



ALABAMA  

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HISTORICAL  
COMMISSION  

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THE STATE HISTORIC PRESERVATION OFFICE

Protect, Preserve and Interpret Alabama's Historic Places



## What is a CLG?

A Certified Local Government (CLG) is a town or city that has made a commitment to historic preservation by partnering with the National Park Service (NPS) and the AHC.

The CLG program assists local governments with integrating historic preservation concerns into local planning decisions. Joining the CLG program is an important and effective way to preserve Alabama's historic places.



# Benefits of being a CLG

Once certified by the National Park Service, a local government becomes eligible to:

- Apply for federal historic preservation grant funds only available to CLGs.
- Participate directly in the National Register of Historic Places program by reviewing local nominations prior to the Alabama National Register Review Board.
- Access technical assistance in the form of training sessions, information material, statewide meetings, workshops and conferences.
- Participate in partnerships among local, state, and federal preservation groups and organizations.



# Annual Reporting

- Requirement of the CLG
- HPC must submit an annual report on its activities to the Chief Elected Official and SHPO
- Report includes such items as number and types of cases reviewed, new appointments, attendance records, and minutes.
- Forms basis for SHPO's assessment of CLG performance.



# Annual Reporting Assessment Timeline

- Annual Report Assessment Form is sent out late October/ early November by CLG Coordinator
- Annual Report Assessment Form and additional documentation due December 1<sup>st</sup>
- Additional information requested by CLG Coordinator by December 21<sup>st</sup>
- CLG will be notified of its continued status or deficiencies of the program by February 1<sup>st</sup>
- Deficient CLGs they have until November 1<sup>st</sup> to submit documentation noting corrections.
- November 15: Notify the CLG if they met requirements. If not, recommend to NPS decertification and notify CLG of the action.



# Annual Report Form

ALABAMA HISTORICAL COMMISSION THE STATE HISTORIC PRESERVATION OFFICE		ALABAMA HISTORICAL COMMISSION CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT
<small>Submit one (1) copy with all the required attachments electronically by December 1, 2022 to Paige Thomas at <a href="mailto:Paige.Thomas@ahc.alabama.gov">Paige.Thomas@ahc.alabama.gov</a> NOTE: The previous fiscal year was October 1, 2021 to September 30, 2022.</small>		
<b>CLG Information</b>		
Municipality:		
Street Address:		
County:	Zip:	
CLG Contact Name:		
CLG Contact Phone:		
CLG Contact Email:		
Legislative Districts of Site Location <a href="https://www.sos.alabama.gov/alabama-votes/elected-official-map">https://www.sos.alabama.gov/alabama-votes/elected-official-map</a>		
AL Senate:	AL House of Representatives:	U.S. Congressional:
<b>FY 2022 Questions</b>		
Have any amendments been made to the CLG's preservation ordinance?	<input type="checkbox"/> Yes <small>If yes, submit a copy of the revised ordinance and attach a document briefly explaining why the ordinance was changed.</small>	<input type="checkbox"/> No
Has the HPC adopted any review policies related to interpretation of the preservation ordinance?	<input type="checkbox"/> Yes <small>If yes, please attach a document listing the topic of the policy, i.e. aluminum siding, etc.</small>	<input type="checkbox"/> No
Did the HPC receive an official opinion for the state Attorney General office or state Ethics Commission during FY22?	<input type="checkbox"/> Yes <small>If yes, please attach copy of opinion.</small>	<input type="checkbox"/> No
Have the rules of procedure for the HPC changed?	<input type="checkbox"/> Yes <small>If yes, attach a copy of the revised rules of procedure.</small>	<input type="checkbox"/> No
Have the bylaws of the HPC changed?	<input type="checkbox"/> Yes <small>If yes, attach a copy of the revised bylaws.</small>	<input type="checkbox"/> No
Is the CLG contact responsible for the operations of the HPC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, who is the paid city employee with these responsibilities?		
Specify the percentage of time the CLG contact spends on HPC issues.		
What is the regular schedule for HPC meetings? HPCs are required to meet at least four times in a year. List below any regularly scheduled and/or unscheduled meeting dates held during FY 2022.		
<small>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 2022. 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</small>		

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# Annual Report Form: Page I

## I. CLG Information

- CLG contact should be city staff.
- If an HPC Member assists with HPC and CLG duties, then please enter the name of that contact, his connection, and email in the seventh box down.
  - Example: Paige Thomas, HPC Member, 344-230-2643

## II. FY 2022 Questions

- For year that runs October 1, 2021-September 30, 2022.
- Are there any new documents or changes to documents/policy that run the operations of the HPC. (Also applied to Review Boards.)
- Meetings that were scheduled and executed.
- Training (continues next page)



# Annual Report Form

<p>more of the workshops. 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.</p>			
<p>Response:</p>			
<p>Was public notice provided for all regular and special meetings of the HPC?</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Where are the minutes of each meeting kept on file? Please attach copies of minutes for each HPC meeting and public hearing if you have not sent in copies during the year.</p>			
<p>Is information on local historic districts and/or National Register districts on the city website?</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>How many individual properties 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?</p>			
<p>Attach the city council ordinance designating the individual property(ies) and/or district(s) and a map with local historic district or landmark boundaries.</p>			
<p>How many of these did the local governing body designate as historic properties through local ordinance?</p>			
<p>Were applicants for local designation provided written notification of the local governing body's decision?</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Where is this document filed?</p>			
<p>How many properties are listed individually in the National Register?</p>	<p>How many districts are listed in the National Register?</p>	<p>How many individual properties are regulated through local ordinance?</p>	<p>How many districts are regulated under local ordinance?</p>
<p>Has the HPC or Architectural Review Board adopted general design standards?</p>		<p><input type="checkbox"/> Yes If the standards were developed or revised within this fiscal year, submit a copy with this annual report. <input type="checkbox"/> No</p>	
<p>How many applications for Certificate of Appropriateness (COA) were submitted to the Commission or Board during the past year?</p>			
<p>How many applications for Certificate of Appropriateness (COA) were denied by the Commission or Board during the past year?</p>			
<p>How many denied applications were appealed?</p>			





# Annual Report Form: Page 2

## II. FY 2022 Questions Continued

- Each member must attend a training. Includes webinars, conferences, from professional organizations that promote preservation practices that have been approved by CLG coordinator. List each member and the training they attended and date of training.
  - Example: Paige Thomas, “Introduction to Architectural Styles” webinar hosted by NAPC, 11/04/2022
- Information on meetings
  - Attach minutes to document.
- Current, new, revised National Register and Locally Designated Historic Listings (locally designated if applicable)
- Information on current and revised guidelines (if applicable)
- Information on Certificates of Appropriateness (if applicable)
  - Submitted, denied, appealed?



# Annual Report Form

How many applications were withdrawn?		
State the number of applications for each of the following requests: additions/alterations, new construction, demolition.		
Additions/ Alterations:	New Construction:	Demolition:
Does the CLG keep a record of all applications for COA and requests for approval of routine maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Has an expedited procedure for approval of routine maintenance to historically designated properties been adopted by the CLG?	<input type="checkbox"/> Yes If yes, attach a copy if not previously submitted.	<input type="checkbox"/> No
How many expedited COAs were issued?	Please state the amount of funds spent on projects reviewed by Commission or Board.	
Describe below any historic preservation education programs conducted by the CLG during the past year.		
Did the CLG develop any comprehensive preservation planning documents such as the formulation of architectural or preservation guidelines or preservation management plans?	<input type="checkbox"/> Yes If yes, attach a copy.	<input type="checkbox"/> No
Provide the following attachments:		
<input type="checkbox"/> A copy of the annual report submitted by the HPC to the local governing body. <input type="checkbox"/> An up-to-date list of HPC members, indicating which members are officers and, if applicable, Architectural Review Board members. <input type="checkbox"/> Resumes of any new HPC or architectural review board members appointed between during the FY 2022 year. <input type="checkbox"/> A copy of minutes for any regularly scheduled or unscheduled HPC meetings and public hearings if not submitted during the FY 2022 year. <input type="checkbox"/> Any amended, revised, or new ordinances; guidelines; by-laws; review policies; preservation plans; and/or procedures.		
SIGNATURES:		
_____ Chairman, Historic Preservation Commission		_____ Date
_____ CLG Contact		_____ Date



# Annual Report Form: Page 3

## II. FY 2022 Questions Continued

- Certificates of Appropriateness continued...
  - Withdrawn, what were the requests (if applicable)
  - Record keeping
  - Expedited procedures (how many COAs were approved by staff)
  - Total amount spent on proposed projects reviewed by AHC.
- Historic Preservation programs sponsored by the HPC
  - Example: “Hosted virtual webinar titled “Wonderful Windows!” which two craftsman demonstrated how to repair wooden and metal windows on 06/06/2022. 14 people attended.”
- Any new documents for planning? (i.e. Design Guidelines, Preservation Plan within a city plan)
- Attach a copy of
  - Annual Report Assessment form,
  - up to date list of HPC Members,
  - minutes of HPC and/or ARB meetings
  - Amended documents or policies (bylaws, ordinance, guidelines, procedures, preservation plans)



# Alabama Historical Commission

**<https://www.nps.gov/clg/>**

**<https://ahc.alabama.gov/CLG.aspx>**

**Questions?**

**Paige Thomas**

**334.230.2643**

**Paige.Thomas@ahc.alabama.gov**

**www.ahc.alabama.gov**

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