly, use of the Secretary of the Interior's Standards for Treatment of Historic Properties provides established criteria for evaluating projects and granting Certificates of Appropriateness that have stood the tests of time, reasonableness, and the courts. Consistency with national and state regulations and established preservation practices insulates the local preservation program from charges of being arbitrary and capricious. Becoming a CLG provides the local program the added value of prestige and cachet.

**Technical Assistance:** OHP provides technical assistance, training, workshops, and consultation services to CLGs. A prerequisite for becoming a CLG is access to a listserv hosted by the OHP. Membership to the listserv is limited to SHPO staff, CLG coordinators, members of CLG boards/commission, and other interested staff in the

CLG. It is a communication and networking tool that offers the Office of Historic Preservation and CLGs the opportunity to submit suggestions or questions to other members of the listserv. SHPO staff also uses the listserv to forward information about training opportunities, publications, grants, and a variety of technical assistance to CLGs.

**Streamlining:** The use of the National Register/California Register criteria and the Secretary of the Interior Standards integrates local, state, and federal levels of review. It brings clarity to the question of what resources are significant when it comes to CEQA and Section 106 of the National Historic Preservation Act. Adopting the Secretary of the Interior's Standards will allow the use of categorical exemptions under CEQA, and likely result of findings of no adverse effect under Section 106. The use of these criteria and standards make environmental review faster, more efficient, and reduces costs and delays.

**Involvement:** The CLG program brings local preservation boards and commissions into broader local land use planning and project approval processes. CLGs have the responsibility to involve their boards/commissions in the CEQA and Section 106 review process, as well.

**Funding:** Each state is required to pass through 10% of its annual Historic Preservation Fund grant from the National Park Service to CLGs to fund their preservation activities. California has chosen to make this money available to CLGs for a wide variety of preservation planning activities through a competitive grant program. This funding is not a large amount – grants range between \$5000 and \$25,000 – but it can support important activities including completion of a preservation element or plan, developing a historic context, conducting a survey, preparation of a National Register district application, or the update of an ordinance. Work funded by a CLG grant is expected to conform to state and federal standards.

**Autonomy:** When your local government decides to become a CLG, it agrees to carry out the intent of the NHPA and the Secretary of the Interior's Standards. Recognizing that individual local governments and individuals employed by those local governments often do not have all the background, training, and skills to achieve a good balance between development and preservation, SHPO reviews the structure and processes of the local preservation program, and may comment on or make suggestions about strategies a local government can use to accomplish its goals and objectives. Beyond that, neither the NPS nor SHPO have any regulatory authority over local governments.

Neither the NPS nor SHPO dictate the content of historic preservation plans or ordinances; neither the NPS nor SHPO review nor is their approval needed prior to the selection and appointment of individual local preservation commissioners by local government officials. In no way is the autonomy of a local government decreased by becoming a CLG. However, a CLG may be decertified if it establishes policies or adopts practices that violate the intent of the National Historic Preservation Act.

**Economic Benefits:** Although there are no direct economic benefits to being a CLG other than the opportunity to compete for CLG grants, your CLG's commitment to historic preservation does result in multiple economic benefits to the community. Where preservation is supported by local government policies and incentives, designation can increase property values and pride of place. Revitalization of historic downtowns and adaptive reuse of historic districts and buildings conserves resources, uses existing infrastructure, generates local jobs and purchasing, supports small business development and heritage tourism and enhances quality of life and community character.

**Preserve America:** Because CLG status indicates a community's commitment to historic preservation at the local level, it makes the local government a prime candidate to become a Preserve America community and streamlines the application process. Preserve America is a national initiative that recognizes and designates communities, including neighborhoods in large cities that protect and celebrate their heritage, use their historic assets for economic development and community revitalization, and encourage people to experience and appreciate local historic resources through education and heritage tourism programs. In addition to White House recognition and local signage, Preserve America communities are eligible for federal grants to support community efforts to demonstrate sustainable uses of their historic and cultural sites and the economic and educational opportunities related to heritage tourism. OHP does not administer the Preserve America program. However, Preserve America Applicants are required to consult with the SHPO as part of the application process.

## **What are the Requirements for Certification?**

### **FIVE BASIC PROGRAM REQUIREMENTS**

The chief elected official of the local government must submit an application to the SHPO requesting certification. Local governments may be certified to participate in the CLG program by complying with the five minimum responsibilities of a CLG. Local governments must:

- Enforce appropriate state and local legislation for the designation and protection of historic properties;
- Establish a qualified historic preservation review commission by local law;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of reviewing and recommending properties for nomination to the National Register of Historic Places; and
- Satisfactorily perform the responsibilities delegated to it by the state.

**Enforce appropriate state and local legislation for the designation and protection of historic properties.**

CLGs must enact and enforce a local historic preservation ordinance. State enabling legislation, found at California Government Code Sections 65850, 25373, and 37361, provides for local jurisdictions to enact appropriate historic preservation legislation. Additionally, the local legislation shall be consistent with the intent and purpose of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).

Along with other local governments, CLGs must enforce the California Environmental Quality Act (CEQA) regulations in relation to historical resources, and participate, as appropriate, in the environmental review of federally-sponsored projects under Section 106 of the National Historic Preservation Act of 1966, as amended.

Designation refers to the identification and registration of both historic and prehistoric properties for purposes of protection using criteria established by the local government. Designation requirements and procedures must be consistent with the Secretary of the Interior's Standards for Identification and Registration. Adoption of criteria that closely follows the National Register of Historic Places and the California Register of Historical Resources is encouraged.

Protection refers to the local review process under local law for proposed demolition of, changes to, or other action that may affect properties that have been designated pursuant to the local ordinance. This would not include properties listed on or determined eligible for the national Register of Historic Places or California Register of Historical Resources unless those properties were also designated under the local designation process.

The CLG will prepare a comprehensive local historic preservation plan or preferably, a historic preservation element in the community's general plan. The plan or element will identify preservation missions, goals, and priorities and will establish preservation strategies, programs, and time schedules. It will also be used to support and justify CLG grant applications.

The CLG is encouraged to adopt and implement the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* relevant to CLG need and activities ([www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](http://www.nps.gov/history/local-law/arch_stnds_0.htm)).

**Establish a qualified historic preservation review commission by local law.**

A qualified historic preservation review commission means a board, council, committee, commission or other similar body established by local legislation whose primary purpose is historic preservation and whose membership includes a minimum of five (5) individuals, all of who have a demonstrated interest in, competence or knowledge in historic preservation.

Members must be appointed by the chief elected official of the jurisdiction, unless otherwise provided by local legislation. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission within sixty (60) days.

To the extent available in the community, the CLG will appoint a minimum of two professional members from the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology. Local governments can be certified without this minimum professional qualified membership if they can demonstrate they have made a reasonable effort to fill those positions.

When a relevant historic preservation discipline is not represented in the commission membership, the commission shall be encouraged to draw upon such expertise in this area when considering National Register nominations requiring the application of such expertise.

The commission must meet a minimum of four times per year and each commissioner must attend annually at least one training session that meets the requirements of the CLG program. CLG commissioners and staff should develop training requirements that meets the needs of local historic preservation programs.

The commission is the local governmental entity responsible for preparing and submitting an annual report to the SHPO each year. The format and content the most recent annual report is available on the SHPO's website ([www.ohp.parks.ca.gov/?page\\_id=21239](http://www.ohp.parks.ca.gov/?page_id=21239)).

### **Maintain a system for the survey and inventory of historic properties**

Because historical contexts and surveys are the foundation of preservation planning, CLGs must develop or have in place a system for identifying, evaluating, inventorying, and registering historical and cultural resources within their jurisdiction,

Upon certification, CLGs will forward to the SHPO copies of all pre-existing survey and inventory information.

Surveys carried out by or at the direction of a CLG are expected to meet the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, and use State-approved inventory forms (DPR 523 series) and/or electronic data standards to ensure that the data can be integrated into the statewide California Historical Resources Information System (CHRIS). (This policy does not apply to survey data produced before the effective date of CLG certification.)

Evaluative criteria must be consistent with the National Register of Historic Places and the California Register of Historical Resources, and conform to the Secretary of the Interior's Standards for Identification and Evaluation. (This policy does not apply to survey data produced before the effective date of CLG certification.).

Communities which have conducted surveys in the past must periodically update their survey data as new resources become eligible for consideration, or when older surveys warrant re-examination over time. CLGs are required to submit survey updates and new surveys to OHP for inclusion in the statewide database.

The CLG commission shall establish internal procedures to facilitate the use of survey results in the planning process by the CLG officials and departments. The commission shall submit survey results to the local government for adoption, then forward to OHP. Copies of the survey results must be made available to the public, with the exception of certain sensitive historic and prehistoric sites and should be on deposit at the local planning department, building and safety office, public works department, and redevelopment agency. Local libraries, colleges, and historical societies should also receive copies. SHPO will make copies available for the appropriate CHRIS regional center.

#### **Provide for adequate public participation in the local historic preservation program**

Public participation is an integral feature of any preservation program and the CLG shall provide opportunities for public participation in all CLG programs and activities.

The CLG will encourage public participation at commission meetings. All local preservation commission meetings must be open to the public and meet the requirements of the Ralph M. Brown Act for open meetings (California Government Code Section 54950 et seq.). Meeting agendas and minutes of commission meetings must be publicly available.

Public participation shall be encouraged in the CLG's survey program at all levels of responsibility to identify and inventory significant cultural resources. Survey results shall be a public record and on file at a public institution, with the exception of archeological and other sensitive sites.

The local government must provide for public participation in the CLG's process for evaluating properties for nomination to the National Register of Historic Places.

The CLG shall encourage the public to participate in the review of projects and undertakings subject to the California Environmental Quality Act and Section 106 of the National Historic Preservation Act.

### **Satisfactorily perform the responsibilities delegated to it by the state**

The CLG must have the legal authority to fulfill the minimum requirements specified in this application manual.

At the discretion of the SHPO and with mutual written agreement with the local government, or by federal mandate from the National Park Service, additional responsibility may be delegated to the CLG.

### **ADDITIONAL REQUIREMENTS.**

#### **National Register Nominations**

The CLG has the obligation to participate in the nomination of properties to the National Register of Historic Places pursuant to Section 101 (c)(2)(A) of the National Historic Preservation Act: "Before a property within the jurisdiction of the certified local government may be considered by the State to be nominated to the Secretary [of the Interior] for inclusion on the National Register, the State Historic Preservation Officer shall notify the owner, the applicable chief local elected official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, **shall** [emphasis added] prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register."

#### **Annual Reviews**

In order to maintain certification, CLGs are required to submit reports annually that detail their historic preservation programs' accomplishments and actions. The annual reports cover the federal fiscal year, October 1 – September 30. Each CLG is sent a reminder letter and the annual report format. The CLG must have submitted an annual report for the previous reporting period in order to be eligible to submit a CLG grant application. Although the majority of the report format remains fairly constant, some changes may occur from year to year. The format for the most recent annual report is posted on SHPO's website ([www.ohp.parks.ca.gov/?page\\_id=21239](http://www.ohp.parks.ca.gov/?page_id=21239)).

#### **Decertification**

In order to remain a CLG the local government must continue to meet the minimal requirements of the program and to meet the performance standards specified in the CLG certification agreement.

The SHPO may recommend decertification to the National Park Service if all of the following conditions have been met:

- The SHPO determines that a CLG's performance does not meet the performance standards specified in the Certification Agreement; and

- The SHPO specifies to the CLG in writing ways to improve performance with a period of time by which deficiencies must be corrected or improvements must be achieved; and
- After the period of time stipulated by the SHPO, the SHPO determines that there has not been sufficient improvement.

Failure to perform acceptably under a Historic Preservation Fund grant is not in itself sufficient grounds for decertification. The SHPO must notify the CLG in writing prior to or at the time of its recommendation to NPS for decertification. The notification must state the specific reasons for the proposed decertification, describe the SHPO's technical assistance efforts, and affirm that the SHPO will notify the CLG of the NPS concurrence with the decertification.

The SHPO may also recommend decertification if a CLG requests in writing to be decertified. The SHPO must forward a copy of the CLG's letter as an enclosure to the SHPO's request to decertify the CLG.

If the CLG had been delegated Section 106 responsibilities in its jurisdiction by the State, and a Programmatic Agreement had been executed by the Advisory Council on Historic Preservation (ACHP), then the SHPO must notify the ACHP that the CLG has been decertified.

The effective date of decertification is when the National Park Service concurs in writing with the SHPO's recommendation to decertify the CLG. If the local government wishes to become recertified it must reapply for certification.

## **What about the CLG Grants Program?**

OHP is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to Certified Local Governments for historic preservation planning projects and programs which promote the identification, evaluation, nomination, and preservation of their communities' significant cultural resources and are consistent with the Statewide Historic Preservation Plan. Bricks and mortar projects are not eligible.

The annual grant cycle begins with the notification to all CLGs of the funding availability in January of each year. Grant applications are due at the end of April and the recipients are announced by June. Grant funded projects are to begin October 1 and must be completed by the following September. CLG grants are awarded on a competitive basis in amounts from \$2,500 - \$25,000. Cash or in-kind match is required: 60% Federal/40% applicant.

The CLG grants program manual and grant application is available on OHP's website at [www.ohp.parks.ca.gov/?page\\_id=24493](http://www.ohp.parks.ca.gov/?page_id=24493). The grants manual is updated annually to reflect statewide preservation priorities, Consult the manual for detailed information

about what activities are eligible for funding, the criteria used in awarding the grants, and the obligations of grant recipients.

Grant-eligible activities include projects such as the following:

- Developing or revising general plan historic preservation elements
- Ordinance revisions
- Developing historic contexts and conducting historic resource surveys
- Preparing National Register of Historic Places district nominations or multiple property submissions
- Developing archaeological preservation plans
- Developing design guidelines for historic properties
- Developing community-based preservation education and outreach programs including historic homeowner education. OHP will consider joint proposals with other local governments to fund a circuit rider staff person to provide technical assistance to a group of local government preservation programs.
- Preparing historic structure reports/historic structure preservation plan
- Historic Resource information management such as developing a web-based application to make historic resource information publically available online

CLGs may not use HPF grants for construction or restoration of buildings and structures, acquisition of historic properties, maintenance or operation of historic properties, interpretive displays, or purchase of computers or other equipment. CLG grant funds can not be used as match for any other federal grant or for lobbying purposes.

## **Where Can I Get More Information?**

If you have any questions about this program, the certification application process, or the preparation and development of local preservation documents and programs, e.g., preparation of a historic preservation ordinance, development of a survey program, etc., please contact the Local Government Unit, Office of Historic Preservation, Post Office Box 942896, Sacramento, CA 94296-0001, phone (916) 653-6624, fax (916) 653-9824. Information on the [Certified Local Government Program](http://www.ohp.parks.ca.gov) is available online at [www.ohp.parks.ca.gov](http://www.ohp.parks.ca.gov).

Also see Section 101(c)(1) and 9(c)2 of the National Historic Preservation Act of 1966, as amended ([http://www.nps.gov/history/history/online\\_books/fhpl/nhpa.pdf](http://www.nps.gov/history/history/online_books/fhpl/nhpa.pdf)) and 36 CFR Part 61.6 of the Procedures for State, Tribal, and Local Government Historic Preservation Programs ([http://edocket.access.gpo.gov/cfr\\_2005/julqtr/pdf/36cfr61.6.pdf](http://edocket.access.gpo.gov/cfr_2005/julqtr/pdf/36cfr61.6.pdf)). .

## APPENDICES

### Appendix A: Application Materials\*

- **Certification Application Checklist**
- **CLG Certification Application Form**
- **CLG Certification Application Attachments**
- **Statement of Commissioner Qualifications Form**

### Appendix B: Sample Resolution

### Appendix C: Sample Certification Agreement

### Appendix D: Suggested Preservation Plan Model

\* Available online in WORD format at  
[www.ohp.parks.ca.gov/?page\\_id=24493](http://www.ohp.parks.ca.gov/?page_id=24493)

# **Appendix A: Application Materials**

## **Certification Application Checklist**

A complete certification application must include the following:

- \_\_\_\_\_ Transmittal letter signed by the Chief Elected Local Official forwarding all required documents.
- \_\_\_\_\_ Resolution adopted by the elected officials authorizing application for Certified Local Government status and specifying the name and title of the person authorized to sign program documents and agreements.
- \_\_\_\_\_ Completed certification application form and application attachments (see pages 17-19).
- \_\_\_\_\_ Resumes and commissioner qualifications forms for each of the members of the local historic preservation commission/board.
- \_\_\_\_\_ Names, telephone numbers, resumes, and professional qualifications forms for staff members responsible for administration of the historic preservation program for the local government.
- \_\_\_\_\_ Organization charts for local government and for department that administers historic preservation program.
- \_\_\_\_\_ If in process or completed, copies of cultural resources survey(s) performed in the community, with information on the progress and future intended uses of the survey.
- \_\_\_\_\_ Copy of the local historic preservation legislation.
- \_\_\_\_\_ Copy of the local historic preservation plan or historic preservation element of the General Plan.

NOTE: Please read the Application Procedures carefully before completing the application. Applicants must submit one (1) original, signed application with complete attachments to:

Local Government Unit  
Office of Historic Preservation  
1416 Ninth Street, Sacramento, CA 95814  
PO Box 942896 Sacramento, CA 94296-0001  
(916) 653-6624 phone (916) 653-9824 fax

## Application for Certified Local Government Certification

### Applicant (attach general organization chart)

|                  |  |
|------------------|--|
| Local Government |  |
| Address          |  |

### Chief Elected Local Official

|       |  |
|-------|--|
| Name  |  |
| Title |  |

### Legislative Representatives (list names and district numbers)

|                     |  |
|---------------------|--|
| California Assembly |  |
| California Senate   |  |
| U.S. Congress       |  |

### Local Government Contact Person (enclose résumé, professional qualifications, and departmental organization chart)

|                  |  |            |  |
|------------------|--|------------|--|
| Name             |  |            |  |
| Title            |  |            |  |
| Department       |  |            |  |
| Address          |  |            |  |
| Telephone Number |  | Fax Number |  |
| Email Address    |  |            |  |

### Resolution of Local Government (attach)

|                      |  |
|----------------------|--|
| Date Approved        |  |
| Authorized Signature |  |

**Local Commission/Board (Attach a current résumé and commissioner qualification form for each commission member.)**

|                                  |  |
|----------------------------------|--|
| Name of Commission/Board         |  |
| Names and Professions of Members |  |

**Local Historic Preservation Ordinance or appropriate section(s) of municipal code (attach)**

|                   |  |
|-------------------|--|
| Name of Document  |  |
| Date of Enactment |  |

**Local Historic Preservation Plan or Historic Preservation Element of General Plan (attach)**

|                                                                |  |
|----------------------------------------------------------------|--|
| Name of Document                                               |  |
| Date of Enactment                                              |  |
| Plans to prepare a Plan or Element if one has not been adopted |  |

**Local Government Assurance**

I assure the State of California, Office of Historic Preservation, that this government shall comply with and fulfill all the requirements of the Certified Local Government program.

\_\_\_\_\_  
Signature of Chief Elected Local Official

\_\_\_\_\_  
Printed Name of Chief Elected Local Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **CLG Certification Application Attachments**

- Provide a narrative summary describing historic contexts developed and past and current historic resource survey activities, including type of survey (reconnaissance or intensive) and percentage of coverage of local jurisdiction. Additionally, provide information regarding future survey plans and how they will conform to the state and federal standards for surveys.
- Provide a narrative summary of current historic preservation program activities performed by the local government. For example, local designation programs, educational/outreach programs, design review, etc.
- Provide a narrative summary explaining any new or additional historic preservation program activities that will be carried out as a result of becoming a CLG.
- Provide a narrative summary which explains the current functions, responsibilities, and authority of the local review commission/board.
- Provide a narrative summary describing economic incentive or other benefits offered by the local government to owners of historic properties.
- Provide a narrative summary describing how review of projects affecting historical resources in the local government jurisdiction is carried out under the California Environmental Quality Act and Section 106 of the National Historic Preservation Act.

## Statement of Commissioner Qualifications

Local Government \_\_\_\_\_

Name of Commissioner \_\_\_\_\_

Date of Appointment \_\_\_\_\_ Date Term Expires \_\_\_\_\_

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation

Are you a professional in one of the disciplines associated with historic preservation listed above?

☐ Yes

☐ No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

## Appendix B: Sample Resolution

A resolution passed by the city council or board of supervisors must accompany the application. Below is a sample resolution which can be adapted to meet local needs.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL/BOARD OF SUPERVISORS

CITY/COUNTY OF \_\_\_\_\_

APPROVING THE APPLICATION AND CERTIFICATION AGREEMENT FOR THE  
CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM

WHEREAS, the United States Congress under the National Historic Preservation Act of 1966, amended (16 U.S.C. 470), has authorized the establishment of a Certified Local Government program; and

WHEREAS, the State of California, represented by the State Historic Preservation Officer, is responsible for the administration of the program within the state and the establishment of necessary rules and procedures governing the application by local agencies under the program; and

WHEREAS, said adopted procedures established by the State of California require the applicant to certify by resolution of the local government's elected officials the approval of an application prior to submission of said application. to the state;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL/BOARD OF SUPERVISORS hereby:

1. Approves the filing of an application for certification under the Certified Local Government Program; and
2. Appoints the \_\_\_\_\_ (position/title) or authorized deputy as agent of the city to coordinate, process, and execute all contracts, agreements, amendments, and ancillary documents within the scope of the attached application for certification.

\_\_\_\_\_  
Mayor/ Board of Supervisors Chair

Attest: Other signatures as appropriate

## **Appendix C: Suggested Preservation Plan/Historic Preservation Element of the General Plan Components**

The following is a list of ten essential components that should be considered or addressed in every formal preservation plan or historic preservation element of the General Plan:

1. Statement of historic and/or archaeological preservation goals in the community, and the purpose of the preservation plan.
2. Definition of the historic and/or archaeological character of the community. Are there one or more historic contexts which are important in the development of your community?
3. Summary of past and current efforts to preserve the community's character.
4. A survey of historic and archaeological resources in the community, or a definition of the type of survey that should be conducted in communities that have not yet completed a survey.
5. Explanation of the legal basis for protection of historic and archaeological resources in the community.
6. Statement of the relationship between historic and archaeological resources preservation and other local land-use and growth management authorities, such as the zoning ordinance.
7. Statement of the public sector's responsibilities towards city- or county-owned historic and archaeological resources, and for ensuring that public actions do not adversely affect those resources.
8. Statement of incentives that are, or should be, available to assist in the preservation of the community's historic and archaeological resources.
9. Statement of the relationship between historic preservation and the community's educational system and program.
10. A precise statement of goals and policies, including a specific agenda for future action to accomplish those goals.

The above elements are based upon a publication, *Preparing a Historic Preservation Plan* by Bradford J. White and Richard J. Roddewig. A copy may be obtained from APA Planners Bookstore at [www.planning.org/apastore/Search/Default.aspx?p=2378](http://www.planning.org/apastore/Search/Default.aspx?p=2378) .

## Appendix D: Sample Certification Agreement

The local government and State of California must execute a Certification Agreement that identifies the specific responsibilities of the local government. This document will be prepared by the OHP and presented to the local government for concurrent signatures

### Sample Certification Agreement

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (36 CFR Part 61), and to the State of California's Certified Local Government Program Application and Procedures (Application and Procedures), the City [or County] of \_\_\_\_\_ agrees to:

1. Enforce appropriate legislation for the designation and protection of historic properties; maintain an adequate and qualified historic preservation review commission composed of professional and lay members; maintain a system for the survey and inventory of historic properties; and provide for adequate public participation in the historic preservation program including the process of recommending properties to the National Register of Historic Places, pursuant to the Application and Procedures.
2. Enforce its historic preservation ordinance and CEQA procedures as it relates to the consideration of historical resources. The Participant shall consult with the SHPO for any amendments or revisions to said ordinance prior to making such changes.
3. Submit to the SHPO an annual report, pursuant to 36 CFR 61.5(e)(5), consistent with the report guidelines published by the SHPO.
4. Adhere to requirements outlined in the State of California Certified Local Government Application and Procedures.

The State Historic Preservation Officer (SHPO) shall:

1. Inform the Participant of the annual availability of National Historic Preservation Fund grants, for which the Participant is eligible as a Certified Local Government, to compete.
2. Provide information, technical assistance, and opportunities for training to the CLG.
3. Review and provide comments on proposed ordinance changes.

Upon its designation as a CLG, [enter local government name] shall be eligible for all rights and privileges of a Certified Local Government specified in the National Historic Preservation Act and procedures of the State of California, including eligibility to apply for available CLG grant funds in competition with other CLGs.

# ATTACHMENT 4

## Requirements

(Excerpt from Appendix G, Certified Local Government Application and Procedures, August 1999, pp 41-47.)

Local governments may be certified to participate in the CLG program by complying with the following requirements:

- I Enforce appropriate state or local legislation for the designation and protection of historic properties:
  - A. State enabling legislation provides for local jurisdictions to enact appropriate historic preservation legislation. California Government Code Sections 65850, 25373, and 37361 enable city and county legislative bodies to provide for “the protection, enhancement; perpetuation, or use of places, sites, buildings, structures, works of art, and other objects having a special character or special historical or aesthetic interest or value.”
  - B. Local governments must adopt local historic preservation ordinances with provisions to enforce the designation and protection of historic and archeological resources.
  - C. The local legislation shall be consistent with the intent and purpose of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).
  - D. The CLG will adopt a historic preservation plan or a historic preservation element for the local jurisdiction's General Plan, as authorized by the California Government Code, prior to or upon applying for a CLG grant.
  - E. The CLG commission will participate in the environmental review of specific federally sponsored projects, such as community development programs involving HUD Block Grant funds unless it is determined by OHP that the necessary expertise is not available to the local government. The CLG will establish programmatic agreements with the state agreeing to ensure compliance with Section 106 provisions of the NHPA.
  - F. The CLG commission will participate in the environment review of local projects in accordance with the requirements under the California Environmental Quality Act (CEQA). The commission may review and comment on permit actions affecting significant listed historic properties and other resources eligible for listing, in accordance with local ordinance requirements and with CEQA. Procedural guidelines should include standards for demolition stays, design review criteria, anti-neglect requirements, and appeal strategies.
- II Establish an adequate and qualified historic preservation review commission by local law:
  - A. The commission shall include a minimum membership of five (5) individuals with all members having demonstrated interest, competence, or knowledge in historic preservation.
  - B. At least two (2) Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural

- history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation.
- C. A local government may be certified without the minimum number or types of disciplines established in state procedures if it can be demonstrated to the satisfaction of the state that it has made a reasonable effort to fill those positions, or that some alternative composition of the commission best meets the needs of the protection of historic properties in the local community.
  - D. Commission members shall be appointed by the chief elected local official, city council, or board of supervisors consistent with the provisions of the preservation ordinance. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission. The appointing authority shall also act within sixty (60) days to fill a vacancy. Terms of office of the commission members shall be according to the local preservation ordinance.
  - E. The commission shall meet at least four times a year, with meetings held in a public place, advertised in advance, and open to the public, pursuant to the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. Written minutes of commission meetings shall be kept on file, available for public inspection, and submitted to the state as a part of the CLG Annual Report.
  - F. Each commission member is required to attend at least one informational or educational meeting, seminar, workshop, or conference per year that pertains directly to the work and functions of the commission and would be approvable by the state. The CLG Regional Workshops sponsored by the OHP are important sources of information. The annual State Historic Preservation Conference generally provides special sessions devoted to the issues, objectives, and responsibilities of commissions. Commissions may also bring in professionals to provide training on site.
  - G. An annual report of the activities of the commission shall be submitted to the state at the end of each calendar year. The reports shall include, but not be limited to, such information as narrative summary of accomplishments, summaries of new and corrected survey activities, number of properties designated under local ordinance in relation to inventory for community, summaries of National Register applications reviewed, summaries of historical contexts prepared, number of federal tax certifications reviewed, number of properties on which design review was held, number of properties on which environmental project reviews were conducted, property owners of Mills Act contracts approved, summarization of local preservation activities, list of local landmark designations, description of public education activities, lists of commission members and resumes, list of staff and resumes, detailed listing of commission and staff training received, commission attendance

records, summary of changes in preservation laws, summary of adoption or updates of historic preservation plan or historic preservation element of your community's General Plan, commission meeting minutes and agendas, and other pertinent activities performed by the commission.

III Maintain a system for the survey and inventory of historic properties:

The CLG shall be responsible for organizing, developing, and administering an inventory of cultural resources within the entire spatial jurisdiction of the CLG.

- A. The commission shall develop procedures for conducting an inventory of culture resources. Survey activities shall be coordinated with and complementary to the state program to ensure that survey results produced by the CLG will be readily integrated into the statewide comprehensive historic preservation planning process.
  - 1. The CLG shall be responsible for overseeing the compiling, recording, and updating of inventory information on cultural resources within its jurisdiction. The information shall be based on comprehensive surveys conducted in conformance with state survey standards and procedures. Surveys completed prior to the certification of a local government may be re-evaluated in accordance with state standards and may be submitted for inclusion in the State database.
  - 2. As part of any ongoing survey effort, procedural requirements must allow for periodic update of survey results as buildings gain maturity and as new areas are incorporated or annexed by the CLG.
  - 3. The commission must adopt state guidelines for conducting its inventory of historic properties. State-approved inventory forms (DPR-523, A-L) and the OHP's Instructions For Recording Historical Resources shall be used to facilitate integration into the state electronic data system and for statewide comprehensive historic preservation planning purposes. Dimitri software is available for the DPR 523 forms.
  - 4. Standards for the evaluation of properties must be consistent with the National Register of Historic Places criteria.
- A. The commission shall establish internal procedures to facilitate the use of survey results in the planning process by the CLG officials and departments. The commission shall submit survey results to the local government for adoption, then forward to OHP. Copies of the survey should be on deposit at the local planning department, building and safety office, public works department, and redevelopment agency. Libraries, colleges, and historical societies should also receive copies. OHP will make copies available for the appropriate "California Historical Resources Information System" regional center. See IV(A)(2) below for public access requirements.

IV Provide for adequate public participation in the local historic preservation program:

- A The CLG shall provide opportunities for public participation in all responsibilities delegated to the CLG, in accordance with appropriate regulations, standards, and guidelines.

1. Public participation shall be fully encouraged at local commission meetings. Commission meetings shall be open to the public, with published agenda and minutes in accordance with the Ralph M. Brown Act (G.C. Section 54950 et seq.) for open meetings. The published agenda shall be mailed in advance of meetings to individuals and citizen organizations interested in the commission's activities.
  2. Public participation shall be fully encouraged in the performance of the historic survey program at all levels of responsibility to identify and inventory significant cultural resources in the jurisdiction of the CLG. The public can serve as volunteers to assist in the survey effort. Survey results shall be of public record and on file at a public institution, except in the case of sensitive resources, e.g., archeological sites subject to vandalism.
  3. Public participation shall be fully encouraged in the nomination process for the National Register of Historic Places program. The CLG shall invite comments from the general public regarding National Register nominations.
  4. Public participation shall be fully encouraged in all public hearings on projects related to CEQA and Section 106 processes.
- V Satisfactorily perform the responsibilities delegated to the CLG:
- A. The CLG shall prepare a comprehensive local historic preservation plan which would identify preservation missions, goals, and priorities. The plan would also establish preservation strategies, programs, and time schedules.
  - B. The CLG will participate in the review and comment on historic preservation certification applications for tax incentives. The CLG and state may establish procedures for implementation of the investment tax credit program at the local level in conformance with the Secretary of the Interior's Standards for Historic Preservation.
  - C. Each CLG must have a local historic preservation plan prior to or upon becoming a CLG before any additional grant applications will be considered. The state shall monitor and evaluate the performance of the CLG for consistency with the identification, evaluation, and preservation priorities of the comprehensive state historic preservation planning process.
    1. Annual Review of CLGs:  
The State shall conduct an annual review of CLGs to assure that each government continues to meet the minimal requirements and is satisfactorily performing its responsibilities. As part of this review, the state shall examine the annual reports submitted by the CLGs, records of the administration of funds allocated from the HPF, and other documents as necessary. The CLG shall make these records available to the state. A more thorough review and site visit to the Certified Local Government will occur at least once every three (3) years.
    2. Procedures for Decertification:  
If the state evaluation indicates that the CLG no longer meets the minimal requirements or that in any other way a CLG's performance is not

satisfactory, the state shall document that assessment and recommend to the local government steps to bring its performance up to a satisfactory level. The CLG shall have a period of not less than 30 nor more than 180 days to implement improvements; If the state determines that sufficient improvement has not occurred, the state shall decertify the local government, citing specific reasons for the decertification. Performance shall be deemed unsatisfactory if one or more of the following conditions exist or is applicable: a) the commission fails to perform its delegated responsibilities within established time periods; b) the CLG fails to coordinate its responsibilities with the state; c) the commission substantially fails to maintain consistency of its design review decisions with the Secretary's Standards for Historic Preservation; d) the CLG fails to maintain a qualified historic preservation review commission membership; e) the CLG fails to enforce the provisions of the local preservation ordinance; f) the CLG fails to enforce its CEQA and Section 106 responsibilities; g) the CLG fails to adequately survey historical resources in its jurisdiction; and h) the CLG fails to comply adequately with proper fiscal management of HPF grants in accordance with the National Register Programs Guideline, OMB Circular A-128, and 43 CFR 12.

3. Decertification Appeal:

If the state recommends decertification, the local government may appeal to the NPS. The NPS has 45 days to respond to the appeal.

4. Decertification Without Prejudice:

CLGs may petition the OHP to be decertified voluntarily and without prejudice.

5. Financial Assistance Close-out:

The state shall conduct financial assistance close-out procedures pursuant to the National Register Program Guideline when a local government is decertified.

VI The CLG shall assume certain responsibilities for reviewing and recommending properties within its jurisdiction to the National Register of Historic Places.

A. The SHPO shall have the sole responsibility of nominating National Register properties directly to the Secretary of the Interior (Secretary).

B. The CLG shall establish local procedures for the National Register nomination process consistent with the requirements in the NHPA, Section 101(c)(2).

1. Before a property within the jurisdiction of a CLG may be considered by the state to be nominated to the National Register, the state shall notify the owner, the applicable chief elected local official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. Within sixty (60) days of notice from the state, the chief elected local official shall transmit the report of the commission and his/her recommendation to the state. After receipt of such report and recommendation, or if no such report and recommendation are received within sixty (60) days, the state

shall process the National Register nomination. The state may expedite such process with the concurrence of the CLG.

2. If both the commission and the chief elected local official recommend that a property not be nominated to the National Register, the state shall take no further action, unless within thirty (30) days of the receipt of such recommendation by the state, an appeal is filed with the state. If such an appeal is filed, the state shall follow the procedure for making a nomination pursuant to Section 101(a). Any report and recommendations made under this section shall be included with any nomination submitted by the state to the Secretary.

VII By mutual written agreement with the local governing body, the state may delegate additional responsibilities to the CLG. Local governments may be certified to participate in specific program activities under Programmatic Agreements.

- A. The CLG may develop educational programs promoting historic preservation at the local level such as, but not limited to, sponsorship of preservation workshops, publication of preservation information, organizing preservation fairs, conducting walking tours, preparing preservation curricula for schools, etc.
- B. Commission members may act in an advisory capacity to other officials and departments within the local government and act as a liaison on behalf of the CLG to individuals and organizations concerned with historic preservation issues at the local level.
- C. The CLG may participate in the Mills Act program or other economic incentive programs to provide property-tax relief for owners of historic properties.
- D. The CLG may participate in the Marks Historical Rehabilitation Act for issuance of tax-exempt industrial development bonds, providing that the commission shall serve as a part of the required citizen advisory board.
- E. The CLG may assume certain responsibilities of recommending National Register of Historic Places properties, identified in the CLG jurisdiction, directly to the State Historical Resources Commission.
- F. By mutual written agreement with the local governing body, the state may delegate additional responsibilities to the CLG.