



Certified Local Government Evaluation Criteria Reporting Form

Certified Local Government: City of Meridian Date: 1/26/2021

SHPO Reviewer: H. Peter L'Orange, Historic Preservation Planner/CLG Coordinator

CLG Contact(s): Audrey Belnap, City of Meridian

CLG Contact phone number: 208-489-0399

CLG Contact email address: abelnap@meridiantcity.org

The CLG program is a dynamic partnership between local governments, the Idaho State Historic Preservation Office (SHPO), and the National Park Service (NPS), to assist diverse communities in preserving their unique historic character. One of the requirements assigned to the SHPO is the evaluation of CLG programs in their state; every CLG program should be evaluated at least once every four (4) years. In an effort to make this as straightforward and easy as possible, the Idaho SHPO has developed this form to assist in the evaluation process.

Please complete this questionnaire and return to the CLG Coordinator at:

Postal:	Email:
Pete L'Orange State Historic Preservation Office 210 Main Street Boise, ID 83702	pete.lorange@ishs.idaho.gov

Once you have returned the completed questionnaire and any additional documentation which may apply, SHPO Staff will review your responses and complete our portion of the review. Staff may contact you with addition questions or for any clarification. Once the SHPO's review is complete, we will send you a letter with our findings and a copy of the completed evaluation form for your records.

If you have any questions or concerns as you are completing this evaluation form, please contact: Pete L'Orange, Historic Preservation Planner/CLG Coordinator, by phone at (208) 488-7471 or by email at pete.lorange@ishs.idaho.gov immediately.

Thank you for your continued dedication to Historic Preservation in Idaho!

Pete L'Orange
Historic Preservation Planner/CLG Coordinator
Idaho State Historic Preservation Office

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1. ESTABLISH BY STATE OR LOCAL LAW AN ADEQUATE AND QUALIFIED HISTORIC PRESERVATION REVIEW COMMISSION COMPOSED OF PROFESSIONAL AND LAY MEMBERS.

A. Do all commission members have a demonstrated interest, competence, or knowledge of historic preservation?

Yes ✓ No _____

Please attach documentation for each commission member reflecting their qualifications (may include resumes, current/past volunteer work, et cetera.)

Documents attached?

Yes ✓ No _____

B. Are all positions on the commission currently filled?

Yes ✓ No _____

If "no," please explain:

C. A minimum of two (2) commission members must be professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation-related disciplines as determined by the Secretary of the Interior's Professional Qualification Standards. Please detail how the CLG makes a "good faith effort made to locate and appoint such professionals" (e.g. – newspaper articles, personal requests, solicitation at universities, et cetera).

When there is an opening on the Historic Preservation Commission, the City of Meridian Community Manager posts a press release, the City Clerks Office posts website notices and updates our newsletter subscribers, HPC and support staff members may also reach out with personal requests.

D. Has a representative of the commission attended at least one meeting each year for the last 3 years sponsored by any preservation organization or related organization?

Yes _____ No ✓

List names of participants, names of meetings and dates:

- Hilary Bodnar, NTHP Past Forward Conference- San Francisco, CA November 2018
- Jody Ault, NAPC FORUM Conference- Virtual, July 2020
- Donna Lusignan, NAPC FORUM Conference- Virtual July 2020
- Blaine Johnston, NAPC FORUM Conference- Virtual July 2020

E. Have there been any changes to the local ordinance in the last four (4) years?

Yes _____ No

If "yes," please explain:

Submit a copy of any new ordinances or legislative changes to the SHPO.

TO BE COMPLETED BY SHPO REVIEWER

Do the CLG's commission members meet the requirements of this section?

Yes No _____

Are the Historic Preservation Commission's duties and responsibilities, as established in the CLG's ordinance, complementary to and coordinated with those of the SHPO?

Yes No _____

SHPO Comments:

The City of Meridian is to be complimented on getting two (2) member of the HPC who meeting the Secretary of the Professional Qualification Standards. The Idaho SHPO would encourage the City to continue its efforts to ensure that members of the commission meet those Standards whenever there is an opening on the commission.

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

2. MAINTAIN A SYSTEM FOR THE SURVEY AND INVENTORY OF HISTORIC PROPERTIES.

All Certified Local Governments are required to have a system by which properties are surveyed and inventoried, and that such an inventory is maintain in an appropriate manner. For some communities, this means establishing and maintain the inventory at the local level (i.e. – at the local planning department, Clerk's office, et cetera). Most communities in Idaho, however, rely of the State Historic Preservation Office to keep and maintain that inventory.

- A. Is the CLG inventory compatible with the [Idaho State Historic Inventory](#) (buildings, objects, structures, historic sites) and the [Idaho Archaeological Survey](#) (archaeological sites), such that inventory materials can easily be entered into those state inventories and can be integrated into the statewide comprehensive historic preservation planning process? (Note: If the inventory is maintain by SHPO on behalf of the CLG, check "Yes" and indicate this is the case in the explanation.)

Yes No

Please explain:

- B. CLGs should be conducting any surveys or inventories using documentation which is SHPO approved as being of a National Register level of documentation. Please attach copies of the documentation for any recently surveyed or inventoried properties (5 properties max).

Documents attached?

Yes No

- C. Is inventory data accessible to the general public, except in the case of locations of sensitive archaeological sites?

Yes No

Please explain:

- D. Is the inventory periodically added to or updated?

Yes No

If "no," please explain why not:

- E. Submit minutes of any meetings where the CLG has approved or adopted either the Secretary of Interior's Standards or the state's system as identified in the SHPO's "[Idaho Historic Sites Inventory \(IHSI\): Requirements and Standards for Documentation](#)," (formerly identified as "Technical Leaflet #1, Idaho Historic Sites Inventory Manual: Standards and Guidelines for Documenting Historic Properties") by the Idaho State Historical Society.

TO BE COMPLETED BY SHPO REVIEWER

Is the CLG's inventory documentation SHPO approved National Register level documentation?

Yes No

Is the documentation consistent and thorough in meeting the Secretary of the Interior's Guidelines for Identification at the reconnaissance and intensive levels?

Yes No

Does the inventory and survey system meet the Secretary of the Interior's Standards for Identification? (If the CLG community has adopted the State's survey system, it will meet the Secretary's Standards.)

Yes No

SHPO Comments:

Our office would encourage the City to apply for CLG grants to help fund future survey work.

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

3. PROVIDE FOR ADEQUATE PUBLIC PARTICIPATION IN THE HISTORIC PRESERVATION PROGRAM, INCLUDING THE PROCESS OF RECOMMENDING PROPERTIES TO THE NATIONAL REGISTER OF HISTORIC PLACES.

Certified Local Governments are required to ensure that the public has the opportunity to participate in the local historic preservation program.

- A. CLGs are required to make public announcements of all meetings of the historic preservation commission. All meetings must be open to the public and follow the requirements of Idaho's open meeting laws as identified in [Idaho Statute Title 74, "Transparent and Ethical Government."](#) Describe how the meetings are announced to the public.

All regular and subcommittee meetings are noticed to the public through the Meridian City Clerks Office. The clerks post physical copies of the agenda on bulletin boards at City Hall and online. Regular HPC meeting agendas are sent to email subscribers.

- B. Are written minutes kept?
Yes No

- C. Are minutes available to the public?
Yes No

- D. Are copies of the minutes regularly sent to the SHPO?
Yes No

- E. Are the commission's procedures and by laws available for public inspection?
Yes No

- F. Describe any other activities been undertaken by the CLG or HPC to encourage public input in the preservation process locally.
The HPC offers annual activities for Historic Preservation Month, maintains a walking tour where visitors can visit 23 historic properties in Downtown Meridian, and is currently hosting a student history competition. All of these efforts are intended to bring awareness and to increase public involvement in historic preservation.

- G. Are preservation files accessible to the public through a public agency or public official?
Yes No

Please explain:
All files are available via public request to the City Clerk's office or searchable in the minute books meetings posted online.

TO BE COMPLETED BY SHPO REVIEWER

Are the requirements of Idaho's open meeting law being met?

Yes No

Is the CLG providing adequate opportunities for the public to participate in the historic preservation program?

Yes No

SHPO Comments:

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

4. ENCOURAGE LOCAL HISTORIC PRESERVATION PLANNING.

Describe what activities have been taken to encourage preservation planning in the framework of the local government system or other system. This may include activities such as including historic preservation in a comprehensive plan, developing a specific historic preservation plan for the county/community, or other similar efforts. If local preservation planning efforts have not occurred, please describe the reasons why not; this will allow the SHPO to potentially help address those issues going forward. Attach additional pages if necessary.

The City of Meridian Community Development Department has included architectural standards for the zon area of Meridian. These same standards were also included in the newest Urban Renewal District created in Union Block. Our Urban Renewal Agency, Meridian Development Corp., also makes a point to include prese planning in their long range planning. Their "Destination Downtown" document is frequently referred to anc history as a priority for the board. The HPC is not in a position where it can function as a regulatory agent, functions as a recommending body for broad planning concepts to other authorized powers.

TO BE COMPLETED BY SHPO REVIEWER

SHPO Comments:

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

5. ENFORCE APPROPRIATE STATE AND LOCAL LEGISLATION FOR THE DESIGNATION AND PROTECTION OF HISTORIC PROPERTIES.

A. According to state law [IC 67-6501, Local Planning Act of 1975](#), local governments are required to produce a comprehensive plan. As part of that comprehensive plan, the government must consider "special areas or sites," which specifically include historic, architectural, and archaeological properties and sites.

1. Please submit a copy the current section of the comprehensive plan dealing with "special areas or sites."
Documents attached?

Yes No

2. Describe any current or future plans for addressing historic preservation needs identified in the plan.

The HPC is currently focused on Goal #2 "Locate and identify historic... resources significant Meridian's past" by conducting an inventory of the Meridian Speedway and working toward completing a nomination. Also, Goal #3 "Heighten public awareness of historic preservation community and improve preservation education efforts for various audiences" by increasing HPC's social media presence for public education.

B. [State Law IC 67-4601](#) allows local governments to establish a local historic preservation ordinance. To become a Certified Local Government, an ordinance was passed by the local government establishing a historic preservation commission in your community; each CLG, therefore, meets this requirement. This state law also allows for specific activities to be undertaken by the local historic preservation commission to promote and protect historic properties. One of these activities is Design Review by the HPC of historic buildings in locally designated historic districts.

Does the HPC have Design Review authority?

Yes No

If "yes," answer the following questions. If "no," please skip to Question C.

1. Number of reviews by the HPC in the review period? _____

2. Have guidelines or other promotional materials that been developed explaining the Design Review program and its requirements?

Yes _____ No _____

If the answer is "yes," please describe the materials or submit copies of the materials; additionally explain how such materials are distributed to applications:

3. Submit decisions on five (5) applications and the rationale for the decisions made by the HPC. If decisions are discussed in the minutes of the meetings and the minutes are regularly sent to the SHPO, just list the names of the properties on the applications and the specific date(s) of the decisions. Attach additional pages if necessary.

4. If your HPC is authorized to conduct other activities besides Design Review (e.g. demolition review), please identify and describe. Attach additional pages if necessary.

C. State law [IC 18-7027](#), [IC27-501](#), and the Antiquities Act of 1984, prohibits the disturbance of prehistoric human burials, or the possession of human remains or artifacts removed from a burial, unless the excavation is conducted by a qualified archaeologist with the prior approval of the State Historical Society and the appropriate Indian tribe.

1. Have any applications to the Idaho State Historical Society been made by the local government for an excavation permit?

Yes _____ No _____

If "yes," please explain:

2. Does the HPC review actions by the local government that could possibly violate this law?

Yes _____ No _____

If "yes," please explain:

TO BE COMPLETED BY SHPO REVIEWER

Does the local Comprehensive Plan adequately address "special sites or areas"?

Yes No

Are the design review decisions consistent with the Secretary of the Interior's Standards for Historic Preservation Projects?

Yes No N/A

Is the CLG in compliance with IC 18-7072 and IC 27-501?

Yes No

SHPO Comments:

The Idaho SHPO is pleased with the City of Meridian's efforts to incorporate historic preservation into their broader plan. We would encourage the City to continue to identify and consider other areas of the City's Comprehensive Plan where the Preservation Commission can help support the Plan's goals and objectives.

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

6. LOCAL PARTICIPATION IN THE NATIONAL REGISTER PROGRAM

A requirement of the Certified Local Government program is that communities take active participation in any and all National Register Nominations by reviewing and voting on proposed nominations at an open, public meeting. This provides the residents of the community an opportunity to comment on any such nomination before it goes to the Idaho State Review Board.

A. Number of National Register nominations generated in the jurisdiction of the CLG during the period of review: 0

B. Has each nomination been reviewed by the appropriate professional (either a qualified HPC member or a professional available in the community or larger region) and a report prepared?

Yes _____ No ✓

C. Were the reports transmitted to the mayor or county commissioners?

Yes _____ No ✓

D. Did the CLG allow for public comment on the nomination (through holding public hearings, soliciting comments in news media articles, public announcements, legal notices, or other means as appropriate)?

Yes _____ No ✓

Please explain: .

E. Has the HPC given written notification of their decision to the owner of a property to be submitted to the National Register?

Yes _____ No ✓

Submit a sample correspondence.

TO BE COMPLETED BY SHPO REVIEWER

Do the reports state why the property does or does not meet the National Register criteria?

Yes _____ No _____ N/A

Were National Register Nomination reports submitted to the SHPO along with the Mayor or county commissioner's recommendation?

Yes _____ No _____ N/A

Were the above transactions completed within 60 days from notice given by the SHPO?

Yes _____ No _____ N/A

SHPO Comments:

The Idaho SHPO knows that the City is currently working toward a potential National Register Nomination for the Meri complex. We would encourage the City to work with our office to identify other properties which might be eligible for t Register, and the pursue such nominations in future CLG grant funding cycles.

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

7. CLGS THAT RECEIVE FEDERAL GRANTS UNDER THIS PROGRAM, MUST FOLLOW MANDATED FEDERAL, STATE, AND NPS PROGRAM SPECIFIC REQUIREMENTS.

The CLG must maintain adequate financial management systems, adhere to all requirements of the National Park Service Programs Manual and adhere to any requirements mandated by Congress regarding the use of such funds.

Fiscal Year	FY: 2020	FY:	FY:	FY:
Federal Award \$\$	\$2700.00			
Product	Reconnaissance Survey of the Meridian Speedway			
Product	Sponsorship for three HP members to attend the NAPC Forum			
Product				
Product				

TO BE COMPLETED BY SHPO REVIEWER

Has the CLG responded to requests from the SHPO on budget and work program questions in a timely manner?

Yes No N/A

Has the CLG produced adequate products in compliance with the Secretary of the Interior's Standards for Historic Preservation Projects when using NPS funding?

Yes No N/A

Has the government produced adequate documentation for the billing of grant projects?

Yes No N/A

Have the products and billings been submitted in a timely manner?

Yes No N/A

SHPO Comments:

It is the determination of the Idaho SHPO that the City of Meridian MEETS the requirements of this section.

FINAL EVALUATION OF CLG PROGRAM

Please read and sign the following statement.

I do hereby attest that the information provided in this evaluation form for the Certified Local Government program of Meridian Historic Preservation Commission [CLG name] is complete and accurate to the best of my knowledge.

Signature: **Audrey Belnap** Digitally signed by Audrey Belnap
Date: 2021.04.23 12:16:55 -06'00' Date: 4/23/2021

Printed Name: Audrey Belnap

TO BE COMPLETED BY SHPO REVIEWER

Program Strengths:

The City of Meridian is doing a lot of good work to ensure that historic preservation is a part of the City's character. The appointment members to the Historic Preservation Commission who meet the Secretary of the Interior's Professional Standards is an important part of those efforts, and our office would encourage the City to continue to make a committed historic preservation program.

Opportunities for Improvement:

The Idaho SHPO would like to see the City of Meridian do some more survey. It has been a number of years since the major survey and it would be good to either take on a new survey or to update a previous survey. Our office is available to assist with potential areas for future survey work.

Final SHPO Comments:

Overall, the Idaho SHPO is pleased with the status of the City of Meridian's historic preservation program. The City is in a strong position and appears to have a strong commission make up. The SHPO would like see more survey, hopefully leading to more nominations to the National Register of Historic Places.

It is the determination of the Idaho State Historic Preservation Office that the City of Meridian MEETS the requirements of the Local Government program. The City of Meridian shall, therefore, RETAIN its status as a Certified Local Government.

Did the CLG complete this evaluation in a timely manner?

Yes No

Reviewer Signature: H. Peter L'Orange Digitally signed by H. Peter L'Orange
Date: 2021.04.29 16:29:57 -06'00'

Review Name: Pete L'Orange, Historic Preservation Planner/CLG Coordinator, Idaho SHPO

Date: 4/29/2021

If you have any questions or concerns regarding this Certified Local Government program evaluation, please contact the Idaho State Historic Preservation Office, and SHPO Staff will be happy to discuss it with you.

ADDITIONAL PAGE

Use this page to provide any additional information for any question. Please use a separate page for each question.

Section: _____

Question: _____