



CERTIFIED LOCAL GOVERNMENT

CHIEF ELECTED OFFICIAL

CLG CONTACT PERSON (official person on file with National Park Service)

TITLE

MAILING ADDRESS

EMAIL

TELEPHONE

CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)

A. DID THE CLG KEEP ITS HISTORIC DISTRICT ORDINANCE IN EFFECT FOR THE ENTIRE YEAR? ☐ YES ☐ NO (if no, briefly explain)

B. DID THE CLG ADOPT OR AMEND/REVISE/MODIFY ANY OF THE FOLLOWING DURING THE YEAR?

(Provide a link or attach any documents for which you select yes)

HISTORIC DISTRICT ORDINANCE

☐ YES ☐ NO

PRESERVATION PLAN (including master plan component)

☐ YES ☐ NO

HDC BYLAWS OR RULES OF PROCEDURE

☐ YES ☐ NO

DESIGN GUIDELINES (under PA 169, guidelines must be approved by SHPO)

☐ YES ☐ NO

COA APPLICATION/REQUIREMENTS

☐ YES ☐ NO

SURVEY PLAN

☐ YES ☐ NO

OTHER PRESERVATION-RELATED REGULATIONS/PROCEDURES (e.g., blight ordinances, demolition ordinances, downtown design standards, etc.)

☐ YES ☐ NO

A. PROVIDE THE NAME AND TITLE FOR THE COMMUNITY'S STAFF LIAISON TO THE HDC

B. DOES THE HDC USE AN ON-CALL PRESERVATION SPECIALIST (e.g., architect, historian, etc.)? ☐ YES ☐ NO (if yes, provide name/title)

C. IDENTIFY **CURRENT** HISTORIC DISTRICT COMMISSION MEMBERS.

(Submit a resume or Attachment A for each **NEW** commissioner appointed during the year)

NAME _____

ROLE (e.g., chair, vice-chair, etc.)

TERM STARTED

TERM ENDS

[illegible]

D. DOES THE HDC INCLUDE AT LEAST ONE MEMBER WHO IS A QUALIFIED PRESERVATION PROFESSIONAL? <input type="checkbox"/> YES <input type="checkbox"/> NO							
If you answer no, briefly identify how the CLG sought to identify qualified professionals (architects, historians, architectural historians, archaeologists, etc.) to fill vacancies AND submit a copy of related announcements, advertisements, or other means used to seek qualified members.							
E. ARE THERE CURRENTLY ANY HDC VACANCIES?							
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many?							
F. DID NEW COMMISSIONERS RECEIVE TRAINING MATERIALS AND INFORMATION ON THE LOCAL HISTORIC DISTRICT ORDINANCE?							
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE							
G. DID AT LEAST ONE COMMISSIONER AND/OR STAFF PERSON PARTICIPATE IN TRAINING (e.g., conferences, webinars, and in-person workshops)?							
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, identify the training and participants below. If no, briefly explain why no one participated in training.							
NAME OF TRAINING		PROVIDER	ATTENDEES				
H. WHEN ARE YOUR HDC’S REGULARLY SCHEDULED MEETINGS? (e.g., first Wednesday of each month)							
I. IDENTIFY THE MONTHS IN WHICH YOUR HDC MET AT LEAST ONCE.							
MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*	MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*
January 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	July 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	August 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	September 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	October 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	November 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	December 2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*if not available on your website, submit minutes for at least two meetings							
J. PROVIDE INFORMATION ON DESIGN REVIEW APPLICATIONS RECEIVED FOR REVIEW DURING THE YEAR.							
APPLICATION TOTALS				RESULTS OF REVIEWS			
# OF APPLICATIONS RECEIVED:				# OF CERTIFICATES OF APPROPRIATENESS ISSUED:			
# OF APPLICATIONS REVIEWED BY STAFF ONLY:				# OF DENIALS ISSUED:			
# OF APPLICATIONS REVIEWED BY THE HDC:				# OF NOTICES TO PROCEED ISSUED:			
WERE ANY HDC DECISIONS APPEALED? <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, complete the information below)							
# OF HDC DECISIONS APPEALED:							
# OF DECISIONS OVERTURNED:							

OF DECISIONS AFFIRMED:

4. INVENTORY AND DESIGNATION

A. IDENTIFY NEW SURVEY PLANS, PROGRESS ON EXISTING PLANS, AND/OR CHANGES TO EXISTING SURVEY PLANS, INCLUDING CHANGES IN PRIORITIES OR PROCESSES.

B. DID THE CLG ACTIVELY WORK ON OR COMPLETE HISTORIC RESOURCE SURVEYS? ☐ YES ☐ NO

If yes, identify them below. If the survey was completed but data and reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary to capture all surveys in progress or completed.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

C. DOES THE CLG HAVE SURVEYS TENTATIVELY PLANNED FOR NEXT YEAR? ☐ YES ☐ NO

If yes, briefly identify them, including the reason for the survey (e.g., part of work plan, development pressure, considering designation, etc.). If no, identify future survey goals that may be of interest.

D. WAS ANY MUNICIPAL-SPONSORED ARCHAEOLOGICAL SURVEY COMPLETED DURING THE YEAR? ☐ YES ☐ NO

If yes, identify them below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE STANDARDS?
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

E. DID THE CLG ENGAGE IN LOCAL HISTORIC DISTRICT DESIGNATION ACTIVITIES DURING THE YEAR? ☐ YES ☐ NO

If yes, identify them below. If associated reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary.

DISTRICT NAME	STATUS AND ACTION	REPORT PROVIDED TO SHPO?
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed <input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	<input type="checkbox"/> YES <input type="checkbox"/> NO
	<input type="checkbox"/> Draft/Underway <input type="checkbox"/> Final/Completed	<input type="checkbox"/> YES <input type="checkbox"/> NO

	<input type="checkbox"/> New District <input type="checkbox"/> Modification <input type="checkbox"/> Elimination	
F. DO YOU KNOW OF ANY NATIONAL REGISTER OR LOCAL DISTRICT PROPERTIES THAT WERE MOVED OR DEMOLISHED? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, briefly identify them below.		
NAME/ADDRESS OF PROPERTY	NAME OF DISTRICT (IF APPLICABLE)	

5. PUBLIC PARTICIPATION		
A. WERE ALL HDC MEETINGS HELD IN ACCORDANCE WITH THE OPEN MEETINGS ACT, P.A. 267 OF 1976? <input type="checkbox"/> YES <input type="checkbox"/> NO (if no, briefly explain)		
B. WAS INFORMATION ABOUT THE HDC, ITS MEETINGS, AND ITS ACTIVITIES MAINTAINED ON THE LOCAL GOVERNMENT’S WEBSITE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
C. BEYOND A WEBSITE, HOW DOES THE HDC PROVIDE INFORMATION ABOUT MEETINGS AND ACTIVITIES TO THE PUBLIC? <input type="checkbox"/> Mailings <input type="checkbox"/> Newspapers <input type="checkbox"/> Posting at Municipal Building <input type="checkbox"/> On-site Project Signs <input type="checkbox"/> Direct Email <input type="checkbox"/> Door Fliers <input type="checkbox"/> Email List/Listserv <input type="checkbox"/> Local Access Channels <input type="checkbox"/> Community Events <input type="checkbox"/> Other		
D. DID THE CLG/HDC PROVIDE, SPONSOR, OR PARTICIPATE IN PUBLIC EDUCATIONAL ACTIVITIES (e.g., walking tours, lectures, Preservation Month activities, historical marker programs) OR FORMAL TRAINING ON HISTORIC PRESERVATION? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, identify the activities below. SHPO encourages sharing photos so we can highlight your efforts! Use additional sheets if necessary.		
ACTIVITY	SPONSORING ORGANIZATION	DATE

6. CLG/HISTORIC PRESERVATION GOALS		
A. BRIEFLY DESCRIBE IF/HOW YOU MET THE GOALS IDENTIFIED IN YOUR LAST ANNUAL REPORT.		
GOAL	DID YOU MEET THIS GOAL?	IF YES, DESCRIBE HOW IT WAS MET. IF NO, DESCRIBE WHY IT WAS NOT MET.
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B. BRIEFLY DESCRIBE YOUR TOP GOALS FOR NEXT YEAR (2025). EACH CLG MUST IDENTIFY AT LEAST ONE GOAL.		
GOAL	IS THIS A MULTI-YEAR GOAL?	DO YOU NEED SHPO ASSISTANCE TO MEET THIS GOAL? IF SO, BRIEFLY DESCRIBE.
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7. MISCELLANEOUS INFORMATION		
A. SHPO HAS A NEW CLG COORDINATOR. WHAT IS ONE THING YOU WOULD LIKE THE NEW COORDINATOR TO UNDERSTAND ABOUT YOUR COMMUNITY AND LOCAL PRESERVATION ACTIVITIES/NEEDS?		
B. WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2024 IS YOUR CLG/HDC MOST PROUD OF? OR IS THERE A PRESERVATION SUCCESS STORY FROM YOUR COMMUNITY THAT YOU WOULD LIKE TO HIGHLIGHT? SHPO encourages sharing photos!		
C. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2024.		
D. WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FACING YOUR COMMUNITY?		
E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2024? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, briefly identify them below.)		
F. DID YOUR COMMUNITY HAVE ANY LOCAL INCENTIVE/GRANT/LOAN PROGRAMS (e.g., façade grant programs, DDA programs, low-interest loans, abatements, etc.) AVAILABLE FOR HISTORIC PROPERTIES IN 2023? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, briefly identify them below.)		
NAME OF PROGRAM		# OF PROPERTIES BENEFITED
G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
H. IF REIMBURSEMENT WERE AVAILABLE FOR SOME OF THE COSTS TO ATTEND THE MHPN STATEWIDE PRESERVAION CONFERENCE OR BIENNIAL NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS CONFERENCE, WOULD YOU BE INTERESTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO?		

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