

# Certified Local Government Program: 2024-2025 Annual Report

(Reporting period is from October 1, 2024 through September 30, 2025)

**INSTRUCTIONS:** This is a fillable PDF with expandable text fields and checkboxes. This form can be saved and reopened. The font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save the completed form and email it as an attachment to [info.calshpo@parks.ca.gov](mailto:info.calshpo@parks.ca.gov). You can then attach the required documents to that email. If the attachments are too large (totaling more than 20 MB), you will need to send them in a separate email.

**Report Prepared by:** \_\_\_\_\_

**Date of commission/board review:** \_\_\_\_\_

## **MINIMUM REQUIREMENTS FOR CERTIFICATION**

### **I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.**

#### **A. Preservation Laws**

1. Are you considering amending or revising your certified ordinance this year? \_\_\_\_\_

**REMINDER:** Pursuant to the *CLG Agreement*, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. Changes that do not meet the CLG requirements could affect certification status.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.

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## B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

1. During the reporting period, October 1, 2024 – September 30, 2025, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder

**Reminder:** Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors.

Property Name/Address	Date Removed	Reason

## C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?
 

<input type="checkbox"/> Yes, in a separate historic preservation element.	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. \_\_\_\_\_

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## D. Review Responsibilities

### 1. Who takes responsibility for design review or Certificates of Appropriateness?

- All projects subject to design review go the commission.
- Some projects are reviewed at the staff level without commission review.

What is the threshold between staff-only review and full-commission review?

### 2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role in *providing input* to CEQA documents prepared for or by the local government.

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- Explain the staff and commission role in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government.

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### 3. Section 106 of the National Historic Preservation Act

- Explain the staff and commission role in *providing input* to Section 106 documents prepared for, or by, the local government.

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- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government:

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## **II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.**

### **A. Commission Membership**

<b>Name</b>	<b>Professional Discipline</b>	<b>Date Appointed</b>	<b>Date Term Ends</b>	<b>Email Address</b>

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided.

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2. If all positions are not currently filled, why is there a vacancy, and when will the position be filled?

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**B. Staff to the Commission/CLG staff**

1. Is the staff to your commission the same as your CLG coordinator?  Yes  No
  
2. If not, please provide the Commission staff member's contact information. \_\_\_\_\_
  
3. If the position(s) is not currently filled, why is there a vacancy? \_\_\_\_\_

Attach resumes and Statement of Professional Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address

**C. Attendance Record**

Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why.

\_\_\_\_\_

**D. Training Received**

It is a CLG requirement that all commissioners and staff to the commission attend at least one training program. It is up to the CLG to determine the relevancy of the training. Please indicate the specific training each commissioner received last year.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date

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**III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act**

**A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by the OHP)**

**Reminder:** California CLG procedures require CLGs to submit survey results, including historic contexts, to the OHP. If you have not done so, submit an electronic copy or link if available online with this report.

Context Name	Description	How it is Being Used	Date Submitted to the OHP

**B. New Surveys or Survey Updates (excluding those funded by the OHP)**

**Note:** The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to the OHP

Explain how you are using the survey data: \_\_\_\_\_

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## IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

### A. Public Education

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to the OHP.

Item or Event	Description	Date

## ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2024 – September 30, 2025) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added

### A. Local Register (i.e., Local Landmarks and Historic Districts) Program

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?       Yes       No
  
2. If yes, how many properties have been added to your register or designated during the reporting period?

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**C. Local Property Tax Incentive Program**

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a Mills Act program?  Yes  No
2. If yes, how many properties entered into a contract during the reporting period?

Name of Program	Number of Properties Added During 2024-2025	Total Number of Properties Benefiting From Program

**D. Local “bricks and mortar” grants/loan program**

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties?  Yes  No
2. If yes, how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited

**E. Design Review/Local Regulatory Program**

1. During the reporting period (October 1, 2024 – September 30, 2025) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties?  Yes  No
2. If yes, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) during the reporting period?

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**F. Local Property Acquisition Program**

1. During the reporting period (October 1, 2024 – September 30, 2025) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means?  Yes  No

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2. If the answer is yes, then how many properties have been assisted under the program(s) during the reporting period?

Name of Program	Number of Properties that have Benefited

## **IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS**

If the OHP was able to sponsor free CAMP trainings from the National Alliance of Preservation Commissions (NAPC), would you be interested in attending?

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The OHP has also hosted training workshops and webinars of our own, and we plan to begin doing so again in the future. What topics you would like to see covered in these trainings?

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## **XII Attachments (electronic)**

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to: [info.calshpo@parks.ca.gov](mailto:info.calshpo@parks.ca.gov)