

[Name of City, County or Town]

Report Prepared by: _____

Date of commission/board review: _____

Minimum Requirements for Certification

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

- What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals. (Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.)
- Provide an electronic link to your ordinance or appropriate section(s) of the municipal code.

B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance)

- What properties/districts have been locally designated (or de-designated) this past year? For districts, provide a list of resource contributors and noncontributors.
- Reminder, pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.” Have you done this?

Property Name/Address	Date Designated/Removed	Date Recorded by County Recorder

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C. Historic Preservation Element/Plan

- Have you made any updates to your historic preservation plan or historic preservation element in your community's general plan? If you have, provide a copy or electronic link.
- If you address historic preservation in your general plan, is it in a separate historic preservation element or is it included in another element?
- Provide an electronic link to the historic preservation section(s) of the General Plan.
- When will your next General Plan update occur?

D. Review Responsibilities

C.1 Design Review/Certificates of Appropriateness

- Who takes responsibility for design review or Certificates of Appropriateness?
- Do all projects subject to design review go the commission, or are some reviewed at the staff level without commission review?
- What is the threshold between staff-only review and full-commission review?

C.2 California Environmental Quality Act

- What is the role of the staff and commission in providing input to CEQA documents prepared for or by the local government?
- What is the role of the staff and commission in reviewing CEQA documents for projects that are proposed within the jurisdiction of the local government?

C.3 Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in providing input to Section 106 documents prepared for or by; the local government?
- What is the role of the staff and commission in reviewing Section 106 documents for projects that are proposed within the jurisdiction of the local government?

II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

A. Commission Membership

- Who are the current members (and alternates, if applicable)?
- Do they represent a professional discipline or do they represent a public role?

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- What is their date of appointment and when does their appointment expire?
- What is their email address?
- Include resumes and Qualifications Review forms for all members. If you do not have two qualified professionals on your commission, why have the professional qualifications not been met and how is professional expertise being provided? If all positions are not currently filled, why is there a vacancy, and when will the position will be filled?

Name	Discipline	Date Appointed	Date Appt. Expires	Email Address

B. Commission Staff

- Who are your current commission/CLG staff?
- What are their disciplines, and their dates of appointment/assignment?
- Is the staff to your commission the same as your CLG coordinator?
- Include resumes and Qualifications Review forms for all new staff.
- If the position(s) is not currently filled, why is there a vacancy?

Name/Title	Discipline	Dept. Affiliation	Email Address

C. Attendance Record

- Please attach in chart form for each commissioner and staff member, the attendance records for meetings. Commissions are required to meet four times a year, at a minimum.

D. Training Received

- What training has each commissioner and staff member received, including descriptions and dates of training, and training provider? Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

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Commissioner/Staff Name	Training Title & Description	Training Provider	Date

III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act

A. Historical Contexts

- Have you initiated, researched, or developed any historic contexts? If you have, list and describe in several sentences each historic context, how it is being used, and the date submitted to OHP (California CLG procedures require CLGs to submit survey results including historic contexts, to OHP.) If you have not done so, submit a copy with this report.

Context Name	Description	How it is Being Used	Date Submitted

B New Surveys (excluding those funded by OHP)

- Have you carried out any surveys or re-surveys? If you have, list the area surveyed, level (reconnaissance or intensive), acreage, number of properties surveyed, and the date you submitted the survey to OHP. (California CLG procedures require CLGs to submit survey results including historic contexts, to OHP.) If you have not done so, submit a copy with this report.
- Keep in mind that the evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.
- How are you using the survey data?

Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date

C. Changes to Inventories

- Have you made corrections to you inventory of historic properties, or have you identified any corrections that need to be made?

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- If you have, what are the reasons for the changes (new information, alteration [approved/not approved], demolition [approved/not approved], etc.)?
- Have you changed the status codes of any properties in your inventory? Submit the changes with this report.

Property Name/Address	Additions/Deletions to Inventory	Changes to Status Codes	Reason	Date of Change

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

- What public outreach, training, or publications programs have you undertaken? Please provide copy of (or a link to) all publications or other products not previously provided to OHP.

Item or Event	Description	Date

In addition to the minimum CLG requirements, OHP is interested in a Summary of Local Preservation Programs

What is the current status of preservation in your community? What are the most critical preservation planning issues?

What is the single accomplishment of your local government this year that has done the most to further preservation in your community?

What incentives are you providing for historic preservation in your community, e.g., loan or grant programs, property tax reduction, zoning variances, etc.? What programs are you offering, what is the public utilizing, and how successful are the programs in promoting historic preservation? Please provide a brief overview narrative.

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Name or Type of Incentive Program	How many properties have benefited?

What recognition are you providing for successful preservation projects or programs?

How did you meet or not meet the goals identified in your annual report for last year?

What are our local historic preservation goals for 2009-2010?

So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? In what subject areas would you like to see training provided by the OHP? How you like would to see the training conducted (workshops, online, technical assistance bulletins, etc.)?

Would you be willing to host a training working workshop in cooperation with OHP?

XII Attachments

- Resumes and Qualifications Review Forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Attendance records of commissioners and staff
- Electronic link historic preservation ordinance/section of municipal code
- Electronic link to historic preservation section(s) of the General Plan
- Drafts of proposed changes to the ordinance
- Public outreach publications
- Revised or amended preservations plans/elements