



AGENDA

VALLEJO ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION

Angela McDonald, Chair
Peter Bregenzer, Vice Chair
Curt Harding
Brian Harkins
David McCandless
Brendan Riley
Pearl Jones Tranter

VIA TELECONFERENCE

AUGUST 20, 2020, 6:30 P.M.

www.cityofvallejo.net

VIA TELECONFERENCE

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Architectural Heritage and Landmarks Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Disclosure Requirements. Government Code Section 84308(d) sets forth disclosure requirements that apply to persons who actively support or oppose projects in which they have a "financial interest," as that term is defined by the Political Reform Act of 1974. If you fall within that category, and if you (or your agent) have made a contribution of \$250 or more to any commissioner within the last twelve months to be used in a federal, state, or local election, you must disclose the fact of that contribution in a statement to the Commission.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the AHLC will be available for public inspection at City Hall, 555 Santa Clara St., 2nd Floor, or the Vallejo Public Library, 505 Santa Clara St. at the same time that the public records are distributed or made available to the AHLC. Such documents may also be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting.

Appeal Rights. The applicant or any party adversely affected by the decision of the Architectural Heritage and Landmarks Commission may, within ten days after the rendition of the decision of the Architectural Heritage and Landmarks Commission, appeal in writing to the City Council by filing a written appeal with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the applicant believes he or she is adversely affected by the decision of the Architectural Heritage and Landmarks Commission. Such appeal shall not be timely filed unless it is actually received by the City Clerk or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the Architectural Heritage and Landmarks Commission. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

Notice of the appeal, including the date and time of the City Council's consideration of the appeal, shall be sent by the City Clerk to all property owners within two hundred or five hundred feet of the project boundary, whichever was the original notification boundary.

The Council may affirm, reverse or modify any decision of the Architectural Heritage and Landmarks Commission which is appealed. The Council may summarily reject any appeal upon determination that the appellant is not adversely affected by a decision under appeal.

If you have questions regarding any of the following agenda items, please contact the staff planner listed for the item. For general questions, please contact the AHLC Secretary, Aaron Sage at 707-648-5391 or aaron.sage@cityofvallejo.net.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **SELECTION OF CHAIR AND VICE CHAIR**
5. **APPROVAL OF MINUTES**
Recommendation: Approve minutes for the meetings of January 16, 2020, February 20, 2020, and June 4, 2020.
6. **WRITTEN COMMUNICATIONS** – None
7. **SECRETARY'S REPORT**
8. **CITY ATTORNEY'S REPORT**
9. **REPORT OF THE CITY COUNCIL LIAISON**
10. **REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION**
11. **COMMITTEE REPORTS**
12. **COMMUNITY FORUM**

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold this meeting via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the Community Forum must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any Commission meetings until further notice.

<https://www.opentownhall.com/9534>

13. **CONSENT CALENDAR AND APPROVAL OF THE AGENDA**

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold this meeting via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the Community Forum must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any Commission meetings until further notice.

<https://www.opentownhall.com/9535>

A. 51 Daniels Ave. Landmark Ratification

Recommendation: Ratify AHLC decision on June 4, 2020 to adopt the attached Resolution adding the Bay Terrace Theater at 51 Daniels Avenue to the City's Historic Resource Inventory and designate it as a City Landmark. This action is required per VMC 16.38.180; no public hearing is required.

14. PUBLIC HEARINGS – None

15. OTHER AGENDA ITEMS

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold this meeting via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the Community Forum must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any Commission meetings until further notice.

<https://www.opentownhall.com/9536>

- A. Certified Local Government (CLG) annual report and training requirements.** See attached report which was submitted to the State Office of Historic Preservation on April 17, 2020. See attached CLG manual for further information on the program.

Recommendation: No action required. Provide comments to staff as appropriate.

16. ADJOURNMENT

I, Aaron Sage, AHLC Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Architectural Heritage and Landmarks Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at or before 5:00 p.m. on Monday, August 17, 2020.



Aaron Sage, Secretary

Dated Friday, August 14, 2020



MINUTES

VALLEJO ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION

City Council Chambers
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

JANUARY 16, 2020

Angela McDonald, Chair
Peter Bregenzer
Curt Harding
Brian Harkins
David McCandless
Brendan Riley
Pearl Jones Tranter

1. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair McDonald, Commissioners Bregenzer, Harkins, McCandless, and Riley

Absent (unexcused): Harding and Tranter

Staff present: Assistant City Attorney Trujillo, Secretary Sage

4. APPROVAL OF MINUTES

Recommendation: Approve minutes for the meeting of November 21, 2019.

Action: Moved by Commissioner Bregenzer and carried unanimously to approve minutes.

5. WRITTEN COMMUNICATIONS – None

6. SECRETARY'S REPORT

A. Reminder to turn in signatures for Code of Ethics

B. Upcoming agenda items (tentative):

- February 20, 2020: Introduction of new Planning Director, 1918 Sonoma Blvd. Mills Act Contract
- March 19, 2020 (at earliest): 602 Georgia St. Certificate of Appropriateness (COA), 51 Daniels Ave. Landmark Designation
- April 16, 2020: 444 Alabama St. COA

7. CITY ATTORNEY'S REPORT – None

8. REPORT OF THE CITY COUNCIL LIAISON

Council member Miessner asked Commissioners to contact her with any questions about the new decorum ordinance.

9. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION

- A. Commissioner Harkins stated he has been involved in discussions of historic design guidelines and an Accessory Dwelling Unit (ADU) ordinance with the City of Benicia.
- B. Commissioner Riley asked for further information regarding the project under construction at York and Sutter Streets. Secretary Sage provided an update.

10. COMMITTEE REPORTS – None

11. COMMUNITY FORUM

Speakers: None.

12. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Moved by Commissioner Bregenzer and carried unanimously to approve the agenda without changes.

13. PUBLIC HEARINGS – None

- A. **1017 Marin Street** – Mills Act Contract #19-0004; a request to enter into a Historic Property Preservation Agreement (Mills Act Contract) pursuant to California Government Code Section 50280.

Recommendation: Adopt Resolution No. 20-01 recommending that the City Council **APPROVE** Mills Act Contract #19-0004.

Action: Moved by Commissioner Harkins and carried unanimously to approve the staff recommendation.

14. OTHER AGENDA ITEMS

- A. AHLC e-mail address format.

There was consensus to adopt the following address format for Commissioners' e-mail accounts for AHLC communications: "First.MiddleInitial.Last.AHLC@[serviceprovider]".

15. ADJOURNMENT

The meeting adjourned at 7:13 p.m.

ANGELA MCDONALD, CHAIR

ATTEST:

AARON SAGE, SECRETARY

DRAFT



City Council Chambers
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

MINUTES

VALLEJO ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION

FEBRUARY 20, 2020

Angela McDonald, Chair
Peter Bregenzer
Curt Harding
Brian Harkins
David McCandless
Brendan Riley
Pearl Jones Tranter

1. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair McDonald, Vice Chair Bregenzer, Commissioners Harding, Harkins, and McCandless

Absent: Riley (excused) and Tranter (unexcused)

Staff present: Assistant City Attorney Trujillo, Secretary Sage

4. APPROVAL OF MINUTES – None

5. WRITTEN COMMUNICATIONS (all regarding item 13.B)

- A. Commissioner Riley
- B. Nancy Pietrowski, President, Vallejo Architectural Heritage Foundation
- C. Jimmy Genn
- D. Questions from Planning Commissioners with staff responses

6. SECRETARY'S REPORT

- A. Board & Commission Appreciation Dinner, March 4, 2020
- B. Upcoming agenda items (tentative):
 - March 19, 2020: 51 Daniels Ave. Landmark Designation
 - April 16, 2020: 602 Georgia St. Certificate of Appropriateness (COA)
- C. Introduction of New Planning Director Gillian Hayes
- D. Update on Sperry Mill Landmark Designation

7. CITY ATTORNEY'S REPORT – None

8. REPORT OF THE CITY COUNCIL LIAISON – None

9. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION – None

10. COMMITTEE REPORTS – None

11. COMMUNITY FORUM – No speakers

12. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Moved by Commissioner Bregenzer and carried unanimously to approve the agenda without changes.

13. PUBLIC HEARINGS – None

- A. 1918-1920 Sonoma Boulevard – Mills Act Contract #19-0005; a request to enter into a Historic Property Preservation Agreement (Mills Act Contract) pursuant to California Government Code Section 50280.

Recommendation: Adopt Resolution No. 20-02 recommending that the City Council **APPROVE** Mills Act Contract #19-0005.

Action: Moved by Commissioner Harkins and carried unanimously to approve the staff recommendation.

- B. New Zoning Code: Draft Architectural Heritage and Historic Preservation Chapter

Recommendation:

1. Receive the Staff presentation and public testimony regarding the Draft Architectural Heritage and Historic Preservation Chapter.
2. Provide verbal feedback on the proposed draft to Staff. (Staff will return to the AHLC for a formal recommendation on the final draft prior to City Council action.)

Action: No formal action taken; the Commission developed a list of recommendations by consensus and agreed to forward these to the City Council via a memo from the Chair. The memo will be on file with the Secretary.

14. OTHER AGENDA ITEMS – None

15. ADJOURNMENT

The meeting adjourned at 8:49 p.m.

ANGELA MCDONALD, CHAIR

ATTEST:

AARON SAGE, SECRETARY

DRAFT



MINUTES

VALLEJO ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION

Angela McDonald, Chair
Peter Bregenzer, Vice Chair
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VIA TELECONFERENCE

JUNE 4, 2020

www.cityofvallejo.net

VIA TELECONFERENCE

1. CALL TO ORDER

The meeting was called to order by Chair McDonald at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair McDonald, Vice Chair Bregenzer, Commissioners Harding, Harkins, McCandless, and Tranter. Commissioner Riley joined the meeting at 6:36 p.m.

Absent: None.

Staff present: Assistant City Attorney Eckmeyer, Secretary Sage

4. APPROVAL OF MINUTES – None

5. WRITTEN COMMUNICATIONS – None

6. SECRETARY'S REPORT – None

7. CITY ATTORNEY'S REPORT – None

8. REPORT OF THE CITY COUNCIL LIAISON – None

9. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE COMMISSION

Chair McDonald stated that she is working with Secretary Sage to identify training opportunities.

10. COMMITTEE REPORTS – None

11. COMMUNITY FORUM – No speakers

12. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Moved by Vice Chair Bregenzer and carried unanimously to approve the agenda without changes.

13. PUBLIC HEARINGS

A. 51 Daniels Avenue – Landmark Designation (COA) #19-0029

Applicant/Owner: Mira Theatre Guild

Project Description: Request to add the Bay Terrace Theater (formerly Bay Terrace School) to the City's Historic Resource Inventory and designate it as a City Landmark.

Proposed Environmental Determination: Exempt from further review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) ("Common Sense Exemption"), in that CEQA applies to projects that can potentially have a significant effect on the environment.

Staff Recommendation: Adopt Resolution No. AHLC 20-03 to **APPROVE** COA#19-0029

Action: Moved by Commissioner Harkins and carried unanimously to approve the staff recommendation.

B. 247 Ohio Street – Certificate of Appropriateness (COA) #19-0027

Applicant/Owner: King's Wealth, Inc. (c/o Edmond Choy)

Project Description: Request to construct a 1,057 square-foot, two-story single-family residence with 754 square feet of new landscaping within the St. Vincent's Historic District.

Proposed Environmental Determination: Categorically exempt pursuant to Section 15303(a) of the California Environmental Quality Act (CEQA) Guidelines (Class 3: "New Construction or Conversion of Small Structures").

Staff Recommendation: Adopt Resolution No. AHLC 20-04 to **APPROVE** COA#19-0027

Action: Moved by Vice Chair Bregenzer and carried 6-0-1 (Harkins recused) to approve the staff recommendation.

C. 602 Georgia Street – Certificate of Appropriateness (COA) #18-0018

Applicant/Owner: Jean Drolet

Project Description: Request to expand and renovate an existing single-family residence, including: removal of two prior additions, a false mansard-style roof, and other exterior features added in 1970s; a new two-story addition of approximately 450 square feet; new windows; exterior siding at basement level; and a new driveway and basement garage/workshop.

Proposed Environmental Determination: Categorically exempt pursuant to Sections 15301(e) (Class 1, “Existing Facilities”) and 15331 (Class 31, “Historical Resource Restoration/Rehabilitation”) of the California Environmental Quality Act (CEQA) Guidelines.

Staff Recommendation: Adopt Resolution No. AHLC 20-05 to **APPROVE** COA#18-0018

Action: Moved by Commissioner Harkins and carried 6-0-1 (McCandless recused) to approve the staff recommendation with revised conditions distributed prior to meeting.

14. OTHER AGENDA ITEMS – None

15. ADJOURNMENT

The meeting adjourned at 9:37 p.m.

ANGELA MCDONALD, CHAIR

ATTEST:

AARON SAGE, SECRETARY

ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION

RESOLUTION NO. 20-03 AHLC

RESOLUTION OF THE ARCHITECTURAL HERITAGE AND LANDMARKS COMMISSION ADDING THE BAY TERRACE THEATER ON PROPERTY LOCATED ON PROPERTY AT 51 DANIELS AVENUE TO THE CITY'S HISTORIC RESOURCES INVENTORY AND DESIGNATING THE BUILDING AS A CITY LANDMARK

(COA #19-0029)

APN #0051-131-030

I. GENERAL FINDINGS

WHEREAS, the City of Vallejo Architectural Heritage and Landmarks Commission ("Commission") is authorized to designate structures (or portions thereof), groups of structures, sites, landscape elements, objects, works of art, or integrated combinations thereof from the heritage survey list (Historic Resources Inventory), as landmarks in accordance with Vallejo Municipal Code Section 16.38.140; and

WHEREAS, the application included an HRE prepared by a historian, meeting the Secretary of the Interior's Professional Qualifications for both History and Architectural History and listed as a Historian and Architectural Historian on the California Office of Historic Preservation's roster of qualified consultants, determined that the building meets the criteria for City Landmark designation; and

WHEREAS, on September 4, 2019, COA #19-0029 application was filed by the Mira Theatre Guild to designate the Bay Terrace Theater (formerly Bay Terrace School) on property located at 51 Daniels Avenue as a City Landmark; and

WHEREAS, on June 4, 2020, the Commission conducted a public hearing to consider the proposed Historic Resources Inventory addition and City Landmark designation, at which testimony and evidence, both written and oral, were presented to and considered by the Commission; and

WHEREAS, based on evidence provided in the HRE and received at the public hearing and in staff's report to the Commission, the Commission makes the following factual findings:

II. CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS

WHEREAS, the proposed designation of an existing building as a City Landmark and its addition to the City's Historic Resources Inventory are exempt from the

requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) ("Common Sense Exemption") in that CEQA applies to projects that can potentially have a significant effect on the environment. Therefore, no further environmental review is required under CEQA.

III. FINDINGS RELEVANT TO CITY LANDMARK DESIGNATION APPROVAL

WHEREAS, the criteria for City Landmark designation has been met in accordance with Vallejo Municipal Code Section 16.38.150 as follows:

- A. Architectural Merit: (1) Property that is the first, last, only, or most significant architectural property of its type in the city or region. (2) Property that is the prototype of, or outstanding example of, periods, styles, architectural movements, engineering or construction techniques, or an example of the more notable work, or of the best surviving work in the city or region of an architect, designer or master builder. (3) Architectural examples worth preserving for the values they add when integrated into the total fabric of the city's neighborhoods.

The Bay Terrace Theater is generally representative of the Classical Revival architectural style. It is not the first, last, or only of its kind but it is one of a limited number of Classical Revival structures remaining in Vallejo. Other notable Classical Revival examples in Vallejo include but are not limited to the following: The Fisch-Higgins Building at 325-329 Georgia Street; the Central Commercial and Savings Bank Building at 330-332 Georgia Street; the Empress Theatre at 338 Virginia Street; the Masonic Temple at 707-709 Marin Street; and a four-unit residential building at 801-807 Marin Street.

The building is the work of the distinguished architect, George William Kelham, who has an extensive portfolio that includes but is not limited to prominent buildings, such as the Standard Oil Building and the Russ Building in San Francisco. The Bay Terrace Theater is indicative of George Kelham's architectural legacy in the greater San Francisco Bay Area, and worthy of City Landmark designation, as it is his only non-residential building in Vallejo. Furthermore, the Bay Terrace Theater is worth saving in that it has been part of the Bay Terrace neighborhood fabric since 1919, and has largely retained its original character defining features. The building and surrounding Bay Terrace neighborhood complement each other in terms of building scale, height, and siting.

- B. Cultural Value: Structures, objects, sites and areas associated with the movement or evolution or religious, cultural, governmental, social and economic developments of the city.

The building is associated with the World War One-era population surge that occurred in the City of Vallejo and that facilitated subsequent growth. The Bay Terrace Theater has contributed to Vallejo's theater and performing arts culture

by serving as the home of the longest lasting theatrical group in Vallejo, the Mira Theatre Guild, since 1963.

C. Educational Value: Structures worth preserving for their educational value.

Preservation of the Bay Terrace Theater is key because it provides educational value to Vallejo in terms of architecture, culture, and development. The Bay Terrace Theater serves as a physical representation of the City's architectural diversity and the various types of architectural styles that have arisen and persisted since its incorporation; World War One-era development; and theater and performing arts culture.

D. Historical Value: Preservation and enhancement of structures, objects, sites and areas that embody and express the history of Vallejo, Solano County, California, or the United States. History may be social, cultural, economic, political, religious or military.

The Bay Terrace Theater is invaluable to the City's history and its connection to the United States military. Its development was prompted by a need to provide additional housing and school facilities for a surging population during the World War One-era. The building together along with the surrounding Bay Terrace neighborhood constitute the physical manifestation of the historical Project Number 581. It is also a significant part of the City's history in regards to theater arts, as it has served as the permanent home to Vallejo's longest lasting theatrical group for over 50 years.

E. Any property which is listed on the National Register and is described in Section 470a of Title 16 of the United States Code and/or is a registered state landmark.

The building is currently not listed on the National Register of Historic Places (NRHP) or the California Register of Historical Resources (CRHR). However, the historic resources evaluation that Brunzell Historical prepared determined that the building is eligible for listing on both the NRHP and CRHR. NRHP Criteria A and CRHR Criteria 1 are satisfied in that the Bay Terrace Theater (and the Bay Terrace School previously) substantially contributed events significant to history. The building was constructed along with the Bay Terrace neighborhood in response to a World War One-era population surge in Vallejo to accommodate additional workers on Mare Island. NRHP Criteria C and CRHR Criteria 3 are satisfied as a result of distinguished architect George Kelham's use of decorative architectural features both exterior and interior.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby adds the Bay Terrace Theater at 51 Daniels Avenue to the City's Historic Resources Inventory.

FURTHER, the Commission hereby designates the Bay Terrace Theater as a City Landmark based on the findings contained herein.

BE IT FURTHER RESOLVED that the City Landmark designation shall include the entirety of the Bay Terrace Theater building.

IV.VOTE

PASSED AND ADOPTED at a regular meeting of the Architectural Heritage and Landmarks Commission of the City of Vallejo, State of California, on the 4th day of June 2020, by the following vote to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Angela McDonald, Chairperson
City of Vallejo Architectural Heritage and Landmarks Commission

Attest:

Aaron Sage, Secretary
City of Vallejo Architectural Heritage and Landmarks Commission

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

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

Because this is a WORD form, it 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.
- 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.

Save completed form and email as an attachment to Lucinda.Woodward@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 a second or third email.

Name of CLG

City of Vallejo

Report Prepared by: Aaron Sage

Date of commission/board review: June 18, 2020 (if COVID-19 allows)

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.
See attached draft ordinance.

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

https://library.municode.com/ca/vallejo/codes/code_of_ordinances?nodeId=TIT16ZO_PTIIISPZODI_CH16.38ARHEHIPR

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

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

1. During the reporting period, October 1, 2018 – September 30, 2019, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None	N/A	N/A	N/A

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.”

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

Property Name/Address	Date Removed	Reason
None	N/A	N/A

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 or to the separate historic preservation element. <https://www.cityofvallejo.net/common/pages/DisplayFile.aspx?itemId=12181697> (see pages 4-8 through 4-11)

D. Review Responsibilities

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

☐ All projects subject to design review go the commission.

☒ Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? The Commission reviews demolitions, new structures, additions over 100 sq. ft., interior alterations to City Landmarks, and any staff-level project that does not meet Secretary of Interior’s Standards. Staff reviews all other projects.

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

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? The Commission provides input on any CEQA document for a project within its review authority. Staff provides input on other CEQA documents involving historic resources.

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? The Commission reviews any CEQA document for a project within its review authority. Staff provides reviews CEQA documents for projects that are approved at staff level (exemptions or negative declarations).

3. 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? Staff provides input to Section 106 documents as needed. The Commission would also provide input if the project fell within its review authority.
- 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? The Commission reviews any Section 106 document for a project within its review authority. Staff provides reviews Section 106 documents for projects that are approved at staff level.

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
Peter Bregenzer	Business Manager	9/10/19	12/31/22	peterbregenzerahlc@gmail.com
Brian Harkins	Engineer/Project Manager (retired)	9/10/19	12/31/22	brianharkinsahlc@gmail.com

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Angela McDonald	Energy Center Supervisor (works with historic building efficiency upgrades)	1/13/15 (reappointed 9/10/19)	12/31/22	angelamcdonaldahlc@gmail.com
David McCandless	Retired	3/27/18	12/31/21	davidmccandlessahlc@gmail.com
Brendan Riley	Author, Historian	3/27/18	12/31/21	brendanrileyahlc@gmail.com
Pearl Jones Tranter	Artist	3/27/18	12/31/21	pearl.tranter@gmail.com
Curt Harding	Building Maintenance	9/10/19	12/31/22	curthardingahlc@yahoo.com
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	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, explain why the professional qualifications not been met and how professional expertise is otherwise 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 If not, who serves as staff? [Click or tap here to enter text.](#)
2. If the position(s) is not currently filled, why is there a vacancy? Type here.

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Aaron Sage, Principal Planner	Urban Planner	Planning & Development Services Dept.	aaron.sage@cityofvallejo.net

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

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. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Bregenzer (appointed 9/19)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒
Harding (appointed (9/19)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒
Harkins (appointed 9/19)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒
McCandless	☒	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒
McDonald	☒	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒
Riley	☒	☒	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒
Tranter	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒
Sage (staff secretary)	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒
Hightower (former staff secretary)	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Type here.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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 (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Bregenzer	None during report period (Commissioner's term began 9/10/19)	N/A	N/A	N/A

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Harding	None during report period (Commissioner's term began 9/10/19)	N/A	N/A	N/A
Harkins	None during report period (Commissioner's term began 9/10/19)	N/A	N/A	N/A
McCandless	Tour of former Mare Island Naval Hospital	90 min. (approx.)	Touro University	10/16/18
McDonald	Tour of former Mare Island Naval Hospital	90 min. (approx.)	Touro University	10/16/18
Riley	Tour of former Mare Island Naval Hospital	90 min. (approx.)	Touro University	10/16/18
Tranter	Tour of former Mare Island Naval Hospital	90 min. (approx.)	Touro University	10/16/18
Sage	CPF Annual Conference	3 days	California Preservation Foundation	April 2019

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 (excluding those funded by OHP)

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

Context Name	Description	How it is Being Used	Date Submitted to OHP
None	N/A	N/A	N/A

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

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

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.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
None	N/A	N/A	N/A	N/A	N/A	N/A

How are you using the survey data? Type here.

IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
Historic walking tours	Maintain supply of three historic walking tour brochures; distribute to public at Permit Center and Visit Vallejo	Ongoing

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

NOTE: OHP will forward this information to NPS on your behalf. Please read "Guidance for completing the Annual Products Report for CLGs" located at http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx.

A. CLG Inventory Program

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(Reporting period is from October 1, 2018 through September 30, 2019)

During the reporting period (October 1, 2018-September 30, 2019) 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

- During the reporting period (October 1, 2018-September 30, 2019) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law? ☒ Yes ☐ No
- If the answer is yes, then how many properties have been added to your register or designated from October 1, 2018 to September 30, 2019? 0

C. Local Tax Incentives Program

- During the reporting period (October 1, 2018-September 30, 2019) did you have a Local Tax Incentives Program, such as the Mills Act? ☒ Yes ☐ No
- If the answer is yes, how many properties have been added to this program from October 1, 2018 to September 30, 2019? 0

Name of Program	Number of Properties Added During 2018-2019	Total Number of Properties Benefiting From Program
Mills Act	0	23

D. Local "bricks and mortar" grants/loan program

- During the reporting period (October 1, 2018-September 30, 2019) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? ☐ Yes ☒ No

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? 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, 2018-September 30, 2019) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties? ☒ Yes ☐ No
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s) from October 1, 2018 to September 30, 2019? 38

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2018-September 30, 2019) 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) from October 1, 2018 to September 30, 2019? Type here.

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

IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? [Updating historic resources inventory and adopting new design guidelines.](#)

Certified Local Government Program -- 2018-2019 Annual Report

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- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **Training front counter staff to evaluate proposed alterations to historic buildings.**
- C. What recognition are you providing for successful preservation projects or programs? **Presentations to and recognition from commission.**
- D. What are your local historic preservation goals for 2019-2020? **Update HRI and adopt interim design guidelines.**
- E. 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? **Please share any free or low-cost training opportunities.**
- F. 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
Window repair/replacement	Free/low-cost webinar or Bay Area event
Additions to historic buildings	"
Applying the Secretary's Standards	"

G. Would you be willing to host a training working workshop in cooperation with OHP? ☒ Yes ☐ No

H. Is there anything else you would like to share with OHP? Due to COVID-19 not all resumes are attached.

XII Attachments (electronic)

- ☒ 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

Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

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2010

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INTRODUCTION

Preserving important historic properties as reflections of our American heritage became a national policy through passage of the Antiquities Act of 1906, the Historic Sites Act of 1935, and the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) (NHPA). In part, the NHPA instructed the Federal Government to assist local governments to expand and accelerate their historic preservation programs and activities. Since enactment of the NHPA, the historic preservation expertise and activities of local governments have significantly increased. The act, however, provided no opportunity for local governments to be involved formally in the national historic preservation program. Lack of formal participation by local governments often meant that historic preservation issues were not considered until development planning was well underway. This often resulted in preservation/land development conflicts causing project delays and increasing costs. In addition, opportunities frequently were lost for preservation-oriented development that could satisfy both preservation and development goals.

In recognition of the need to involve local governments in historic preservation, the 1980 amendments to the NHPA provided a specific role for local governments in the national program by establishing the Certified Local Government (CLG) program. A CLG is a local government whose local historic preservation program has been certified pursuant to Section 101 (c) of the NHPA. Any local government is eligible to apply for certification. Once certified, a local government must be included in the process of nominating properties to the National Register of Historic Places and will be eligible to apply to the state for a share of the state's annual Historic Preservation Fund (HPF) allocation.

What is the Certified Local Government Program?

The 1980 amendments to the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), provided for the establishment of a Certified Local Government (CLG) Program. The CLG program is a national program designed to encourage the direct participation of a local government in the identification, registration, and preservation of historic properties located within the jurisdiction of the local government. A local government may become a CLG by developing and implementing a local historic preservation program based on federal and state standards. The CLG program is administered in California by the State Office of Historic Preservation (OHP).

The CLG program is intended to foster the integration of preservation planning into other planning processes and ensure that historic resources are identified and considered in making planning decisions. It is not intended to be another or more burdensome layer of control, but instead to support good planning practices. The CLG program encourages the preservation of cultural resources by promoting a partnership among local governments, the State of California, and the National Park Service (NPS)

which is responsible for the National Historic Preservation Program. Becoming a CLG can provide local staff and commissions the tools, technical training, and more meaningful leadership roles in the preservation of the community's cultural heritage. Local interests and concerns are integrated into the official planning and decision-making processes at the earliest possible opportunity.

In response to the federal government's 1995 initiative for simplifying the National Park Service's oversight of the national historic preservation program, the NPS revised 36 CFR 61 to provide each state with greater discretion in carrying out the responsibilities mandated in the National Historic Preservation Act. Decisions on membership requirements for local preservation commissions are left entirely to the states. The requirement that local preservation commissions consult outside professionals in certain instances is eliminated.

Who Can Apply for Certified Local Government Status?

Any local government is eligible to apply to the State Historic Preservation Officer (SHPO) for certification. A local government is any general purpose political subdivision of California such as a city, county, or city/county; or any other general purpose political division of the state with the exception of regional commissions, councils of governments, and special districts. It is important to be aware that certification pertains to the entire local government and its agencies, not simply to the preservation commission that serves the local government.

When Are CLG Applications Accepted?

Local governments may apply for CLG status at any time. However, in order to apply for grants through the CLG program, a local government must be certified prior to the grant application deadline which is usually the last week of April. Note that the CLG grant application process is separate from the certification application and requires completion of a grant application form.

What are the Procedures for Certification?

Prior to submitting an application or obtaining the elected officials' authorization, OHP encourages the local government representative to consult with the Local Government Unit of the California State Office of Historic Preservation and submit a draft application for a preliminary review to ensure that the local government's preservation program meets the state requirements and National Park Service CLG program criteria.

Once the draft application has been approved, the chief elected official of the local government applying for CLG status shall request certification from the California State

Historic Preservation Officer (SHPO) in writing. The official request for certification shall include the Certification Application Checklist, CLG Certification Application Form, and CLG Certification Application Attachments found in Appendix A.

Within forty-five (45) days of receipt of an adequately documented application, the SHPO shall review the certification application. If certification is recommended, the SHPO will forward a Certification Agreement to the local government for signature. The Certification Agreement shall identify the required responsibilities of the local government when certified. SHPO concurrence, which shall include a copy of the signed certification agreement and a signed review checklist, shall be forwarded to NPS for final review and approval as a CLG. NPS has final approval to certify local governments as CLGs; their date of approval is the effective date of certification.

Why Become a Certified Local Government?

What does certification mean? What's in it for the local jurisdiction? Why would you want to associate your local preservation program with state and federal programs? Does certification create additional state or federal oversight or control over local programs?

Credibility: The National Historic Preservation Act (NHPA), passed in 1966, built upon established preservation practices. The NHPA created the National Register of Historic Places; its criteria are widely recognized and they have been tested legally (reviewed, refined by adoption into regulations, tested and upheld in courts). Amendments to the NHPA created the CLG program. The Secretary of the Interior's Standards and Guidelines for preservation planning and the identification, evaluation, registration, and treatment of historic properties were published in 1983. Although the California Register of Historical Resources is much newer (1992), its criteria and procedures parallel the National Register.

When your local survey program is consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and your designation criteria are consistent with the National Register and California Register criteria, you know you are on safe ground. Similarly, use of the Secretary of the Interior's Standards for Treatment of Historic Properties provides established criteria for evaluating projects and granting Certificates of Appropriateness that have stood the tests of time, reasonableness, and the courts. Consistency with national and state regulations and established preservation practices insulates the local preservation program from charges of being arbitrary and capricious. Becoming a CLG provides the local program the added value of prestige and cachet.

Technical Assistance: OHP provides technical assistance, training, workshops, and consultation services to CLGs. A prerequisite for becoming a CLG is access to a listserv hosted by the OHP. Membership to the listserv is limited to SHPO staff, CLG coordinators, members of CLG boards/commission, and other interested staff in the

CLG. It is a communication and networking tool that offers the Office of Historic Preservation and CLGs the opportunity to submit suggestions or questions to other members of the listserv. SHPO staff also uses the listserv to forward information about training opportunities, publications, grants, and a variety of technical assistance to CLGs.

Streamlining: The use of the National Register/California Register criteria and the Secretary of the Interior Standards integrates local, state, and federal levels of review. It brings clarity to the question of what resources are significant when it comes to CEQA and Section 106 of the National Historic Preservation Act. Adopting the Secretary of the Interior's Standards will allow the use of categorical exemptions under CEQA, and likely result of findings of no adverse effect under Section 106. The use of these criteria and standards make environmental review faster, more efficient, and reduces costs and delays.

Involvement: The CLG program brings local preservation boards and commissions into broader local land use planning and project approval processes. CLGs have the responsibility to involve their boards/commissions in the CEQA and Section 106 review process, as well.

Funding: Each state is required to pass through 10% of its annual Historic Preservation Fund grant from the National Park Service to CLGs to fund their preservation activities. California has chosen to make this money available to CLGs for a wide variety of preservation planning activities through a competitive grant program. This funding is not a large amount – grants range between \$5000 and \$25,000 – but it can support important activities including completion of a preservation element or plan, developing a historic context, conducting a survey, preparation of a National Register district application, or the update of an ordinance. Work funded by a CLG grant is expected to conform to state and federal standards.

Autonomy: When your local government decides to become a CLG, it agrees to carry out the intent of the NHPA and the Secretary of the Interior's Standards. Recognizing that individual local governments and individuals employed by those local governments often do not have all the background, training, and skills to achieve a good balance between development and preservation, SHPO reviews the structure and processes of the local preservation program, and may comment on or make suggestions about strategies a local government can use to accomplish its goals and objectives. Beyond that, neither the NPS nor SHPO have any regulatory authority over local governments.

Neither the NPS nor SHPO dictate the content of historic preservation plans or ordinances; neither the NPS nor SHPO review nor is their approval needed prior to the selection and appointment of individual local preservation commissioners by local government officials. In no way is the autonomy of a local government decreased by becoming a CLG. However, a CLG may be decertified if it establishes policies or adopts practices that violate the intent of the National Historic Preservation Act.

Economic Benefits: Although there are no direct economic benefits to being a CLG other than the opportunity to compete for CLG grants, your CLG's commitment to historic preservation does result in multiple economic benefits to the community. Where preservation is supported by local government policies and incentives, designation can increase property values and pride of place. Revitalization of historic downtowns and adaptive reuse of historic districts and buildings conserves resources, uses existing infrastructure, generates local jobs and purchasing, supports small business development and heritage tourism and enhances quality of life and community character.

Preserve America: Because CLG status indicates a community's commitment to historic preservation at the local level, it makes the local government a prime candidate to become a Preserve America community and streamlines the application process. Preserve America is a national initiative that recognizes and designates communities, including neighborhoods in large cities that protect and celebrate their heritage, use their historic assets for economic development and community revitalization, and encourage people to experience and appreciate local historic resources through education and heritage tourism programs. In addition to White House recognition and local signage, Preserve America communities are eligible for federal grants to support community efforts to demonstrate sustainable uses of their historic and cultural sites and the economic and educational opportunities related to heritage tourism. OHP does not administer the Preserve America program. However, Preserve America Applicants are required to consult with the SHPO as part of the application process.

What are the Requirements for Certification?

FIVE BASIC PROGRAM REQUIREMENTS

The chief elected official of the local government must submit an application to the SHPO requesting certification. Local governments may be certified to participate in the CLG program by complying with the five minimum responsibilities of a CLG. Local governments must:

- Enforce appropriate state and local legislation for the designation and protection of historic properties;
- Establish a qualified historic preservation review commission by local law;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of reviewing and recommending properties for nomination to the National Register of Historic Places; and
- Satisfactorily perform the responsibilities delegated to it by the state.

Enforce appropriate state and local legislation for the designation and protection of historic properties.

CLGs must enact and enforce a local historic preservation ordinance. State enabling legislation, found at California Government Code Sections 65850, 25373, and 37361, provides for local jurisdictions to enact appropriate historic preservation legislation. Additionally, the local legislation shall be consistent with the intent and purpose of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).

Along with other local governments, CLGs must enforce the California Environmental Quality Act (CEQA) regulations in relation to historical resources, and participate, as appropriate, in the environmental review of federally-sponsored projects under Section 106 of the National Historic Preservation Act of 1966, as amended.

Designation refers to the identification and registration of both historic and prehistoric properties for purposes of protection using criteria established by the local government. Designation requirements and procedures must be consistent with the Secretary of the Interior's Standards for Identification and Registration. Adoption of criteria that closely follows the National Register of Historic Places and the California Register of Historical Resources is encouraged.

Protection refers to the local review process under local law for proposed demolition of, changes to, or other action that may affect properties that have been designated pursuant to the local ordinance. This would not include properties listed on or determined eligible for the national Register of Historic Places or California Register of Historical Resources unless those properties were also designated under the local designation process.

The CLG will prepare a comprehensive local historic preservation plan or preferably, a historic preservation element in the community's general plan. The plan or element will identify preservation missions, goals, and priorities and will establish preservation strategies, programs, and time schedules. It will also be used to support and justify CLG grant applications.

The CLG is encouraged to adopt and implement the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* relevant to CLG need and activities (www.nps.gov/history/local-law/arch_stnds_0.htm).

Establish a qualified historic preservation review commission by local law.

A qualified historic preservation review commission means a board, council, committee, commission or other similar body established by local legislation whose primary purpose is historic preservation and whose membership includes a minimum of five (5) individuals, all of who have a demonstrated interest in, competence or knowledge in historic preservation.

Members must be appointed by the chief elected official of the jurisdiction, unless otherwise provided by local legislation. The appointing authority shall make interim appointments to fill unexpired terms in the event of vacancies occurring during the term of members of the commission within sixty (60) days.

To the extent available in the community, the CLG will appoint a minimum of two professional members from the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology. Local governments can be certified without this minimum professional qualified membership if they can demonstrate they have made a reasonable effort to fill those positions.

When a relevant historic preservation discipline is not represented in the commission membership, the commission shall be encouraged to draw upon such expertise in this area when considering National Register nominations requiring the application of such expertise.

The commission must meet a minimum of four times per year and each commissioner must attend annually at least one training session that meets the requirements of the CLG program. CLG commissioners and staff should develop training requirements that meets the needs of local historic preservation programs.

The commission is the local governmental entity responsible for preparing and submitting an annual report to the SHPO each year. The format and content the most recent annual report is available on the SHPO's website (www.ohp.parks.ca.gov/?page_id=21239).

Maintain a system for the survey and inventory of historic properties

Because historical contexts and surveys are the foundation of preservation planning, CLGs must develop or have in place a system for identifying, evaluating, inventorying, and registering historical and cultural resources within their jurisdiction,

Upon certification, CLGs will forward to the SHPO copies of all pre-existing survey and inventory information.

Surveys carried out by or at the direction of a CLG are expected to meet the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, and use State-approved inventory forms (DPR 523 series) and/or electronic data standards to ensure that the data can be integrated into the statewide California Historical Resources Information System (CHRIS). (This policy does not apply to survey data produced before the effective date of CLG certification.)

Evaluative criteria must be consistent with the National Register of Historic Places and the California Register of Historical Resources, and conform to the Secretary of the Interior's Standards for Identification and Evaluation. (This policy does not apply to survey data produced before the effective date of CLG certification.).

Communities which have conducted surveys in the past must periodically update their survey data as new resources become eligible for consideration, or when older surveys warrant re-examination over time. CLGs are required to submit survey updates and new surveys to OHP for inclusion in the statewide database.

The CLG commission shall establish internal procedures to facilitate the use of survey results in the planning process by the CLG officials and departments. The commission shall submit survey results to the local government for adoption, then forward to OHP. Copies of the survey results must be made available to the public, with the exception of certain sensitive historic and prehistoric sites and should be on deposit at the local planning department, building and safety office, public works department, and redevelopment agency. Local libraries, colleges, and historical societies should also receive copies. SHPO will make copies available for the appropriate CHRIS regional center.

Provide for adequate public participation in the local historic preservation program

Public participation is an integral feature of any preservation program and the CLG shall provide opportunities for public participation in all CLG programs and activities.

The CLG will encourage public participation at commission meetings. All local preservation commission meetings must be open to the public and meet the requirements of the Ralph M. Brown Act for open meetings (California Government Code Section 54950 et seq.). Meeting agendas and minutes of commission meetings must be publicly available.

Public participation shall be encouraged in the CLG's survey program at all levels of responsibility to identify and inventory significant cultural resources. Survey results shall be a public record and on file at a public institution, with the exception of archeological and other sensitive sites.

The local government must provide for public participation in the CLG's process for evaluating properties for nomination to the National Register of Historic Places.

The CLG shall encourage the public to participate in the review of projects and undertakings subject to the California Environmental Quality Act and Section 106 of the National Historic Preservation Act.

Satisfactorily perform the responsibilities delegated to it by the state

The CLG must have the legal authority to fulfill the minimum requirements specified in this application manual.

At the discretion of the SHPO and with mutual written agreement with the local government, or by federal mandate from the National Park Service, additional responsibility may be delegated to the CLG.

ADDITIONAL REQUIREMENTS.

National Register Nominations

The CLG has the obligation to participate in the nomination of properties to the National Register of Historic Places pursuant to Section 101 (c)(2)(A) of the National Historic Preservation Act: "Before a property within the jurisdiction of the certified local government may be considered by the State to be nominated to the Secretary [of the Interior] for inclusion on the National Register, the State Historic Preservation Officer shall notify the owner, the applicable chief local elected official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, **shall** [emphasis added] prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register."

Annual Reviews

In order to maintain certification, CLGs are required to submit reports annually that detail their historic preservation programs' accomplishments and actions. The annual reports cover the federal fiscal year, October 1 – September 30. Each CLG is sent a reminder letter and the annual report format. The CLG must have submitted an annual report for the previous reporting period in order to be eligible to submit a CLG grant application. Although the majority of the report format remains fairly constant, some changes may occur from year to year. The format for the most recent annual report is posted on SHPO's website (www.ohp.parks.ca.gov/?page_id=21239).

Decertification

In order to remain a CLG the local government must continue to meet the minimal requirements of the program and to meet the performance standards specified in the CLG certification agreement.

The SHPO may recommend decertification to the National Park Service if all of the following conditions have been met:

- The SHPO determines that a CLG's performance does not meet the performance standards specified in the Certification Agreement; and

- The SHPO specifies to the CLG in writing ways to improve performance with a period of time by which deficiencies must be corrected or improvements must be achieved; and
- After the period of time stipulated by the SHPO, the SHPO determines that there has not been sufficient improvement.

Failure to perform acceptably under a Historic Preservation Fund grant is not in itself sufficient grounds for decertification. The SHPO must notify the CLG in writing prior to or at the time of its recommendation to NPS for decertification. The notification must state the specific reasons for the proposed decertification, describe the SHPO's technical assistance efforts, and affirm that the SHPO will notify the CLG of the NPS concurrence with the decertification.

The SHPO may also recommend decertification if a CLG requests in writing to be decertified. The SHPO must forward a copy of the CLG's letter as an enclosure to the SHPO's request to decertify the CLG.

If the CLG had been delegated Section 106 responsibilities in its jurisdiction by the State, and a Programmatic Agreement had been executed by the Advisory Council on Historic Preservation (ACHP), then the SHPO must notify the ACHP that the CLG has been decertified.

The effective date of decertification is when the National Park Service concurs in writing with the SHPO's recommendation to decertify the CLG. If the local government wishes to become recertified it must reapply for certification.

What about the CLG Grants Program?

OHP is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to Certified Local Governments for historic preservation planning projects and programs which promote the identification, evaluation, nomination, and preservation of their communities' significant cultural resources and are consistent with the Statewide Historic Preservation Plan. Bricks and mortar projects are not eligible.

The annual grant cycle begins with the notification to all CLGs of the funding availability in January of each year. Grant applications are due at the end of April and the recipients are announced by June. Grant funded projects are to begin October 1 and must be completed by the following September. CLG grants are awarded on a competitive basis in amounts from \$2,500 - \$25,000. Cash or in-kind match is required: 60% Federal/40% applicant.

The CLG grants program manual and grant application is available on OHP's website at www.ohp.parks.ca.gov/?page_id=24493. The grants manual is updated annually to reflect statewide preservation priorities, Consult the manual for detailed information

about what activities are eligible for funding, the criteria used in awarding the grants, and the obligations of grant recipients.

Grant-eligible activities include projects such as the following:

- Developing or revising general plan historic preservation elements
- Ordinance revisions
- Developing historic contexts and conducting historic resource surveys
- Preparing National Register of Historic Places district nominations or multiple property submissions
- Developing archaeological preservation plans
- Developing design guidelines for historic properties
- Developing community-based preservation education and outreach programs including historic homeowner education. OHP will consider joint proposals with other local governments to fund a circuit rider staff person to provide technical assistance to a group of local government preservation programs.
- Preparing historic structure reports/historic structure preservation plan
- Historic Resource information management such as developing a web-based application to make historic resource information publically available online

CLGs may not use HPF grants for construction or restoration of buildings and structures, acquisition of historic properties, maintenance or operation of historic properties, interpretive displays, or purchase of computers or other equipment. CLG grant funds can not be used as match for any other federal grant or for lobbying purposes.

Where Can I Get More Information?

If you have any questions about this program, the certification application process, or the preparation and development of local preservation documents and programs, e.g., preparation of a historic preservation ordinance, development of a survey program, etc., please contact the Local Government Unit, Office of Historic Preservation, 1725 23rd Street, Sacramento, CA 95816, phone (916) 445-7000, fax (916) 445-7053.

Information on the [Certified Local Government Program](http://www.ohp.parks.ca.gov) is available online at www.ohp.parks.ca.gov.

Also see Section 101(c)(1) and 9(c)2 of the National Historic Preservation Act of 1966, as amended (http://www.nps.gov/history/history/online_books/fhpl/nhpa.pdf) and 36 CFR Part 61.6 of the Procedures for State, Tribal, and Local Government Historic Preservation Programs (<http://edocket.access.gpo.gov/cfr/2005/julqtr/pdf/36cfr61.6.pdf>). .

APPENDICES

Appendix A: Application Materials*

- **Certification Application Checklist***
- **CLG Certification Application Form***
- **CLG Certification Application Attachments***
- **Statement of Commissioner Qualifications Form***

Appendix B: Sample Resolution

Appendix C: Sample Certification Agreement

Appendix D: Suggested Preservation Plan Model

* Available online in PDF Fillable Form format at
www.ohp.parks.ca.gov/?page_id=24493

Appendix A: Application Materials

Certification Application Checklist

A complete certification application must include the following:

- _____ Transmittal letter signed by the Chief Elected Local Official forwarding all required documents.
- _____ Resolution adopted by the elected officials authorizing application for Certified Local Government status and specifying the name and title of the person authorized to sign program documents and agreements.
- _____ Completed certification application form and application attachments (see pages 17-19).
- _____ Resumes and commissioner qualifications forms for each of the members of the local historic preservation commission/board.
- _____ Names, telephone numbers, resumes, and professional qualifications forms for staff members responsible for administration of the historic preservation program for the local government.
- _____ Organization charts for local government and for department that administers historic preservation program.
- _____ If in process or completed, copies of cultural resources survey(s) performed in the community, with information on the progress and future intended uses of the survey.
- _____ Copy of the local historic preservation legislation.
- _____ Copy of the local historic preservation plan or historic preservation element of the General Plan.

NOTE: Please read the Application Procedures carefully before completing the application. Applicants must submit one (1) original, signed application with complete attachments to:

Local Government Unit
Office of Historic Preservation
1725 23rd Street
Sacramento, CA 94816-7100
Phone (916) 445-7000 Fax (916) 445-7053

Application for Certified Local Government Certification

Applicant (attach general organization chart)

Local Government	
Address	

Chief Elected Local Official

Name	
Title	

Legislative Representatives (list names and district numbers)

California Assembly	
California Senate	
U.S. Congress	

Local Government Contact Person (enclose résumé, professional qualifications, and departmental organization chart)

Name			
Title			
Department			
Address			
Telephone Number		Fax Number	
Email Address			

Resolution of Local Government (attach)

Date Approved	
Authorized Signature	

Local Commission/Board (Attach a current résumé and commissioner qualification form for each commission member.)

Name of Commission/Board	
Names and Professions of Members	

Local Historic Preservation Ordinance or appropriate section(s) of municipal code (attach)

Name of Document	
Date of Enactment	

Local Historic Preservation Plan or Historic Preservation Element of General Plan (attach)

Name of Document	
Date of Enactment	
Plans to prepare a Plan or Element if one has not been adopted	

Local Government Assurance

I assure the State of California, Office of Historic Preservation, that this government shall comply with and fulfill all the requirements of the Certified Local Government program.

Signature of Chief Elected Local Official

Printed Name of Chief Elected Local Official

Title

Date

CLG Certification Application Attachments

- Provide a narrative summary describing historic contexts developed and past and current historic resource survey activities, including type of survey (reconnaissance or intensive) and percentage of coverage of local jurisdiction. Additionally, provide information regarding future survey plans and how they will conform to the state and federal standards for surveys.
- Provide a narrative summary of current historic preservation program activities performed by the local government. For example, local designation programs, educational/outreach programs, design review, etc.
- Provide a narrative summary explaining any new or additional historic preservation program activities that will be carried out as a result of becoming a CLG.
- Provide a narrative summary which explains the current functions, responsibilities, and authority of the local review commission/board.
- Provide a narrative summary describing economic incentive or other benefits offered by the local government to owners of historic properties.
- Provide a narrative summary describing how review of projects affecting historical resources in the local government jurisdiction is carried out under the California Environmental Quality Act and Section 106 of the National Historic Preservation Act.

Statement of Commissioner Qualifications

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. 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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation

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

☐ Yes

☐ No

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

Appendix B: Sample Resolution

A resolution passed by the city council or board of supervisors must accompany the application. Below is a sample resolution which can be adapted to meet local needs.

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL/BOARD OF SUPERVISORS

CITY/COUNTY OF _____

APPROVING THE APPLICATION AND CERTIFICATION AGREEMENT FOR THE
CERTIFIED LOCAL GOVERNMENT HISTORIC PRESERVATION PROGRAM

WHEREAS, the United States Congress under the National Historic Preservation Act of 1966, amended (16 U.S.C. 470), has authorized the establishment of a Certified Local Government program; and

WHEREAS, the State of California, represented by the State Historic Preservation Officer, is responsible for the administration of the program within the state and the establishment of necessary rules and procedures governing the application by local agencies under the program; and

WHEREAS, said adopted procedures established by the State of California require the applicant to certify by resolution of the local government's elected officials the approval of an application prior to submission of said application. to the state;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL/BOARD OF SUPERVISORS hereby:

1. Approves the filing of an application for certification under the Certified Local Government Program; and
2. Appoints the _____ (position/title) or authorized deputy as agent of the city to coordinate, process, and execute all contracts, agreements, amendments, and ancillary documents within the scope of the attached application for certification.

Mayor/ Board of Supervisors Chair

Attest: Other signatures as appropriate

Appendix C: Suggested Preservation Plan/Historic Preservation Element of the General Plan Components

The following is a list of ten essential components that should be considered or addressed in every formal preservation plan or historic preservation element of the General Plan:

1. Statement of historic and/or archaeological preservation goals in the community, and the purpose of the preservation plan.
2. Definition of the historic and/or archaeological character of the community. Are there one or more historic contexts which are important in the development of your community?
3. Summary of past and current efforts to preserve the community's character.
4. A survey of historic and archaeological resources in the community, or a definition of the type of survey that should be conducted in communities that have not yet completed a survey.
5. Explanation of the legal basis for protection of historic and archaeological resources in the community.
6. Statement of the relationship between historic and archaeological resources preservation and other local land-use and growth management authorities, such as the zoning ordinance.
7. Statement of the public sector's responsibilities towards city- or county-owned historic and archaeological resources, and for ensuring that public actions do not adversely affect those resources.
8. Statement of incentives that are, or should be, available to assist in the preservation of the community's historic and archaeological resources.
9. Statement of the relationship between historic preservation and the community's educational system and program.
10. A precise statement of goals and policies, including a specific agenda for future action to accomplish those goals.

The above elements are based upon a publication, *Preparing a Historic Preservation Plan* by Bradford J. White and Richard J. Roddewig. A copy may be obtained from APA Planners Bookstore at www.planning.org/apastore/Search/Default.aspx?p=2378.

Appendix D: Sample Certification Agreement

The local government and State of California must execute a Certification Agreement that identifies the specific responsibilities of the local government. This document will be prepared by the OHP and presented to the local government for concurrent signatures

Sample Certification Agreement

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (36 CFR Part 61), and to the State of California's Certified Local Government Program Application and Procedures (Application and Procedures), the City [or County] of _____ agrees to:

1. Enforce appropriate legislation for the designation and protection of historic properties; maintain an adequate and qualified historic preservation review commission composed of professional and lay members; maintain a system for the survey and inventory of historic properties; and provide for adequate public participation in the historic preservation program including the process of recommending properties to the National Register of Historic Places, pursuant to the Application and Procedures.
2. Enforce its historic preservation ordinance and CEQA procedures as it relates to the consideration of historical resources. The Participant shall consult with the SHPO for any amendments or revisions to said ordinance prior to making such changes.
3. Submit to the SHPO an annual report, pursuant to 36 CFR 61.5(e)(5), consistent with the report guidelines published by the SHPO.
4. Adhere to requirements outlined in the State of California Certified Local Government Application and Procedures.

The State Historic Preservation Officer (SHPO) shall:

1. Inform the Participant of the annual availability of National Historic Preservation Fund grants, for which the Participant is eligible as a Certified Local Government, to compete.
2. Provide information, technical assistance, and opportunities for training to the CLG.
3. Review and provide comments on proposed ordinance changes.

Upon its designation as a CLG, [enter local government name] shall be eligible for all rights and privileges of a Certified Local Government specified in the National Historic Preservation Act and procedures of the State of California, including eligibility to apply for available CLG grant funds in competition with other CLGs.