



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

Municipality

Year

This form is to be completed by the CLG Contact or Commission Chairman. The local historic preservation commission will be referred to as the HPC. The local historic preservation ordinance will be referred to as the preservation ordinance. The fiscal year dates for the report are October 1, 2017 to September 30, 2018. The Report is due November 30, 2018.

Name and Address of individual completing this form:

1. Have any amendments been made to the CLG's preservation ordinance?

Yes  No

If yes, submit a copy of the revised ordinance and briefly explain below why the ordinance was changed.

2. Has the HPC adopted any review policies related to interpretation of the preservation ordinance?

Yes  No

If yes, please list the topic of the policy, i.e. aluminum siding, demolition, etc.

3. Did the HPC receive an official opinion for the state Attorney General office or state Ethics Commission during FY18?

Yes  No

If yes, please attach copy of opinion.

4. List the officers of the HPC for the past year.

5. Have the rules of procedure for the HPC changed?

Yes No

If yes, attach a copy of the revised rules of procedure.

6. Have the bylaws of the HPC changed?

Yes No

If yes, attach a copy of the revised bylaws.

7. The HPC is required to be represented at one annual training meeting provided or approved by the AHC. Training opportunities include meetings and webinars promoting historic preservation methods and values during fiscal year 2018 include:

Alabama-Mississippi Chapter of APA in Birmingham; October 6, 2017

Alabama Trust for Historic Preservation Roundtable in Montgomery; January 12, 2018

Your Town Alabama reunion near Nauvoo; June 20-21, 2018

CLG Basics Presentation in Livingston; August 28, 2018

Black Heritage Council Forum in Huntsville; September 21-22, 2018

Bicentennial Commission meetings and events at local and regional level; Various dates

Webinars of Preservation Topics; Various dates

Include any on-site training provided by AHC staff or other preservation professional/organization. Include any local programs and/or webinars approved by CLG Coordinator as training. Provide names of HPC or architectural review board members who attended one or more of the workshops. Please provide agenda for meetings not listed above attended by HPC or architectural review board members to fulfill historic preservation training requirement. Provide name and sponsoring organization of webinars used for commission training. To document on-site training for the commission provided by AHC staff or other preservation professional, please provide date of training and name(s) of personnel.

8. Is the CLG contact responsible for the operations of the HPC?

Yes  No

If no, who is the paid city staff member with these responsibilities?

9. Specify the percentage of time the CLG contact spends on HPC issues.

10. What is the regular schedule for HPC meetings? List below any unscheduled meeting dates held during fiscal year 2018.

11. Was public notice provided for all regular and special meetings of the HPC?

Yes No

12. Where are the minutes of each meeting kept on file?

13. Did the CLG receive a Historic Preservation Fund grant from the AHC during the past fiscal year under the CLG program?

Yes No

If yes, what was the grant amount and title of the project?

14. How many properties are recorded in the local survey? *The local survey includes properties documented through a historic resources survey, National Register listings and/or Alabama Register listings. These properties are not always designated by local governing authority for regulation. Contact Mary Shell (334-230-2691) if you need assistance compiling this information.*

TOTAL NUMBER LISTED IN INVENTORY

15. How many of the total number of properties on the local survey were added during fiscal year 2018.

AMOUNT ADDED

16. How many sites in your community are documented on Alabama Archaeological site forms? How many were completed during the past year? *These site forms are used by professional archaeologists to document prehistoric and historic sites. The University of Alabama's Office of Archaeological Research at Moundville maintains these records. This office can provide number of sites recorded in your municipality. Contact Information: Eugene M. Futato, ASSF Coordinator, 205-371-2266 or email [efutato@bama.ua.edu](mailto:efutato@bama.ua.edu). **Since a fee is now being charged for this information, please submit this information every three years to keep you commission aware of the number of sites identified in your area. You can contact Mary Shell to determine when you last provided this information.***

TOTAL NUMBER SITE FORMS \_\_\_\_\_

AMOUNT COMPLETED FY18

17. Is the historic properties survey accessible to the public?

Yes  No

18. Is information on local historic districts and/or National Register districts on the city website?

Yes  No

19. Where is the survey kept on file?

19. How many landmarks and/or districts did the HPC **recommend to the local governing body to be designated** as historic properties with required review of future work on properties for compliance with local design guidelines?

AMOUNT RECOMMENDED

20. How many of these did the **local governing body designate** as historic properties through local ordinance?

AMOUNT DESIGNATED

Attach the **city council ordinance designating** the landmark(s) and/or district(s) and a map with local historic district or landmark boundaries.

21. Were applicants for local designation provided written notification of the local governing body's decision?

Yes  No

22. Where is this document filed?

23. Did the HPC submit any National Register nominations to the AHC during the past year?

Yes  No

Attach the title page of all National Register nominations submitted to the AHC during the past year.

24. Did the HPC obtain the professional assistance of individual(s) outside its membership to review any National Register nominations?

Yes  No

If so, list the name of the individual(s) and the property where their assistance was needed.

25. Did the HPC include information on properties nominated to the National Register during FY18 on their meeting agenda(s) in order to receive public input and provide comments to the AHC on the nomination? *CLGs are required to officially comment on National Register nominations and provide the AHC's Survey and Registration Division with meeting minutes to document the comments before the nomination can be reviewed by the State National Register Review Board and submitted to the National Park Service for official listing within the National Register.*

Yes No

26. Where is the documentation kept on file?

27. Has the HPC or Architectural Review Board adopted general design standards?

Yes No

If the standards were developed or revised within this fiscal year, submit a copy with this annual report.

28. How many applications for Certificate of Appropriateness (COA) were submitted to the Commission or Board during the past year?

29. How many applications for Certificate of Appropriateness (COA) were denied by the Commission or Board during the past year?

30. How many denied applications were appealed?

31. What were the estimated expenditures for development of the approved projects during the past year? *This information can typically be obtained from the building permits for these projects or the information can be collected on the COA application.*

32. Does the CLG keep a record of all applications for COA and requests for approval of routine maintenance?

Yes No

33. Has an expedited procedure for approval of routine maintenance to historically designated properties been adopted by the CLG?

Yes No

If yes, attach a copy if not previously submitted.

34. How many expedited COAs were issued?

35. Has the CLG participated in any federal historic preservation tax credit projects during the past year?

Yes  No If yes, attach a list of projects.

36. Describe below any historic preservation education programs conducted by the CLG during the past year.

37. Did the CLG develop any comprehensive preservation planning documents such as the formulation of architectural or preservation guidelines or preservation management plans?

Yes  No

If yes, attach a copy.

38. Provide the following attachments:

A copy of the annual report submitted by the HPC to the local governing body.

An up-to-date list of HPC members and, if applicable, Architectural Review Board members.

Resumes of any new HPC or architectural review board members appointed during FY18.

SIGNATURES:

\_\_\_\_\_  
Chairman, Historic Preservation Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLG Contact

\_\_\_\_\_  
Date

REVIEWED BY/DATE:

\_\_\_\_\_