

# Introduction to Historic Preservation for Board Members

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FLORIDA DEPARTMENT of STATE



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DIVISION OF

*Historical Resources*

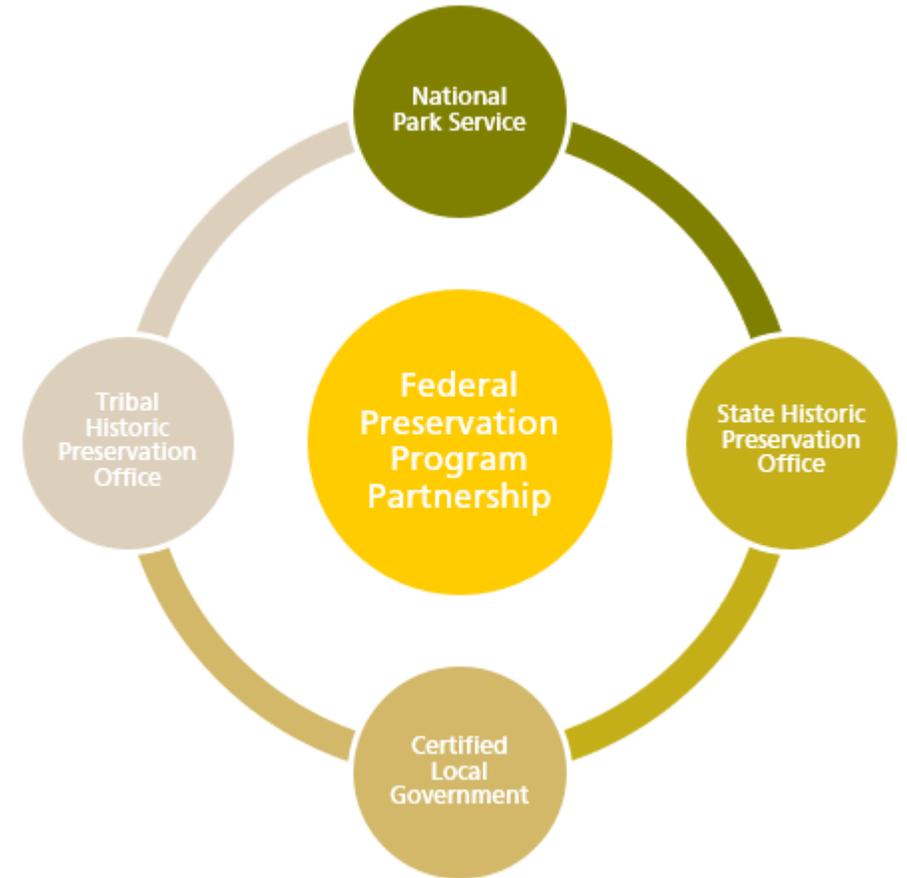
# Being a Certified Local Government (CLG)

## The Goal of the CLG Program is Preservation Through Partnership

- Connects Local, State, and Federal Governments in a preservation partnership for the identification, evaluation and protection of historic properties

The CLG program is administered by the National Park Service (NPS) and the State Historic Preservation Office (SHPO)

CLG communities are recognized by Federal and State agencies as having special expertise in historic preservation



# CLG Duties and Responsibilities

- Educating the public
- Identifying and designating historic resources (locally and/or NR)
- Maintaining a local database of historic resources compatible with FMSF
- Annual Report summarizing previous year (October 1 through September 30th) due November 1
  - The state historic preservation officer will be provided within thirty (30) calendar days prior notice of all meetings of the advisory board
  - Copies of minutes, a record of attendance, and public attendance figures for each advisory board meeting will be provided to the state historic preservation officer within thirty (30) calendar days after each meeting
  - The state historic preservation officer will be provided with a notice of any change in advisory board membership or any amendment to this article within thirty (30) calendar days of action
  - All new historic designations or alterations to existing designations will also be provided to the state historic preservation officer



# CLG Benefits

- Technical Assistance – board trainings, virtual & regional trainings, priority support with reviews
- Funding – CLGs are eligible for match waivers for Small Matching Grants
- Viable Community – historic preservation has proven economic, environmental, and social benefits.
- Compliance – CLGs have a “seat at the table” allowing their voice to be heard in federal and state projects. Gives equal status to local designations as NR listings.



# Historic Preservation Economic Benefits



A [comprehensive 2010 study](#) of historical preservation in Florida showed an annual positive economic impact of **\$4.2 billion** annually. **123,000** jobs generated.



Federal Historic Preservation Tax Incentive provides a 20% income tax credit for rehabilitated historic income-producing buildings. **\$120 Million** in tax credit investments per year



Some localities have a 10-year property tax exemption for rehabilitated historic structures. Please refer to your local historic preservation ordinances. **\$13 billion** generated by the rehabilitation of historic properties.

## Main Street Program (June 30, 2025):

- Private Investment: \$3,179,404,117
- Public Investment: \$3,836,371,153
- Net Jobs: 36,031
- Net Businesses: 11,413
- Volunteer Hours: 1,739,178

## Cultural Heritage Tourism:

Our state attracts more than 130 million visitors per year, and over 65% of those visitors take part in at least one cultural activity. [Florida Arts and Culture](#)



[Funding Opportunities](#)

# Read Your Ordinance

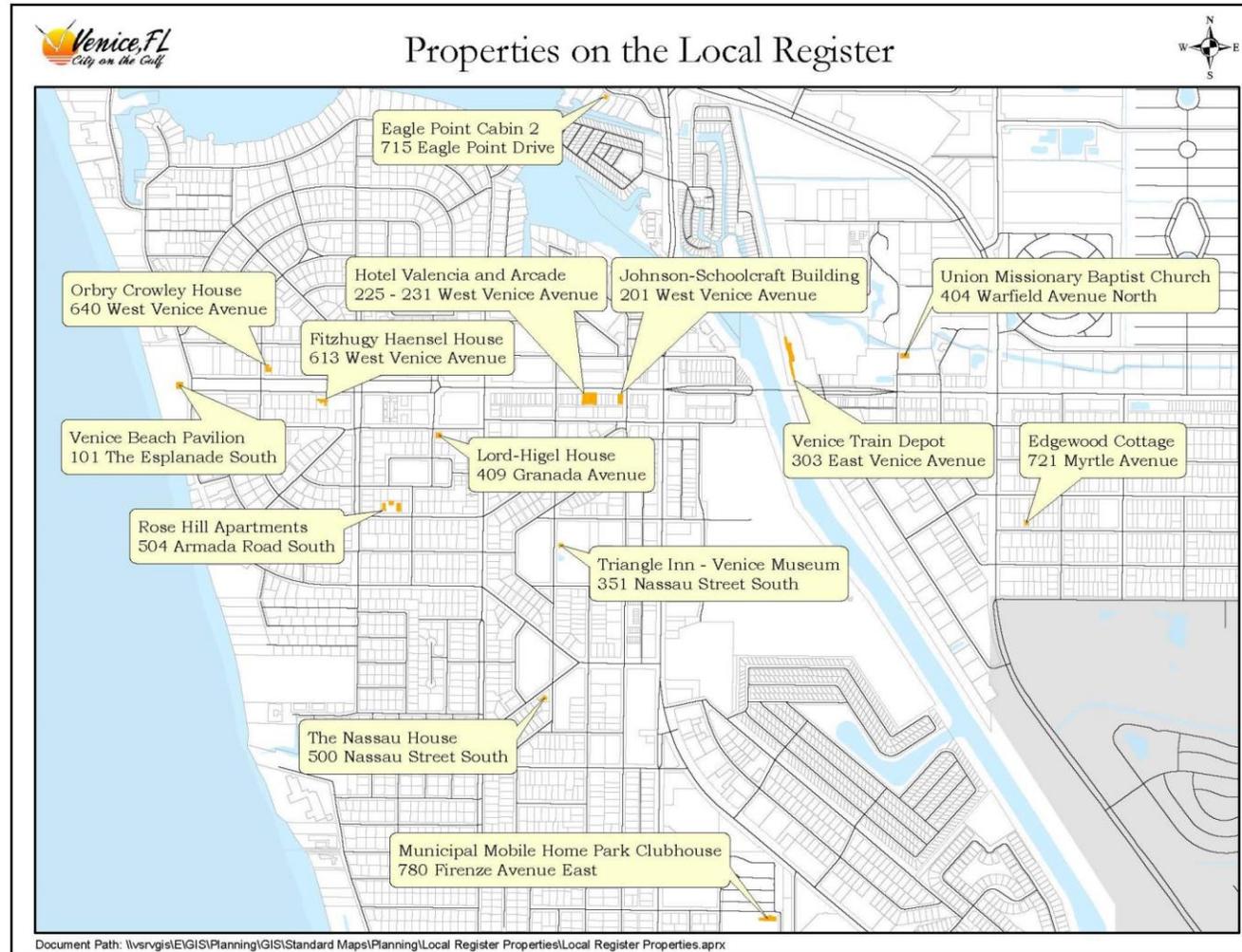
- How does your local designation process work?
- What criteria are outlined for evaluating changes to historic properties?
  - Secretary of the Interior Standards
  - Local Design Guidelines
- What process is outlined to deal with cases of demolition by neglect?
- What are the consequences for noncompliance? What provisions are available for enforcing decisions?



Rose Hill Apartments, 504 Armada Road South



# Know Your Historic Resources Inventory



<https://www.venicegov.com/government/historical-resources/local-register-of-historical-resources>



# Know Your Historic Resources Inventory

- Know your local historic designations
  - Visit them, if possible. (Ideally, walk them). Get a feel for the historic character of the districts.
- Familiarize yourself with National Register listed properties and districts in your community
- Identify what areas have been surveyed, and those that have not
  - Are there neighborhoods or properties related to the history of underrepresented communities that have not been surveyed?
  - Are there particular property types that have not been surveyed? (Industrial, agricultural, landscapes)



# Value of Surveys

Historic resources surveys and the resulting survey data and inventories can be used to:

1. Identify properties that contribute to the community's character
2. Identify areas whose study may provide information about the community's past
3. Establish priorities for conservation, restoration and rehabilitation
4. Financial and legal tools to protect and enhance historic resources
5. Provide planners with a data base from which to monitor and channel new development
6. Increase awareness of the need for preservation efforts
7. Enable local governments and Federal agencies to meet their planning and review responsibilities



# Keep Learning

- National Alliance for Preservation Commissions
  - Alliance Magazine
  - FORUM conference
  - NAPC Listserv
- National Trust for Historic Preservation
  - Savingplaces.org
  - facebook.com/NationalTrustforHistoricPreservation
- Florida Division of Historical Resources
  - Flheritage.com; facebook.com/FLheritage
  - Webinars
  - CLG Trainings
- Florida Trust for Historic Preservation
  - floridatrust.org
  - facebook.com/floridatrustforhistoricpreservation
- Association for Preservation Technology
  - apti.org



# Educate the Public



Venice Train Depot  
National Register of Historic Places (Listed 1989)  
Local Register of Historic Places (Listed 2003)



Eagle Point Cabin #2  
Contributing to Eagle Point National Historic District  
(Listed October 1991)  
Local Register of Historic Places (Listed April 2023)



# Local vs. National Register

## Local Designation

- Regulatory
- Based on Ordinance
- Local flexibility when interpreting eligibility

## National Register

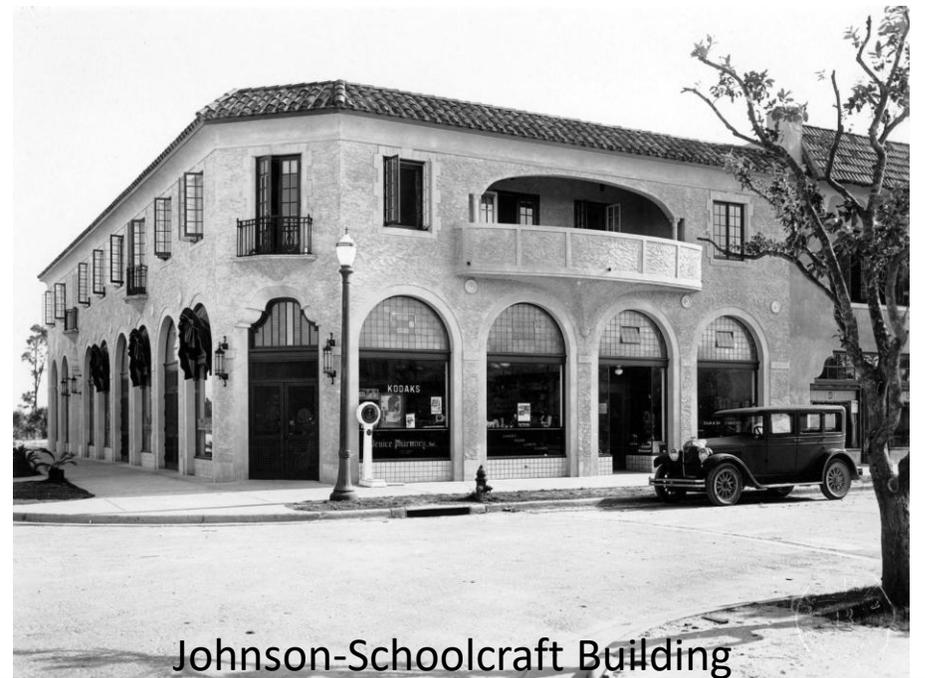
- Honorary
- Used as a planning tool, based on Federal Law
- Strict eligibility and documentation standards



# Do Your Homework!

## Prior to the HPB Meeting:

- Read the staff report closely
- Take notes about your thoughts and concerns regarding the project
- **If at all possible, visit the site in person (but don't trespass!)**
  - Examine the contributing buildings closely
  - Pay close attention to the primary façade
  - If not, examine it using Google Streetview



# The Florida Master Site File

## What it is:

- An active inventory of potential historic and cultural properties including:
  - Archaeological sites
  - Historical structures
  - Historical cemeteries
  - Historical bridges
  - Historic districts, landscapes and linear features
- **A source of information about historical and cultural properties in Florida**
- Typically resources in the FMSF are over 50 years old, without regard to historical significance. In some cases resources less than 50 years of age are included in the Site File inventory for planning purposes or for possessing other historical or significance attributes.
- Resources and information are added to the Site File when a FSMF form is submitted (*by a member of the public, local government, preservation consultant, etc*). Documents may include:
  - Survey data
  - Copies of National Register Nominations
  - Copies of Local Historic Designations
  - Site File forms completed by members of the general public



# Carefully Craft Your Motions

- Put reasons for every decision into the motion making that decision.
  - Identify your findings of fact
  - Identify the criteria by which you are making your decision
    - Secretary of the Interior Standards
    - Local Design Guidelines
  - Identify the scope of work that is being approved/denied
  - Make a motion (to approve, to approve with conditions, to request more information, or to deny)

*I find that the property at 2683 Monroe St. is a contributing resource to the Aliceville Historic District, and that the proposed replacement of fourteen windows on the north, south, and west facades is in compliance with the local historic district guidelines as the new windows match the original in size, configuration, and proportion; therefore, I move that we approve the applicant's request without conditions.*



# Be Objective and Consistent in Your Decisions

- Decisions should be based upon facts presented to the board through the documentation submitted as part of an application and through staff reports and public hearings
- **Personal aesthetic judgements should be avoided**
- When reviewing historic designations, decisions should be based upon the current condition of the building, and not future plans for a property that may or may not happen
- Encourage your city/county attorney to attend your meetings



# Remember that your board is an arm of the local government

- Abide by Sunshine and Open Meeting Laws
  - Be careful with your email communications (do not “reply all”)
  - Avoid ex-parte communications
  - Avoid “accidental” meetings (when quorum is present and projects are discussed)
  - Determine if board members site visits need to be noticed
- Communicate with your city attorney often
- Develop relationships and work closely with Code Enforcement
- Involve your local Elected Officials when possible
  - Invite them to local preservation events and to participate in successes



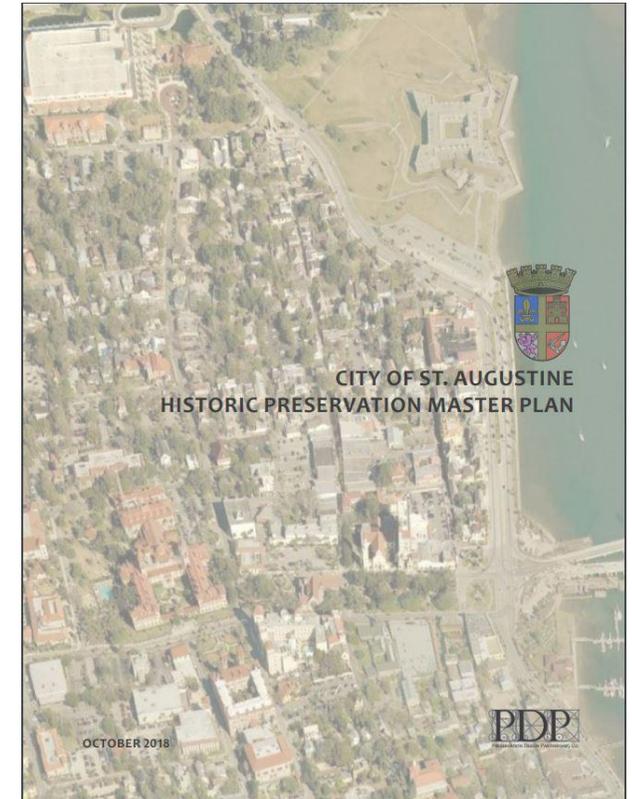
# Historic Preservation Board Commandments

1. **READ YOUR ORDINANCE**
2. Know your design guidelines
3. Know your historic resources inventory
4. Educate yourself on historic preservation issues
5. Work with the public and educate them on what you know
6. Know your partners in local government
7. Do your homework: **LOOK AT THE SITE BEFORE THE HEARING.**
8. Craft your motions carefully
9. **Be objective and consistent in your decisions**
10. Plan for Preservation



# Plan for Preservation

- Helpful Planning Documents
  - Annual Work Plan
  - Historic Preservation Element of Comprehensive Plan
  - Standalone Preservation Plan
- Items to Plan for
  - Application timelines for future grant projects
  - Future surveys
  - Future local designations
  - Future National Register Nominations
  - Future Educational/Promotional projects



# General Grant Information

**Application Window:** April 1 – June 1, 2026

**Award:**

- Small Matching: Up to \$50,000
- AAAC: Up to \$50,000
- Special Category: Up to \$1,000,000

**Period:**

- Small Matching: 1 year (July 1, 2027 – June 30, 2028)
- AAAC: 1 year (July 1, 2027 – June 30, 2028)
- Special Category: 2 years (July 1, 2027 – June 30, 2029)

**Description:**

- Small Matching: work items include survey, preservation planning, National Register nominations, historical markers, and design guidelines.
- AAAC: includes cemetery research including identifying and contact relatives of those interred, and protecting the cemetery through repairing, restoring, surveying, and maintenance
- Special Category: includes major restoration and rehabilitation of historic structures, archaeological research, including excavation sites, major/permanent museum exhibit projects relating to the history of Florida, and acquisitions of a single historic property or archaeological site



# Questions?



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