

Certified Local Government Program -- 2011-2012 Annual Report

(Reporting period is from October 1, 2011 through September 30, 2012)

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INSTRUCTIONS: This a WORD form with expanding text fields and check boxes. It may open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened and edited.

This WORD form will behave generally like a regular Word document *except that the font, size, and color are set by the text field.*

- Start typing where indicated to provide the requested information. You can also copy and paste from another document into a text field.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.
- To add new lines in tables, tab past the last text box and a new row will appear. Or right click to insert new rows as with other tables.

Save completed form and email as an attachment to lwoodward@parks.ca.gov. You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select *Create and Attach to Email*. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in additional emails.

Report Prepared by: Type here.

Date of commission/board review: Type here.

Minimum Requirements for Certification

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

A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

REMINDER: 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.

Type here.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal code. Type here.

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

1. During the reporting period, did you have a local register program to create local landmarks/local districts (or a similar list of designations) created by local law? Yes No

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2. If the answer is yes, then, during the reporting period, what properties/districts have been locally designated?

Property Name/Address	Date Designated	Number of Contributors in District	Date Recorded by County Recorder
Type here.	Type here.	Type here.	Type here.

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.”

3. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed
Type here.	Type here.

C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan? No
 Yes, in a separate historic preservation element. Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan. Type here.

2. Have you made any updates to your historic preservation plan or historic preservation element in your community’s general plan? Yes No If you have, provide an electronic link. Type here.

3. When will your next General Plan update occur? Type here.

D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

- All projects subject to design review go the commission.

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Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? **Type here.**

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? **Type here.**

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? **Type here.**

4. 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? **Type here.**
- 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? **Type here.**

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

A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

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Type here.				
Type here.				

Attach resumes and Statement of Qualifications forms for all members.

1. 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? Type here.
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? Type here.

B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator? Yes No
2. If the position(s) is not currently filled, why is there a vacancy? Type here.

Attach resumes and Statement of Qualifications forms for all new staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Type here.	Type here.	Type here.	Type here.

C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Type here.	<input type="checkbox"/>											
Type here.	<input type="checkbox"/>											
Type here.	<input type="checkbox"/>											
Type here.	<input type="checkbox"/>											

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Type here.	<input type="checkbox"/>											
Type here.	<input type="checkbox"/>											
Type here.	<input type="checkbox"/>											
Type here.	<input type="checkbox"/>											

D. Training Received

Indicate what training each commissioner and staff member has received. 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.

Commissioner/Staff Name	Training Title & Description	Duration of Training	Training Provider	Date
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

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

A. Historical Contexts: initiated, researched, or developed in the reporting year

NOTE: California CLG procedures require CLGs to submit survey results including historic contexts to OHP. If you have not done so, submit a copy (PDF or link if available online) with this report.

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Context Name	Description	How it is Being Used	Date Submitted to OHP
Type here.	Type here.	Type here.	Type here.

B. New Surveys or Survey Updates (excluding those funded by OHP)

NOTE: 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.

California CLG procedures require CLGs to submit survey results including historic contexts, to OHP. If you have not done so, submit a copy (electronic format preferred) with this report.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
Type here.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? Type here.

C. Corrections or changes to Inventory

Property Name/Address	Additions/Deletions to Inventory	Status Code Change From - To	Reason	Date of Change
Type here.	Type here.	Type here.	Type here.	Type here.

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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 an electronic link) all publications or other products not previously provided to OHP.

Item or Event	Description	Date
Type here.	Type here.	Type here.

V. National Park Service Baseline Questionnaire for **new CLGs (certified after September 30, 2011).**

NOTE: OHP will forward this information to the NPS on your behalf. Guidance for completing the Baseline Questionnaire is located at www.nps.gov/hps/clg/forms.html.

A. CLG Inventory Program

1. What is the net cumulative number of historic properties in your CLG inventory as of September 30, 2011? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory from all programs, local, state, and Federal during the report year. Type here.

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. As of September 30, 2011, did your local government have a local register program to create local landmarks/local historic districts (or a similar list of designations created by local law? Yes No
2. If the answer is yes, what is the net cumulative number (or your best estimate of the number) of historic properties (i.e., contributing properties) locally registered/designated as of September 30, 2011? Type here.

C. Local Tax Incentives Program

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1. As of September 30, 2011, did your local government have a local historic preservation tax incentives program (e.g. Mills Act)? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties whose owners have taken advantage of those incentives as of September 30, 2011? *Type here.*

D. Local "Bricks and Mortar" Grants/Loans Program

1. As of September 30, 2011, did your local government have a locally-funded, historic preservation grants/loan program for rehabilitating/restoring historic properties? *Type here.*
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties assisted by these grants or loans as of September 30, 2011? *Type here.*

E. Local Design Review/Regulatory Program

1. As of September 30, 2011, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to or impacts on properties with a historic district? Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties that your local government has reviewed under that process as of September 30, 2011? *Type here.*

F. Local Property Acquisition Program

1. As of September 30, 2011, did your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties?
 Yes No
2. If the answer is yes, what is the cumulative number (or your best estimate of the number) of historic properties with a property interest acquisition assisted or carried out by your local government as of September 30, 2011?
Type here.

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VI. Additional Information for National Park Service Annual Products Report for **CLGs (certified before September 30, 2011).**

NOTE: OHP will forward this information to NPS on your behalf. **Please read** “Guidance for completing the Annual Products Report for CLGs” located at www.nps.gov/hps/clg/forms.html.

A. CLG Inventory Program

During the reporting period (October 1, 2011-September 30, 2012, how many historic properties did your local government add to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Type here.	Type here.

B. Local Register (i.e., Local Landmarks and Historic Districts) Program

(This information is captured under I.B. above.)

C. Local Tax Incentives Program

1. During the reporting period, October 1, 2011-September 30, 2012, did you have a Local Tax Incentives Program, such as the Mills Act? Yes No
2. If the answer is yes, how many properties have been added to this program since October 1, 2011?

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

D. Local “bricks and mortar” grants/loan program

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1. During the reporting period, October 1, 2011-September 30, 2012, did you have a local government historic preservation grants/loan program for rehabilitating/restoring historic properties? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) after October 1, 2011? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

E. Design Review/Local Regulatory Program

1. During the reporting period, October 1, 2011-September 30, 2012, did your local government have a historic preservation regulatory law(s) (e.g., an ordinance requiring Commission/staff review of 1) local government undertakings and/or 2) changes to, or impacts on, properties with a historic district? Yes No
2. If the answer is yes then, since October 1, 2011, how many historic properties did your local government review for compliance with your local government's Historic preservation regulatory law(s)? Type here.

F. Local Property Acquisition Program

1. During the reporting period, October 1, 2011-September 30, 2012, did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means? Yes No
2. If the answer is yes, then how many properties have been assisted under the program(s) since October 1, 2011? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

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

- A. What are the most critical preservation planning issues? Type here.

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

- C. What recognition are you providing for successful preservation projects or programs? Type here.

- D. How did you meet or not meet the goals identified in your annual report for last year? Type here.

- E. What are your local historic preservation goals for 2012-2013? Type here.

- F. 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? Type here.

- G. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
Type here.	Type here.

- H. Would you be willing to host a training working workshop in cooperation with OHP? Yes No

XII Attachments

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- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

When report is completed, save and email as an attachment to lwoodward@parks.ca.gov .
You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select *Create and Attach to Email*.

Statement of Qualifications
for
Certified Local Governments Commissioners

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

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

_____ Yes

_____ No

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

Statement of Qualifications
for
Certified Local Governments Commissioners

Local Government _____

Name of Commissioner _____

Date of Appointment: _____

Date Term Expires: _____

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

_____ Yes

_____ No

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