MICHIGAN'S CERTIFIED LOCAL GOVERNMENT PROGRAM

A Manual on How to Become Certified

State Historic Preservation Office
Michigan State Housing Development Authority
Lansing, Michigan

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INTRODUCTION

In 1966, the National Historic Preservation Act was passed to establish a preservation program that operated as a decentralized partnership between the federal government and the states. A program that was based on identification, evaluation, registration, and protection of historic resources was established, and a state historic preservation office (SHPO) was established in each state to administer the program.

In 1980, the Act was amended to expand this program by creating a new federal-state-local partnership. Local units of government were given the opportunity to participate in the national preservation program by becoming a Certified Local Government (CLG). The role of CLGs in the partnership includes the responsibilities of administering local preservation ordinances, maintaining systems for survey of historic resources, and participating in the National Register program. The National Historic Preservation Act directs the SHPOs and the National Park Service (NPS), U.S. Secretary of the Interior, to certify local governments to participate in the partnership. Any unit of government may be eligible to become certified including small villages, large cities, townships, and counties. The regulations for this program are found in Chapter 9 of the National Register Programs Manual (NPS-49).

The purpose of this manual is to outline how the partnership will work in Michigan. The Michigan State Historic Preservation Office developed these procedures and will implement this program.

BENEFITS

Any local unit of government may apply to become a CLG providing it meets certain requirements that are outlined in this manual. The purposes of the CLG program are: to ensure the broadest possible participation of local governments in the Historic Preservation program while maintaining standards consistent with the National Historic Preservation Act; to enrich, develop, and help maintain local historic preservation programs; and to provide financial and technical assistance to further these purposes.

The primary benefit of participating in the CLG program is the strengthening of the Historic Preservation program at the local level. The CLG program ensures that historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making process at the earliest possible opportunity. Historic preservation should be considered equally with other planning issues in a CLG and not be viewed as superfluous to decision-making. CLG status can bring pride and official recognition to a community that is committed to historic preservation.

A CLG participates more directly than other local governments in the National Register nomination process. The SHPO requests the CLG's recommendation on any nomination from its jurisdiction. If the CLG recommends that a property is eligible for listing, the SHPO will proceed with the nomination. If the CLG recommends that a property not be listed, the SHPO may not nominate the property unless an appeal is filed in accordance with federal regulations 36 CFR 60.

A CLG may negotiate other responsibilities as part of its CLG certification agreement with the Michigan SHPO. If a local unit has appropriately qualified staff, a CLG may perform expanded duties in the federal tax credit program and/or the review and compliance program. Under the tax credit program, a CLG could make recommendations to the SHPO about whether or not a rehabilitation project should be certified. Under the review and compliance program, a CLG and the SHPO may prepare a Memorandum of Agreement allowing a historic district commission to review, for example, specific kinds of building rehabilitation projects. When such additional responsibilities are assumed, the performance of the CLG will be evaluated when the SHPO reviews it not less than every three years. When such expanded participation is part of the CLG agreement, the SHPO will not delegate all of its responsibilities, but rather the local unit will have an expanded role in assisting the SHPO.

The SHPO will also provide training for CLGs to enrich, develop and maintain their current historic preservation programs. Such training might include workshops for commission members, information about the Secretary of the Interior's Standards, or updates on the National Register program. Currently the SHPO is providing training to CLGs through the Michigan Historic Preservation Network.

At least 10% of Michigan's annual allocation from the Historic Preservation Fund must be distributed to CLGs. These grants are 60/40 matching grants and are available on a

reimbursement basis. The funds may be used to augment and strengthen the local unit's historic preservation program. All work accomplished under these grants must meet the Secretary of the Interior's Standards for Archaeology and Historic Preservation.

Eligible activities for Historic Preservation CLG grants include survey work, the preparation of National Register nominations, the design and production of educational materials relating to the unit's National Register-listed properties and the preparation of preservation plans for local historic resources. A CLG may also apply for funds for building-specific work for National Register-listed properties. Such grant applications might include facade studies, marketing studies, or plans and specifications. A CLG can apply for funding for design review work providing that the staff performing the work meet appropriate standards in 36 CFR 61 and the local standards meet the Secretary of the Interior's Standards. A CLG can also apply for funding for expanded responsibilities in the reviews needed for the tax credit program or in review and compliance work. If a CLG applies for funding for these responsibilities, appropriate staff must be in charge of this work. The SHPO may not delegate the final responsibilities for the tax credit and review and compliance programs, but these grants can allow a CLG to play a more active role in programs which affect its resources.

The SHPO welcomes other innovative grant applications that promote historic preservation and have measurable results. The staff at the SHPO encourages CLGs to discuss other types of projects with them.

Governments interested in applying for the CLG pool of Historic Preservation funds must first be certified. Grant application information is available annually from the State Historic Preservation Office. This information includes an expanded description of the types of projects which could be funded, an estimate of the amount of funding to become available, the deadline for the applications, and the criteria to be used in scoring grant applications.

When projects are selected for funding, an effort is made to distribute the CLG funding among the maximum number of CLGs and to distribute the funds between rural and urban CLGs. No one CLG should receive a disproportionate share of the funding. All projects funded must have tangible results and have specific products.

Information about CLG grants is available from:

Grants Section
State Historic Preservation Office (SHPO)
Box 30740
702 West Kalamazoo Street
Lansing, Michigan 48909-8240
517-373-1630
preservation@michigan.gov

THE FIVE BASIC REQUIREMENTS

The National Historic Preservation Act Amendments of 1980, which established the Certified Local Government program, contain five broad requirements that a local government must meet to be certifiable.

Basic Requirement #1

A local government shall "Enforce appropriate state or local legislation for the designation and protection of historic properties."

A. In Michigan, Public Act 169 (1970 as amended) is the state enabling legislation that provides for the establishment of local historic districts and local historic district commissions in counties, cities, villages, and townships. To become certified, a unit of government must have passed an ordinance under Public Act 169.

B. At a minimum, the following ten components that are deemed consistent with the purposes of the Act must be found in the local ordinance or, in some cases, in other official documents such as commission bylaws or procedures. Numbers 1 - 5 inclusive must be found in the ordinance.

1. A statement of purpose that clearly focuses on the designation and protection of historic districts and individual historic properties in a defined area.

2. A means for establishing an appropriate review body (hereinafter, a commission) that shall administer the local ordinance and designate and protect historic districts.

3. A confirmation that the commission shall have the power of review and the ability to enforce binding decisions.

4. An appeals process.

5. A procedure for identifying, designating, and protecting additional historic districts.

6. Definitions that explain terms associated with historic resources (i.e. district, building, open space), historic preservation (i.e. restoration, rehabilitation), and preservation administration (i.e. certificate of appropriateness, review body).

7. Boundary descriptions that clearly define the location of each historic district.

8. A confirmation that the commission shall include members qualified to administer the designation and protection of historic resources.

9. Procedures for the commission's review of alteration, demolition, relocation, and new construction within all designated historic districts.

10. Adoption of the Secretary of the Interior's Standards for Rehabilitation and/or design guidelines that are consistent with the Standards.

C. The local ordinance must avoid the following:

1. Provisions whereby the historic district status of a previously designated district shall be terminated on a specific date.

2. Provisions whereby participation in local review is voluntary for property owners within designated historic districts.

3. Provisions whereby historic districts can be designated only upon consent of more than 50% of all property owners.

4. Provisions whereby certain properties are exempt from local review procedures as, for example, a hospital or charitable foundation. It is recognized, however, that the jurisdiction of the CLG is limited to that of the local government. Control of state and federally owned land, for example, are not part of that jurisdiction.

D. A code of conduct, including conflict of interest guidelines, for the commission must be found in the ordinance, separate bylaws, or rules of procedure.

Basic Requirement #2

A local government shall "Establish by state or local law an adequate and qualified historic preservation review commission composed of professional and lay members."

A. Commissions may differ in name and composition, but they must include members who are qualified to administer the ordinance. The commission members will be responsible for design review and must be able to make binding decisions over historic resources.

B. The local government shall appoint the commission's membership so that it includes members qualified to administer the designation and protection of historic resources.

1. All commission members shall have a demonstrated interest, competence, or knowledge in historic preservation.

2. The local government shall appoint **at least one** member who is an architect, an archaeologist, an historian or an architectural historian or combination there of, who meet the professional qualifications specified by the National Park Service in 36 CFR 61. A copy of these qualifications is found in Appendix 1 of this manual.

3. In addition to the above, the community shall appoint, to the extent available, professional members from related disciplines such as cultural geography and planning, and from professions such as real estate, law, and business.

4. When a discipline described in B.2 above is not represented in commission membership, the commission shall be required to secure expertise in this area when considering National Register nominations and other actions that will affect properties which are normally evaluated by a professional in such a discipline.

   a. When non-archaeological resources or issues are under review, the commission may consult with universities, private preservation organizations, or regional planning commissions for the help it needs or may contact the SHPO for assistance in selecting an appropriate and qualified consultant.

   b. When archaeological resources or issues are under review, the commission shall be required to contact the SHPO for assistance in selecting an appropriate and qualified consultant.

   c. The SHPO shall have the right to review and approve all such consultants proposed by the local government. Approvals shall be in writing.

5. Local governments may be certified without meeting the requirements of B.2 above if they can document in their application that they have made a reasonable effort to fill these positions.

C. The chief elected official of the local government shall act within at least **60** days to fill a vacancy on the commission.

D. The SHPO will provide orientation materials and training for CLG commissions. The orientation and training shall be designed to provide a working knowledge of the roles and operations of federal, state, and local preservation programs.

Basic Requirement #3

A local government shall "Maintain a system for the survey and inventory of historic resources."

A. The local government shall maintain an on-going survey and inventory system that systematically documents all buildings, structures, sites, objects, and significant open spaces that are historically or architecturally important within its jurisdiction. So that local survey efforts shall be coordinated with those of the state, the SHPO has formulated the following process. This process is only a recommendation, and upon its own judgment, for example, a CLG may choose to survey, designate, and protect a threatened building before it continues work on a designated but poorly documented resource.

1. First survey and inventory those districts that are in the process of being designated under the ordinance.

2. Go back and survey and inventory those historic districts that were previously designated under the ordinance but may not have been adequately documented.

3. Lastly, the local government shall systematically survey in rational increments all remaining properties within its jurisdiction that are historically or architecturally significant. The following guidance is provided for building this database of survey information.

   a. Update and expand the district study committee report.

   b. The new research for updating the study committee report should provide an understanding of the local government's resources by focusing on historic contexts, building types, levels of maintenance, etc.

   c. Special attention should be placed on documenting threatened resources and resources experiencing local developmental pressures.

B. So that local government survey data is in a format consistent with the statewide comprehensive planning process, the SHPO requires that the following guidelines be followed by the local government.

1. All survey and inventory activities shall be conducted using SHPO inventory cards and procedures.

2. The local government shall forward to the SHPO one original copy of any survey data.

3. The local government shall keep at least one original copy of any survey data and make it accessible to the public.

4. The local government shall not undertake any archaeological survey activities without first contacting the State Archaeologist for review and assistance. SHPO procedures specify that information concerning archaeological resources are made

fully available to the public, with the exception of information which would reveal the exact location of archaeological sites. CLGs are required to follow this same procedure.

C. The SHPO recognizes the possibility that in some Michigan communities all properties of architectural, historical, and archaeological significance within the local government's jurisdiction will have been intensively surveyed. In these cases, the local government has no required survey and inventory system responsibilities until such time as additional properties become old enough to document or additional properties are considered for local designation.

Basic Requirement #4

A local government shall "Provide for adequate public participation in the Historic Preservation program, including the process of recommending properties to the National Register."

A. At a minimum, the local government's public participation activities shall include the following.

1. All meetings of the commission shall adhere to the Open Meetings Law, Public Act 267 of 1976.

2. Regular commission meetings shall occur at regular intervals at least four times a year; special commission meetings shall be called any time they become necessary.

3. Public notice shall be provided prior to any regularly scheduled or special meeting of the commission.

4. Procedures, guidelines, criteria, standards, etc. used by the commission shall be available to the public for review and comment pursuant to the Freedom of Information Act, Public Act 442 of 1976.

5. Minutes of all decisions of the commission, including the reasons for making these decisions, shall be published and kept on file and available for public inspection for at least two years.

6. All decisions by the commission shall be made in public forum and applicants shall be given written notification of decisions of the commission.

B. A CLG has the responsibility to participate directly in the national Historic Preservation program by reviewing and making recommendations on nominations to the National Register of Historic Places of non-federal properties. A CLG may also comment on the

nomination of federal properties, but this is not required. Responsibility for nominating properties remains with the SHPO, but participation at the local level shall include the following steps.

1. Before a property within the jurisdiction of the CLG may be considered by the SHPO for nomination to the National Register, the SHPO shall conduct its official notification process 60 - 120 days before the State Historic Preservation Review Board meeting at which the property will be reviewed. Among others, the commission, the chief elected official of the local government, and the property owner shall be notified by the SHPO.

2. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not the property, in its opinion, meets the selection criteria for the National Register. "Opportunity for public comment" shall include review of the nomination at a regularly scheduled or special commission meeting and mailing of a written notice to the property owner providing the date, time, and location of the commission meeting. The commission's report need not be elaborate but must define which of the four National Register selection criteria are met by the property and whether or not the property meets the Register's standards of integrity. It is necessary to have qualified reviewers according to the type of resource that is being nominated, as described under Basic Requirement #2 B.4.

3. Within 60 days of receipt of the nomination, the chief elected official shall mail to both the SHPO and the property owner the report of the commission and his/her own recommendation.

4. If both the commission and the chief elected official recommends that a property <u>not</u> be nominated, the SHPO shall take no further action.

5. An appeal may be filed to the SHPO within 30 days. If an appeal is filed, the SHPO may proceed with the National Register process. The commission report and the appeal shall be sent to the National Register with the nomination.

6. All official owner notification responsibilities will remain with the SHPO.

7. The state may expedite the CLG's participation in the nomination process, including shortening the 60-day commenting period, with the concurrence of the CLG as long as owner notification and National Register procedures have been met. The SHPO and the CLG may agree to expedite CLG participation with respect to a particular nomination or may agree to expedite concurrence on all nominations. This process may be initiated by the SHPO or the CLG and will be described in an amendment to the Certification Agreement.

C. The local government shall prepare an annual report that summarizes its activities and the activities of the commission. This report shall include, but not be limited to, such items as the number of applications for certificates of appropriateness reviewed, new district designations approved, a summary of National Register activities, and reviews of any subgrant activities. This report shall be submitted to the SHPO on a date that will be specified in the Certification Agreement.

Basic Requirement #5

A local government that has been certified shall "Satisfactorily perform the responsibilities delegated to it under the Act."

A. The four minimum responsibilities defined above are required of all CLGs nationwide. The only optional activities delegated to CLGs under the Michigan program are the opportunities to review tax credit projects and some federal projects at the local level as described on page 2 of this manual.

B. It should be noted that final decisions and recommendations shall continue to be made at the state and/or federal levels regarding review and compliance and tax act activities.

C. The CLG shall establish goals for its preservation program that will describe anticipated activities in terms of identification, evaluation, registration and protection.

D. The SHPO shall work with the local government to be certain that performance of all activities shall be consistent and coordinated with the identification, evaluation, and protection priorities of the Michigan Comprehensive Historic Preservation Plan.

E. Monitoring of all CLGs by SHPO staff will be ongoing and on-site evaluations will be conducted once every three years. The process for evaluating CLGs is described beginning on page 15 of this manual.

PROCESS FOR REQUESTING CERTIFICATION

Requesting Certification

The following materials constitute a request for certification by a local government and can be submitted to the SHPO at any time during the year. Applications should be mailed to:

CLG Coordinator
State Historic Preservation Office (SHPO)
PO Box 30740
702 West Kalamazoo Street
Lansing, Michigan 48909-8240

SHPO staff expect to work with a local government on its application and draft applications can be submitted before a complete application is available. The completed submission will explain how the local government meets the five basic requirements. The Application Checklist, which follows, is also found in Appendix 2 of this manual and should be completed and sent to the SHPO with all application materials. The SHPO shall notify the U.S. Secretary of the Interior, through the NPS in Washington, D.C., when a complete local government certification request has been received and approved in accordance with the state's approved certification process. The SHPO will send to the NPS a copy of the approved request and a Certification Agreement. To the local government, the SHPO shall forward the Certification Agreement that documents successful certification. The Certification Agreement is not effective until it is signed by the chief elected local official and the State Historic Preservation Officer, and approved by the NPS. Once executed, this Certification Agreement remains in effect unless the local government withdraws from the CLG program or is decertified.

The Application

☐ Provide a cover letter, signed by the chief elected official of the local government, requesting certification from the SHPO.

☐ To meet Basic Requirement #1:

A. Supply a copy of the local ordinance that establishes a commission and designates and protects historic districts. Attach any amendments, regulations, bylaws, or guidelines associated with the ordinance.

B. Mark on the ordinance or equivalent, or key on a separate piece of paper the location of the following. Refer to Basic Requirement #1, B. on pages 4 and 5 of this manual for the description of each component.

1. statement of purpose
2. definitions
3. boundary descriptions
4. means of establishing the commission
5. confirmation of qualified commission members
6. confirmation of the commission's powers
7. procedures for review
8. appeals process
9. design review guidelines
10. procedure for identifying, designating, and protecting historic resources.

C. Include a list and location maps of all historic districts designated under the ordinance.

D. Supply a code of conduct that governs commissioners' actions when administering the local ordinance.

☐ To meet Basic Requirement #2:

A. Note the official name of the commission.

B. Provide a Resume Form, found in Appendix 3 of this manual, for each member of the commission. Note those members who the local government believes meet 36CFR61 professional qualifications. On the Resume Form emphasize education, training, practical experience, and volunteer efforts that indicate interest, competence, and knowledge of historic preservation.

C. If any or all of the professions of architect, archaeologist, historian, or architectural historian are not represented on the commission, document how the local government has attempted to appoint such people. Documentation could include newspaper notices,
correspondence, etc.

D. Provide a copy of the rules of procedure, if available, that will be followed by the commission.

☐ To meet Basic Requirement #3:

A. Describe the on-going survey and inventory system that the local government uses to systematically document resources within its jurisdiction.

B. Referring to the survey guidelines on pages 7 and 8, assess which goals have already been met and the goals that yet need to be addressed.

☐ To meet Basic Requirement #4:

A. Describe the general public participation program that is administered by the local government.

B. Describe the specific public participation and property owner notification procedures for National Register nominations.

☐ To meet Basic Requirement #5:

A. Quantify activities proposed for completion within the next three year period. What are the preservation goals of the local government? If the local government plans to become involved in the writing of National Register nominations, for example, provide the prioritized list of nominations to be produced within the three year period.

B. If the local government wishes to assume the additional responsibilities of either the federal tax credit program or the review and compliance program, supply the professional qualifications of commissioners or staff who would be doing the reviews. Describe the kinds of projects that the local government has reviewed in the past. For the review and compliance program, indicate which federal programs the local government participates in and would be included in a Memorandum of Agreement with the SHPO.

The Review Procedure and Its Timing

The SHPO shall respond to the chief elected official's request for certification within 30 days of receipt of an adequately prepared submission that includes all the materials requested above. If the application is complete and the local government meets all of the requirements, the SHPO will prepare the Certification Agreement. The Certification Agreement shall summarize the required responsibilities and any additional responsibilities assumed by the local government.

The SHPO shall notify the NPS when a local government certification request has been received and approved, and, forward to it a copy of the request and written Certification Agreement. When NPS has approved the certification request, the local government shall be certified.

Amendments

Substantive changes in Certification Agreements must be forwarded as a written amendment to the NPS for concurrence. Changes are approved if the NPS approves the amendment. The SHPO must notify the CLG, in writing, of the decision.

State Records

The SHPO shall maintain records of its evaluations, certifications, decertifications, and CLG annual reports so that all results are available for the U.S. Secretary of the Interior's performance evaluation of Michigan's historic preservation program. Such records shall be available for public review during regular working hours at the SHPO office in Lansing.

PROCESS FOR EVALUATING CLGs

Throughout the year, SHPO staff will informally monitor CLG activities through correspondence, telephone conversations, and the annual reports that are submitted from each local government.

No less than once every three years, however, the SHPO shall formally evaluate each CLG in the state. The evaluation will take place on-site in the community and will clarify for the SHPO how the local government has continued over time to meet the five basic requirements.

At the time of application, the CLG will receive a copy of an Evaluation Checklist, which will be used at the evaluation. It is important to read the Checklist carefully so that local officials understand what is minimally acceptable. The questions will test for quantity, quality, and timeliness in terms of the activities that the CLG must perform to continue to meet the five basic requirements.

The Procedure and Its Timing

The SHPO shall notify the CLG at least 30 days before a proposed date for the evaluation. The local government shall accept the date or request an alternate date no later than 15 days after the first. With its request for an evaluation date, the SHPO shall supply the local government with additional copies of the Evaluation Checklist and any special instructions.

Within 30 days after the on-site visit, the SHPO shall supply a written summary that evaluates the local government's program operation and administration. If the CLG receives a "yes" response to all of the questions on the Evaluation Checklist, the report will constitute written approval of the local government's CLG program. If the CLG receives a "no" response to any of the questions on the Evaluation Checklist, the written response shall include advice and assistance for the local government to improve its local preservation program. A timeframe for implementing corrections will also be included in the written report. Annual training for commissioners and local officials will follow up on any inadequacies noted during the evaluation. If the CLG receives a "no" response to two or more questions, the SHPO may exercise its prerogative to recommend decertification of the local government to the U.S. Secretary of the Interior. This procedure is explained in the next section of this manual.

PROCESS FOR DECERTIFYING A CLG

A CLG may request voluntary decertification by informing the SHPO in writing. After consultation with a representative of the local government, the SHPO will forward the written request for decertification to the National Park Service. Upon receipt of the National Park Service's written determination of the date of decertification, the SHPO will inform the CLG of the official date of decertification.

A major inadequacy shall be cited if during the period of review, the local government received a "no" finding to two or more questions from the Evaluation Checklist. The SHPO shall define the inadequacies in the written report that is prepared within 30 days of the visit. The report shall include advice and assistance on how to overcome the assessed inadequacies, the deadline for making corrections, and an appropriate warning that the local government may face decertification if adequate improvements in the local preservation program are not made.

After receipt of the SHPO's report, the local government shall have a maximum of 90 days to implement improvements. During that time period, the local government shall work with SHPO staff to make the suggested improvements. By the end of the 90-day period, the local government must document its improvements and/or request another on-site evaluation by SHPO staff.

If the SHPO determines that sufficient improvement has not occurred within the 90-day timeframe, it shall recommend decertification of the local government to the U.S. Secretary of the Interior through the NPS citing specific reasons for the recommendation and submitting appropriate written documentation. Before submitting this recommendation, the SHPO shall afford the local government the right to a meeting that shall be scheduled within 30 working days from the close of the 90-day review period. The meeting may reverse the SHPO recommendation for decertification. If not, the recommendation for decertification shall be submitted and written notice provided to the CLG. If the NPS does not object within 30 working days of receipt, the decertification shall be considered approved. The SHPO will provide written notice to the CLG of the date of decertification.

If a decertification is accepted by the NPS and the local government was a recipient of grant funds through the CLG program, the SHPO shall continue the normal close out of the grant unless the objectives of the grant can no longer be met, in which case the grant will be terminated in accordance with the contract for the grant funds.

A decertified local government may not apply for certification until a new fiscal year begins. When such a local government again applies for certification it shall submit its request following the original guidelines. A local government may not apply for a CLG subgrant when it is decertified. It may, however, apply for HPF grants that are not reserved for CLGs.

APPENDIX 1 - PROFESSIONAL QUALIFICATIONS - 36 CFR 61

The following requirements are those currently used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

HISTORY

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

ARCHAEOLOGY

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management.

2. At least four months of supervised field and analytic experience in general North American archaeology; and

3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

ARCHITECTURAL HISTORY

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

ARCHITECTURE

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a state license to practice architecture.

HISTORIC ARCHITECTURE

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or

2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

APPENDIX 2 - APPLICATION CHECKLIST

☐ Provide a cover letter, signed by the chief elected official of the local government, requesting certification from the SHPO.

☐ To meet Basic Requirement #1:

A. Supply a copy of the local ordinance that establishes a commission and designates and protects historic districts. Attach any amendments, regulations, bylaws, or guidelines associated with the ordinance.

B. Mark on the ordinance or equivalent, or key on a separate piece of paper the location of the following. Refer to Basic Requirement #1, B. on pages 4 and 5 of this manual for the description of each component.

1. statement of purpose
2. definitions
3. boundary descriptions
4. means of establishing the commission
5. confirmation of qualified commission members
6. confirmation of the commission's powers
7. procedures for review
8. appeals process
9. design review guidelines
10. procedure for identifying, designating, and protecting historic resources.

C. Include a list and location maps of all historic districts designated under the ordinance.

D. Supply a code of conduct that governs commissioners' actions when administering the local ordinance.

☐ To meet Basic Requirement #2:

A. Note the official name of the commission.

B. Provide a Resume Form, found in Appendix 3 of this manual, for each member of the commission. Note those members who the local government believes meet 36 CFR 61 professional qualifications. On the Resume Form emphasize education,

training, practical experience, and volunteer efforts that indicate interest, competence, and knowledge of historic preservation.

C. If any or all of the professions of architect, archaeologist, historian, or architectural historian are not represented on the commission, document how the local government has attempted to appoint such people. Documentation could include newspaper notices, correspondence, etc.

D. Provide a copy of the rules of procedure, if available, that will be followed by the commission.

☐ To meet Basic Requirement #3:

A. Describe the on-going survey and inventory system that the local government uses to systematically document resources within its jurisdiction.

B. Referring to the survey guidelines on pages 7-8, assess which goals have already been met and the goals that yet need to be addressed.

☐ To meet Basic Requirement #4:

A. Describe the general public participation program that is administered by the local government.

B. Describe the specific public participation and property owner notification procedures for National Register nominations.

☐ To meet Basic Requirement #5:

A. Quantify activities proposed for completion within the next three year period. What are the preservation goals of the local government? If the local government plans to become involved in the writing of National Register nominations, for example, provide the prioritized list of nominations to be produced within the three year period.

B. If the local government wishes to assume the additional responsibilities of either the federal tax credit program or the review and compliance program, supply the professional qualifications of commissioners or staff who would be doing the reviews. Describe the kinds of projects that the local government has reviewed in the past. For the review and compliance program, indicate which federal programs

the local government participates in and would be included in a Memorandum of Agreement with the SHPO.

APPENDIX 3 - RESUME FORM

Historic District Commissioners - Background Information and Qualifications

Name: _____

Address: _____

_____

Telephone: _____ (Residence)

_____ (Business)

Occupation: _____

1. Area of Expertise

History ___ Architectural History ___ Architecture ___ Prehistoric Archaeology ___
Historic Archaeology ___
Other(Specify)_____

2. Education

_____

_____

3. Related Work Experience

_____

_____

_____

4. Demonstrated Interest in Historic Preservation

_____

_____

_____