

# CERTIFIED LOCAL GOVERNMENT PROGRAM

## PROGRAM REQUIREMENTS + CERTIFICATION HANDBOOK



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This handbook describes the Michigan State Historic Preservation Office's administration of the Certified Local Government (CLG) program. It outlines program requirements and provides guidance to communities that wish to participate in the program.

CLGs that wish to further enhance their local preservation activities are encouraged to review the additional program materials available at [michigan.gov/shpo](http://michigan.gov/shpo).

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## SECTION 1

# THE CERTIFIED LOCAL GOVERNMENT PROGRAM

In 1966, Congress passed the **National Historic Preservation Act (NHPA)** (54 U.S.C. § 300101 et. seq.), which recognized the importance of community identity and its relationship to our built and cultural environment. Among other things, the act codified federal preservation policy and provided a platform for supporting preservation at the federal and state levels. This included the establishment of State Historic Preservation Offices (SHPOs) to guide each state's preservation activities in coordination with the U.S. Department of the Interior, **National Park Service (NPS)**.

In recognition of the value of preservation and community engagement at the local level, the NHPA was amended in 1980 to include a new federal-state-local partnership, the **Certified Local Government (CLG) program**. Through this program, local units of government are empowered to shape the future of the historic fabric of their communities and provided an incentive to build strong preservation programs in partnership with NPS and SHPOs, which provide technical assistance and funding support for local efforts.

Nationally, more than **2,000 municipalities** have chosen to participate in the CLG program, linking communities across the country in a common goal of promoting historic preservation as an integral component of local planning. A list of Michigan's CLGs is available at the **SHPO website**.

## WHAT IS A CERTIFIED LOCAL GOVERNMENT?

Broadly speaking, a CLG is a local unit of government (county, township, city, or village) that makes a commitment to historic preservation at the local level. CLGs formally demonstrate this commitment by engaging in a partnership with SHPO to carry out preservation activities and plan for important historic resources as viable community assets.

Participation in the CLG program signals that a community is preservation-ready, supporting a vision for its future that respects the tangible link between the community's built and cultural environment and its sense of place. At a basic level, CLGs seek to support this vision by:

- Integrating preservation into local planning and decision-making processes;
- Identifying, protecting, and telling the story of historic resources and heritage sites in the community;
- Planning for and leveraging historic resources as valuable community goods;
- Identifying and facilitating opportunities for reinvestment in historic resources; and
- Partnering with state and federal programs to support local efforts.

A community that wants to become a CLG follows a certification process through which it works with SHPO to outline a plan that will allow it to achieve its preservation goals (see [Section 4](#)). Once certified as a CLG, a community gains special access to technical assistance, funding opportunities, and other benefits.

Communities across Michigan routinely and purposefully choose to engage preservation activities because of their role in supporting community character, sense of place, economic vitality, and quality of life. From Calumet to Detroit, many of these communities have taken the next step and joined the CLG program, thus making a formal commitment to preservation by engaging in a partnership with SHPO to plan for effective preservation strategies.





MCCAMLEY STREET BRIDGE, BATTLE CREEK

## THE BENEFITS OF BECOMING A CLG

CLG status is a point of pride. It ensures the community’s participation in the national historic preservation program and demonstrates that the community is committed to preservation as part of its planning and development activities. The CLG program also provides a platform for strong local preservation programs and provides participating communities with access to exclusive benefits and tools.

### STRONG LOCAL PRESERVATION PROGRAMS

The CLG program provides a proven structure for communities to effectively coordinate preservation interests at the local level... to find the convergence points between preservation and other community planning activities.

Rooted in best practice approaches, the CLG program gives credibility to local preservation activities, their relationship to broader planning processes, and their role in sustaining vibrant, culturally rich communities. The program also promotes preservation activities consistent with national and state legislation and standards, which encourage responsible decision-making for the treatment of important historic resources in the community. In Michigan, this includes local designation activities and historic district commission (HDC) practices founded in the legal authority of **Michigan’s Local Historic Districts Act** (Public Act 169 of 1970, as amended [PA 169]), and the principles established in the “**Secretary of the Interior’s Standards for Rehabilitation.**”

The CLG program also recognizes the role of local stakeholders in the success of preservation activities. Participation in the CLG program signals that a community is committed to empowering local stakeholders who wish to protect, celebrate, and invest in historic resources and working with them to proactively engage opportunities to sustain the places that contribute to the community’s sense of place and cultural identity.

From time to time, additional incentives such as new SHPO programs and funding opportunities are announced for CLGs. To learn more about current benefits, visit the Michigan SHPO website at [michigan.gov/shpo](http://michigan.gov/shpo).

## PRIORITY SUPPORT AND PROGRAMMING FROM SHPO

The CLG program provides a framework for a strong partnership with the Michigan SHPO, which provides technical assistance and funding support for preservation activities in CLG communities across the state.

While SHPO assists all communities, CLGs receive dedicated and prioritized assistance from SHPO's CLG Coordinator, who works closely with CLGs as they plan for, build, and engage local preservation programs. In addition to providing ongoing technical support, SHPO's CLG Coordinator regularly visits communities to have on-the-ground discussions about local preservation strategies; provides feedback on particular issues a community may be facing; and develops special initiatives to help communities move their preservation programs forward (see next page for an example).

The CLG Coordinator also works with other SHPO staff to coordinate activities that can help CLGs meet their preservation goals. Such assistance includes but is not limited to:



**Survey Planning:** Identifying and documenting places that are important to the history of the community are the foundation for many preservation activities; however, the process of planning a survey to identify such sites can often seem intimidating. SHPO's Survey Coordinator works closely with CLGs on best practice approaches to surveys, with the goal of identifying strategies that are both achievable and meaningful. CLGs may request a visit from the Survey Coordinator to discuss project goals, areas of interest, and potential approaches to survey in consideration of the community's capacity and resources.



**Building Consultations:** Communities sometimes struggle with underutilized downtown buildings, vacant industrial complexes, and other such "problem" properties. CLGs may request an on-site meeting with one of SHPO's historical architects to get feedback on such a property with the goal of moving discussion forward with local stakeholders. The architect will complete a quick assessment of the property and discuss conditions, ideas for redevelopment, and potential problems. They will also provide a brief post-site visit report and give advice about applying for a CLG grant for a feasibility study or other investigation.



**Archaeological Advice:** Communities may hear rumors of a potential archaeological site or be concerned about a potential threat facing a known site and be unsure of how best to proceed. CLGs may request a visit from a SHPO archaeologist to discuss how to determine validity and the steps needed to locally designate a site to protect it. SHPO archaeologists can also provide advice on public interpretation of prehistory and archaeological heritage through exhibits, signage, and events. They can also help find tribal partners and other experts to get projects done appropriately.



## TECHNICAL ASSISTANCE EXAMPLE: COMMUNITY PARTNERSHIP PROJECTS

Communities often have several preservation planning projects that they would like to complete but lack the resources and/or capacity to carry out such projects on their own. This includes access to professional preservation assistance. In recognition of this gap and the value of on-the-ground programs that enable communities to meet their preservation goals, SHPO has developed the **Community Partnership Program**.

Available only to Michigan's CLGs and distinct from grant funding, the program allows a community to leverage the knowledge and experience of SHPO to complete a local project. Through a yearly selection process, based on SHPO capacity, CLGs can apply to have a project in one of three areas—identification (survey), designation (National Register of Historic Places [NRHP]), or protection (design guidelines)—completed directly by SHPO staff in partnership with the local community.



Through the program, SHPO staff administers and actively completes the project on behalf of the CLG, conducting historic resource survey, preparing National Register documentation, or developing design guidelines. CLGs commit to meeting minimum participation requirements, through which the CLG gets first-hand experience in best practice approaches and engages in HDC training and community discussions. At the end of the process, the CLG gets a tangible product from SHPO (i.e., survey report, National Register nomination, or design guidelines) and is better equipped to engage preservation activities at the local level, carry out future projects on its own, and/or facilitate consultant-driven projects.

As a technical assistance and educational initiative, the program's purpose is to build the capacity of CLGs in a meaningful way and provide them with tools to make informed decisions about their historic resources, supporting the goal of the CLG program to develop, support, and enrich local preservation programs.



## HISTORIC PRESERVATION FUND GRANTS

NPS and SHPO support local activities, including preservation planning, education, and rehabilitation projects, through annual grant funding exclusive to CLGs.

Since the start of Michigan's CLG program, SHPO has provided more than 150 Historic Preservation Fund grants totaling more than \$3 million to CLGs across the state for preservation planning, education, and rehabilitation projects.

One of the greatest benefits of becoming a CLG is that participating communities in good standing are eligible to apply for grant funding set aside exclusively for CLGs. Every year, SHPO provides at least 10% of its annual funding received from the National Park Service's **Historic Preservation Fund (HPF)** directly to CLGs through grants for local preservation projects. Since these are pass-through grants, non-profits (e.g., historical societies, heritage sites, etc.) in a CLG community can also apply for the grants in partnership with the local government.

Grant funds have been used across Michigan to jumpstart or supplement local preservation activities and often serve as a catalyst for additional investment. HPF grants are provided for two categories of projects:

**Preservation planning, documentation, and education projects**, including but not limited to historic resource surveys, National Register of Historic Places nominations, preservation plans, design guidelines, educational workshops, heritage tourism materials, and training; and

**Rehabilitation projects**, including but not limited to the development of plans and specifications, condition assessments, and planning studies; and actual rehabilitation (i.e., physical site-specific work) of historic properties.

Additional information on CLG grant funding and eligible project activities is provided in **Section 6** and on the Michigan SHPO website at [michigan.gov/CLGgrants](http://michigan.gov/CLGgrants).





NAPC CAMP TRAINING, KALAMAZOO

## TRAINING AND EDUCATION

CLGs have special access to educational and technical materials as well as a variety of training and outreach opportunities.

When a local government joins the CLG program, SHPO’s CLG Coordinator provides the community with an in-person orientation to local preservation as well as a “toolkit” of technical guidance and materials to help guide ongoing preservation activities.

Established CLGs have access to a host of training materials and can participate in workshops, regional roundtables, webinars, and other community outreach initiatives designed for CLG staff, elected officials, and HDC members. CLGs can also request one-on-one discussions with SHPO’s CLG Coordinator to discuss local preservation strategies, to request feedback on particular issues the community may be facing, or to provide the HDC and its staff with training on issues related to design review and administration of local historic districts.

In addition, SHPO may elect to set aside a portion of its HPF funds to offer scholarships for CLG staff and commissioners to attend workshops and conferences presented by the **National Alliance of Preservation Commissions (NAPC)** or **Michigan Historic Preservation Network (MHPN)** or to collaborate with a CLG to host a workshop on a particular topic.

## PARTICIPATION IN THE NATIONAL REGISTER PROGRAM

Like all communities, CLGs can nominate properties to the **National Register of Historic Places**, which is the nation's official list of buildings, structures, sites, objects, and districts deemed worthy of preservation for their historical, cultural, or architectural significance. Listing of a property in the National Register provides an opportunity for the community to tell the story of its historic places and allows for certain project activities to be considered for incentives like grants and **federal tax credits**, which foster investment in our communities.

CLGs also play a special role in the National Register process. Like the CLG program, the National Register is a program of the National Park Service but administered at the state level by SHPO. When a property within a CLG's jurisdiction is nominated to the National Register, SHPO provides the CLG with the opportunity to review and comment on the eligibility of the property prior to SHPO making a recommendation for listing to the **State Historic Preservation Review Board** and National Park Service. Additional information on a CLG's role in the National Register process is provided in **Section 3**.

## ADDITIONAL BENEFITS

CLGs also have access to a variety of other benefits:

- **Other Grant Funding:** In addition to the CLG subgrant program, CLGs may receive special consideration for other funding programs in which SHPO participates. For example, certain funds may be set aside specifically for CLGs or CLGs may receive additional points as part of the scoring criteria for a funding opportunity. Notice of such opportunities will be distributed to CLGs by SHPO's CLG program coordinator as they become available.
- **NPS Funding Opportunities:** The National Park Service offers a variety of grant programs, some of which are limited to governmental partners, including Certified Local Governments. For information on the availability of NPS grants, visit [nps.gov/subjects/historicpreservationfund/grant-programs.htm](https://nps.gov/subjects/historicpreservationfund/grant-programs.htm).
- **Section 106 Consulting Party:** Under Section 106 of the National Historic Preservation Act, federal agencies are required to consider the effects of their projects on historic properties. As part of this process, agencies must consult with interested stakeholders, including CLGs, to gather information on historic properties and potential project effects.
- **Participation in Statewide Preservation Planning:** CLGs are encouraged to participate in SHPO's preservation planning activities, including development of SHPO's statewide historic preservation plan, which is intended to encourage appreciation of the state's cultural resources; address the challenges facing preservation in Michigan; and, based on stakeholder feedback, establish priorities for preservation actions across the state.
- **Streamlined Process for Preserve America Status:** Preserve America is a federal initiative that encourages and supports community efforts to preserve and enjoy our cultural and natural heritage. Because CLGs have already demonstrated their commitment to historic preservation by putting in place tools to support their activities, CLGs that want to pursue Preserve America Community designation can take advantage of a streamlined application process. For more information on the program, visit [achp.gov/preserve-america](https://achp.gov/preserve-america).



CHICAGO AND WEST MICHIGAN RAILROAD DEPOT, CHARLEVOIX

## SECTION 2

# MICHIGAN'S CLG PROGRAM

Building upon the framework provided by the National Park Service, Michigan's CLG program seeks to support the efforts of local stakeholders to identify, protect, and share the story of places important to the history and culture of the community. It does this by building strong partnerships between SHPO and communities across the state and giving them access to the tools necessary to carry out successful preservation activities. The following principles provide the structure for Michigan's program:

- Preservation is most **effective** at the local level;
- Preservation is most **successful** when integrated into other community planning and decision-making processes;
- Preservation activities are not stagnant but rather are part of a **dynamic**, ongoing process;
- Identification and recognition of a community's historic places are **essential** to promoting understanding of a community's history, cultural identity, and sense of place;
- Public participation and education are **critical** to the success of preservation programs;
- SHPO is an **active** partner in the success of local preservation programs; and
- SHPO **meaningfully** engages communities that have made a commitment to preservation by providing technical assistance and funding designed to increase local capacity.

## PROGRAM ELIGIBILITY

The CLG program is open to any local unit of government (county, township, city, or village) in Michigan that seeks to demonstrate its commitment to preservation and is willing to meet the program requirements outlined in this handbook.

At a basic level, all communities across the country that wish to participate in the CLG program must agree to meet five (5) simple but structured requirements established by the National Historic Preservation Act (54 U.S.C. § 302503), which provide a foundation for successful local preservation activities:

1. Enforce a **local ordinance** allowing for the designation and protection of historic resources;
2. Appoint a **historic district commission**;
3. Maintain a **system for the survey and inventory** of historic resources;
4. Provide for adequate **public participation** in the local preservation program; and
5. **Satisfactorily perform** the responsibilities delegated to it through the CLG program.

These requirements and their relationship to Michigan's CLG program are further described in [Section 3](#).

It is important to note that Michigan's CLG program recognizes that:

- Communities across the state vary widely in their size, capacity, and resources;
- Not all communities are able to hire professional staff with a background in preservation; and
- Preservation tools and activities will look different across the state.

As such, SHPO has placed a priority on developing a program that is as flexible as possible to allow communities of different capabilities, capacities, and resources to participate in the program if they have an interest and are willing to make a commitment to preservation. While CLGs are required to meet the minimum standards, each community has the power to outline how it will meet the requirements in a way that is both meaningful and achievable for the local community. Additional information on applying for the CLG program is provided in [Section 4](#).



REGENT THEATRE, ALLEGAN

## PRESERVATION THROUGH PARTNERSHIP

The CLG program promotes preservation through partnership, providing a platform through which NPS and SHPO meaningfully helps a community meet its preservation goals. By agreeing to engage in a partnership through the certification process, the CLG and SHPO each contribute to the success of local activities by meeting certain responsibilities designed to further the community's ability to move its preservation program forward.

### SHPO ROLE + RESPONSIBILITIES

- Maintain regular contact with CLGs and provide updates on NPS and SHPO activities, training programs, grants and other funding opportunities, and technical materials.
- Distribute a minimum of 10% of its Historic Preservation Fund allocation to CLGs through an annual grant program. As feasible, SHPO works to provide more than the 10% minimum to CLGs.
- Develop and implement ongoing technical assistance and training programs for CLGs, both proactively and upon request, to further the success of local programs.
- Support networking among CLGs to encourage local partnerships and information sharing.
- Provide access to survey, National Register, and other SHPO files of relevance to CLGs to aid in local planning and decision-making so long as the information is not restricted (e.g., sensitive archaeological data).
- Manage the administrative responsibilities of the CLG program as defined by the National Park Service, including reviewing CLG activities to identify ongoing needs and carry out support at the local level.

### CLG ROLE + RESPONSIBILITIES

- Make a commitment to preservation as part of community planning processes and demonstrate the importance of preservation by being a good steward of municipal-owned historic resources.
- Work with planning staff, HDC members, and other local partners to establish goals and activities for the local preservation program.
- Enforce the local historic district ordinance, preservation policies, and other procedures designed to identify and protect significant historic places across the community.
- Provide adequate support to the HDC and encourage ongoing training in preservation best practices.
- Encourage broad public engagement with the goal of building an inclusive network of local stakeholders.
- Support economic investment in and responsible redevelopment of historic resources.
- Collaborate with SHPO on preservation strategies, as appropriate, and provide SHPO with annual updates on local programs.

### STRONGER LOCAL PROGRAMS

Enhanced understanding of the role and value of preservation in community planning processes

Enhanced capacity to carry out local preservation activities that are meaningful to the community

Enhanced confidence to effectively plan for, protect, and share the story of important heritage assets

Enhanced coordination with state and federal preservation programs, technical assistance efforts and incentives



GORDON HALL, DEXTER, WASHTENAW COUNTY

## PARTNERSHIP SPOTLIGHT

### WASHTENAW COUNTY

Certified as a CLG in 1986, Washtenaw County has built a strong preservation program rooted in ongoing identification of significant historic resources, protection and rehabilitation of key community assets, and public engagement. The county’s preservation team has routinely worked with SHPO to further its activities and used the CLG program to leverage funding for its preservation priorities. In partnership with the CLG program, the county has completed multiple historic resource surveys for various townships in the county; prepared Study Committee reports for local designation and nominations for the National Register of Historic Places; undertaken rehabilitation activities at important historic sites such as Gordon Hall and the Hack House; developed walking tours and educational workshops; and integrated information on historic sites throughout the county into a public GIS portal.

### CITY OF KALAMAZOO

Also certified as a CLG in 1986, Kalamazoo has developed a robust local preservation program supported by a full-time preservation coordinator, a dedicated Historic District Commission that administers local historic districts, and a complementary Historic Preservation Commission that engages a broad range of public outreach activities, such as educational programs, homeowner workshops, and community preservation awards.

Kalamazoo has regularly partnered with the CLG program to enhance the capacity of its local program to engage preservation as a vital component of community planning and development. Among other things, the city has worked with the CLG program to complete surveys of multiple areas of the community that had not been previously surveyed; prepare nominations for the National Register of Historic Places; plan for and undertake rehabilitation of key community assets such as historic school buildings and icons such as the Kalamazoo State Hospital Water Tower; host National Alliance of Preservation Commissions training; and develop award-winning window restoration training programs for unemployed workers.



HAYMARKET HISTORIC DISTRICT, KALAMAZOO





ROSA PARKS CIRCLE, GRAND RAPIDS

## SECTION 3 CLG PROGRAM REQUIREMENTS

As previously noted, all communities across the country that participate in the CLG program agree to meet five (5) requirements established by the National Park Service, as summarized below:

1. Enforce a local historic district ordinance;
2. Appoint a historic district commission;
3. Maintain a system for the survey of historic resources;
4. Provide for public participation in the local preservation program; and
5. Satisfactorily perform the responsibilities delegated to it through participation in the CLG program.

Each SHPO is responsible for further defining how the five (5) requirements are applied as part of its CLG program. The following discussion provides additional explanation of the requirements and their relationship to Michigan's CLG program.

This section describes in detail the requirements that communities must meet and maintain compliance with to participate in Michigan's CLG program.

Instructions for communities that want to apply for the CLG program are provided in [Section 4](#), with additional guidance on how to complete the CLG application and demonstrate that a community satisfactorily meets the requirements.

## REQUIREMENT 1. HISTORIC DISTRICT ORDINANCE

A CLG must adopt and enforce a local historic district ordinance that provides for the designation and protection of historic resources in accordance with PA 169.

**What's Required?** A CLG must have a local historic district ordinance that meets the requirements of **Michigan's Local Historic Districts Act, Public Act 169 of 1970, as amended (PA 169)**, which allows for the establishment and administration of local historic districts in Michigan. The CLG must agree to enforce the local historic district ordinance appropriately and responsibly in accordance with the provisions and processes outlined in PA 169.

SHPO must verify that the local historic district ordinance is compliant with the requirements of PA 169 prior to certifying a community as a CLG. Communities that want to become a CLG are strongly encouraged to adopt the Model Historic District Ordinance developed by SHPO (see **Appendix C**) or to use the language of PA 169 as closely as possible.

**Why Is It Important?** A local historic district ordinance is basic to the success of a community's preservation efforts. The ordinance formally demonstrates the local government's commitment to preservation as an integral component of community planning. It also provides the legal framework for local designation and protection of single site (individual buildings, structures, landscapes, and objects) and multi-resource historic districts.

The ordinance also demonstrates the community's commitment to engage responsible decision-making and promote appropriate treatment of historic resources. It does this by establishing a historic district commission and authorizing the commission to review and make binding decisions about proposed work in local historic districts.

### PA 169: MICHIGAN'S LOCAL HISTORIC DISTRICTS ACT

CIVIL AND COMMERCIAL  
HISTORIC DISTRICT,  
CALUMET



Also known as Michigan's Local Historic Districts Act, Public Act 169 of 1970, as amended, provides a legal standard for preservation activities across the state. PA 169 recognizes the importance of community character and declares historic preservation to be a public purpose to safeguard a community's heritage, strengthen the local economy, stabilize and improve property values, and foster civic beauty.

PA 169 enables a local unit of government to adopt a historic district ordinance that allows for the designation and protection of significant historic resources in the community. Under PA 169, a local historic district commission is appointed to review proposed work in designated areas to make sure that such work respects an area's architectural and historical character. Because PA 169 requires that the commission uses national preservation standards in making decisions, it ensures that processes are fairly and equitably applied to all property owners in local historic districts across the state. Since the passage of PA 169, more than 75 Michigan communities have passed a local historic district ordinance under the law.

Under PA 169, it is the responsibility of each community to decide which resources are significant to its cultural heritage and thus worthy of protection. For additional information on local designation, see SHPO's **guidance on establishing and administering local historic districts**.

## A LOCAL ORDINANCE MUST CONTAIN...

To be certified by SHPO, a local historic district ordinance must contain, at minimum, the following 10 items consistent with the language of PA 169:

1. Definitions that explain terms associated with historic resources, preservation treatments, and historic district administration (PA 169 §1);
2. Declaration of historic preservation as a public purpose (PA 169 §2);
3. Procedures for creating, eliminating, or modifying a historic district (PA 169 §3 & § 4(1) & (2));
4. Means for establishing a qualified commission that administers the local ordinance and designation and protection of historic districts (PA 169 § 4);
5. Procedures for review of alterations, demolitions, relocations, and new construction within designated historic districts, including time frames for review and consideration of extenuating circumstances (e.g., economic hardship) (PA 169 § 5);
6. Confirmation that the commission has the power of review and the ability to enforce binding decisions (PA 169 §19(1));
7. Declaration that the commission will follow the Secretary of the Interior's Standards for Rehabilitation when reviewing projects and that local design guidelines, if present, will follow the Standards and be approved by the SHPO (PA 169 § 5(3));
8. Process for appealing historic district commission decisions (PA 169 § 5(2));
9. Confirmation that commission meetings will be conducted in accordance with Michigan's Open Meetings Act, Public Act 267 of 1976 (PA 169 § 5(7)); and
10. Confirmation that commission records will be kept in accordance with Michigan's Freedom of Information Act, Public Act 442 of 1976 (PA 169 § 5(8)).

## A LOCAL ORDINANCE CANNOT CONTAIN...

The community must also ensure that its practices do not violate the intent of PA 169. Accordingly, local ordinances cannot contain the following:

1. Provisions whereby the historic district ordinance or the status of a designated resource terminates on a specific date (i.e., sunset clauses);
2. Provisions whereby participation in design review is voluntary for property owners within designated historic districts;
3. Provisions whereby owner consent is necessary for designation (e.g., 50% or more of property owners must consent before a district can be created);
4. Provisions whereby certain properties (e.g., hospitals or charitable foundations) or categories of properties (e.g., publicly owned resources) are exempt from local review procedures. However, it is recognized that the jurisdiction of the CLG is limited to that of the local government; control of state and federally owned land, for example, are not part of that jurisdiction; or
5. Provisions whereby an appeals process that does not comply with the procedures set forth in PA 169 is established (e.g., including an intermediate step of appealing to a zoning board or the city council).

## REQUIREMENT 2. HISTORIC DISTRICT COMMISSION

A CLG must appoint and maintain an adequate and qualified historic district commission in accordance with the requirements of PA 169.

**What's Required?** Each CLG must establish a historic district commission (HDC) composed of qualified professionals and interested community members in accordance with PA 169. The basic function of the commission is to review proposed work (i.e., alterations, demolitions, relocations, and new construction) in local historic districts and make decisions about the appropriateness of that work.

The CLG must provide the HDC with sufficient aid to carry out its duties, including administrative support (see next page). To maintain a knowledgeable commission, a CLG must also, at minimum:

- Provide new commissioners with information on PA 169, the local ordinance, designated districts, and SHPO's CLG program handbook; and
- Have at least one (1) HDC member or the staff liaison to the HDC attend one (1) preservation training activity each year and distribute information to the rest of the commission.

**Why Is It Important?** A qualified commission is vital to making informed decisions about changes to designated historic resources in the community and ensuring that due process is fairly applied to all property owners in local historic districts. Broadly speaking, local commissions also:

- Help guide the community's preservation planning goals;
- Work with staff and elected officials to ensure that significant historic resources are adequately considered as part of local planning efforts;
- Assist local stakeholders in understanding preservation standards, including providing information and assistance to property owners;
- Encourage public engagement; and
- Carry out, as appropriate, activities related to preservation goals such as survey, National Register nominations, and grant projects.



### COMMISSION EDUCATION AND TRAINING

Ongoing education and training are critical to having an informed commission that understands its role in the local preservation program. In Michigan, commissioners have access to a variety of preservation-specific training opportunities from SHPO, the **Michigan Historic Preservation Network**, and national organizations like the **National Alliance of Preservation Commissions**. Commission members are also encouraged to take advantage of collaboration and discussions with commissioners from other communities across the state.

Training related to community planning may also be useful to HDC commissioners and is available from entities such as the **Michigan Economic Development Corporation, Community Economic Development Association of Michigan, Michigan Municipal League, Michigan Downtown Association, and Michigan Association of Planning**.

## REQUIREMENTS FOR HISTORIC DISTRICT COMMISSIONS

### COMMISSION SIZE

**Depending on the size of the community's population**, a commission will consist of 5 to 9 members who are residents of the community as laid out in PA 169:

- Communities with less than 5,000 persons must have a commission of 5 to 7 members; and
- Communities with 5,000 persons or more must have a commission of 7 to 9 members.

### COMMISSION COMPOSITION AND OPERATION

At minimum, the CLG must follow these standards in establishing and maintaining its commission:

1. A **majority of members must demonstrate interest, competence, or knowledge in architecture, history, or preservation**. Expertise in landscape architecture, planning, geography, land use policy, or related disciplines such as building trades, real estate, or law are also appropriate;
2. The CLG must **make a good faith effort to include at least one (1) member who is an architect, archaeologist, historian, or architectural historian** meeting NPS professional qualifications standards (see [Appendix D](#)) to the extent that such individuals are available in the community. A community may be certified and maintain its CLG status without appointing a professional if efforts to identify such individuals (e.g., website postings, local outreach, etc.) can be demonstrated to SHPO;
3. In the absence of the above professionals, the HDC must **seek appropriate expertise when considering actions** that are normally reviewed by a professional in that discipline. For example, commissions should retain an archaeologist if archaeological sites are impacted. Commissions may consult with universities, preservation organizations, regional planning entities, or qualified consultants outside the municipal boundaries. Consultants must meet NPS professional qualifications ([Appendix D](#)).
4. Communities with a population of at least 5,000 persons but less than 25,000 persons must make an effort to appoint at least one (1) member **identified by a local historical organization** (e.g., historical society). Communities with a population of 25,000 or more persons must make an effort to appoint two (2) such members;
5. **Vacancies must be filled** by the CLG within 60 calendar days; and
6. A **code of conduct, including conflict of interest policy**, for the commission must be found in the ordinance, by-laws, or rules of procedure.

### STAFF SUPPORT

The CLG **must designate a member of the local government's staff or a person working under contract to the local government** to be responsible for the operations of the HDC and to provide administrative support for its operations. The designated person need not have preservation as their sole responsibility nor must they have training or expertise in preservation, although such training or experience would be highly desirable. Such persons could be, for example, the planning director or a member of planning staff; the zoning administrator; the city, township, or village manager; the local Main Street program director; the clerk; an on-call preservation consultant; or another staff member designated by the local government.

The intent of this requirement is not to burden the local government but rather to ensure that the CLG is capable of meeting its legal responsibilities and program obligations, particularly as they relate to administration of local historic districts under PA 169.



RUSSELL WOODS-SULLIVAN HISTORIC DISTRICT, DETROIT

## REQUIREMENT 3. SURVEY OF HISTORIC RESOURCES

A CLG must plan for the ongoing survey and inventory of historic resources.

**What's Required?** Broadly speaking, survey is the act of gathering information on historic places (buildings, structures, sites, objects, and districts) in a community to identify those that have historical, architectural, archaeological, or cultural significance. A community does not need to have completed a comprehensive survey prior to being certified; however, in coordination with SHPO, each CLG must:

- Implement a strategy for ongoing, incremental survey of resources with the goal of identifying and planning for important places across the community; and
- Maintain a publicly accessible inventory of properties in local historic districts and properties that are listed in the National Register of Historic Places (excluding restricted data on archaeological sites).

There is no one-size-fits-all approach to survey. Each CLG should work with SHPO to define an achievable strategy for incremental survey. This strategy should be based on the number and types of historic resources in the community; the availability of local program resources (staff and volunteer time, funding, etc.); and the community's priorities. The end goal is to make consistent progress over time, with the goal of helping the community gather meaningful data with which it can effectively plan for the places important to the heritage and cultural identity of the community.

**Why Is It Important?** Proactive identification (survey) of significant historic resources is key to effective preservation planning. When we understand the sites important to the heritage of our local community, we are better equipped to plan for the resources and give them appropriate consideration as part of local planning and development processes. We are also better positioned to collaborate with local stakeholders in discussions about place, heritage stewardship, community identity, and associated planning efforts.

At a basic level, survey provides the framework for nearly all preservation activities. For example, survey data is used by:

- Planners to develop land use policy and promote responsible decision-making;
- Property owners and developers to prepare National Register nominations, which can be used for historic preservation tax credits;
- Local Historic District Study Committees to establish local historic districts;
- HDCs to compare conditions when reviewing proposed changes in a historic district;
- Community organizations to develop heritage tourism and educational programming; and
- SHPO to carry out preservation planning activities across the state.

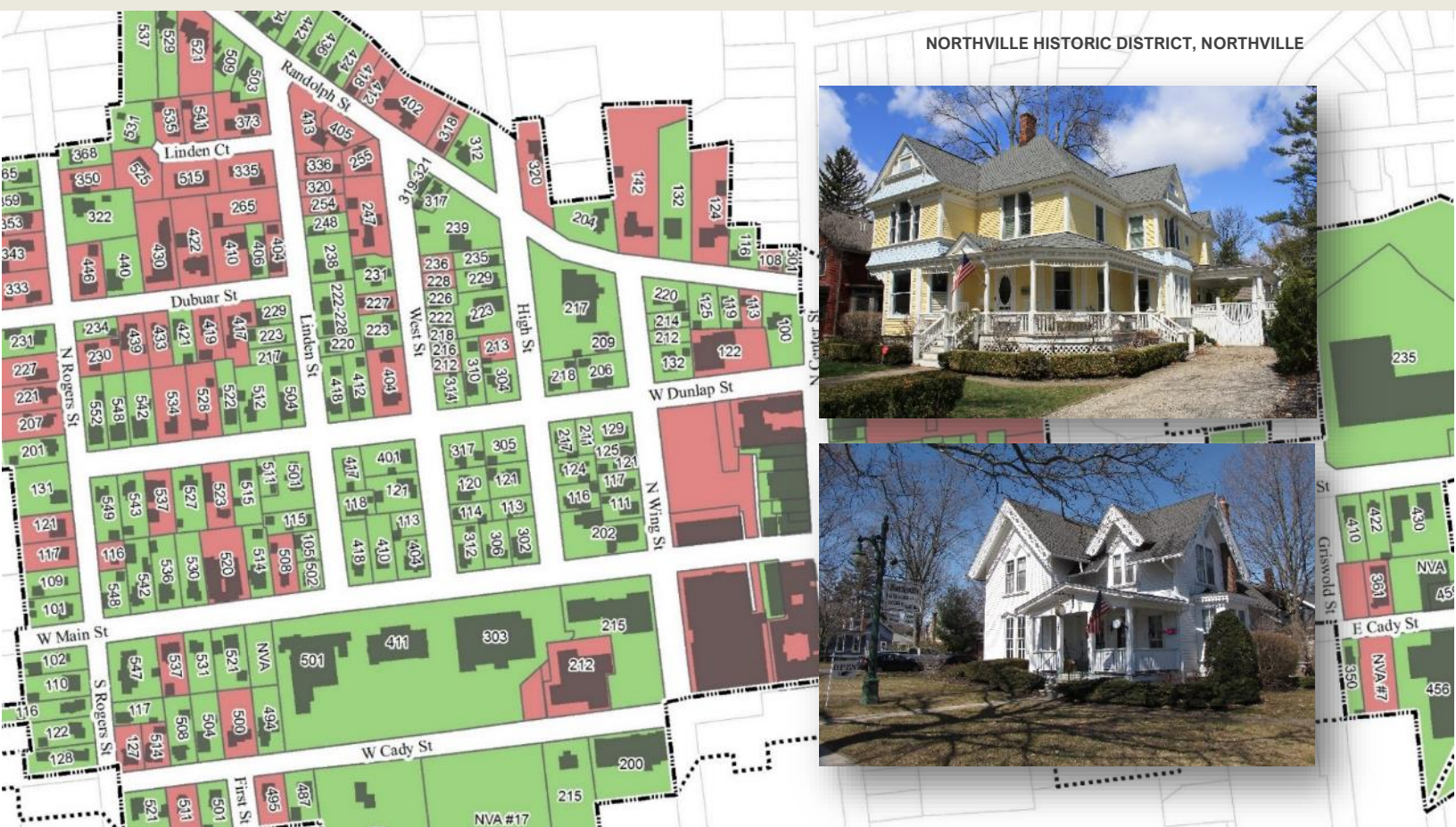
## COORDINATING SURVEYS WITH SHPO

**CLGs must proactively coordinate their surveys with SHPO.** SHPO is available to help CLGs develop survey strategies in consideration of their priorities, capacity, and funding. SHPO can also assist with survey planning by supporting conversations with local stakeholders, participating in presentations on survey best practices, and doing walkthroughs of potential survey areas, for example.

CLGs must, at minimum, meet the following standards for any survey:

- Contact SHPO during the planning phase of an architectural or archaeological survey to discuss approaches and confirm methodologies prior to beginning the survey;
- Follow SHPO best practices, including the requirements found in SHPO’s survey manual at [michigan.gov/shpo](http://michigan.gov/shpo), and use SHPO inventory forms or an approved alternative. Digital survey tools may be used as long as the collected data is consistent with SHPO requirements;
- Provide SHPO with a copy of survey data and reports; and
- Maintain at least one publicly accessible local copy of surveys (excluding archaeological data).

The intent of such requirements is to make sure that survey projects meet professional standards and result in useful information for local stakeholders. They also help SHPO to make sure its preservation planning activities are based on sound data. For example, local survey data is integrated into SHPO’s statewide cultural resource database, which is used to inform the statewide historic preservation plan and develop preservation priorities across the state; to provide targeted technical assistance to local communities; and to respond to requests for review for state and federal projects requiring SHPO comment.



## REQUIREMENT 4. PUBLIC PARTICIPATION

A CLG must provide for adequate public participation in the local historic preservation program.

**What's Required?** As a local unit of government, a CLG has the responsibility to ensure that its activities and those of the historic district commission are transparent and consistent and allow for public participation. At minimum, a CLG must agree to the following requirements:

1. Regular HDC **meetings must occur at consistent intervals, at least four (4) times a year**. Special meetings may be called as determined necessary;
2. HDC meetings **must adhere to the Open Meetings Act** (Public Act 267 of 1976);
3. Procedures, standards, and other guidelines used by the HDC must be available to the public for review pursuant to the **Freedom of Information Act** (Public Act 442 of 1976);
4. All HDC **decisions must be made in a public forum** and applicants must be given written notification of HDC decisions;
5. HDC **minutes must include the basis for decisions** (e.g., applicable standard or design guideline element that has been met for a COA or qualifying reason for a Notice to Proceed);
6. **Minutes must be kept on file locally** for at least two (2) years;
7. If the local government has a website, the **website must provide basic information on the HDC** consistent with the detail provided for other boards and commissions. At minimum, this should include the HDC's function and meeting dates and times. To the extent feasible, the website should also provide access to meeting agendas and minutes, maps of local historic districts, and design review procedures or identify whom the public should contact to get such information; and
8. CLGs must **meet SHPO's public participation requirements** for review of nominations to the National Register of Historic Places (next page).

**Why Is It Important?** As with any planning process, public participation is vital to the success of a local preservation program. Public engagement serves multiple purposes, including but not limited to:

- Encouraging a transparent, fair review process for the establishment, modification, and administration of local historic districts;
- Fostering public awareness and appreciation for our built and cultural environment; and
- Linking preservation to broader community goals, priorities, and place-based initiatives.

Beyond assisting property owners, CLGs are also encouraged to collaborate on public outreach and educational activities with local historical organizations, non-profit organizations, and other community groups. For example, CLG staff and HDCs are encouraged to partner with Downtown Development Authority (DDA) staff and local **Main Street** programs to educate stakeholders and the public on the role that preservation plays in successful downtowns and traditional neighborhoods; to encourage best practices in maintaining historic properties; and to increase awareness of preservation incentives and tools available to support revitalization activities in the community.





## PUBLIC PARTICIPATION AND THE NATIONAL REGISTER PROCESS

CLGs play an important role in the **National Register of Historic Places** program by providing recommendations on nominations for properties within their boundaries. When a nomination for a property within the jurisdiction of a CLG is submitted to SHPO for consideration, SHPO will coordinate with the CLG as follows:

1. At least 60 but not more than 120 days before SHPO presents a nomination to the **State Historic Preservation Review Board** for consideration, it will notify the chief elected official of the local government (the CLG), the HDC, and the property owner of the pending nomination. This notification will include a brief form for the CLG to return to SHPO with its recommendation as to whether the property should be listed.
2. Following notification, the HDC must provide a reasonable opportunity for public comment on the nomination. At minimum, this includes HDC review of the nomination at a commission meeting. A written notice must be sent to the property owner indicating the meeting (date, time, and place) when the nomination will be discussed.
3. Following review of the nomination and within 60 days of receiving SHPO's initial notification, the chief elected official (or designee) must return the CLG's form and recommendation to SHPO.
  - a. If SHPO does not receive a recommendation from the CLG within this timeframe, it will advance the nomination to the State Historic Preservation Review Board.
  - b. If the chief elected official and/or the commission recommends that the property be listed in the National Register, SHPO will advance the nomination to the Review Board.
  - c. If both the commission and chief elected official recommend that the property not be listed, SHPO will not advance the nomination unless an appeal is filed with SHPO within 30 days of receipt of the recommendation of denial. In such instances, SHPO will proceed with the nomination process and provide a copy of the CLG's recommendation and appeal to the National Park Service for consideration with the nomination.

### EXPEDITED TIMELINES

SHPO may request to expedite the CLG's participation in the nomination process, including shortening the 60-day commenting period, with concurrence from the CLG if SHPO's responsibilities for owner notification and other applicable National Register procedures have been met.



## REQUIREMENT 5. SATISFACTORY PERFORMANCE

A CLG must satisfactorily perform the responsibilities required for participation in the CLG program.

**What's Required?** CLGs must have the legal authority and willingness to maintain compliance with the minimum program requirements. They must also agree to uphold preservation laws and engage preservation best practices in accordance with National Park Service and SHPO standards. To evaluate the success and impact of the CLG program in Michigan and to identify ways for SHPO to provide meaningful assistance to participating communities, each CLG must also:

1. **Establish and implement 4-year goals** for its preservation program on an ongoing basis. The CLG application requires that a community establish an initial set of 4-year goals. As these goals are met, CLGs will establish new goals through their participation in the program. Goals should be directed at identifying, protecting, and telling the story of historic resources in the community; and/or educating local stakeholders about the value of historic preservation and its relationship to other community planning activities.

Additional information on goal setting for new CLGs is provided in the CLG application (see [Appendix B](#));

2. **Prepare an annual report** that summarizes preservation activities for submission to SHPO. SHPO will provide a format for the report, which will request information on topics such as the number and types of projects reviewed by the HDC, ongoing survey efforts, and public outreach activities (see [Section 5](#) for more information); and
3. **Cooperate with SHPO's review procedures** for the CLG program. This includes a program evaluation no less than once every four (4) years, as required by the National Park Service. This evaluation process is further described in [Section 5](#).

**Why Is It Important?** Goal setting and reporting are critical to the success of the CLG program at the local level. Communities that establish goals for their preservation program are better equipped to:

- Be successful in their preservation efforts;
- Proactively integrate preservation interests into planning processes; and
- Be better stewards of important historic resources in the community.

Identifying goals and activities of interest help the CLG prioritize use of its resources (e.g., time and funding) and coordinate requests for assistance or training through organizations such as the [Michigan Historic Preservation Network](#). Goals can also help the preservation program and HDC find meaningful ways to connect with local partners such as non-profits and DDAs or other state-wide programs designed to support local communities, including, for example, [Main Street, Redevelopment Ready](#), and [Community Revitalization](#) programs through the Michigan Economic Development Corporation. Goals can also be beneficial for commissioners, providing additional meaning to the activities they carry out and engaging them in preservation beyond design review.

Annual reporting and program evaluations are also useful tools. These mechanisms provide an easy way to capture preservation activities in the community, which can be used to boost support with the public and elected officials. They also provide an opportunity for the community to reflect on its accomplishments and strategize for how best to move a local preservation program forward. Reporting is also important to SHPO. Collected information is used by the CLG Coordinator to identify how SHPO can help communities achieve their goals through dedicated programming and to provide better technical assistance as issues arise.



CARNEGIE LIBRARY, ESCANABA

## SECTION 4

# APPLYING FOR CLG CERTIFICATION

Communities may apply to become a CLG at any time. Applications are accepted year-round and are reviewed on a continual basis. SHPO oversees the application process and works with the applicant to verify that it has met (or will meet) all program requirements before providing a recommendation for the community's certification to the National Park Service.

While communities may elect not to start certain activities until after they are certified (e.g., new historic resource surveys), **those wishing to apply for certification must have the following in place, at minimum, prior to applying for CLG certification:**

1. Local historic district ordinance; and
2. Historic district commission.

These components set the foundation for much of the local preservation program and their presence prior to certification is critical to the success of ongoing preservation activities.

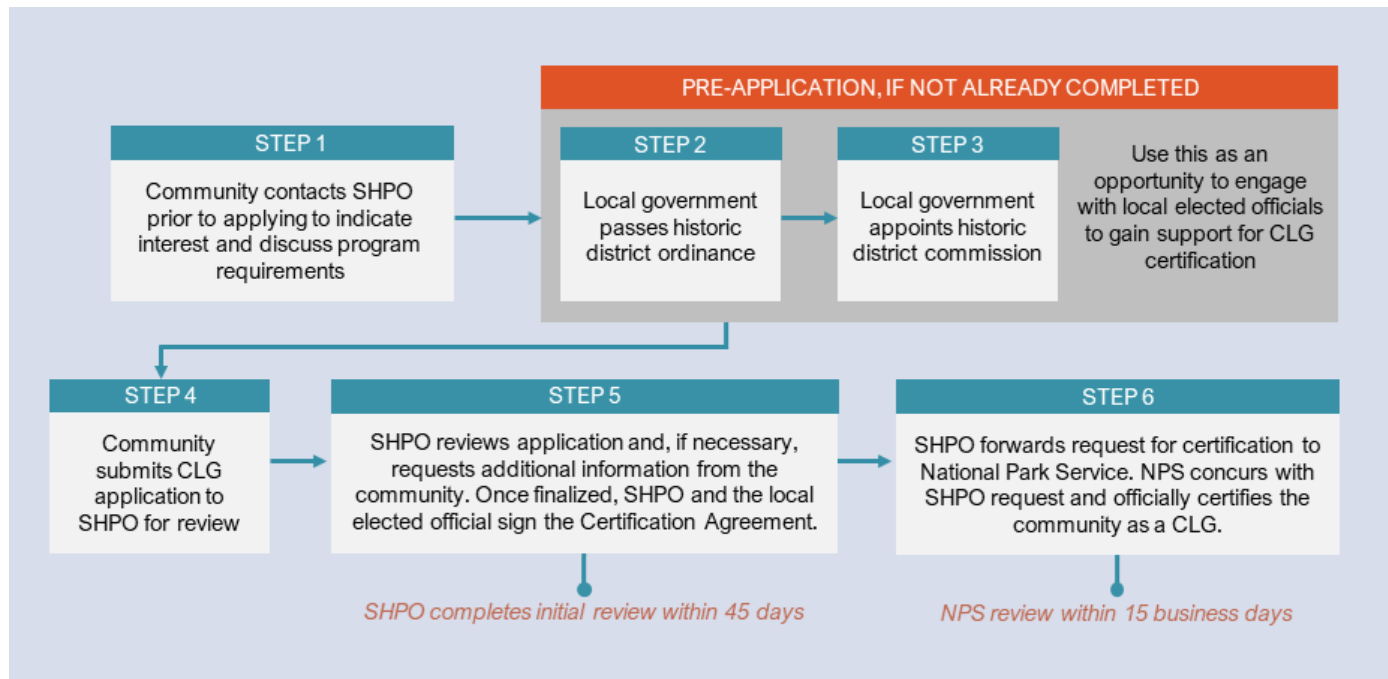
### BEFORE YOU BEGIN

It is the local unit of government that is certified as a CLG. Thus, applications must be accompanied by a written request for certification from the chief elected official (e.g., mayor) of the local government. A template is provided as [Appendix E](#).

Those wishing to pursue CLG certification are **strongly encouraged** to talk with local officials early in the process to gain community buy-in and, if necessary under local provisions, start the process for approval of a resolution to seek CLG certification.

## THE CERTIFICATION PROCESS

CLG certification follows an easy 6-step process through which SHPO works with the applicant to outline a preservation program that will help the community be successful in meeting its preservation goals. The process is designed to help a community achieve certification in a timely manner, so long as it has satisfactorily demonstrated its ability to meet program requirements. The certification process is summarized below and described in detail on the following pages.

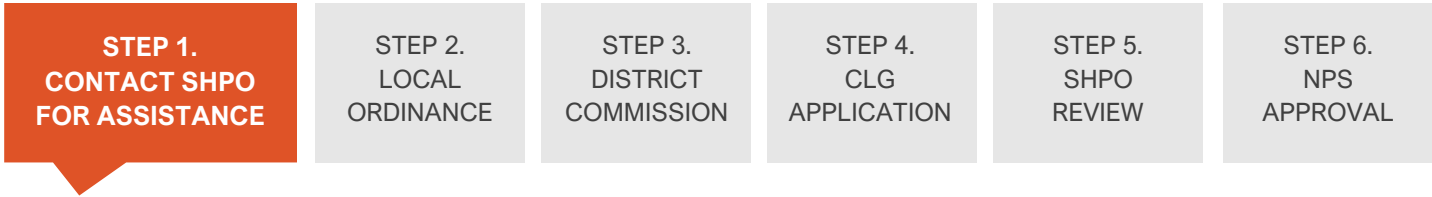


### HOW LONG DOES CERTIFICATION TAKE?

Applications may be submitted to SHPO at any time and will be reviewed as they are received.

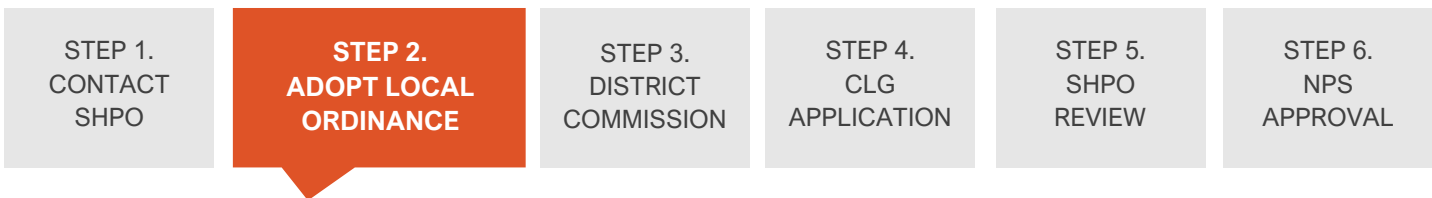
In general, certification takes 3-4 months from the date that the CLG application is submitted to SHPO for review. However, the process may take longer if an application is found to be incomplete and multiple rounds of review are required or if documents such as the Certification Agreement signed at the conclusion of the process are not returned to SHPO in a timely manner.

**Communities are encouraged to coordinate their application with SHPO early in the process.** As a partner in preservation, SHPO is happy to work with local governments and community stakeholders as they proceed through the certification process. SHPO is available to assist with individual requirements, such as establishing a local ordinance, answer questions about the certification process, and provide preliminary feedback on application materials.



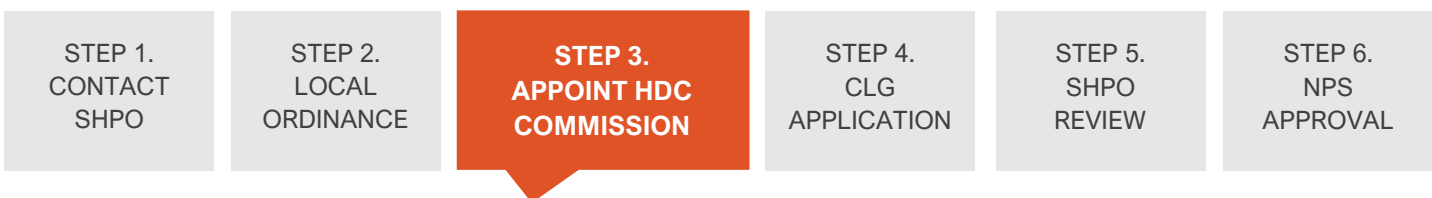
Communities that want to pursue CLG status are **strongly encouraged** to contact SHPO prior to applying for certification to discuss program requirements and ensure that the community has the latest program guidance. Inquiries about the CLG program or the application process can be directed to [preservation@michigan.org](mailto:preservation@michigan.org) or 517.335.9840.

SHPO’s CLG Coordinator is available to meet with local officials, historic district commissioners, planning managers, community members, and other stakeholders to discuss the CLG program, its requirements, and benefits to make sure they understand the program and how it can help them meet their community’s goals and priorities. SHPO’s CLG Coordinator is also available to talk through the application process and required materials, which can help streamline the review process and facilitate a community’s ability to successfully achieve certification.

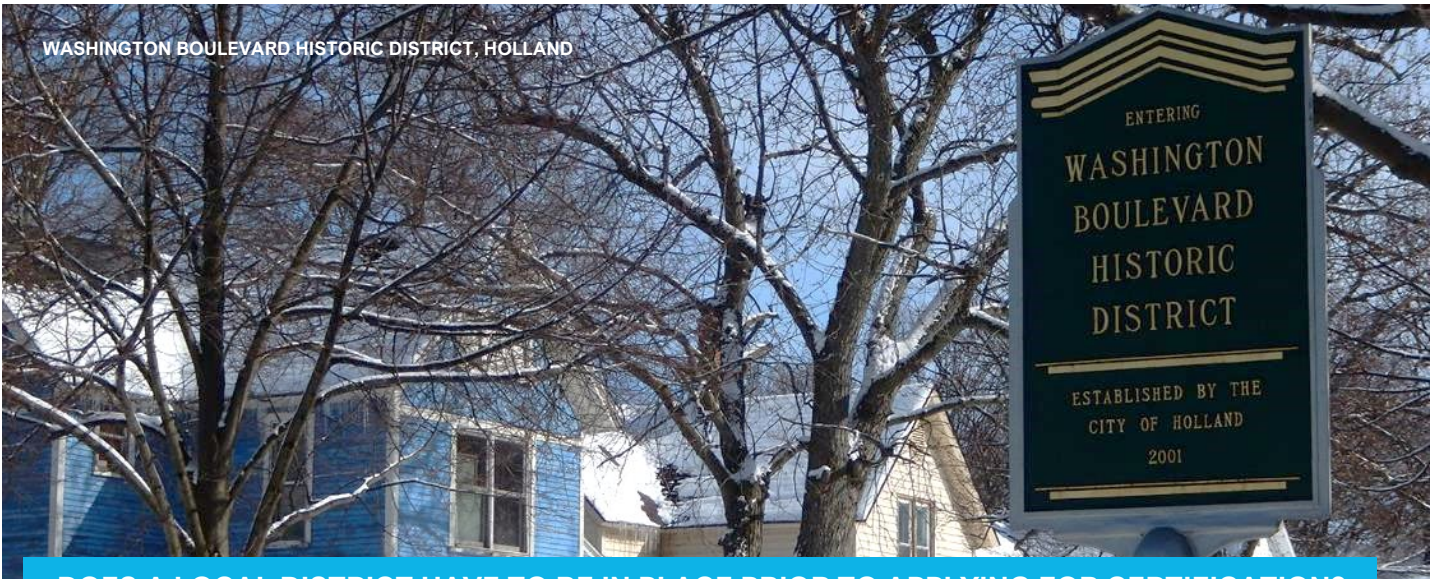


If the local government has not already done so, it must adopt a local historic district ordinance complying with the requirements of the state enabling legislation, PA 169, as amended, prior to applying for CLG certification. As discussed in **Section 3** (see pages 14-15), the local ordinance documents the community’s commitment to preservation. It also serves as a planning and regulatory tool, much like a zoning ordinance, and provides for the identification and protection of important historic places in the community. It does this by codifying the procedures for establishing, administering, and modifying local historic districts and authorizing the establishment of a historic district commission responsible for design review in designated areas.

Stakeholders that want to adopt a local ordinance under PA 169 should work with their local government officials and local legislative body (e.g., city council) to begin the process of drafting a historic district ordinance and, ultimately, seeking CLG certification. Communities are strongly encouraged to adopt SHPO’s model preservation ordinance (see **Appendix C**), which has been carefully crafted to meet all requirements of PA 169, or otherwise draft an ordinance that as closely as possible uses the language set forth in PA 169 to ensure that definitions and procedures are consistent with the law. Experience has shown that paraphrasing, simplifying, or rewriting the language can result in discrepancies that create future issues.



Following adoption of the ordinance, the local government should solicit interest in and appoint members to the historic district commission in accordance with the requirements outlined in **Section 3** (see pages 16-17). Once established, the commission should hold its first meeting and approve rules of procedure, including bylaws and a conflict of interest policy that governs real and perceived conflicts.

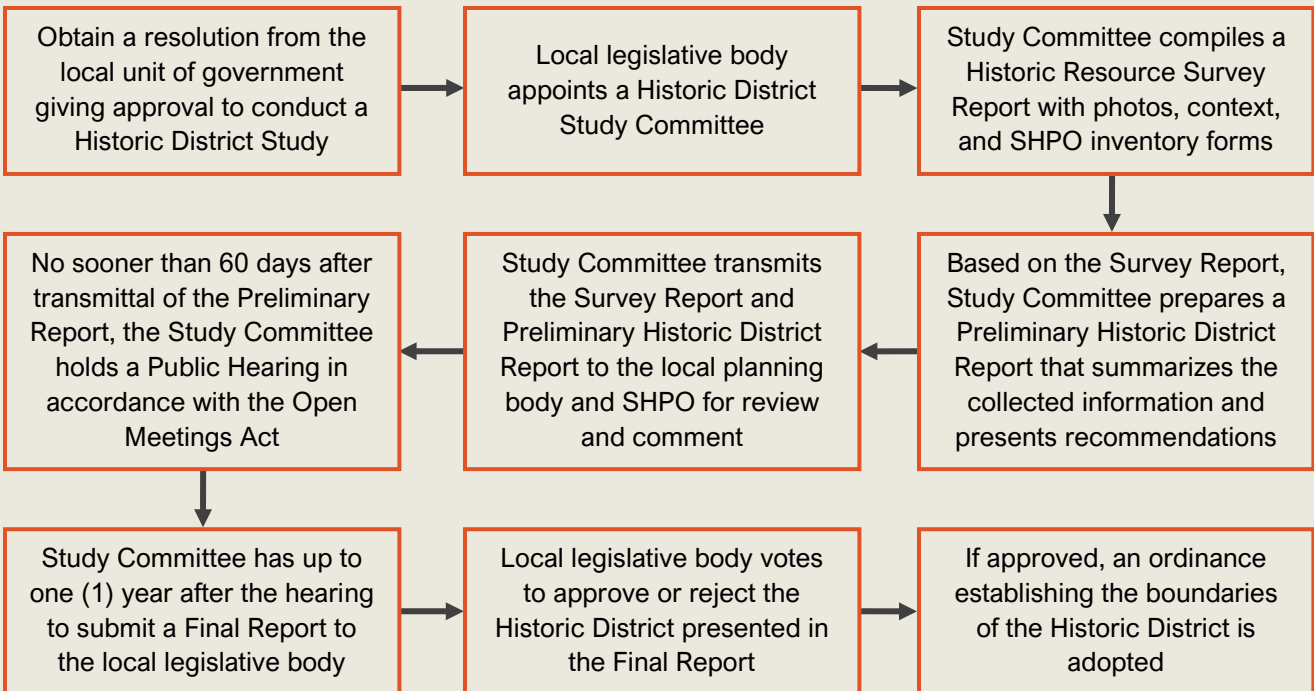


**DOES A LOCAL DISTRICT HAVE TO BE IN PLACE PRIOR TO APPLYING FOR CERTIFICATION?**

Establishment and administration of a local historic district can be a good indicator of the strength of the local historic district ordinance. As such, many communities choose to establish their first local historic districts concurrently with development of the local ordinance; however, **a community does not need to have a local district in place prior to applying for CLG certification.** The community only needs to have enacted the ordinance that allows for the designation of local districts. Communities may choose to defer establishment of a district until a later date.

Regardless of when a community moves forward with establishing a local historic district, it must follow the procedures provided in PA 169, as amended, which are intended to ensure a consistent basis for decision-making across the state. The steps are briefly identified below, and additional information can be found at [Michigan.gov/shpo](http://Michigan.gov/shpo).

**STEPS TO ESTABLISH A LOCAL HISTORIC DISTRICT**



STEP 1.  
CONTACT  
SHPO

STEP 2.  
LOCAL  
ORDINANCE

STEP 3.  
DISTRICT  
COMMISSION

STEP 4.  
**COMPLETE THE  
CLG APPLICATION**

STEP 5.  
SHPO  
REVIEW

STEP 6.  
NPS  
APPROVAL

To facilitate the certification process, SHPO has developed a standard application for use by all communities that want to be certified as a CLG (see [Appendix B](#) for the application and instructions). The application collects basic information on the community's preservation activities and plans, with the goal of ensuring that the community will be able to meet the National Park Service's basic requirements for the CLG program by:

- Enforcing a local historic district ordinance;
- Maintaining a historic district commission;
- Identifying important historic places through survey and inventory;
- Engaging the public in its preservation activities; and
- Complying with SHPO CLG program requirements.

As part of its application, the applicant will be required to provide the following supporting documentation for review:

- Letter signed by the chief elected official requesting certification;
- Historic district ordinance adhering to PA 169;
- Historic district commission roster, resumes for current commissioners, and confirmation of efforts to identify qualified members;
- Conflict of interest policy for the historic district commission;
- Summary of past, current, and proposed survey activities;
- Summary of public participation activities; and
- Goals for the local preservation program, with objectives and tentative timelines.

The instructions included with the CLG application for certification ([Appendix B](#)) walk through each section of the application in detail and provide instructions for providing information that describes the community's preservation interests and activities. Communities seeking certification are **strongly encouraged** to follow the provided guidance, which is intended to help a community prepare a complete application and achieve certification in a timely manner.

### APPLICATION ASSISTANCE

As a preservation partnership, the CLG program places a priority on proactive communication between the local community and SHPO. This begins with the application process.

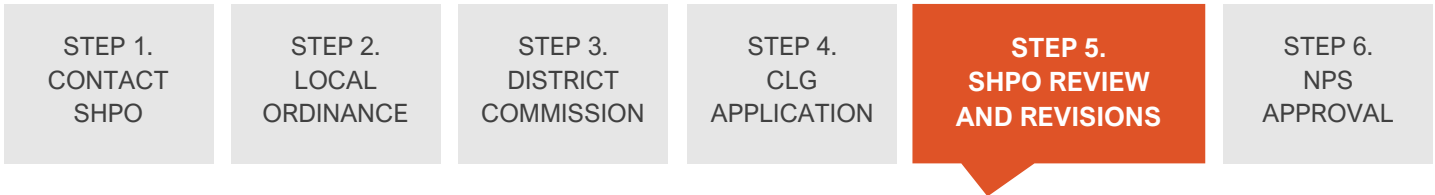
SHPO wants applicants to be successful in their efforts and is happy to assist communities as they work through the application. SHPO's CLG Coordinator is available to help applicants at any step in the process. Applicants are encouraged to contact SHPO if they have questions about application materials or need assistance in preparing individual items.

### SUBMITTING YOUR APPLICATION

All application materials should be included within a single submission and organized in the order presented in the application.

Applications may be emailed to SHPO's CLG Coordinator or submitted to SHPO in hard copy at the following address:

CLG Coordinator  
Michigan State Historic Preservation Office  
300 N Washington Square  
Lansing, MI 48913



Once SHPO receives a community’s CLG application, the CLG Coordinator will review the materials to make sure that all required information has been submitted and that the community has satisfactorily demonstrated its ability to meet program requirements. Within 45 days of receipt, the CLG Coordinator will provide a letter to the applicant summarizing the results of SHPO’s review:

- If SHPO finds the application to be satisfactory, the CLG Coordinator will provide confirmation to the applicant. If appropriate, the CLG Coordinator may also provide recommendations for additional ways to enhance the local preservation program.
- If SHPO identifies that additional information is needed to make the application complete or satisfactory, SHPO will provide written comments indicating the required materials. Unless otherwise identified by SHPO, the applicant will have 90 days to provide the requested information. If SHPO does not receive the information within the allocated timeframe, the application will be considered void and the applicant will need to submit a new application if the community wants to pursue certification.

**SHPO SUPPORT**

SHPO will work closely with the applicant during the review phase to process revisions (if necessary) as quickly and efficiently as possible. Multiple rounds of review may be necessary depending on the issues identified during the review phase.

Once SHPO verifies that the applicant has provided a satisfactory application:

- The CLG Coordinator will prepare a Certification Agreement (see [Appendix G](#) for an example) for signature by SHPO and the chief elected official (e.g., mayor) of the local government. The agreement must be signed and returned to SHPO within 60 days of receipt;
- Within 15 days of receiving the signed Certification Agreement from the local government, SHPO’s CLG Coordinator will finalize the documentation and send it to the National Park Service with a recommendation that the local government be certified as a CLG.



The National Park Service will review SHPO’s recommendation and, if everything is satisfactory, certify the local government as a CLG. Certification becomes effective on the date that NPS concurs in writing with SHPO’s recommendation. SHPO will notify the chief elected official and local point of contact of NPS concurrence and provide an executed Certification Agreement for local files. Once certified, a community is immediately eligible to receive program benefits. Certification remains in effect unless the local government withdraws from the CLG program or is decertified by SHPO (see [Section 5](#) for more information).





## SECTION 5

# MAINTAINING CLG STATUS

When a local government signs a Certification Agreement for participation in the CLG program, SHPO and the National Park Service expect that the community will uphold the standards of the program to the best of its ability. In return, NPS and SHPO agree to assist the community in developing and implementing effective preservation activities and to provide access to tools (i.e., grant funding and technical assistance) that help the community meet its goals in a meaningful way.

To ensure that national program standards are being upheld at the state level, SHPO must periodically assesses local implementation of the program. This assessment includes two components, which CLGs must cooperate with to remain in good standing with the program:

- Annual reporting; and
- 4-year program evaluations.

The goals of such assessments are to determine if communities continue to meet the intent and requirements of the CLG program, thus allowing them to continue to receive program benefits; to identify areas of strength and opportunities for improvements in local programs; and to identify ways that SHPO can better assist local communities in their preservation programs.

## ANNUAL REPORTS

CLGs are required to provide SHPO with an annual report by March 1 of each year. Using a standard form provided by SHPO, the report documents the preservation activities that a community has engaged during the previous calendar year by collecting basic information on HDC membership and design review activities; historic resource surveys and the establishment or modification of local historic districts; public participation and outreach; and preservation goals. The report also provides an opportunity for the community to showcase activities that it is proud of and identify areas where it might need SHPO assistance in the future.

The annual report is a planning tool. It not only provides a convenient opportunity for the CLG and HDC to reflect on the local preservation program and prioritize future actions, but it also provides SHPO with important information. SHPO's CLG Coordinator uses the report to identify areas where a community might benefit from additional technical assistance and to proactively identify potential issues that could impact a community's standing in the program. Combined data from across the state is also useful in helping SHPO refine program approaches and determine if there are additional technical assistance, training, and educational initiatives that could benefit CLGs across Michigan.

## PROGRAM EVALUATIONS

National Park Service standards require that SHPOs regularly complete a formal evaluation of each CLG that participates in the national program. Complementary to annual reporting, SHPO uses the evaluation process as an opportunity to substantively engage the community and verify that its preservation activities meet, at minimum, the basic requirements of the CLG program (see [Section 3](#), pages 13-22). Each community will be reviewed with reference to the CLG performance standards defined on the next page, which are intended to ensure that participating communities remain in good standing with the program.

### FREQUENCY OF PROGRAM EVALUATIONS

NPS requires that each CLG be evaluated at least once every four (4) years. Program evaluations for each CLG are intended to occur at regular intervals, allowing for cyclical reviews and, as necessary, sufficient time to demonstrate that improvements have been made. SHPO has established the following parameters for evaluations in Michigan, with the goal of providing new CLGs with meaningful guidance from the start of their participation in the program:

- New CLGs will have a minor review after one (1) year in the program and then be formally reviewed every four (4) years thereafter; and
- Existing CLGs will be reviewed every four (4) years unless otherwise warranted by extenuating circumstances.

Scheduling for evaluations is staggered by SHPO so that a subset of CLGs is evaluated every year, with the goal of evaluating all CLGs over a rolling multi-year period.

## PERFORMANCE STANDARDS FOR CLG PROGRAM EVALUATIONS

As part of the 4-year program review with a CLG, SHPO will evaluate the community's preservation activities in consideration of the following basic performance standards.

### Requirement 1. Local Historic District Ordinance

- Did the CLG keep its local historic district ordinance in effect for the entire period?
- Did the CLG provide copies of new and/or revised ordinances, regulations, design guidelines, and other such documents to SHPO for review and comment before they were implemented?
- Were new documents consistent with the requirements of PA 169 and the CLG program?

### Requirement 2. Historic District Commission

- Did the CLG maintain an adequate commission and meet at least four (4) times annually?
- Did the CLG provide appropriate staff support to the commission?
- Did the CLG make a diligent effort to appoint professionals to the commission?
- Did the commission obtain outside expertise when necessary if professionals were not represented in the membership?
- Were HDC vacancies filled within 60 days?
- Were resumes for newly appointed members forwarded to SHPO with annual reports?
- Did at least one (1) commission member or the staff liaison attend training each year?
- Did the commission consistently make appropriate design decisions based on the *Standards*?

### Requirement 3. Survey and Inventory of Historic Resources

- Has the CLG continued to identify historic resources in accordance with its survey plan?
- Were surveys, if undertaken, proactively coordinated with SHPO?
- Did surveys, if undertaken, follow SHPO requirements or an approved alternative?
- Did the CLG maintain its inventory of locally designated and National Register properties?
- Were copies of new survey reports, Study Committee reports, and survey data sent to SHPO?

### Requirement 4. Public Participation

- Were all HDC meetings properly noticed and compliant with the Open Meetings Act?
- Were all HDC meeting dates, times, locations, minutes and agendas and related documents (e.g., local district maps, applicable design guidelines, COA forms) made available for access by the public, either physically or electronically?
- Were HDC decisions appropriately documented in minutes with the criteria and reasons?
- Did the CLG comment on National Register nominations within the timeline required by SHPO?

### Requirement 5. Satisfactory Performance

- Has the CLG made substantive progress toward its preservation goals over time?
- Has the CLG continued to establish ongoing, achievable goals for its preservation program?
- Has the CLG submitted its annual reports in a timely manner?
- If applicable, has the CLG administered CLG subgrants in accordance with established procedures?

## EVALUATION FORMAT

Evaluations are intended to build upon data collected in annual reports and supplemented by discussion with local stakeholders. While the scope of each evaluation may vary slightly in consideration of the complexity of preservation issues that each CLG faces, SHPO will generally carry out the following four (4) activities as part of the evaluation process:

- Review of annual reports and related documentation (e.g., HDC meeting minutes, CLG grant reports, etc.);
- Request to the CLG to complete a brief self-report on specific topics and goals;
- Discussion with local preservation program staff; and
- Observation of HDC activities at a regularly scheduled meeting.

A priority will be placed on one-on-one conversations with the CLG liaison and HDC members, as appropriate, to gain a meaningful understanding of local activities, goals, priorities, and needs.

## EVALUATION PROCESS AND TIMELINE

At least 30 days prior to initiating the evaluation process for a community, SHPO's CLG Coordinator will send a formal notice to the chief elected official and the CLG liaison for the community. This letter will outline the process for the evaluation and specify supporting documentation required from the CLG to complete the evaluation. SHPO's CLG Coordinator will also work with the local liaison to coordinate an in-person discussion and identify an HDC meeting to attend.

Within 30 days of the site visit, SHPO will prepare a written report that discusses the CLG's activities in consideration of the CLG program's basic requirements and performance standards. The report will identify those areas where the CLG meets or exceeds program requirements and those areas where corrective actions are necessary for the CLG to remain in good standing. As appropriate, the report will also provide recommendations that the CLG may want to consider as it plans for future preservation activities.

Reports will be provided to the CLG liaison for review with applicable stakeholders, including, for example, planning staff and HDC members. Reports that identify one (1) or more corrective actions require a response from the CLG. In such instances, SHPO will provide no less than 90 days to the CLG to respond to the report and confirm that it will implement the required corrective actions or otherwise suggest alternative approaches to bring the CLG into compliance with program requirements. SHPO will work with the CLG during this time to develop strategies to satisfactorily meet requirements. However, if a community decides not to respond to the report or does not agree to a strategy to remedy identified issues, SHPO may, at its discretion, decide to initiate conversations regarding decertification from the CLG program.

## DECERTIFICATION

Once certified, a community remains in the CLG program unless the local government withdraws from the program or SHPO decertifies the community for persistent failure to meet CLG program requirements. In such instances, SHPO will implement the processes outlined below.

### DECERTIFICATION BY COMMUNITY REQUEST

A community may request to be decertified. To begin the process of decertification:

- The chief elected official (e.g., mayor) of the local unit of government must notify SHPO in writing of the request to be decertified.
- SHPO will discuss the request for decertification with the local CLG program contact and relevant stakeholders to identify reasons for the request, points of concern, and, as appropriate, potential strategies for remedying concerns.
- If the community still wants to decertify, SHPO will forward the written request to the National Park Service along with documentation of SHPO's efforts to discuss alternatives. NPS will review the request and issue a formal decertification notice. SHPO will provide a copy of the notice to the local unit of government along with the official date of decertification.

### DECERTIFICATION BY SHPO REQUEST TO NPS

SHPO is responsible for ensuring that communities in the CLG program satisfactorily meet program requirements. While SHPO seeks to collaborate with CLGs on an ongoing basis, provide consistent technical assistance, and proactively address potential concerns, the community must be an active participant in the process and make a diligent effort to meet CLG program requirements to remain in good standing. If not, SHPO has the right to take appropriate action to uphold program standards.

If SHPO determines that a CLG has persistently failed to make an earnest attempt to meet the performance standards identified for the CLG program and committed to in the community's Certification Agreement, SHPO may, at its discretion, initiate the decertification process. In such instances:

- SHPO will give the CLG a final opportunity to correct deficiencies and return to compliance with the program. SHPO will prepare a written report that includes:
  - An explanation of the identified deficiencies;
  - Potential strategies that the CLG can use to satisfactorily address the deficiencies; and
  - A deadline by which the CLG must agree to a strategy to correct the deficiencies. During this period, SHPO will actively work with the CLG to meet program goals.

#### **FAILURE TO MEET PROGRAM REQUIREMENTS**

SHPO is committed to working with communities that wish to participate in the program and demonstrate an earnest effort to comply with program requirements. It is only in instances where a CLG persistently refuses to make a good faith effort to comply with program requirements that SHPO will seek decertification.

It is important to note that **SHPO does not consider the inability of a CLG to meet program standards due to outside factors to constitute refusal to comply with program requirements**. In all instances, the particular circumstances of a CLG, its efforts to comply with the program, and outside considerations will be weighed by SHPO when deciding whether to pursue decertification.

- If the CLG agrees to correct its deficiencies, it must provide SHPO with a written response documenting how it has (or will) address the identified points of concern. If SHPO determines that the CLG has made an earnest effort to correct the deficiencies and/or establish a plan to address the identified issues, the CLG can continue in the program.
- However, if SHPO determines that the CLG has not made a sufficient effort to correct the deficiencies or if the CLG indicates that it does not wish to work with SHPO to address the identified issues, SHPO will formally recommend decertification to the National Park Service. SHPO will provide written notification to NPS that:
  - Specifies the reasons for the proposed decertification;
  - Documents how SHPO has attempted to work with the CLG to address deficiencies; and
  - Affirms that SHPO has formally notified the CLG in writing that it is seeking decertification.

NPS has 30 days to notify SHPO in writing if it needs more information to process the decertification request; if it does not approve the decertification based on the conditions identified by SHPO; or if it approves the decertification. SHPO will inform the CLG in writing of NPS decisions. If NPS concurs with SHPO's recommendation, decertification becomes official on the date of NPS written concurrence.

## EFFECTS OF DECERTIFICATION

Upon decertification, a community loses access to all benefits of the program, including CLG grant funding opportunities and specialized technical assistance.

If a community is decertified from the CLG program and has an active CLG subgrant project, decertification by itself may not necessarily constitute grounds for termination of the subgrant. When decertification overlaps with an active subgrant, SHPO will consider the reasons for decertification and determine if the terms and objectives of the subgrant can continue to be met by the community. As appropriate, SHPO will work with the National Park Service to maintain or terminate subgrants accordingly.

If a community is decertified from the CLG program and has a programmatic agreement with SHPO to perform certain delegated activities, SHPO will determine if the terms of the agreement can continue to be met by the community. If the agreement has been executed with the Advisory Council for Historic Preservation (ACHP) as a signatory, SHPO must notify the ACHP in writing that the community has been decertified and provide the ACHP with an opportunity to comment.

## RECERTIFICATION

A community that has been decertified can apply for recertification at a later date but may not do so within one (1) year of being decertified. If the community decides to reapply for certification, it must follow the standard procedures for certification, including submission of all required application materials (see [Section 4](#), pages 23-28). The community's previous participation in the program, the reasons for its decertification, and the overall strength of the local preservation program will be considered by SHPO when reviewing the application.



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## SECTION 6

# CLG SUBGRANT PROGRAM

Every year, SHPO makes at least 10% of its annual allocation received from the Historic Preservation Fund available exclusively to CLGs through a competitive grant program. This grant program—designed to supplement and enhance local efforts to engage preservation, not replace them—provides support for communities to develop the tools necessary to move local preservation programs forward and to leverage funding to undertake critical stabilization or rehabilitation activities at historic properties.

Through the grant program, CLGs can apply to SHPO for grant funding to support a preservation planning, documentation, education, or rehabilitation project. SHPO publishes annual guidance and application materials for the grant program, which outline eligible and ineligible activities and requirements associated with the grant funds. SHPO is also available to talk through potential grant projects with interested CLGs in advance of their applications.

### GRANT PROGRAM DOCUMENTS

Only basic information on the CLG subgrant program has been included in this document. For up-to-date and complete information on the grant program, including application materials for upcoming grant cycles, visit [michigan.gov/CLGgrants](https://michigan.gov/CLGgrants).

## SUBGRANT PROGRAM BASICS

### GRANT AMOUNTS AND FUNDING CYCLES

**Grant Pool.** Every year, SHPO receives an annual allocation from the Historic Preservation Fund, administered by the National Park Service, to carry out administrative responsibilities of the statewide preservation program and to provide preservation support throughout the state. At least 10% of this allocation is provided exclusively to CLGs each year, in accordance with the terms of the **Historic Preservation Fund Grants Manual**. SHPO makes every attempt to provide more than the 10% minimum requirement when feasible. SHPO will inform CLGs of the anticipated grant pool each year as part of the grant application process.

**Funding Cycles.** SHPO makes the grants available through one or more open and competitive funding rounds each year, which are publicly announced to all active CLGs. Initial grant rounds are typically open from mid-summer to early fall. SHPO may establish minimum and maximum amounts for specific project types during a particular funding cycle. If applicable, such thresholds will be indicated in the application materials distributed to CLGs and made available through the SHPO website at [michigan.gov/CLGgrants](http://michigan.gov/CLGgrants).

**Match Requirements.** SHPO will also notify potential applicants of any match (in-kind and/or cash) requirements for a particular funding cycle. These requirements vary from year to year; a match is not required in all funding years. Generally, federal funds cannot be matched with other federal funds, such as those issued through the Historic Preservation Fund. However, funds from the **Community Development Block Grant (CDBG) program** can be applied as a matching share for a CLG grant.

### ELIGIBLE APPLICANTS

HPF subgrants are only available to active CLGs in good standing with the program. CLGs may also elect to sponsor a project for a nonprofit organization or other public entity within its jurisdiction, but the CLG, as the eligible applicant, must file the application.

At a basic level, a CLG must meet the following requirements to be eligible for a grant:

- The CLG must have sufficient capacity to administer a grant project;
- The CLG must have adequate financial management systems;
- The CLG must adhere to all requirements mandated by Congress pertaining to the Historic Preservation Fund and all SHPO guidance for a particular funding cycle; and
- The CLG must uphold the standards of the CLG program established by NPS and SHPO and have an annual report on file for the most recent year.

### ELIGIBLE ACTIVITIES

In Michigan, subgrants can be used for two categories of projects: **preservation planning, documentation, and education projects** or **rehabilitation projects**, which are defined below. All funded activities are:

- Subject to the list of eligible and ineligible costs identified in the Historic Preservation Fund Manual, which SHPO will inform potential applicants of through its grant guidance each funding cycle;
- Required to meet the *Secretary of the Interior's Standards for Archaeology and Historic Preservation* and, if applicable, the "Secretary of the Interior's Standards for Rehabilitation"; and
- Intended to produce specific products, promote specific outcomes, and/or have measurable results.



## PRESERVATION PLANNING, DOCUMENTATION, AND EDUCATION PROJECTS

HPF funds can be used for **preservation planning, documentation, and education** projects that enhance the ability of the CLG to move forward its preservation program and effectively identify, plan for, protect, and share the story of important historic places in the community. Eligible project activities include, but are not limited to:

- Reconnaissance-level, intensive-level, and thematic surveys of historic resources in the community or archaeological investigations;
- Individual, district, and multiple property nominations to the National Register of Historic Places;
- Study Committee reports for designation of local historic districts;
- Municipal preservation plans;
- Design guidelines and other technical materials designed to support design review in local historic districts;
- Educational activities such as workshops and special events or the preparation of booklets, brochures, websites, applications, or other media that promote heritage tourism or educate the public about local history and historic preservation; and
- Training activities that support the capacity of CLG staff and HDC commissioners.

## REHABILITATION PLANNING AND REHABILITATION PROJECTS

HPF funds can be used to complete a rehabilitation planning or rehabilitation project for properties owned by the local unit of government (the CLG), a non-profit organization, or other public entity.

Funds can be used for **rehabilitation planning** projects for properties that are individually listed in the National Register of Historic Places, identified as a contributing resource to a National Register-listed property, or eligible for listing in the National Register. Eligible project activities include but are not limited to plans and specifications; Historic Structure Reports (HSRs); Cultural Landscape Reports (CLRs); façade studies; feasibility studies; marketing studies; engineering studies; and Condition Assessment Reports (CARs).

Funds for **rehabilitation** projects (i.e., physical work) can be used for stabilization or rehabilitation of properties that are individually listed in the National Register of Historic Places or identified as a contributing resource to a National Register-listed property, such as a historic district.

## POOLING OF GRANT FUNDS

CLGs can work together to pool grant funds for a specific purpose. For example, multiple CLGs could use a grant to host a regional window rehabilitation workshop or to share the services of a preservation consultant who could travel among the CLGs and provide technical support. To pool funds:

- All participating communities must be a participant in the CLG program;
- The project or activity must be demonstrated to be beneficial to all participants;
- One (1) CLG must be designated as the administrator of the grant; and
- The CLG designated as the administrator must consent to perform necessary functions related to successful grant management.

## GRANT AWARDS

### APPLICATIONS

CLG subgrants are awarded on a competitive basis. A CLG that wants to be considered for a subgrant must complete an application by the deadline established by SHPO for that particular funding cycle. Application forms, instructions, criteria for funding, and any funding priorities established by SHPO will be sent to all CLGs and posted at [michigan.gov/CLGgrants](https://michigan.gov/CLGgrants) upon the start of a funding cycle.

### PROJECT SELECTION

Applications received by the deadline for a funding cycle will be scored by a committee of SHPO staff to develop a prioritized list for funding. Applications will be evaluated according to the scoring criteria presented for that funding round, which generally include:

- Potential impact of the project;
- Urgency, significance, and need for the project;
- Relationship of the project to community planning and preservation goals;
- Relationship of the project to SHPO's priorities established in the Statewide Historic Preservation Plan;
- Potential of the project to support or generate preservation interest or future preservation activities;
- Project readiness and ability to meet applicable deadlines; and
- Local capacity to administer the project.

Secondary factors such as geographic distribution of grant funds and past performance on other SHPO grant projects may also be considered. In all instances, priority will be given to well-conceived, well-articulated projects that meet the intent of the CLG program to develop, support, and enrich local preservation programs.

### AWARDS

There is no set number of awards each year. Awards are dependent on the quality of applications received, demonstrated need across the state, and the availability of SHPO funding. SHPO makes every reasonable effort to distribute funds among the maximum number of eligible applicants to the extent that projects are appropriate and distribution is consistent with federal requirements.

A CLG that receives funds through SHPO will be considered a subgrantee of the state and will be required to sign a grant agreement outlining the responsibilities of SHPO and the CLG, including grant administration and reporting. Because the grants are paid on a reimbursement basis, the CLG will have to submit quarterly reports summarizing the progress of a project and file a completion report once a project is finished.

# APPENDIX A: CONTACT INFORMATION AND HELPFUL LINKS

## SHPO Contact Information

### **State Historic Preservation Office**

300 N Washington Square

Lansing, MI 48913

517.335.9840

[www.michigan.gov/shpo](http://www.michigan.gov/shpo)

[preservation@michigan.gov](mailto:preservation@michigan.gov)

### **Certified Local Government (CLG) Coordinator**

S. Alan Higgins

Certified Local Government Coordinator

State Historic Preservation Office

300 N Washington Square

Lansing, MI 48913

517.335.2719

[higginsS3@michigan.gov](mailto:higginsS3@michigan.gov)

## National Park Service

### **Certified Local Government Program**

[www.nps.gov/clg](http://www.nps.gov/clg)

### **CLG Community Contacts**

[www.grantsdev.cr.nps.gov/CLG\\_Review/search.cfm](http://www.grantsdev.cr.nps.gov/CLG_Review/search.cfm)

### **Historic Preservation Fund Manual**

[www.nps.gov/preservation-grants/HPF\\_Manual.pdf](http://www.nps.gov/preservation-grants/HPF_Manual.pdf)

### **Preservation Grants**

[www.nps.gov/preservation-grants](http://www.nps.gov/preservation-grants)

### **Secretary of the Interior's Standards for the Treatment of Historic Properties**

[www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

### **Secretary of the Interior's Standards for Rehabilitation**

[www.nps.gov/tps/standards/rehabilitation.htm](http://www.nps.gov/tps/standards/rehabilitation.htm)

### **Tax Incentives**

[www.nps.gov/tps/tax-incentives.htm](http://www.nps.gov/tps/tax-incentives.htm)

## SHPO Programs

### **Certified Local Government Program**

[www.michigan.gov/clggrants](http://www.michigan.gov/clggrants)

### **Local Historic Districts and Model Historic District Ordinance**

[www.miplace.org/historic-preservation/programs-and-services/local-historic-districts](http://www.miplace.org/historic-preservation/programs-and-services/local-historic-districts)

### **Historic Preservation Tax Credits**

[www.michigan.gov/hpccredit](http://www.michigan.gov/hpccredit)

### **National Register of Historic Places**

[www.michigan.gov/nrhp](http://www.michigan.gov/nrhp)

### **Historic Resource Survey Program**

[www.miplace.org/historic-preservation/programs-and-services/historic-resources-survey-program](http://www.miplace.org/historic-preservation/programs-and-services/historic-resources-survey-program)

### **Archaeology**

[www.michigan.gov/archaeology](http://www.michigan.gov/archaeology)

## Michigan Preservation/Cultural Programs and Organizations

### **Michigan Historic Preservation Network**

[www.mhpn.org](http://www.mhpn.org)

### **Historical Society of Michigan**

[www.hsmichigan.org](http://www.hsmichigan.org)

### **Michigan Archaeological Society**

[www.micharch.org/wp](http://www.micharch.org/wp)

### **Michigan Architectural Foundation**

[www.michiganarchitecturalfoundation.org](http://www.michiganarchitecturalfoundation.org)

### **Michigan Barn Preservation Network**

[www.mibarn.net](http://www.mibarn.net)

### **Michigan Centennial Farm Program**

[www.hsmichigan.org/programs/centennial-farm-program](http://www.hsmichigan.org/programs/centennial-farm-program)

### **Michigan Council for Arts and Cultural Affairs**

[www.michiganbusiness.org/industries/mcaca](http://www.michiganbusiness.org/industries/mcaca)

## **Advisory Council on Historic Preservation**

**Advisory Council on Historic Preservation**  
[www.achp.gov](http://www.achp.gov)

**Preserve America Program**  
[www.achp.gov/preserve-america](http://www.achp.gov/preserve-america)

## **National Organizations**

**American Association for State and Local History**  
[www.aaslh.org](http://www.aaslh.org)

**American Planning Association**  
[www.planning.org](http://www.planning.org)

**Association for Preservation Technology**  
[www.apti.org](http://www.apti.org)

**National Alliance of Preservation Commissions**  
[www.napcommissions.org](http://www.napcommissions.org)

**National Council on Public History**  
[www.ncph.org](http://www.ncph.org)

**National Main Street Center**  
[www.mainstreet.org](http://www.mainstreet.org)

**National Trust for Historic Preservation**  
[www.savingplaces.org](http://www.savingplaces.org)

## **Michigan Community and Economic Development Programs and Organizations**

**Community Development Block Grant (CDBG)**  
[www.miplace.org/programs/community-development-block-grant](http://www.miplace.org/programs/community-development-block-grant)

**Community Economic Development Association of Michigan**  
[www.cedamichigan.org](http://www.cedamichigan.org)

**Michigan Association of Planning**  
[www.planningmi.org](http://www.planningmi.org)

**Michigan Community Revitalization Program**  
[www.miplace.org/programs/michigan-community-revitalization-program](http://www.miplace.org/programs/michigan-community-revitalization-program)

**Michigan Downtown Association**  
[www.michigandowntowns.com](http://www.michigandowntowns.com)

**Michigan Economic Development Corporation**  
[www.miplace.org](http://www.miplace.org)

**Michigan Main Street**  
[www.miplace.org/programs/michigan-main-street](http://www.miplace.org/programs/michigan-main-street)

**Michigan Municipal League**  
[www.mml.org](http://www.mml.org)

**Redevelopment Ready Communities**  
[www.miplace.org/redevelopment-ready-sites](http://www.miplace.org/redevelopment-ready-sites)

**Public Spaces Community Places**  
[www.miplace.org/programs/public-spaces-community-places](http://www.miplace.org/programs/public-spaces-community-places)

## APPENDIX B: APPLICATION FOR CERTIFICATION

Local governments that want to apply for CLG certification must submit the following application along with appropriate supporting documentation. All questions and certifications must be completed. Applicants are strongly encouraged to follow the provided instructions and application guidance.

Submit completed application materials via e-mail to:

Alan Higgins  
Certified Local Government Coordinator  
Michigan State Historic Preservation Office  
300 N Washington Square  
Lansing, MI 48913  
[Higgins3@michigan.gov](mailto:Higgins3@michigan.gov)

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# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CERTIFICATION MICHIGAN CERTIFIED LOCAL GOVERNMENT PROGRAM

## INTRODUCTION

Local governments interested in applying for the Certified Local Government (CLG) program must submit an application for certification to the State Historic Preservation Office (SHPO) along with applicable supporting materials. A copy of the application is available as a standalone document at [Michigan.gov/CLGgrants](http://Michigan.gov/CLGgrants). All sections and certifications must be completed. Instructions for completing each section of the application are provided below. For questions on the CLG program or certification process, contact Alan Higgins, CLG Coordinator, at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov).

## A. LOCAL GOVERNMENT INFORMATION

The section collects basic information on the local government that is applying for certification. Contact and administrative information for the local government and historic district commission (HDC) is required.

- **Local government unit and county:** Provide the official name of the local unit of government applying for CLG certification and identify the county in which it is located.
- **Contact information for the chief elected official:** Provide the name of the chief elected official (e.g., mayor) of the unit of government applying for certification as well as mailing address, phone number, and email. The elected official will be the official signatory on the Certification Agreement signed by SHPO and the local government at the conclusion of the certification process (see Attachment A for an example).
- **Contact information for the CLG point of contact:** Provide the name of the person that will serve as the CLG program point of contact for the local government, as well as their mailing address, phone number, and email. This person will be the primary person that SHPO corresponds with about the CLG program, including general announcements, training opportunities, grant opportunities, and administrative requirements. The person designated as the point of contact must be a staff person of the local government (e.g., preservation planner, zoning manager, city manager, etc.). Most often, the CLG point of contact is the same person that assists the local historic district commission.
- **HDC information:** Provide the following information for the historic district commission:
  - Official name of the commission as identified in the local historic district ordinance;
  - Contact information for the staff person that provides administrative support to the HDC (if it is the same person identified as the CLG point of contact, simply leave this blank);
  - Name of the HDC chairperson;
  - Meeting frequency (e.g., third Wednesday of each month); and
  - Website where information on the HDC is provided to the public. If the local government does not have a website for the HDC, please indicate this in the space.

## REQUIRED ATTACHMENTS

- **Letter from chief elected official requesting certification:** Because it is the local unit of government that is certified as a CLG, applications must include a letter signed by the chief elected official (e.g., mayor) of the local government requesting certification from the CLG program. Letters must be on official letterhead and addressed to the State Historic Preservation Office. A template is provided as Appendix E in SHPO's CLG Handbook.

## B. LOCAL HISTORIC DISTRICT ORDINANCE

A community must have enacted a historic district ordinance complying with the intent and requirements of Michigan's Historic Districts Act, Public Act 169 of 1970, as amended (PA 169), to be certified as a CLG. As part of the application, SHPO will verify that the ordinance complies with PA 169. Provide the following:

- **Ordinance number:** Provide the ordinance number for the local historic district ordinance.
- **Date enacted:** Provide the date that the ordinance was approved by the local legislative body.

### CERTIFICATIONS

- **SHPO review of new and modified procedures:** Applicants must indicate that they agree to provide SHPO with the opportunity to review new and proposed changes to local preservation tools, including but not limited to local ordinances, design guidelines, and preservation plans, prior to their adoption.
- **Compliance with PA 169:** Applicants must indicate that they agree to carry out all activities provided for under PA 169 in compliance with Michigan's Open Meetings Act and Freedom of Information Act requirements.

### REQUIRED ATTACHMENTS

- **Historic district ordinance:** All applications must include a copy of the enacted ordinance. The ordinance must be signed and dated or accompanied by proof of its adoption (e.g., a resolution).

### ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

If any of the following are in place in your community, provide a copy with the application:

- **List and maps of designated districts:** If the local government has established local historic districts under its ordinance, the application must include a list of the districts and their dates of adoption, as well as maps that indicate their boundaries.
- **Design guidelines:** If the HDC has adopted design guidelines for reviewing proposed work in local historic districts, the application must include a copy of the guidelines. SHPO will review the guidelines to make sure they are consistent with the *Secretary of the Interior's Standards for Rehabilitation*.
- **Preservation plan:** If the local government has developed a preservation plan or incorporated historic preservation into its master plan, the application should include a copy of the plan or applicable sections.
- **Other preservation requirements or guidance:** If applicable to the community, applications should include copies of other documents that have the potential to impact historic resources (e.g., blight ordinances, information on local façade grant programs, or technical guidance from the DDA) so that SHPO has a full understanding of local preservation activities.



## C. HISTORIC DISTRICT COMMISSION

A community must have a historic district commission composed of qualified professionals and laypersons. A majority of HDC members must have a demonstrated interest in historic preservation. Such interest can be demonstrated in a number of ways, including, for example, membership in a local historical society; experience with rehabilitating historic buildings; involvement with revitalization activities; coursework in architecture or preservation; authoring publications about local history; or past participation in local preservation activities.

Every effort also must be made to have at least one (1) member that meets the Secretary of the Interior's professional qualifications for architect, historical architect, historian, architectural historian, or archaeologist (see Appendix D in SHPO's CLG Handbook), to the extent that such an individual is available in the community; however, a community can be certified without appointing a professional so long as the community can demonstrate that it has made an earnest effort to identify such an individual.

- **HDC roster:** Identify each person currently appointed to the historic district commission and include the dates on which their term started and expires.
- **Steps taken to identify qualified members:** Using the provided checkboxes, identify the steps taken by the local government to identify qualified members (architects, historical architects, architectural historians, historians, or archaeologists meeting professional qualifications) for the HDC.

### CERTIFICATIONS

- **Supplemental expertise:** Applicants must indicate that the HDC will, as appropriate, secure outside assistance when reviewing activities normally reviewed by a professional if that expertise is not represented on the commission. For example, the HDC should retain an archaeologist when reviewing actions or National Register nominations that impact archaeological sites.
- **Information sharing:** Applicants must indicate that they will provide new commissioners with information on the local ordinance, local districts, PA 169, the *Secretary of the Interior's Standards for Rehabilitation*, and SHPO's CLG handbook.
- **Training:** Applicants must indicate that they agree to have at least one (1) commissioner or the staff liaison to the HDC attend at least one (1) preservation training activity each year (e.g., state preservation conference, workshop or webinar, or MHPN commissioner training).

### REQUIRED ATTACHMENTS

- **Commissioner resumes:** Applications must include a resume (or the commissioner form provided in Appendix F of the SHPO CLG Handbook) for each HDC commissioner.
- **Outreach:** Applications must show that an earnest attempt was made to identify commissioners meeting professional qualifications by including copies of items such as letters sent to potential candidates, correspondence with local historical societies, website postings, and public notices, as applicable to the methods used by the applicant.
- **Conflict of interest policy:** Applications must include a conflict of interest statement governing the actions of the HDC. This could be a standard policy that applies to all boards and commissions of the local government or one developed specifically for the HDC. The policy must address real and perceived conflicts and procedures for declaring and resolving such conflicts.

## D. SURVEY AND INVENTORY OF HISTORIC RESOURCES

Ongoing survey is an important tool that allows a community to effectively plan for the places that are important to the history and culture of the community. As such, the application must include a brief survey plan that summarizes past survey activities in the community, if any, and outlines future survey work that the community would like to complete in the next four (4) years.

There is no requirement for the scale or extent of the information to be provided, and communities should not feel compelled to propose a lofty plan that is not sustainable. Rather, the community should outline a strategy that is both achievable and meaningful based on local priorities, needs, and resources. Strategies should place a priority on consistent, incremental progress over time.

### EXAMPLE SURVEY PLAN

This example illustrates the type of information to be presented in the application. Applicants should ensure that their information accurately summarizes the community's past activities, if any, and tentative hopes for future surveys.

In 1999, the City completed an initial historic resource survey to identify areas of potential interest for future activities, including potential local historic district and National Register designation. Three areas were recommended for future investigation through the survey: the Bates Street neighborhood, the West End commercial area, and the Irvington neighborhood.

In 2005, the City completed a follow-up survey of the Bates Street neighborhood. Based on the collected information, City Council passed an ordinance establishing the Bates Street Local Historic District in 2006. A follow-up survey of the Irvington neighborhood was also completed in 2005, but it did not move forward for designation. No additional work was done on the West End commercial area.

To build on past actions and further its preservation planning activities, the City plans to complete the following actions in the next 4 years:

- **Survey of the West End Commercial Area:** Complete a detailed survey of the West End commercial area, located along W 4th Street between Oak and Cedar and comprised of late 19th and early 20th century commercial buildings. This area has continued to witness demolition and disinvestment, and this survey will allow the City to more fully consider its planning options. The City hopes to initiate the survey by March 2022 and complete it within two years.
- **Survey of the Irvington Neighborhood:** Complete a detailed survey of the Irvington neighborhood, an early 20th century residential subdivision, as the basis for a future nomination to the National Register of Historic Places. The City hopes to initiate the survey by May 2023 and complete it within one year.

### CERTIFICATIONS

- **SHPO coordination:** Applicants must indicate that they agree to coordinate with SHPO's Survey Coordinator to develop survey strategies and confirm the appropriateness of survey methods prior to beginning a survey project.
- **SHPO guidelines:** Applicants must indicate that they will follow SHPO standards and guidelines for survey activities.
- **Survey data:** Applicants must indicate that they agree to provide SHPO with a copy of all survey data and reports so that the information can be incorporated into SHPO's database and statewide planning activities.

## E. PUBLIC PARTICIPATION

The application must show that the community will engage the public in its preservation program, including providing relevant information on the HDC and its activities to the public.

- **Information on HDC meetings:** Using the provided checkboxes, identify how the public is notified of HDC meetings and activities.
- **Availability of HDC agendas and minutes:** Using the provided checkboxes, identify where interested persons can access copies of meeting agendas and minutes.
- **Availability of standards and guidance:** Using the provided checkboxes, identify how information related to the local historic preservation program (e.g., maps of local historic districts, copies of design guidelines, copies of applications for Certificates of Appropriateness, etc.) is made available to the public.

### CERTIFICATIONS

- **National Register participation requirements:** Because CLGs participate in SHPO's National Register program by reviewing nominations within their jurisdiction, applicants must indicate that they agree to meet, at minimum, the public participation requirements for National Register nominations outlined in SHPO's CLG Handbook.

### ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

- **Website:** If the local government has a website that includes information about the HDC and/or local preservation activities, applications must include screen captures of the relevant sections of the website.
- **Participation plan:** If the community has adopted a general public participation plan that governs governmental actions, including those of commissions, and compliance with Michigan's Open Meetings Act and the Freedom of Information Act, the application should include relevant sections of the plan.

## F. PRESERVATION GOALS

The application must include a summary of the community's goals for its local preservation program over the next four (4) years. Goals should not be administrative in nature (e.g., carrying out basic design review functions of the HDC). Rather, they should be associated with activities that help a community to move its preservation program forward.

Generally speaking, such goals should relate to identifying, evaluating, protecting, and telling the story of important historic places in the community and/or educating the public, staff, and local officials on the value of preservation. At least one (1) goal should relate to ongoing survey in the community based on the information provided under Section D. Communities are also encouraged to consider their goals in relation to their preservation plans and/or master plans to effectively coordinate preservation alongside other planning initiatives.

Goals do not need to be elaborate. A priority should be placed on meaningful, achievable goals that meet local needs and priorities and activities that help the community effectively plan for its historic resources. Each goal should briefly identify what the community wants to accomplish, establish tentative dates for completion, and outline the major steps that a community will take to achieve its goals. Tentative dates should be based on best intent at the time of the CLG application. These dates are not a commitment, and SHPO understands that priorities and capacity may change during a community's participation in the CLG program.

## EXAMPLE GOALS

The example goals below illustrate the type of information to be presented in the application.

### Goal 1: Nominate the Irvington neighborhood to the National Register of Historic Places

<u>Tasks</u>	<u>Completion Date</u>
1. Submit preliminary questionnaire to SHPO	January 2021
2. Hire a consultant to prepare the National Register nomination	March 2021
3. Host a public meeting	April 2021
4. Consultant completes research and documentation	July 2021
5. Submit National Register application materials to SHPO	August 2021

### Goal 2: Complete a survey of the West End commercial area

<u>Tasks</u>	<u>Completion Date</u>
1. Coordinate with SHPO on appropriate procedures	March 2021
2. Identify volunteers to carry out the survey based on SHPO training	April 2021
3. Work with volunteers to complete research and photography	June 2021
4. Prepare SHPO inventory forms and accompanying digital files	October 2021
5. Submit survey data and report to SHPO for review	December 2021

### Goal 3: Host one (1) public workshop on historic building materials

<u>Tasks</u>	<u>Completion Date</u>
1. Work with SHPO, MHPN, and others to identify potential trainers	April 2021
2. Identify potential costs and funding sources, as necessary	April 2021
3. Locate venue, schedule workshop, and distribute info to the public	June 2021
4. Host workshop	October 2021
5. Plan future workshops based on community feedback	January 2022

## G. PROGRAM ADMINISTRATION

Applications must be signed by the person identified as the local CLG point of contact since they will be the primary person that SHPO will coordinate with on program activities and administrative requirements.

### CERTIFICATIONS

- **Federal and SHPO Standards:** As a formal partnership between the local unit of government, SHPO, and the National Park Service that allows the community to be eligible for federal grants, the CLG program requires that the chief elected official sign a Certification Agreement upon conclusion of the certification process. As such, applicants must indicate that the local government will comply with all federal and SHPO-imposed requirements for the CLG program.
- **SHPO Reporting:** Applicants must indicate that they agree to comply with SHPO reporting and review procedures, which are required by the national program. These include submission of a brief annual report to SHPO and participation in a program evaluation at least once every four (4) years (see SHPO's CLG Handbook for more information).



# APPLICATION FOR CERTIFICATION MICHIGAN CERTIFIED LOCAL GOVERNMENT PROGRAM

**INSTRUCTIONS:** Local governments applying for the Certified Local Government (CLG) program must submit this application to the State Historic Preservation Office (SHPO) along with applicable supporting materials. All sections and certifications must be completed. Interested applicants should contact SHPO's CLG Coordinator to indicate interest in the program prior to submitting an application.

For guidance on completing the application, please visit [Michigan.gov/CLGgrants](http://Michigan.gov/CLGgrants). Submit a completed application and supporting materials to: Alan Higgins, CLG Coordinator, at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov).

## A. LOCAL GOVERNMENT INFORMATION

**Local Government Unit:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Name/Title of Chief Elected Official:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name/Title of CLG Point of Contact:** \_\_\_\_\_  
*(must be a staff person of the local unit of government; cannot be an HDC member)*

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Historic District Commission (HDC):** \_\_\_\_\_

**Staff Liaison:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

**Meeting Frequency:** \_\_\_\_\_

**HDC Website URL:** \_\_\_\_\_  
*(if the local unit of government has a website with information on the HDC and its activities)*

- REQUIRED ATTACHMENTS**
- Letter from chief elected official requesting CLG certification

## B. LOCAL HISTORIC DISTRICT ORDINANCE

Ordinance Number: \_\_\_\_\_

Date Enacted: \_\_\_\_\_

### CERTIFICATIONS

- The community agrees to provide SHPO with copies of new or proposed changes to preservation ordinances, design guidelines, and other such tools for comment prior to adoption.
- All activities provided for under PA 169 will, at minimum, comply with Open Meetings Act and Freedom of Information Act requirements.

### REQUIRED ATTACHMENTS

- Signed and dated version of the enacted ordinance

### ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

- List of and maps for designated local historic districts
- Design guidelines for local historic districts
- Community preservation plan or relevant sections of master plan
- Other local preservation requirements or guidance affecting historic resources

## C. HISTORIC DISTRICT COMMISSION

Identify the individuals currently appointed to the local Historic District Commission (HDC):

Name	Term Start	Term Expires

Identify how the local government sought to identify qualified individuals for the HDC, including architects, architectural historians, historians, and/or archaeologists (check all that apply):

- Discussion with local historical organizations (e.g., historical society)
- Vacancy posting(s) at the local government's office
- Vacancy posting(s) on the local government's website
- Vacancy posting(s) on the local government's social media
- Vacancy posting(s) in a local newspaper
- Direct outreach to potential candidates
- Discussion with other community groups (e.g., neighborhood associations, DDA, Main Street, etc.)
- Other:

### CERTIFICATIONS

- The HDC will secure expertise (e.g., consulting architect or archaeologist), as appropriate, when considering actions normally reviewed by a professional if that expertise is not represented on the commission.
- New HDC members will be provided information on the local ordinance, locally designated districts, PA 169, the *Secretary of the Interior's Standards*, and SHPO's CLG handbook.
- At least 1 HDC member or the staff liaison will attend a training activity each year

### REQUIRED ATTACHMENTS

- Resume for each HDC member
- Copies of notices, correspondence, or postings illustrating how the local government sought to identify qualified individuals as described above
- Conflict of interest policy for the HDC

## D. SURVEY AND INVENTORY OF HISTORIC RESOURCES

**Briefly summarize past efforts, if any, to identify historic resources in the community. Provide a summary of survey activities that the community hopes to complete in the next 4 years, including tentative timeframes.**

### CERTIFICATIONS

- The CLG will coordinate with SHPO's Survey Coordinator to develop survey strategies and confirm the appropriateness of survey methodologies prior to beginning a survey project.
- Surveys will follow SHPO requirements and guidelines for survey.
- A copy of all data and reports from future surveys will be provided to SHPO.



## E. PUBLIC PARTICIPATION

**Identify how property owners and the general public are notified of HDC meetings and activities**  
(check all that apply):

- Postings at the local government's office     Postings on the local government's website
- Postings on the local government's social media     Community listserv or e-bulletin board
- Local access channel     Mailings     On-site project signs
- Other:

**Identify where property owners and the general public can access HDC meeting agendas and minutes**  
(check all that apply):

- Local government's office     Local government's website
- Other:

**Identify how property owners and the general public are provided access to information on local historic districts, the design review process, and applicable documents (e.g., maps of local districts, design guidelines, COA applications, etc.)** (check all that apply):

- Guidance and documents are posted directly on the local government's HDC website
- The local government's website identifies who to contact for information on the HDC and procedures
- Documents are available in hardcopy at the local government's office
- Other:

### CERTIFICATIONS

- The community will, at minimum, meet the public participation requirements for review of National Register nominations as outlined in SHPO's CLG handbook.

### ADDITIONAL ATTACHMENTS (IF APPLICABLE TO YOUR COMMUNITY)

- Screen capture(s) of the local government website showing how information on the local preservation program and HDC activities is presented to the public
- Copy of standard public participation policies for committees and/or commissions showing compliance with the Open Meetings Act and Freedom of Information Act

## F. GOALS

Briefly describe 2-4 goals the community has for its preservation program over the next 4 years. Goals should relate to identifying, evaluating, protecting, and telling the story of important historic resources and/or educating the public on the value of preservation. At least one goal should relate to survey work the community hopes to complete.

<b>Goal 1:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

<b>Goal 2:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

<b>Goal 3:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

<b>Goal 4:</b>	
<b>Major Tasks</b>	<b>Anticipated Completion</b>

## G. PROGRAM ADMINISTRATION

### CERTIFICATIONS

- The local government will comply with all federally and SHPO-imposed requirements pertaining to the CLG program
- The local government will comply with SHPO reporting and review procedures as described in the SHPO's CLG handbook.

I hereby certify that I have read SHPO's **Certified Local Government Program: Program Requirements and Certification Handbook**. Upon approval of the community's application by SHPO, the chief elected official of the local government will sign a Certification Agreement with SHPO prior to entering the program.

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CLG Point of Contact Signature

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Date

## APPENDIX C: MODEL HISTORIC DISTRICT ORDINANCE

SHPO has created a model local historic district ordinance that communities can use as the basis for local ordinances complying with the requirements of Michigan's Historic Districts Act, Public Act 169 of 1970, as amended (PA 169). Communities that do not yet have an ordinance in place are encouraged to use the model ordinance or otherwise follow the language provided in PA 169 as closely as possible.

Additional information on establishing local ordinances and historic districts can be found on the SHPO website at [www.miplace.org/historic-preservation/programs-and-services/local-historic-districts/](http://www.miplace.org/historic-preservation/programs-and-services/local-historic-districts/).

## MODEL

### 1.0 HISTORIC DISTRICT ORDINANCE CITY OF \_\_\_\_\_, MICHIGAN

#### 1.1 Section 1. SHORT TITLE

This Ordinance shall be known as the "Historic District Ordinance of the City of \_\_\_\_\_".

#### 1.2 Section 2. STATEMENT OF PURPOSE

Historic preservation is hereby declared to be a public purpose and the City Council of the City of \_\_\_\_\_ may hereby regulate the construction, addition, alteration, repair, moving, excavation, and demolition of resources in historic districts within the City limits. The purpose of this Ordinance is to:

1. Safeguard the heritage of the City of \_\_\_\_\_ by preserving districts which reflect elements of its history, architecture, archaeology, engineering, or culture.
2. Stabilize and improve property values in each district and surrounding areas.
3. Foster civic beauty.
4. Strengthen the local economy.
5. Promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City of \_\_\_\_\_ and of the State of Michigan.

The City of \_\_\_\_\_ may by Ordinance establish one or more historic districts. The historic district(s) shall be administered by the Historic District Commission and pursuant to this Ordinance.

#### 1.3 Section 3. DEFINITIONS

1. **"Alteration"** means work that changes the detail of a resource but does not change its basic size or shape.
2. **"Certificate of Appropriateness"** means the written approval of a permit application for work that is appropriate and does not adversely affect a resource.
3. **"Commission"** means the Historic District Commission of the City of \_\_\_\_\_.
4. **"Demolition"** means the razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.
5. **"Demolition by Neglect"** means neglect in maintaining, repairing, or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.
6. **"Denial"** means the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.

7. **"Fire Alarm System"** means a system designed to detect and annunciate the presence of fire or by-products of fire.
8. **"Historic District"** means an area, or group of areas, not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering, or culture.
9. **"Historic Preservation"** means the identification, evaluation, establishment, and protection of resources significant in history, architecture, archaeology, engineering, or culture.
10. **"Historic Resource"** means a publicly or privately owned building, structure, site, object, feature or open space that is significant in the history, architecture, archaeology, engineering, or culture of the city of \_\_\_\_\_, state of Michigan, or the United States.
11. **"Notice to Proceed"** means the written permission to issue a permit for work that is inappropriate and that adversely affects a resource, pursuant to a finding under Section 399.205(6) of Public Act 169 of 1970, as amended.
11. **"Open Space"** means undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or buffer between other resources.
12. **"Ordinary Maintenance"** means keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for the purposes of this Ordinance.
13. **"Proposed Historic District"** means an area, or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.
14. **"Smoke Alarm"** means a single-station or multiple-station alarm responsive to smoke and not connected to a system. As used in this subdivision, "single-station alarm" means an assembly incorporating a detector, the control equipment, and the alarm sounding device into a single unit, operated from a power supply either in the unit or obtained at the point of installation. "Multiple-station alarm" means 2 or more single-station alarms that are capable of interconnection such that actuation of 1 alarm causes all integrated separate audible alarms to operate.
15. **"Repair"** means to restore a decayed or damaged resource to good or sound condition by any process. A repair that changes the external appearance of a resource constitutes work for the purposes of this Ordinance.
16. **"Resource"** means one or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features, or open spaces located within a historic district.
17. **"Work"** means construction, addition, alteration, repair, moving, excavation, or demolition.

1.4 Section 4. HISTORIC DISTRICT STUDY COMMITTEE AND THE STUDY COMMITTEE REPORT

Before establishing a historic district(s), the City Council shall appoint a Historic District Study Committee. A majority of the persons appointed to the Study Committee shall have a clearly demonstrated interest in or knowledge of historic preservation. The Study Committee shall contain representation of at least one member appointed from one or more duly organized local historic preservation organizations. The Study Committee shall do all of the following:

- A. Conduct a photographic inventory of resources within each proposed historic district following procedures established by the State Historic Preservation Office.
- B. Conduct basic research of each proposed historic district and historic resources located within that district.
- C. Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the United States Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 CFR part 60, and criteria established or approved by the State Historic Preservation Office.
- D. Prepare a preliminary Historic District Study Committee report that addresses at a minimum all of the following:
  1. The charge of the Committee.
  2. The composition of Committee membership.
  3. The historic district(s) studied.
  4. The boundaries of each proposed historic district in writing and on maps.
  5. The history of each proposed historic district.
  6. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
  7. Transmit copies of the preliminary report for review and recommendations to the local planning body, the State Historic Preservation Office, the Michigan Historical Commission, and the State Historic Preservation Review Board.
  8. Make copies of the preliminary report available to the public pursuant to Section 399.203 (4) of Public Act 169 of 1970, as amended.
- E. Not less than sixty (60) calendar days after the transmittal of the preliminary report, the Historic District Study Committee shall hold a public hearing in compliance with Public Act 267 of 1976, as amended. Public notice of the time, date and place of the hearing shall be given in the manner required by Public Act 267. Written notice shall be mailed by first class mail not less than fourteen (14) calendar days prior to the hearing to the owners of properties within the proposed historic district, as listed on the most current tax rolls. The report shall be made available to the public in compliance with Public Act 442 of 1976, as amended.
- F. After the date of the public hearing, the Committee and the City Council have not more than one year, unless otherwise authorized by the City Council, to take the following actions:
  1. The Committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the City Council as to the establishment of a Historic District(s). If the recommendation is to establish a Historic District(s), the final report shall include a draft of the proposed ordinance(s).

2. After receiving a final report that recommends the establishment of a Historic District(s), the City Council, at its discretion, may introduce and pass or reject an ordinance(s). If the City Council passes an ordinance(s) establishing one or more Historic Districts, the City shall file a copy of the ordinance(s), including a legal description of the property or properties located within the Historic District(s) with the Register of Deeds. The City Council shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to a written petition.
- G. A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function of the Historic District Commission should be made available to the public in compliance with Public Act 442 of 1976, as amended.

**1.5 Section 5. ESTABLISHING ADDITIONAL, MODIFYING, OR ELIMINATING HISTORIC DISTRICTS**

1. The City Council may at any time establish by ordinance additional historic districts, including proposed districts previously considered and rejected, may modify boundaries of an existing historic district, or may eliminate an existing historic district. Before establishing, modifying, or eliminating a historic district, a historic district study committee appointed by the City Council shall follow the procedures as stated in Section 399.203 (1-3) of Public Act 169 of 1970, as amended. To conduct these activities, the City Council may retain the initial committee, establish a standing committee, or establish a committee to consider only specific proposed districts and then be dissolved. The committee shall consider any previously written committee reports pertinent to the proposed action.
2. In considering elimination of a historic district, a committee shall follow the procedures set forth in Section 399.203 (1-3) of Public Act 169 of 1970, as amended for the issuance of a preliminary report, holding a public hearing, and issuing a final report but with the intent of showing one or more of the following:
  - a. The historic district has lost those physical characteristics that enabled the establishment of the district.
  - b. The historic district was not significant in the way previously defined.
  - c. The historic district was established pursuant to defective procedures.

**1.6 Section 6. THE HISTORIC DISTRICT COMMISSION**

The City Council may establish by ordinance a commission to be called a historic district commission. The Commission may be established at any time, but not later than the time the first historic district is established. Each member of the Commission shall reside within the city limits. The Commission shall consist of seven (7) members. Members shall be appointed by the City Council. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation. Members shall be appointed for a term of three (3) years, except the initial appointments of three (3) members for a term of two (2) years and two (2) members for a term of one year. Subsequent appointments shall be for three-year terms. Members shall be eligible for reappointment. In the event of a vacancy on the Commission, interim appointments shall be made by the City Council within sixty (60) calendar days to complete the unexpired term of such position. Two (2) members shall be appointed from a list submitted by duly organized local historic preservation organizations. If such a person is available for appointment, one member shall be an architect who has two years of architectural experience or who is duly registered in the State of Michigan.



The City Council may prescribe powers and duties of the Commission, in addition to those prescribed in this Ordinance, that foster historic preservation activities, projects, and programs in the local unit.

**1.7 Section 7. HISTORIC DISTRICT COMMISSION MEETINGS, RECORDKEEPING & RULES OF PROCEDURE**

1. The Historic District Commission shall meet at least quarterly or more frequently at the call of the Commission.
2. The business that the Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended. Public notice of the date, time, and place of the meeting shall be given in the manner required by Public Act 267. A meeting agenda shall be part of the notice and shall include a listing of each permit application to be reviewed or considered by the Commission.
3. The Commission shall keep a record of its resolutions, proceedings and actions. A writing prepared, owned, used, in the possession of, or retained by the Commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information, Public Act 442 of 1976, as amended.
4. The commission shall adopt its own rules of procedure and shall adopt design review standards and guidelines to carry out its duties under this act.

**1.8 Section 8. DELEGATION OF MINOR CLASSES OF WORK**

The commission may delegate the issuance of Certificates of Appropriateness for specified minor classes of work to its staff, or to another delegated authority. The Commission shall provide to its delegated authority specific written standards for issuing Certificates of Appropriateness under this subsection. The Commission shall review the Certificates of Appropriateness issued by the delegate on at least a quarterly basis to determine whether or not the delegated responsibilities should be continued.

**1.9 Section 9. ORDINARY MAINTENANCE**

Nothing in this Ordinance shall be construed to prevent ordinary maintenance or repair of a resource within a historic district or to prevent work on any resource under a permit issued by the inspector of buildings or other duly delegated authority before the Ordinance was enacted.

**1.10 Section 10. REVIEW BY THE COMMISSION**

The Commission shall review and act upon only exterior features of a resource and shall not review and act upon interior arrangements unless specifically authorized to do so by the City Council or unless interior work will cause visible change to the exterior of the resource. The Commission shall not disapprove an application due to considerations not prescribed in subsection 399.205 (3) of Public Act 169 of 1970, as amended.

**1.11 Section 11. DESIGN REVIEW STANDARDS AND GUIDELINES**

1. In reviewing plans, the Commission shall follow the U.S. Secretary of Interior's *Standards for Rehabilitation* and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the Commission may be followed if they are equivalent in guidance to the Secretary of

Interior's *Standards* and guidelines and are established or approved by the State Historic Preservation Office.

2. In reviewing plans, the Commission shall also consider all of the following:
  - A. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
  - B. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
  - C. The general compatibility of the design, arrangement, texture, and materials proposed to be used.
  - D. Other factors, such as aesthetic value, that the commission finds relevant.
  - E. Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

### **1.12 Section 12. PERMIT APPLICATIONS**

1. A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do that work shall file an application for a permit with the inspector of buildings. Upon receipt of a complete application, the inspector of buildings shall immediately refer the application, along with all required supporting materials that make the application complete to the commission. A permit shall not be issued, and proposed work shall not proceed until the Commission has acted on the application by issuing a Certificate of Appropriateness or a Notice to Proceed as prescribed in this Ordinance. A commission shall not issue a Certificate of Appropriateness unless the applicant certifies in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1532.
2. The Commission shall file Certificates of Appropriateness, Notices to Proceed, and Denials of applications for permits with the inspector of buildings. A permit shall not be issued until the Commission has acted as prescribed by this Ordinance.
3. If an application is for work that will adversely affect the exterior of a resource the Commission considers valuable to the City of \_\_\_\_\_, the state of Michigan, or the nation, and the Commission determines that the alteration or loss of that resource will adversely affect the public purpose of the city, state, or nation, the Commission shall attempt to establish with the owner of the resource an economically feasible plan for the preservation of the resource.
4. The failure of the Commission to act on an application within sixty (60) calendar days after the date a complete application is filed with the Commission, unless an extension is agreed upon in writing by the applicant and the Commission, shall be considered to constitute approval.
5. The Commission may charge a reasonable fee to process a permit application.

### **1.13 Section 13. DENIALS**

If a permit application is denied, the decision shall be binding on the inspector or other authority. A Denial shall be accompanied by a written explanation by the Commission of the reasons for denial and, if

appropriate, a notice that an application may be re-submitted for Commission review when the suggested changes have been made. The Denial shall also include the notification of the applicant's right to appeal to the State Historic Preservation Review Board and to the circuit court.

#### **1.14 Section 14. NOTICE TO PROCEED**

Work within a historic district shall be permitted through the issuance of a Notice to Proceed by the Commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the Commission to be necessary to substantially improve or correct any of the following conditions:

- A. The resource constitutes a hazard to the safety of the public or to the structure's occupants.
- B. The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- C. Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- D. Retaining the resource is not in the interest of the majority of the community.

#### **1.15 Section 15. APPEAL OF A COMMISSION DECISION**

1. An applicant aggrieved by a decision of the Commission concerning a permit application may file an appeal with the State Historic Preservation Review Board. The appeal shall be filed within sixty (60) calendar days after the decision is furnished to the applicant. The appellant may submit all or part of the appellant's evidence and arguments in written form. The State Historic Preservation Review Board shall consider an appeal at its first regularly scheduled meeting after receiving the appeal. A permit applicant aggrieved by the decision of the State Historic Preservation Review Board may appeal the decision to the circuit court having jurisdiction over the historic district commission whose decision was appealed to the State Historic Preservation Review Board.
2. Any citizen or duly organized historic preservation organization in the City of \_\_\_\_\_, as well as resource property owners, jointly or severally aggrieved by a decision of the historic district commission may appeal the decision to the circuit court, except that a permit applicant aggrieved by a decision rendered under this Ordinance may not appeal to the court without first exhausting the right to appeal to the State Historic Preservation Review Board.

#### **1.16 Section 16. WORK WITHOUT A PERMIT**

When work has been done upon a resource without a permit, and the Commission finds that the work does not qualify for a Certificate of Appropriateness, the Commission may require an owner to restore the resource to the condition that the resource was in before the inappropriate work or to modify the work so that it qualifies for a Certificate of Appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the Commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a Certificate of Appropriateness. If the owner does not comply or cannot comply with the order of the court, the Commission or its agents may enter the property and conduct work necessary to restore the

resource to its former condition or modify the work so that it qualifies for a Certificate of Appropriateness in accordance with the court's order. The costs of the work done shall be charged to the owner, and may be levied by the City of \_\_\_\_\_ as a special assessment against the property. When acting pursuant to an order of the circuit court, the Commission or its agents may enter a property for purposes of this section.

**1.17 Section 17. DEMOLITION BY NEGLECT**

Upon a finding by the Commission that a historic resource within a historic district or a proposed historic district subject to its review and approval is threatened with Demolition by Neglect, the Commission may do either of the following:

1. Require the owner of the resource to repair all conditions contributing to demolition by neglect.
2. If the owner does not make repairs within a reasonable time, the Commission or its agents may enter the property and make such repairs as necessary to prevent Demolition by Neglect. The costs of the work shall be charged to the owner, and may be levied by the City of \_\_\_\_\_ as a special assessment against the property. The Commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court.

**1.18 Section 18. REVIEW OF WORK IN PROPOSED DISTRICTS**

Upon receipt of substantial evidence showing the presence of historic, architectural, archaeological, engineering, or cultural significance of a proposed historic district, the City Council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the Historic District Commission as prescribed in Section 12 of the Ordinance. The Historic District Commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the City Council approves or rejects the establishment of the historic district by ordinance, whichever occurs first.

**1.19 Section 19. EMERGENCY MORATORIUM**

If the City Council determines that pending work will cause irreparable harm to resources located within an established or proposed historic district, the City Council may by resolution declare an emergency moratorium on all such work for a period not to exceed six (6) months. The City Council may extend the emergency moratorium for an additional period not to exceed six (6) months, upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

**1.20 Section 20. PENALTIES FOR VIOLATIONS**

1. A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates this act is responsible for a civil violation and may be fined not more than \$5,000.00.
2. A person, individual, partnership, firm, corporation, organization, institution, or agency of government that violates this act may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

**1.21 Section 21. ACCEPTANCE OF GIFTS OR GRANTS**

The City Council may accept state or federal grants for historic preservation purposes; may participate in state and federal programs that benefit historic preservation, and may accept public or private gifts for historic preservation purposes. The City Council may appoint the Historic District Commission to accept and administer grants, gifts, and program responsibilities.

**1.22 Section 22. ACQUISITION OF HISTORIC RESOURCES**

If all efforts by the Commission to preserve a resource fail, or if it is determined by the City Council that public ownership is most suitable, the City Council, if considered to be the public interest, may acquire the resource using public funds, public or private gifts, grants or proceeds from the issuance of revenue bonds. The acquisition shall be based upon the recommendation of the Commission. The Commission is responsible for maintaining publicly owned resources using its own funds, if not specifically designated for other purposes, or public funds committed for that use by the City Council. Upon recommendation of the Commission, the City may sell resources acquired under this section with protective easements included in the property transfer documents, if appropriate.

**1.23 Section 23. HISTORIC DISTRICT BOUNDARY**

**EXAMPLE: Josiah Smith House Historic District 3180 East Street**

That part of the NW ¼, Section 13, T6N, R11W, City of \_\_\_\_\_, \_\_\_\_\_ County, Michigan, described as: Beginning at a point on the West line of said NW ¼, which is N 02D 22' West 25.0 feet from the West ¼ corner of Section 13; thence N02D 22' West 200 feet along said West line; thence S 89D 59' 20" East 233.0 feet parallel with the South line of said NW ¼; thence S 02D 22' East 200.0 feet' thence N 89D 59' 20" West 233.0 feet to the Place of Beginning. Subject to highway right-of-way for East Paris Avenue over the Westerly 33 feet thereof. This parcel contains 1.069 acres, including highway right-of-way.

## APPENDIX D: PROFESSIONAL QUALIFICATIONS

The qualifications define minimum education and experience necessary for an individual to be considered as a NPS-qualified architect, historic architect, historian, architectural historian, or archaeologist. In the following definitions, one (1) year of full-time experience need not consist of a continuous year of full-time work; discontinuous periods of full-time or part-time work adding up to the equivalent of one (1) year of experience also qualify.

### Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two (2) years of full-time experience in architecture; or a state license to practice architecture.

### Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one (1) of the following:

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

Such graduate 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.

### History

The minimum professional qualifications are a graduate degree in history or a closely related field; **or** a bachelor's degree in history or a closely related field plus one (1) of the following:

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

### Architectural History

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; **or** a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one (1) of the following:

- At least two (2) 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
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

## Archaeology

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

- At least one (1) year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- At least four (4) months of supervised field and analytic experience in general North American archaeology; and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in *prehistoric archaeology* shall have at least one (1) year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in *historic archaeology* shall have at least one (1) year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

## APPENDIX E: ELECTED OFFICIAL LETTER TEMPLATE

All applications for certification must be accompanied by a letter from the chief elected official (e.g., mayor) requesting certification. Applicants may use the provided template or their own language. Regardless, requests must be on official letterhead.

*Note: SHPO does not require a resolution from the local unit of government to accompany the letter. However, if the local unit of government has a legal or procedural requirement that a resolution be passed authorizing the application for certification, the applicant should include the resolution with the required letter from the chief elected official.*



[Date]

State Historic Preservation Officer  
Michigan State Historic Preservation Office  
300 North Washington Square  
Lansing, MI 48913

RE: Certified Local Government Program Application  
[Local Unit of Government Name], [County]

On behalf of the [Official name of local unit of government], I am pleased to submit an application for participation in the Certified Local Government (CLG) program as provided for under the National Historic Preservation Act, as amended.

The [Official name of local unit of government] has satisfied the minimum requirements for certification as detailed in the State Historic Preservation Office (SHPO) document "Certified Local Government Program: Program Requirements and Certification Handbook." I understand that upon completion of the certification process I will sign a Certification Agreement indicating the community's willingness to continue to meet the minimum standards for participation.

Enclosed with this letter are the application for certification and required supporting documents for your consideration. Please direct all questions and correspondence regarding this application to our designated point of contact for the CLG program:

[Staff Contact Name]  
[Staff Contact Address]  
[Staff Contact Phone]  
[Staff Contact Email]

Sincerely,

[Name]  
[Title]

# APPENDIX F: HDC COMMISSIONER RESUME

## CONTACT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## EDUCATION

Degree	Field	University	Year
_____	_____	_____	_____
_____	_____	_____	_____

## RELATED WORK EXPERIENCE

Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Work Description:

Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Work Description:

## OTHER EXPERIENCE/DEMONSTRATED INTEREST IN PRESERVATION

[SHPO USE] Meets NPS Qualifications ([https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)) for:

- History
- Architectural History
- Architecture
- Historic Architecture
- Archaeology

## APPENDIX G: EXAMPLE CERTIFICATION AGREEMENT

Upon completion of the certification process, the chief elected official of the local unit of government and the State Historic Preservation Officer will execute a standard Certification Agreement. This agreement indicates the community's willingness to meet the minimum standards for participation in the CLG program, which enables the community to be eligible for program benefits, including applying for grant funding.

**STATE OF MICHIGAN  
MICHIGAN STRATEGIC FUND  
STATE HISTORIC PRESERVATION OFFICE**

**CERTIFIED LOCAL GOVERNMENT CERTIFICATION AGREEMENT**

WHEREAS, the CONGRESS OF THE UNITED STATES, in order to extend the federal-state historic preservation partnership to the local level, has required the State Historic Preservation Office of each state to develop and implement a Certified Local Government (CLG) Program, as described in Sections 302501-302505 of the National Historic Preservation Act (NHPA), as amended (NHPA; 54 USC 300101 *et seq.*), to carry out the purposes of the NHPA; and

WHEREAS, the MICHIGAN STATE HISTORIC PRESERVATION OFFICE (SHPO) has developed a CLG Program in accordance with the NHPA and the "Historic Preservation Fund Grants Manual" (Manual), issued by the United States Department of the Interior in June, 2007, which affords municipal units, including cities and counties, an opportunity to formalize and strengthen their local historic preservation programs, review property nominations to be submitted to the National Register of Historic Places, compete for matching grant-in-aid funds earmarked for the CLG Program, and perform other responsibilities delegated to it under the NHPA; and

WHEREAS, THE [NAME OF LOCAL GOVERNMENT UNIT], desires to participate in the CLG Program and receive certification from the SHPO of its ability to carry out the purposes of the NHPA and receive transfers of, in accordance with Section 302902(c) of the NHPA, a portion of the grants received by the State of Michigan under the NHPA.

NOW, THE [NAME OF LOCAL GOVERNMENT UNIT], has submitted a complete and adequate application for certification and related application materials as specified in the Manual and hereby accepts and assumes the required and optional responsibilities identified in the NHPA, the Federal Regulations set forth at 36 CFR Part 61, the Manual, and the approved certification application, including amendments, and shall perform as follows:

**Required Responsibilities**

1. Enforce appropriate federal, state, and local legislation for the designation and protection of historic properties.
2. Establish by ordinance and maintain an adequate and qualified historic preservation review commission composed of professional and lay members, in keeping with state and/or local law. Written approval of each consultant who will be used in the CLG Program to satisfy professional qualifications shall be obtained from the SHPO prior to the performance of any task by the consultant, and each approval shall be considered an attachment to this Certification Agreement.

3. Maintain a system for the survey and inventory of local historic resources that furthers the purposes of the NHPA.
4. Provide for adequate public participation in the local government's historic preservation program, including the process of recommending properties for listing in the National Register of Historic Places.
5. Satisfactorily perform the responsibilities delegated to it under the NHPA.
6. Comply with all federally and SHPO-imposed requirements pertaining to the CLG Program.
7. **Submit an annual report to the SHPO not later than March 1 of each year.** Unless otherwise requested, the report shall be mailed to: Certified Local Government Coordinator, State Historic Preservation Office, 300 N Washington Square, Lansing, Michigan 48913.

### **Optional Responsibilities**

Should the [LOCAL GOVERNMENT UNIT] desire to perform optional responsibilities, the [LOCAL GOVERNMENT UNIT] and SHPO may amend this Certification Agreement to identify and specify the optional responsibilities that the [LOCAL GOVERNMENT UNIT] will assume. The [LOCAL GOVERNMENT UNIT] may also assume optional responsibilities through the Historic Preservation Fund subgrant process. In such cases, a subgrant agreement will describe the specific work to be performed and how the work will be accomplished.

IT IS UNDERSTOOD that this Certification Agreement will continue in effect so long as the [LOCAL GOVERNMENT UNIT]: 1) remains a CLG in good standing, 2) remains eligible for CLG certification based on periodic evaluations of its compliance with the terms and conditions of this Certification Agreement, 3) desires to remain certified, and 4) continues to meet all CLG Program requirements, as established and revised by the Congress of the United States and the United States Department of the Interior.

WHEREFORE, the representatives of the two parties have affixed their signatures below as evidence of the acceptance and execution of this Certification Agreement by the [LOCAL GOVERNMENT UNIT] and the SHPO. Upon its designation as a Certified Local Government, the [LOCAL GOVERNMENT UNIT] shall be eligible for all rights and privileges of a Certified Local Government specified in the NHPA, Federal Regulations and the Manual. These rights include eligibility to apply for available CLG grant funds in competition only with other certified local governments.

***[SIGNATURE BLOCKS OMITTED]***