

## **MISSOURI CERTIFIED LOCAL GOVERNMENT EVALUATION PROCEDURES**

Questions marked with an \* are required by the Guidelines for Participation in Missouri's Certified Local Government Program or are required as part of the certification agreement between the local government and the Missouri State Historic Preservation Officer.

### **Certified Local Government Organization**

1. Has an organizational chart been developed showing the local preservation program process?
  
2. Has a flow chart or guide been developed for local preservation procedures (designation process, certificate of appropriateness process)?
  
3. Have forms been developed for local designation applications (nominations), certificates of appropriateness, demolition permits, etc.?
  
4. Is a member of the city/county staff assigned to assist the preservation commission? If so, identify and indicate if the staff meets 36 CFR Part 61 professional qualifications.
  
5. Does the city/county have on staff or on retainer a 36 CFR Part 61 professional preservation consultant? If so, identify.
  
6. Has a comprehensive city/county-wide historic preservation plan been developed?
  
7. Is the local historic preservation ordinance reviewed periodically and revisions submitted to the SHPO to ensure continued compliance with CLG requirements?
  
8. Does the local historic preservation ordinance address all cultural resources (historic, architectural, archaeological)?
  
9. \*Have rules of procedure or by-laws been adopted by the local preservation commission and submitted to the SHPO?
  
10. Has a conflict of interest statement been prepared in conformance with standard city/county procedures?

## Historic Preservation Commission

1. \*Does the commission have 5 or more members?
2. \*Do all commission members demonstrate an interest, competence, or knowledge of historic preservation as defined in the Guidelines for Participation in Missouri's Certified Local Government Program?
3. \*Are 36 CFR Part 61 professional preservation members on the commission or is a documented attempt made to recruit such members?
4. \*Have current resumes of commission members and of new members been submitted to the SHPO?
5. \*For issues involving expertise not represented on the commission, has the assistance of a qualified profession consultant or the SHPO been sought?
6. \*Are the terms of commission members a minimum of 2 years and staggered?
7. \*Is action taken within 60 days to fill vacancies on the commission?
8. \*Are commission meetings held at regular intervals at least 4 times each year?
9. \*Do commission meeting minutes adequately document decisions made by the commission?
10. \*Are commission meeting minutes submitted to the SHPO at a minimum on a quarterly basis?
11. Does the commission conduct meetings in a serious and business-like fashion in conformance with city/county procedures?
12. Does the commission follow all by-laws and rules of procedure as outlined in the preservation ordinance?

### **Historic Preservation Commission (continued)**

13. \*Is the required annual report on commission activities submitted to the SHPO by November 30 or within the time frame of a requested extension, and are all records documenting these activities maintained for at least 5 years?
  
14. \*Do commission members attend at least one training session or preservation related conference each year?
  
15. \*Does the commission review alterations, demolitions, relocations, new construction and other activities as required for certificates of appropriateness within locally designated historic districts and affecting locally designated landmarks?
  
16. Does the commission conduct an ongoing public outreach/education program?
  
17. Does the commission apply National Register criteria correctly in the designation of local landmarks and districts?
  
18. Does the commission consistently apply the Secretary of the Interior's Standards for Rehabilitation in their decisions regarding certificates of appropriateness?

### **National Register Nomination Process**

If National Register nominations have been prepared for properties or districts within the jurisdiction of the CLG, please respond to the following questions. If National Register nominations have not been prepared, please go to the next set of questions.

1. \*Does the commission review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?
  
2. \*Does the mayor review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?
  
3. \*Have public notifications and hearings been held as required by the local ordinance and National Register procedures?

### **National Register Nomination Process (continued)**

4. \*Has a professional preservation consultant been retained to assist on review of National Register nominations for which the required expertise is not present on the commission?
5. \*Are files detailing the National Register nomination review process maintained and open to the public?

### **Survey and Inventory**

1. \*Has the CLG established a program of ongoing survey and identification of historic properties?
2. \*Does the CLG maintain an inventory of surveyed properties and of locally designated historic landmarks and districts?
3. Has the CLG set up a separate inventory and historic preservation resource file at the public library, historical society, or other public location?
4. \*Is the inventory material  
\_\_\_\_\_compatible with SHPO standards,  
\_\_\_\_\_accessible to the public,  
\_\_\_\_\_updated periodically?  
If required, are duplicates on file with the SHPO?
5. \*Does the survey lead to designation of local landmarks and districts?
6. \*Does the survey lead to nomination of properties and districts to the National Register of Historic Places?
7. Has a survey plan been developed and adopted by the CLG?

## **Adequate Public Participation**

1. \*Does public notice of meetings and posting of agenda meet state law and local time frame requirements?
2. \*Have guidelines and criteria for designation been developed, and are they available to the public?
3. \*Have guidelines and criteria for commission review of certificates of appropriateness been developed, and are they available to the public?
4. \*Does the commission provide timely written notice of decisions to the concerned parties, and are copies of commission decisions maintained in files accessible to the public?