

FLORIDA DEPARTMENT OF STATE

Department of State / Division of Historical Resources / Preservation / Certified Local Governments

Certified Local Governments

OVERVIEW

The Certified Local Government (CLG) program was enacted as part of the National Historic Preservation Act Amendments of 1980. The program links three levels of government-federal, state and local- into a preservation partnership for the identification, evaluation and protection of historic properties. Designation as a certified local government, either as a municipality or a county, makes historic preservation a public policy through passage of a historic preservation ordinance. The ordinance establishes a historic preservation board to develop and oversee the functions of its historic preservation program.



List of CLGs as of 5/20/2014 (.pdf)
(/media/31416/clg_list_8-15-14.pdf)

Since its inception in 1986, Florida's Certified Local Government program has assisted in the survey, designation and preservation of thousands of historic and cultural resources and helped to increase public awareness of historic preservation. Participation in the program is also an important consideration in the local planning process, as governments in Florida are required to address historic preservation in comprehensive planning decisions. By identifying historic resources in a local government's comprehensive plan, proposed development projects will be reviewed for consistency with preservation goals and strategies.

Florida's Certified Local Governments are eligible to apply for special matching grants from the Bureau of Historic Preservation to assist their preservation programs. Funding is available for projects such as:

- › Surveys to identify and evaluate significant historic properties;
- › Nominations to the National Register of Historic Places;
- › Preservation education materials such as booklets, brochures, slide or video programs; and
- › Local historic preservation plans.

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Certified Local Government

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Rick Scott, Governor

Ken Detzner, Secretary of State

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FLORIDA DEPARTMENT OF STATE

Department of State / Division of Historical Resources / Preservation / Certified Local Governments / Benefits

Benefits of the CLG Program

BENEFITS OF CERTIFIED LOCAL GOVERNMENT DESIGNATION

Across Florida, communities are taking action to preserve their unique historic character. The Florida Certified Local Government (CLG) Program, a local, state and federal partnership, can be a source of support and guidance in your historic preservation efforts. Since its inception in 1986, Florida's CLG Program has assisted in the survey, designation and preservation of thousands of historic and archaeological resources. Awareness of the importance of historic preservation has also been enhanced statewide through the program.

The Florida CLG Program recognizes the greatest legal power to preserve lies with the local government. An effective local historic preservation program begins with the enactment of an historic preservation ordinance and the creation of a qualified historic preservation board. Here, in Florida the CLG Program can help ensure that your preservation program will be the strongest possible preservation tool for your community.

Designation as a Certified Local Government brings a number of benefits. In addition to affirming your community's commitment to historic preservation, CLGs may:

- › Receive technical assistance and training, both on-site and at regional meetings, for staff and the members of their historic preservation boards;
- › Have a formal comment role in the National Register nomination process for properties within their jurisdiction;
- › Compete for special historic preservation matching grant funds set aside only for Certified Local Governments. Funding is available for projects such as surveys to identify and evaluate significant historic properties, preparation for National Register nominations and development of preservation education materials such as booklets and brochures; and
- › Conduct project reviews for Florida's local option property tax exemption program (project reviews in communities that are not CLGs must be conducted by the Division of

Historical Resources). The exemption is available for qualified improvements to historic properties listed in the National Register and/or designated by a CLG.



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FLORIDA DEPARTMENT OF STATE

Department of State / Division of Historical Resources / Preservation / Certified Local Governments / Requirements

Requirements

REQUIREMENTS FOR PARTICIPATION IN THE CLG PROGRAM

- › Provide the State Historic Preservation Officer with thirty days prior notice of all meetings.
- › Submit minutes of each meeting to the State Historic Preservation Officer within thirty days.
- › Submit records of attendance of the Review Commission to the State Historic Preservation Officer within thirty days after each meeting.
- › Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty days of action.
- › Notify the State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations.
- › Notify the State Historic Preservation Officer of changes in Review Commission membership within thirty days.
- › Submit amendments to local ordinance to the State Historic Preservation Officer for review and comment at least thirty days prior to adoption.
- › Submit an annual report by November 1 covering previous October 1 through September 30.



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FLORIDA DEPARTMENT of STATE

Department of State / Division of Historical Resources / Preservation / Certified Local Governments / Working with Local Governments

Working with Local Governments

GUIDELINES FOR COORDINATING WITH LOCAL GOVERNMENTS

- Meet with your Mayor and Council at least once a year and update them on your activities, concerns and problems.
- Request that a member of the council be appointed to serve as a liaison with the Preservation Commission.
- Get to know the other commissions and boards that serve the community as part of local government, such as the planning commission, zoning appeals, etc.
- Print an annual report of the activities of the commission emphasizing success stories and new programs.
- Learn how the commission can work with the housing administrator or block grant administrator in your community to integrate preservation with projects serving low-income or elderly individuals.
- Meet with your fire inspector to discuss the commission's concerns regarding the protection of historic properties.
- Ensure that zoning ordinances, sign ordinances, etc., do not conflict with the design guidelines for landmarks and historic districts.
- Meet with the Director of Public Works to ensure that all public improvements in historic districts are reviewed by the commission.
- Meet with your city attorney *before* your commission runs into problems. Ask him/her to attend a meeting and critique it for proper procedural methods.

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FLORIDA DEPARTMENT OF STATE

Department of State / Division of Historical Resources / Preservation / Certified Local Governments / Commission Procedures & Guidelines

Commission Procedures & Guidelines

HISTORIC PRESERVATION COMMISSION PROCEDURES AND GUIDELINES

- Always have a printed agenda posted in a public place prior to the beginning of the commission meeting.
- Keep accurate minutes and records of all commission activities specifically outlining each case and the reason the application was approved or denied.
- Commission members should never speak on behalf of the commission.. Advise applicants on "the likelihood of approval" of applications outside of the public hearing.
- Require an accurate representation of the applicant's request, sufficient enough to make an informed decision about the case.
- Always keep your elected officials and other boards and commissions informed of the role and responsibilities of the preservation commission.
- The commission chair should maintain order at all meetings and always allow relevant public comment.
- As a commission member, avoid any appearance of a conflict of interest due to personal, social or financial gain in any case.
- All commission decisions for designation or certificates of appropriateness must be based only on the review criteria in the ordinance.
- All commission decisions must be based on a finding of fact that should be stated as part of the motion to approve or deny any application.
- Refer to your preservation ordinance often if you are a commission member; it should be the basis for all actions.

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FLORIDA DEPARTMENT OF STATE

Department of State / Division of Historical Resources / Preservation / Certified Local Governments / Guidelines for Public Talks

Guidelines for Public Talks

PUBLIC RELATIONS TIPS FOR HISTORIC PRESERVATION COMMISSIONS

- › Contact Chamber of Commerce or a similar group to get a list of civic groups and organizations in your area.
- › Make a slide show using pictures of local historic districts and sites (a local survey is a good source for this material).
- › Discuss architectural styles and areas of community worthy of preservation.
- › Always make the talk positive in spirit - never negative.
- › Leave out preservation jargon if possible, but if you use it define the terms.
- › Talks should aim to educate and simply be a guided historic tour of the community.
- › Show details of local buildings. Teach your audience to "look up."
- › Have a strong single message aimed especially at your audience. For example, "Economic Benefits of Historic District for Real Estate Professionals."
- › Use BEFORE and AFTER photographs. Show the positive projects that the commission and property owners have successfully completed in the community.
- › Take the opportunity to let them know more about the commission, who you are and what you do. Also let them know how to reach you.
- › Distributed commission brochures that explain more about how you work in the community and what the process is.
- › Remember always that you represent the commission and do not get involved in discussions about policy decisions and personalities. Be professional.

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Certified Local Government Ordinance Internal Checklist

B.1. Requirements of Ordinance		Requirement Satisfied	Ordinance Subsection	Comments
a)	Purpose Clearly Stated	Yes	(a)(1) a.	Purpose includes encouragement of quality new construction.
b)	Authority for appointment of suitable commission	Yes	(a)(4) a. and b.	
c)	Criteria for designation of historic properties clearly defined (based on & consistent with criteria used by National Register	Largely	(c)(2) a. and b.	Minor amendment to clearly state criteria is consistent with criteria used by National Register.
d)	Clearly defined process for designation of historic properties including the consequences of design	Largely	(c)(3) and (d)	Add provisions to notify nominee on consequences of being listed.
e)	Boundaries for historic districts and individual properties identified in the ordinance are clearly established	No	(c)(1)	Boundaries of listed districts/properties need to be identified by ordinance.
f)	Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties	Largely	(e)(1) and (4) (a)(4) j.	Make clear that a CAC is required for new construction. Need to determine what constitutes new construction.
g)	Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	Yes	(e)(9) d.	
h)	Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	Largely	(e)(8) or new subsection to (e)	Need criteria upon which new construction can be reviewed. Is the Secretary of the Interior's Standards for Rehabilitation sufficient to review new construction?
i)	Provisions for enforcing decisions	Yes	(e)(11)	
j)	Penalties for non-compliance	Yes	(e)(11) e.	
k)	Specific time frames for reviews	Largely	(e)(3) c., (e)(4) b. and (e)(5) c.	Amendments to refine review timeframes.
l)	Right of appeal	Yes	(e)(6)	
m)	Specific time frames for consideration of development proposals	Largely	(e)(4) b. and c. and (e)(5) c.	Amendments to refine review timeframes.
B.2. Commission		Requirement Satisfied	Ordinance Subsection	Comments
a)	Minimum of five (5) members (minimum of three (3) members if a population less than 10,000)	Yes	(a)(4) b.	
b)	Area of geographic responsibility coterminous with the boundaries of local jurisdiction	No	(a)(4) j.	More clearly state the geographic extent of jurisdiction.
c)	Appointments made by appropriate local official or appropriate governing body	Yes	(a)(4) b.	
d)	Commission members residents of the jurisdiction which they serve	Yes	(a)(4) b.	Board consideration of alternate to residency requirement.
e)	Terms of office staggered	Yes	(a)(4) b.	
f)	Terms of office at least two (2) years, but not more than five (5) years	Yes	(a)(4) b.	

g)	Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days	No	(a)(4) d.	Need to amend ordinance to satisfy this criteria.
h)	Provisions for at least four (4) meetings per year at regular intervals	Yes	(a)(4) f. 2.	
i)	Provisions for recording minutes of each meeting	Yes	(a)(4) f. 3.	
j)	Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences	No	(a)(4) j.	Add as a new duty of the board.
k)	Provisions for Commission review of proposed National Register nominations within its jurisdiction	In part	(a)(4) j. and new subsection for review provisions	The city ordinance has no process for the review of nominations to the National Register
l)	Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission	In part	(a)(4) j. and new subsection to (e)	Criteria for demolitions has provisions to seek expertise from engineers, architects and appraisers. No such provision for relocations and alterations, restorations or repair.
m)	Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities	No	(a)(3)	Amend ordinance to satisfy this criteria.
n)	Rules of Procedure adopted by Commission	Yes	(a)(4) h.	
o)	Commission responsibilities complementary to those of State Historic Preservation Office	Largely	(a)(4)j.	Minor gramatic amendment needed.

B.3. Survey and Inventory of Historic Properties		Requirement Satisfied	Ordinance Subsection	Comments
a)	Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File)	Yes	(a)(4) j. 5.	
b)	Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	No	(a)(4) j. 5.	Inventory needs to be of <u>designated</u> districts, sites and structures.
c)	Inventory material open to the public	No	(a)(4) j. 5.	Minor amendment to satisfy criteria
d)	Provisions to update inventory materials periodically	Largely	(a)(4) j. 5. (ii)	Minor amendment to satisfy criteria
e)	Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office	Largely	(a)(4) j. 5. (ii)	Minor gramatic amendment needed.
f)	Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	No	(a)(4) j.	Add as new duty of board.

B.4. Public Participation		Requirement Satisfied	Ordinance Subsection	Comments
a)	Provisions that Commission meetings will be publically announced	Yes	(a)(4) f. 1.	
b)	Provisions that Commission meetings will be open to the public	Yes	(a)(4) f. 1.	
c)	Provisions that Commission meetings will have a previous advertised agenda	No	(a)(4) f. 1.	Minor amendment to satisfy criteria.

d)	Provisions to make meeting records available to the public	Yes	(a)(4) f. 3.	
e)	Provisions that all Commission decisions will be given in a public forum	Yes	(a)(4) f. 1. and 3.	
f)	Rules of Procedure adopted by the Commission must be available for public inspection	No	(a)(4) h.	Minor amendment to satisfy criteria.
g)	Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	No	New subsection No existing provisions regarding national register	Need to establish a process to review nominations to the National Register.
h)	Objections by property owners must be notarized to prevent nomination to the National Register	No	Same as above	Need new ordinance language to satisfy this criteria.
i)	Provisions for public and owner notification for designation and project reviews	Largely	(c)(3) b. 1.	Need to specify the amount of notice.
j)	Provisions for public hearings for designations and project reviews	Yes	(c)(3) b. 1. and (e)(4) b. and c.	

B.5. Satisfactory Performance

	<i>The city ordinance does NOT satisfy any of the following satisfactory performance criteria. Subsection (a)(4) j. needs to be amended to add a new duty that addresses each of the below criteria. Staff recommends using Boynton Beach ordinance language to satisfy all of the following criteria.</i>			
a)	Provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings			
b)	Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days			
c)	Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting			
d)	Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting			
e)	Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action			
f)	Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations			
g)	Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption			
h)	Submit an annual report by November 1 covering activities of previous October 1 through September 30			
i)	Information to be included on the report (at minimum)			
	1) Copy of the Rules of Procedure			
	2) Copy of the historic preservation ordinance			
	3) Resume of Commission members			
	4) Changes to the Commission			
	5) New Local designations			
	6) New National Register listings			
	7) Review of survey and inventory activity with a description of the system used			
	8) Program report on each grant-assisted activity			
	9) Number of projects reviewed			

Certified Local Government Ordinance Internal Checklist

B.1. REQUIREMENTS OF ORDINANCE

a) Purpose clearly stated – Section 86-28(a)(1)a satisfies criteria.

One of the purposes of the ordinance is to “encourage quality new construction and developments that are harmonious with neighboring historic structures”. The ordinance has no process or standards to implement this purpose. See below discussion on criteria f) which, in part, requires criteria for review of new construction.

b) Authority for appointment of suitable commission – Sections 86-28(a)(4) a. and b. satisfy criteria.

c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)

Section 86-28(c)(2) a. and b. satisfy criteria.

State reviewer noted that “your criteria for historic designation are consistent with the National Register criteria as required by the Florida CLG Guidelines. Your city’s historic designation process is also clearly defined.” In the abundance of caution, staff recommends that subsection (c)(2)a be amended to specifically state that the city’s criteria are consistent with the National Register criteria.

d) Clearly defined process for designation of historic properties including the consequences of designation

Section 86-28(c)(3) largely satisfies criteria; need to add language on informing nominee of consequences of designation.

Staff recommends the following two ordinance amendments:

- a) Subsection (c)(3)a. Nomination. Add a sentence stating that the director shall inform applicants of the consequences of placement on the local register.
- b) Subsection (d): written informed consent ... just add the word “informed”; or may need to be more specific – informed of consequences and responsibilities of being listed on the local register.

e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language to satisfy criteria; amend subsection (c)(1).

Boundaries for historic districts and individual properties identified in the ordinance shall be clearly established.

The state has recently reported to staff that “legal descriptions should be provided for designated properties. A boundary justification for the property being designated should also be provided, but is not required by the CLG Guidelines.

- f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties

Subsection 86-28(e)(4) mostly satisfies criteria.

The Historic Preservation Board does not have review authority for new construction. If the board elects to review and render decisions on new construction, there are several items to consider:

1. Recent state comments on this subject: "New construction is any construction which may affect the historic materials of a designated resource, or construction of a an entirely new building as in a historic district. We encourage your historic preservation board to have authority to review all new construction affecting historic buildings, and, if possible, new construction of adjacent properties. The Secretary of the Interior's Standards should be adopted by your ordinance to guide the review of new construction."
2. What is current practice of the city?

Subsection (e)(1) will need to be amended to account for review of new construction.

Staff recommends the authority granted to the board by subsection (e)(4) should be added to the powers of the board found in subsection (a)(4)j.

- g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition

Section 86-28(e)(9)d satisfies criteria.

- h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)

Sections 86-28(e)(8), (9) and (10) provide review criteria for (8) alteration, restoration or repair, (9) demolition, and (10) relocation.

There is no listed criteria for new construction in the city ordinance.

All three subsections reference of the Secretary of the Interior's Standards for Rehabilitation. Amend these subsections to provide full reference: "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings".

New construction can be accounted for in existing subsection (e)(8) or a new subsection just on new construction can be established.

- i) Provisions for enforcing decisions – *Sections 86-28(e)(11) a. – d. satisfy criteria.*

- j) Penalties for non-compliance – *Section 86-28(e)(11)e satisfies criteria.*

k) Specific time frames for reviews

Subsection (e)(3)c provides timeframe (one day after application submission) to determine if application requires a major or minor review.

Consider providing more time for this determination; historic preservation staff and the building official need to meet/coordinate, non-routine cases require deliberation. Staff suggests a maximum five working day review period.

Subsection (e)(4) provisions related to major reviews: 1) “after submission of the application”, the committee shall prepare a written recommendation and 2) within 30 days of the submission of the application, the building official shall schedule a public hearing before the historic preservation board.

There is no specific time is which the committee’s written recommendation is prepared.

Subsection (e)(5)c provides timeframe (recommendation of committee in minor administrative review) shall be presented to the property owner within a reasonable period of time.

“A reasonable period of time” is not a specific timeframe; staff recommends the property owner be informed of determination within the suggested five-day period.

l) Right of appeal – Section 86-28(e)(6) satisfies criteria.

m) Specific time frames for consideration of development proposals

Subsection (e)(4)b provides timeframe (within 30 days of submission of application) to schedule a public hearing before the board.

Staff recommends amending this subsection to 30 days after submission of a complete application.

Subsection (e)(4)c provides timeframe (within 30 days after public hearing) for board to issue its written decision. No need to amend.

Subsection (e)(5)c provides timeframe (recommendation of committee in minor administrative review) shall be presented to the property owner within a reasonable period of time.

“A reasonable period of time” is not a specific timeframe; staff recommends the property owner be informed of determination within the suggested five-day period.

B.2. COMMISSION REQUIREMENTS

a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000)

Section 86-28(a)(4)b satisfies criteria

b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language to satisfy this criteria; amend subsection (a)(4)j.

Powers and Duties of the Board. The Board shall have the following powers and duties within the incorporated city limits of Boynton Beach, Florida:

c) Appointments made by appropriate local official or appropriate governing body

Section 86-28(a)(4)b satisfies criteria

d) Commission members residents of the jurisdiction which they serve

Section 86-28(a)(4)b satisfies criteria.

Board consideration of the following Boynton Beach language that allows members who reside or have a principal place of business in the city. Also consider the “preference” provision to increase pool of potential/qualified members.

Members need not be residents or owners of businesses that are within the city, but preference shall be given to individuals who reside or have a principal place of business in the city.

e) Terms of office staggered – *Section 86-28(a)(4)b satisfies criteria*

f) Terms of office at least 2 yrs., but not more than 5 yrs. – *Sect. 86-28(a)(4)b satisfies criteria*

g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language that specifies the 60 day provision and consider the provisions related to maintenance of board composition; amend subsection (a)(4)d.

Vacancies on the Board, including expired terms, shall be filled within sixty (60) days by persons with the same background as the original appointee, or related field, in order to maintain the desired Board makeup.

h) Provisions for at least four (4) meetings per year at regular intervals

Section 86-28(a)(4)f.2 satisfies criteria

i) Provisions for recording minutes of each meeting – *Section 86-28(a)(4)f.3 satisfies criteria*

j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language to amend subsection (a)(4)j by adding a new duty of the board.

Persons serving on the board are encouraged to attend educational meetings or workshops to develop a special interest, expertise, experience or knowledge in preservation, architecture, or quasi-judicial boards.

k) Provisions for Commission review of proposed National Register nominations within its jurisdiction

Sections 86-28(a)(4)j.3 and 4 satisfy, in part, this criteria.

These subsections list board duties related to national register nominations. However, the ordinance has no specific provision regarding how the review is conducted. Consider adding the following Boynton Beach language that provides greater specificity regarding the nomination process:

7. Nominations to the National Register of Historic Places. As part of the duties under the Certified Local Government program, the Historic Resources Preservation Board shall receive all nominations of local property to the National Register of Historic Places following the regulations of the State Historic Preservation Office.
 - a. Appropriate local officials, owners of record, and applicants shall be given a minimum of thirty calendar days and not more than seventy-five calendar days prior notice to Historic Resources Preservation Board meetings in which to comment on or object to the listing of a property in the National Register.
 - b. Objections to being listed in the National Register by property owners must be notarized and filed with the State Historic Preservation Officer. Within thirty (30) days after its meeting the Board shall forward to the State Historic Preservation Officer its action on the nomination and the recommendations of the local officials. Appropriate local officials, the owner and the applicant shall be notified of the board's action.
 - c. The State Historic Preservation Officer will take further steps on the nomination in accordance with federal and state regulations. If either the Board or the local officials or both support the nomination, the State Historic Preservation Officer will schedule the nomination for consideration by the state review board for the National Register at its next regular meeting. If both the Board and the local officials recommend that a property not be nominated to the National Register, the State Historic Preservation Officer will take no further action on the nomination unless an appeal is filed with the State Historic Preservation Officer.
8. Designated Historic Sites. The following Historic Sites have been established:

a. National Register.

- (1) Boynton Woman's Club, 1010 South Federal Highway, located on Lots 4, 5, 6, and 7 less the West 35 feet thereof, Parker Estate, according to the plat thereof recorded in Plat Book 10, Page 37 of the Public records of Palm Beach County, Florida. (Published 4/26/1979).
- (2) Boynton School, 141 East Ocean Avenue, located on Lot 3, Block 4 of Sawyer's Addition, City of Boynton Beach, Florida. (Published 3/7/1994).

l) **Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission**

City Ordinance does NOT satisfy criteria.

The city criteria for the review of a proposed demolition of a listed property contains a provision to seek expertise from engineers, architects and appraisers. No such provision exists for other board review of projects. Staff recommends having the expertise provision apply to all projects requiring board CAC approval. The ability to require expertise on a case can also be dealt with generally as a duty or power of the board, in which case subsection (a)(4) j. would need to be amended. Below is how Boynton Beach satisfied the criteria by adding a duty of their board.

To call upon available city staff members as well as other experts for assistance and/or technical advice;

m) **Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities**

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language to satisfy this criteria; amend subsection (a)(3).

The city shall appoint a professionally qualified historic preservation planner to advise and assist the Board, carry out delegated responsibilities, and undertake the requirements for Certified Local Government certification.

n) **Rules of Procedure adopted by Commission – Section 86-28(a)(4)h satisfies criteria**

o) **Commission responsibilities complementary to those of the State Historic Preservation Office**

City Ordinance does NOT satisfy criteria (Nor does the Boynton Beach ordinance)

The state recently reported on this subject by stating, "The requirement that the city's responsibilities should be comparable to the State Historic Preservation Office should be included in your ordinance or in your preservation board's separate rules of procedure should you so desire. Subsection (a)(4)j may need to be amended if the board's responsibilities do not "complement" those of the State Historic Preservation Office.

B.3. SURVEY AND INVENTORY OF HISTORIC PROPERTIES REQUIREMENTS

- a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File)

Section 86-28(a)(4)j.5 satisfies criteria

- b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission

City Ordinance does NOT satisfy criteria.

Staff recommends amending subsection (a)(4)j.5 to more clearly state that the city is maintaining an inventory of designated districts, sites and structures in the city.

- c) Inventory material open to the public

City Ordinance does NOT satisfy criteria.

Staff recommends amending subsection (a)(4)j.5 needs to clearly state “inventory material is open to the public”.

- d) Provisions to update inventory materials periodically

Section 86-28(a)(4)j.5(ii) appears to satisfy criteria.

The city ordinance language states the inventory shall be kept current; Boynton Beach language states “the register shall be updated periodically”; amend ordinance accordingly.

- e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office

Section 86-28(a)(4)j.5(ii) satisfies criteria.

Staff recommends minor amendment – make reference to State Historic Preservation Office instead of officer.

- f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government

City Ordinance does NOT satisfy criteria.

Staff recommends adding new board duty in Section 86-28(a)(4)j using the following Boynton Beach language.

To participate in survey and planning activities of the Certified Local Government;

B.4. PUBLIC PARTICIPATION REQUIREMENTS

- a) Provisions that Commission meetings will be publicly announced – Section 86-28(a)(4)f.1 satisfies criteria.
- b) Provisions that Commission meetings will be open to the public – Section 86-28(a)(4)f.1 satisfies criteria.
- c) Provisions that Commission meetings will have a previous advertised agenda

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language that satisfies this criteria, as well as criteria a) and b), above.

All meetings of the Board shall be publicly announced and will have a previously advertised agenda. The meetings shall be open to the public.

- d) Provisions to make meeting records available to the public – Section 86-28(a)(4)f.3 satisfies criteria.
- e) Provisions that all Commission decisions will be given in a public forum

Sections 86-28(a)(4)f.1 and 3 satisfy criteria.

- f) Rules of Procedure adopted by the Commission must be available for public inspection

City Ordinance does NOT satisfy criteria.

Staff recommends using the following Boynton Beach language to satisfy this criteria; amend Sect. 86-28(a)(4)h adding the following language:

The rules of procedures shall be available for public inspection upon request.

- g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register

City Ordinance does NOT satisfy criteria.

Staff recommends using the Boynton Beach language shown above in response to criteria B.2 k) to satisfy this criteria g). The language addresses how Boynton Beach processes nominations to the national register; the city ordinance has no such provisions. Subsection a. of the language specifically satisfies this criteria. In subsection 8, note how properties listed on the national registered are described by ordinance (a requirement of Criteria B.1 e), above).

- h) Objections by property owners must be notarized to prevent nomination to the National Register

City Ordinance does NOT satisfy criteria.

Staff recommends using the Boynton Beach language shown above in response to criteria B.2 k) to satisfy this criteria h). The first sentence in subsection b (of Boynton Beach ordinance), satisfies this criteria.

i) Provisions for public and owner notification for designation and project reviews

Placement on Local Register: Section 86-28(c)(3)b.1. provides for public notice, however the amount of notice prior to public hearing before historic preservation board is not specified.

Staff recommends amending this subsection by adding a specific amount of minimum notice (15 days).

Major Review by historic preservation board: Section 86-28(e)(4)b. 1. – 5. satisfies criteria providing for a 15-day notice in advance of public hearing before historic preservation board.

No action needed.

No public notification for minor administrative review

j) Provisions for public hearings for designations and project reviews

Placement on Local Register: Section 86-28(c)(3)b.1 satisfies criteria providing for public hearing.

Major Review by historic preservation board: Section 86-28(e)(4) b. and c. satisfies criteria providing for public hearing.

No public hearing for minor administrative review

B.5. SATISFACTORY PERFORMANCE REQUIREMENTS

The City ordinance does NOT satisfy any of the following satisfactory performance requirements criteria.

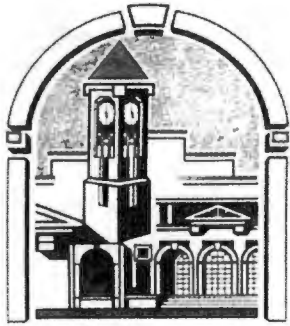
Staff recommends board consideration of the Boynton Beach language that satisfies each of the following criteria. Staff recommends amending subsection (a)(4)j. using the below Boynton Beach language to create a new duty of the Historic Preservation Board.

- a) Provide the State Historic Preservation Officer with thirty (30)calendar days prior notice of all meetings**
- b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days**
- c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting**
- d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting**
- e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action**

- f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations**
- g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption**
- h) Submit an annual report by November 1 covering activities of previous October 1 through September 30**
- i) Information to be included in annual report (at a minimum)**
 - 1) A copy of the Rules of Procedure**
 - 2) A copy of historic preservation ordinance**
 - 3) Resume of Commission members**
 - 4) Changes to the Commission**
 - 5) New Local designations**
 - 6) New National Register listings**
 - 7) Review of survey and inventory activity with a description of the system used**
 - 8) Program report on each grant-assisted activity**
 - 9) Number of projects reviewed**

Boynton Beach language:

- 10. To coordinate with the State of Florida's Division of Historical Resources Certified Local Government program by satisfying the following requirements:
 - a. The State Historic Preservation Officer shall be given thirty (30) calendar days prior notice of all meetings and within thirty (30) days following such meetings shall be provided with the minutes and record of attendance of the Historic Resources Preservation Board and the public.
 - b. The State Historic Preservation Officer shall be notified of any change of Historic Resources Preservation Board members within thirty (30) days of their appointment.
 - c. Notify the State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations.
 - d. Submit amendments to the ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) days prior to adoption.
 - e. Submit an annual report by November 1 covering activities of the previous October 1 through September 30 and shall include the following information:
 - (1) A copy of the Rules of Procedure;
 - (2) A copy of the Historic Preservation Ordinance;
 - (3) Resumes of the Historic Resources Preservation Board members;
 - (4) Changes to the Historic Resources Preservation Board membership;
 - (5) New local designations and National Register listings;
 - (6) A review of survey and inventory activity with a description of the system used;
 - (7) A program report on each grant-assisted activity; and
 - (8) Number of projects reviewed.




"City on the Gulf"

**City of Venice
Development Services Department**

MEMORANDUM

TO: Architectural Review Board

FROM:  Jeff Shrum, Development Services Director

SUBJECT: Discussion – Possibility of Combining the Architectural Review Board and Historic Preservation Board.

DATE: March 1, 2017

City Council has asked staff to provide a report on the possibility of combining the Architectural Review Board and the Historic Preservation Board. As a result of that request, the City manager has asked that staff obtain input from these two boards regarding the potential merger of these two boards. At this time, staff is requesting input from the Architectural Review Board on this topic regarding items such as:

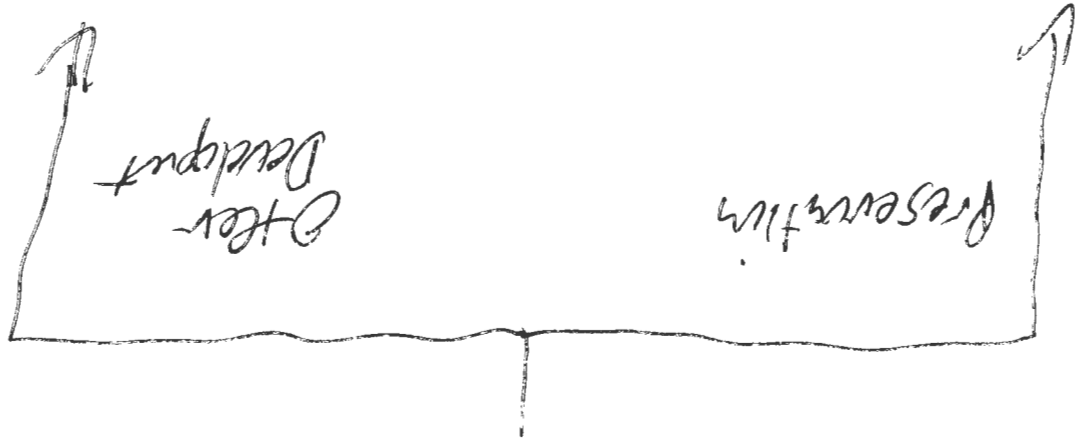
1. Potential issues regarding potential negative impact.
2. Potential positive impact.
3. Potential structure of a combined board (membership).
4. Other comments as the board feels appropriate.

I would encourage general discussion on this topic as there is not a specific proposal being presented at this time. I will be in attendance for questions.

cc: Edward Lavalley, City Manager
James Hagler, Historic Resources
ARB file

HP3

- ① Justifications → Externalities
- ② ~~No~~ Further Restriction ^{Measure}



→ Consistency w/ NP
→ Impact on HP
→ Potential for
q.t. for external

Team List
 - Tax Incentives
 - Education
 → Review of Alternatives
 → CLG Program
 → Grants & Support
 → Recognitions

Implementer
 HRB ↔ ARB





"City on the Gulf"

City of Venice

Request to Speak (print legibly)

Name: GREG WATKINS Date: _____

Address: 324 Pedro

City: _____ State _____ Zip _____

Telephone: _____

Organization (if any): _____

Please Check One

☐ Audience Participation

☐ Agenda - Topic: Pres. Cap Plan

If you are going to present evidence and/or testimony during a public hearing, you are required to complete and sign the following oath. You are not required to sign the oath if you are speaking at Audience Participation or at a workshop.

I swear or affirm, under penalty of perjury, that the evidence or factual representation, which I am about to give or present at the public hearing, held this ____ day of _____ 20____ is truthful.

Signature: _____

Comments at public hearing and during audience participation are limited to five minutes per speaker unless otherwise noted.



"City on the Gull"

City of Venice

Request to Speak (print legibly)

Name: Larry Holmes Date: 3/3/17

Address: 240 Santa Maria St #226

City: _____ State _____ Zip _____

Telephone: 407-545-1604

Organization (if any): Venice Heritage

Please Check One

☐ Audience Participation

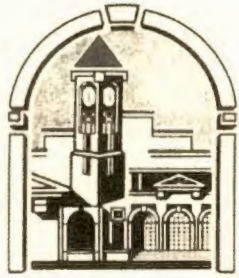
☒ Agenda - Topic: Comp Plan

If you are going to present evidence and/or testimony during a public hearing, you are required to complete and sign the following oath. You are not required to sign the oath if you are speaking at Audience Participation or at a workshop.

I swear or affirm, under penalty of perjury, that the evidence or factual representation, which I am about to give or present at the public hearing, held this 3 day of April 2017 is truthful.

Signature: Larry Holmes

Comments at public hearing and during audience participation are limited to five minutes per speaker unless otherwise noted.



'City on the Gulf'

City of Venice

Request to Speak (print legibly)

Name: Don BARRER Date: 3/3
Address: 409 NASSAU ST
City: VENICE State: FL Zip: 34206
Telephone: _____

Please Check One

☒ Audience Participation.

☐ Agenda - Topic: _____

Organization (if any): CITIZEN

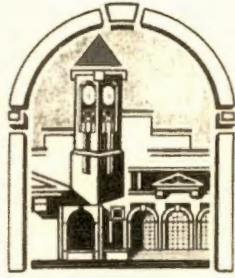
COND PLAN

If you are going to present evidence and/or testimony during a public hearing, you are required to complete and sign the following oath. You are not required to sign the oath if you are speaking at Audience Participation or at a workshop.

I swear or affirm, under penalty of perjury, that the evidence or factual representation, which I am about to give or present at the public hearing, held this ____ day of ____ 20____ is truthful.

Signature: _____

Comments at public hearing and during audience participation are limited to five minutes per speaker unless otherwise noted.



"City on the Gulf"

City of Venice

Request to Speak (print legibly)

Name: Gary Youngberg Date: _____

Address: 30 Hatchett Creek Rd

City: Venice State: FL Zip: 34285

Telephone: (513) 271-2300

Please Check One

☐ Audience Participation.

☐ Agenda - Topic: _____

Organization (if any): _____

If you are going to present evidence and/or testimony during a public hearing, you are required to complete and sign the following oath. You are not required to sign the oath if you are speaking at Audience Participation or at a workshop.

I swear or affirm, under penalty of perjury, that the evidence or factual representation, which I am about to give or present at the public hearing, held this ____ day of _____ 20____ is truthful.

Signature: _____

Comments at public hearing and during audience participation are limited to five minutes per speaker unless otherwise noted.