

MISSOURI CERTIFIED LOCAL GOVERNMENT EVALUATION PROCEDURES

The Missouri State Historic Preservation Office (SHPO) evaluates each Certified Local Government (CLG) every four years. The evaluation will assess the CLG in five areas:

- 1) CLG Organization
- 2) Historic Preservation Commission Organization and Activities
- 3) National Register Nomination Review Process
- 4) Historic Resource Survey and Inventory
- 5) Public Participation

Attached are discussion questions to go over each of these five areas.

Evaluation Meeting Basics

- The evaluation will be conducted during an on-site visit by the CLG Coordinator, and, if possible, the SHPO Grants Manager.
 - If an in-person meeting is not possible, arrangements can be made for a virtual meeting via Webex or another platform.
- It is asked that a representative of the City/County and a representative of the Historic Preservation Commission participate in the evaluation. However, the CLG can invite additional meeting participants as preferred.
- The evaluation meeting should take about an hour, but please allow 1.5 hours to make sure there is enough time for an adequate meeting.
- Although not required, it is preferable that the meeting be scheduled on the same day that the historic preservation commission (HPC) meets. This allows the CLG Coordinator to observe a meeting.
 - If desired, the CLG Coordinator and the SHPO Grants Manager can arrange to do a presentation to the HPC about the CLG program and historic preservation grants and other funding.

Following the meeting, the CLG Coordinator will prepare a written evaluation report and submit it to the meeting attendees and anyone else the CLG requests.

Questions marked with an * are required by the Guidelines for Participation in Missouri's Certified Local Government Program.

Part I: Certified Local Government Organization

1. Is a member of the city/county staff assigned to assist the preservation commission? If so, identify and indicate if the staff meets the Secretary of the Interior's Professional Qualifications Standards. (See attached page for professional qualifications.)
2. Does the city/county have on staff or on retainer a professional preservation consultant? If so, identify.
3. Has a comprehensive city/county-wide historic preservation plan been developed?
4. Is the local historic preservation ordinance reviewed periodically and revisions submitted to the SHPO to ensure continued compliance with CLG requirements?
5. Does the local historic preservation ordinance address all cultural resources (historic, architectural, archaeological)?
6. Has a guide been developed to walk property owners through local preservation procedures (designation process, certificate of appropriateness process)?
7. Have forms been developed for local designation applications (nominations), certificates of appropriateness, demolition permits, etc.?
8. *Have rules of procedure or by-laws been adopted by the local preservation commission and submitted to the SHPO?
9. Has a conflict of interest statement been prepared in conformance with standard city/county procedures?

Part II: Historic Preservation Commission

Composition of Commission

1. *Does the commission have 5 or more members? Are the terms of commission members a minimum of 2 years and staggered?
2. Does the commission have non-voting members (i.e., city council or staff liaisons) or members from designated groups (i.e., Main Street, historical society, etc.)?
3. *Do all commission members demonstrate an interest, competence, or knowledge of historic preservation as defined in the Guidelines for Participation in Missouri's Certified Local Government Program?
4. *Are qualified (see attached) professional preservation members on the commission or is a documented attempt made to recruit such members?
5. *Have current resumes of commission members and of new members been submitted to the SHPO?
6. *For issues involving expertise not represented on the commission, has the assistance of a qualified profession consultant or the SHPO been sought?
7. *Is action taken within 60 days to fill vacancies on the commission?

Commission Meetings

8. *Are commission meetings held at regular intervals at least 4 times each year?
9. *Do commission meeting minutes adequately document decisions made by the commission?
10. *Are commission meeting minutes submitted to the SHPO at a minimum on a quarterly basis?

11. Does the commission conduct meetings in a serious and business-like fashion in conformance with city/county procedures?

12. Does the commission follow all by-laws and rules of procedure as outlined in the preservation ordinance?

Commission Activities

13. *Is the required annual report on commission activities submitted to the SHPO by November 30 or within the time frame of a requested extension, and are all records documenting these activities maintained for at least 5 years?

14. *Do commission members attend at least one training session or preservation related conference each year?

15. *Does the commission review alterations, demolitions, relocations, new construction and other activities as required for certificates of appropriateness within locally designated historic districts and affecting locally designated landmarks?

16. Does the commission conduct an ongoing public outreach/education program?

17. Does the commission apply National Register criteria correctly in the designation of local landmarks and districts?

18. Does the commission consistently apply the Secretary of the Interior's Standards for Rehabilitation in their decisions regarding certificates of appropriateness?

Part III: National Register Nomination Process

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

1. *Does the commission review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?
2. *Does the chief elected official (i.e., mayor) review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?
3. If the chief elected official does not review nominations, is there a designee (i.e., staff person, city council, etc.) for National Register review?
4. *Have public notifications and hearings been held as required by the local ordinance and National Register procedures?
5. *Is the public informed about the process used to review National Register nominations?
6. *Has a professional preservation consultant been retained to assist on review of National Register nominations for which the required expertise is not present on the commission?

Part IV: Survey and Inventory

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

Part V: Adequate Public Participation

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

1. What challenges are you facing in your historic preservation program?
2. What are your recent historic preservation successes?
3. How can SHPO provide support for your historic preservation program?

updated July 2023

Secretary of the Interior's Professional Qualifications Standards

Introduction

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

History

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

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

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

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

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

Architectural History

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

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

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

Historic Architecture

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

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

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