

## CLG HANDBOOK ★ 2012

Kress Building, Lubbock; Plaza Theater, El Paso;  
Round Rock residence; Ransom Williams artifacts;  
Rail car, Jefferson



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*



## INTRODUCTION

In 1966, Congress passed the National Historic Preservation Act, establishing a preservation program for the United States, operated through a partnership between the federal government and the states. The National Historic Preservation Act established the National Register of Historic Places, including the criteria for identifying, documenting, and preserving our nation's historic places. Building on the success of the National Register, Congress passed the National Historic Preservation Amendments Act of 1980, outlining the process for a federal-state-local preservation partnership.

The Texas Historical Commission's (THC) Certified Local Government (CLG) Program is part of the agency's responsibilities in administering the National Historic Preservation Act of 1966. Administration of the program is required to comply with the Act and with the *Historic Preservation Fund Grants Manual*, which stipulates the minimum requirements for administration and operation of the program. States may amplify minimum CLG requirements so long as any additional requirements are consistent with the Act and applicable federal regulations, including 36 CFR Part 61.

The purposes of the CLG Program are:

1. to ensure the broadest possible participation of local governments in the national historic preservation program, while maintaining standards consistent with the National Historic Preservation Act and the Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation;"
2. to enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the State Historic Preservation Officer (SHPO); and
3. to provide financial and technical assistance to further these purposes.

## DESCRIPTION AND STATEMENT OF PURPOSE

The Texas CLG Program is designed to promote the preservation of prehistoric and historic sites, structures, objects, buildings, and historic districts by establishing a partnership between local governments and the THC. The program empowers cities and counties to develop high standards of preservation to protect the wide range of important historic assets that gives each community a unique sense of place. From ornate courthouses to working-class neighborhoods to local stories, each asset contributes to the history and viability of the community.

As a partnership between the National Park Service, the THC, and local governments, the Texas CLG Program reinforces community efforts to preserve historic resources. In doing so, local governments are empowered to better protect their historic resources by having access to on-site and remote consultation with the THC on issues such as the identification, evaluation, designation, and protection of historic and prehistoric properties. In many cases, the technical guidance received and the products generated by CLG grants have provided credibility to both fledgling and established local historic preservation programs.

The program seeks to encourage and expand local involvement in historic preservation program activities through matching grants and technical assistance. Certified local programs will be complementary to and in coordination with the THC's Statewide Preservation Plan. Such partnerships will help to assure that:



City of Denton Historic Landmark Medallion

- Historic assets within the community are identified and recorded at the local, state, and national level to ensure their continued contribution to the community;
- Historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making processes at the earliest possible opportunity;
- Local education and outreach efforts engender a pride in the history of the community and an understanding of how local events shape the course of Texas history;
- Communities continue to respect the design and construction of their historic fabric through utilization and recognition of historic assets;
- Communities adopt incentives to encourage proper maintenance and restoration of the historic assets;
- Communities take action to preserve and protect the historic assets that create a unique sense of place.

By participating in the Texas CLG Program, city and county governments:

- Assume a leadership role in the preservation of the community's prehistoric and historic resources;
- Serve a formal role in the designation of National Register properties, Recorded Texas Historic Landmarks, State Archeological Landmarks, and Section 106 review process;
- Participate in the establishment of state historic preservation objectives;
- Apply for subgrants from the Texas CLG Program to fund eligible preservation projects
- Receive technical and advisory services from the THC.

## **RULES AND REGULATIONS**

The Texas CLG Program is governed by the National Historic Preservation Act of 1966 (16 U.S.C. 470 et.seq.), the National Park Service Historic Preservation Fund Grants Manual, Chapter 15.6 of the Texas Administrative Code, and the policies contained in this handbook.

## **ELIGIBILITY**

Cities and counties are eligible to participate in the Texas CLG Program.

## **CITIES**

City governments may participate in the Texas CLG Program by satisfying the following criteria for eligibility:

- Enact and enforce a local historic preservation ordinance.
- Appoint a local historic preservation officer.
- Establish a local review commission.
- Follow standards and criteria for designating historic properties.



La Madrilena, Brownsville

- Review alterations to and demolitions of designated properties.
- Follow the Secretary of the Interior's Standards for Historic Preservation Projects and Standards for Rehabilitation.
- Provide for demolition delay of historic properties.



First Methodist Episcopal Church,  
San Augustine County

## COUNTIES

County governments may participate in the Texas CLG Program by satisfying the following criteria for eligibility:

- Appoint a local historic preservation officer.
- Establish a local review commission.
- Survey, inventory, and protect historic properties.
- Follow the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

The *Historic Preservation Fund Grants Manual* allows for certification of state-recognized Native American tribes. At time of publication, the State of Texas has not granted any tribes state recognition.

## CERTIFICATION PROCESS

Eligible entities may apply to become a CLG by submitting a Request for Certification to the THC. The certification requirements are established by the by the National Historic Preservation Act of 1966 (16 U.S.C. 470 et.seq.), the National Park Service Historic Preservation Fund Grants Manual, Chapter 15.6 of the Texas Administrative Code and the policies contained in this handbook. The certification requirements for each entity are listed below.

## CITIES

Cities seeking certification must meet the following criteria:

- **Enforce appropriate federal, state, and local legislation for the designation and protection of historic properties.** The CLG is required to adhere to and enforce all federal, state, and local legislation regarding the designation and protection of historic properties.
- **Enact and enforce a local historic preservation ordinance.** Historic Preservation Ordinance must contain criteria that will substantially achieve the purpose of preserving and rehabilitating buildings and sites of historic and/or archaeological significance. The ordinance shall establish a Review Commission that follows the Secretary of the Interior's Standards for the Treatment of Historic Properties and any local design guidelines.
- **Appoint a local historic preservation officer.** The CLG is required to appoint a historic preservation officer (HPO) that satisfies the Secretary of the Interior's Professional Qualification Standards. If the CLG is unable to satisfy the standards, the HPO must clearly demonstrate an interest, knowledge, and a demonstrated background in the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation.

- **Establish a local review commission.** CLG Communities must establish a Qualified and Adequate Review Commission in the Historic Preservation Ordinance. All Historic Landmark Commission (HLC) members must have a known and demonstrated interest, competence, or knowledge in historic preservation within the city and/or the county. Appointed members should satisfy the Secretary of the Interior's Profession Qualifications Standards.



Cactus Hotel Lobby, San Angelo

- **Survey, inventory, and protect historic properties.** CLGs must establish a process for undertaking a survey of the cultural resources within their jurisdiction. Where surveys have already been undertaken or are underway, a process for the continuation, maintenance, and organization of this survey data must be defined.
- **Follow standards and criteria for designating historic properties.** The CLG must follow a proscribed process for the designation of local historic properties. The process may be based upon the National Register of Historic Places criteria and process.
- **Review alterations to and demolitions of designated properties.** The Review Commission shall have the authority to review permits requested for properties listed as individual landmarks or located within a historic district. Certificates of Appropriateness shall be based upon the Secretary of the Interior's Standards for the Treatment of Historic Property, National Register criteria, and local design guidelines.
- **Follow the Secretary of the Interior's Standards for Historic Preservation Projects and Standards for Rehabilitation.** All Review Commission and CLG decisions shall be based upon the Secretary of the Interior's Standards for Treatment of Historic Properties.
- **Provide for demolition delay of historic properties.** At a minimum, the Historic Preservation Ordinance shall mandate a 60-day stay in demolition permits for historic property to allow the CLG the opportunity to reach a satisfactory resolution that preserves the structure while addressing the property owner's individual rights.
- **Establish a system for monitoring federal and state designated properties.** The CLG must create a system to monitor and report on all actions affecting National Register Properties, State Archeological Landmarks, and recorded Texas Historic Landmarks to the THC.
- **Review and provide comment on all required Federal and State Reviews.** The CLG must review all projects requiring federal and state review for potential adverse effect on historic properties, pursuant to Section 106 of the National Historic Preservation Act of 1966.

#### SECTION 106 (16 U.S.C. 470f)

The head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register. The head of any such Federal agency shall afford the Advisory Council on Historic Preservation established under Title II of this Act a reasonable opportunity to comment with regard to such undertaking.

## COUNTIES

Texas counties have limited regulatory control over land use. Therefore, the CLG eligibility requirements for county governments are reduced. Counties seeking certification must meet the following criteria:

- **Appoint a local historic preservation officer.** The CLG is required to appoint a historic preservation officer that satisfies the Secretary of the Interior's Professional Qualification Standards. If the CLG is unable to satisfy the standards, the HPO must clearly demonstrate an interest, knowledge and a demonstrated background in the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation.
- **Establish a local review commission.** CLG Communities must establish a qualified and adequate review commission in the bylaws for their County Historical Commission. All appointed members must have a known and demonstrated interest, competence, or knowledge in historic preservation within the city and/or the county. Appointed members should satisfy the Secretary of the Interior's Profession Qualifications Standards.
- **Survey, inventory and protect historic properties.** CLGs must establish a process for undertaking a survey of the cultural resources within their jurisdiction. Where surveys have already been undertaken or are underway, a process for the continuation, maintenance, and organization of this survey data must be defined.
- **Follow the Secretary of the Interior's Standards for Historic Preservation Projects and Standards for Rehabilitation.** All Review Commission and CLG decisions shall be based upon the Secretary of the Interior's Standards for Treatment of Historic Properties.
- **Establish a system for monitoring Federal and State designated properties.** The CLG must create a system to monitor and report on all actions affecting National Register Properties, State Archeological Landmarks, and recorded Texas Historic Landmarks to the THC.
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Carnegie Library, Jefferson

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Interested local governments are encouraged to contact the Texas Historical Commission's CLG Coordinator prior to preparing an application. Eligible entities are required to submit a completed Request for Certification and Certification Agreement, along with all accompanying information to the THC. Requests for Certification may be submitted at any time throughout the calendar year.

The THC reviews CLG applications within 60 days of receipt of the formal request. Upon approval, the Commission forwards a Certification Agreement to the applicant that restates the responsibilities of the CLG and the THC. After the chief elected official of the local government signs the agreement, it is returned to the THC for the executive director's signature.

A copy of the application material and Certification Agreement are forwarded to the NPS for a 15-day review and approval. The NPS then issues a formal letter of designation to the new CLG and the THC. The date of that letter serves as the official date of certification.

## CLG ANNUAL REQUIREMENTS

Upon certification, each CLG shall satisfy the following annual reporting requirements:

- **Maintain an adequate and qualified Review Commission.** The CLG is responsible for maintaining a Historic Review Commission as outlined in its preservation ordinance or county historical commission bylaws. If vacancies occur during the year, the CLG must appoint the appropriate members. All commission members must demonstrate interest, competence, or knowledge in historic preservation. All members must participate in Texas Open Meetings Act training and a copy of their certificate held in the official files.
- **Monitor actions affecting historic properties.** Each CLG is responsible for surveying the status of historically designated properties within their jurisdiction, including State Archeological Landmarks, Recorded Texas Historic Landmarks, and National Register properties. In addition, the CLG must notify the THC of any status changes affecting state and nationally designated historic properties.
- **Ensure all meetings are in accordance with Texas Open Meetings Act.** All CLG meetings must be conducted in accordance with the Texas Open Meetings Act, including proper posting per local government procedures.
- **Record written minutes of meetings.** Each CLG must maintain written minutes of each of their meetings. The minutes must be forwarded to the THC within 60 days of their approval.
- **Attend one educational meeting per year.** While all members of the HPC and city staff are encouraged to attend preservation training, each CLG is required to provide annual training for the Historic Preservation Officer. Training must be either preservation focused or specific to duties that support the functions of the Historic Preservation Commission. The preservation training may be provided by the THC. If an applicable training session is not offered by the THC, the CLG must obtain approval for training from other providers.
- **Annual Reporting** Each CLG will complete the National Park Service Annual Report and the THC Annual Report and submit to the THC within 45 days of the end of the corresponding fiscal year.



Historical residence, Corsicana

## CLG ANNUAL PERFORMANCE

The THC shall monitor the annual performance of each CLG to assure that the CLG is complying with obligations described in the Certification Agreement. The CLG's performance shall be reviewed on the basis of recognized standards for historic preservation activities. These standards shall include but not be limited to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation; National Register criteria for evaluation in reviewing the local government's role in the National Register Program; state survey grant requirements in assessing the local government's execution of the survey requirement of the CLG regulations; and the Secretary of the Interior's Standards for the Treatment of Historic Properties in considering the local government's role in overseeing work to locally designated landmarks and districts.



The Connellee Hotel, Eastland

## CLG STAFF REVIEW

The Texas Historical Commission shall conduct a comprehensive review of each CLG every four years. The review will include a site visit from THC staff to review records from CLG meetings, and the administration of CLG grants. In addition, THC staff may attend a regularly scheduled Historic Review Commission meeting to evaluate the procedures. Upon completion of the review, THC staff will issue a written report summarizing the findings, including any mandatory improvements and recommendations for effective operations.

If the review determines the CLG is not satisfying the minimum requirements for participation in the CLG Program, THC staff will make recommendations and establish a timeframe for compliance with the minimum standards. All efforts will be made to assist the CLG in returning to compliance with state and federal regulations. If the CLG is unable to demonstrate substantial compliance, THC Executive Director/SHPO will have the authority to initiate the Decertification Process.

## CLG DECERTIFICATION

The THC may initiate the Decertification Process at any time upon determining that a CLG is not meeting the minimum requirements. If a CLG is deemed to be unsatisfactory, THC staff will issue written recommendations and a timeframe for compliance. THC staff will make every effort to assist the CLG in satisfying the minimum requirements. If the CLG is unable to demonstrate compliance with the minimum standards within the allotted time, the Decertification Process shall be initiated by THC staff.

The CLG will be notified in writing of the THC's intent to recommend decertification of the CLG to the National Park Service. Following notification, the THC may suspend financial and technical services to the CLG. The CLG shall be notified in writing of the National Park Service decision and the date of the letter serves as the date of decertification.

Following decertification, a CLG will not be eligible for recertification until all previous deficiencies are addressed to the satisfaction of the THC and the National Park Service.

## GRANTS

The National Historic Preservation Act of 1966 provides that at least 10 percent of the THC's annual Historic Preservation Fund allocation be distributed as sub grants among eligible CLGs. All Texas CLGs are eligible to apply for CLG funds but not all will receive funding. Available CLG funds shall be granted on an annual basis through a competitive process as outlined in the CLG Grants Guide. The THC may choose to score specific types of projects higher based upon agency goals and objectives. In addition, the THC Reserves the right to deem any grant requests to be ineligible if the applicant community is not compliant with the Certification Agreement.

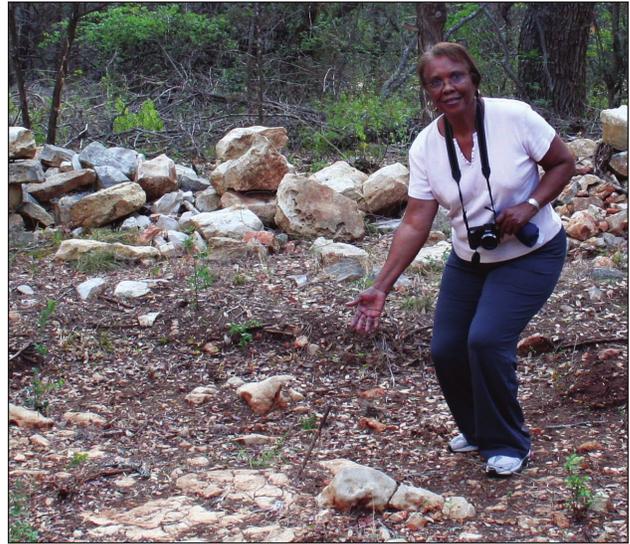
CLG Subgrants can be utilized to fund a variety of projects as outlined in the Historic Preservation Fund Grants Manual. In general, eligible activities will include any project which furthers the goals of identification, evaluation, nomination, and protection of the community's cultural resources. This would include historic property survey, nomination of properties to the National Register of Historic Places, public preservation educational programs, research, the publication of local landmarks legislation, cultural resource management plans for specific historic properties, and the development or update of a comprehensive historic preservation plan. CLG staff are available to coordinate grant projects to ensure compliance with the HPF Grants Manual.

CLG Subgrants are a 100 percent matching grant that may be matched with any combination of cash or in-kind services. CLG monies are federal monies and may not be matched with any other federal grants or funding. However, cities may utilize Community Development Block Grant funding as the CLG's match for the grant. The THC Executive Director may select to waive the matching requirements under special circumstances or to support agency initiatives.

Reimbursements for CLG Grants may be submitted at any time during the grant cycle with the required documentation of expenses and any associated match. THC will reimburse 50 percent of the reimbursement request up to 75 percent of the total grant amount. The final 25 percent of the grant will be retained pending approval of final grant products.

Upon completion of fiscal year grant projects, any remaining unspent money shall be redirected to the highest scoring subgrantees demonstrating an additional match beyond the required amount. Only subgrantees who have successfully completed their grant, including meeting all reporting requirements, will be eligible for additional match. Any redirected grant funds will be allocated to eligible CLGs based upon their demonstrated overmatch and proportion of cash match outlined in the final report. The additional reimbursement issued to the CLGs shall be used to further historic preservation efforts in the community.

If at any time during the grant cycle the THC determines that a subgrantee will be unable to utilize all or part of its grant funding, the THC may reallocate the money to an alternative grant project within the same grant fiscal year. Reallocation will occur only after the respective CLG is provided an opportunity to utilize their full allocation.



Mrs. Jewel Andrews visiting the Ransom and Sarah Williams Farmstead site in Travis County

# CLG REQUIREMENTS FOR QUALIFIED HISTORIC PRESERVATION COMMISSION

The local government must establish an adequate and qualified historic preservation commission through a local ordinance. Historic preservation commissions, through the powers and duties assigned to them through city ordinance, should actively seek opportunities to promote preservation and proactively take steps to ensure protection of significant properties. Most historic preservation ordinances list a variety of powers and duties for the historic preservation commission beyond the regulatory duties.

1. **Each Historic Preservation Commission shall have a commission with a minimum of five members, whose geographic area of authority is coterminous with the boundaries of that local government's jurisdiction.** The commission members must be appointed by either the chief elected official of the jurisdiction or elected members of the local government council.
2. **The commission shall be composed of both professional and lay members, all of whom have a demonstrated interest, knowledge, or training in historic preservation.** Information on the credentials of the commission members must be kept on file and available to the public. The commission members must attempt to remain current concerning historic preservation issues and techniques. Commission members are required to complete Texas Open Meetings Act training provided by the Texas Attorney General's Office.
3. **At least 60 percent of the commission membership shall be drawn from the preservation-related profession defined by the National Park Service.** These professions currently include Prehistoric and Historic Archeology, Architectural History, Conservation, Cultural Anthropology, Curation, Engineering, Folklore, Historic Architecture, Historic Landscape Architecture, Historic Preservation Planning, Historic Preservation, and History. This requirement may be waived if the local government can provide written documentation to the Texas Historical Commission (THC) that it has made a reasonable effort to fill those positions.



Green Pastures, a local Austin historic landmark, is also designated as a RTHL and NR property.

4. **The historic preservation commission shall review all proposed National Register nominations for properties within its jurisdiction as well as alterations, relocations, and demolitions of listed historic properties as required by law.** When a commission reviews a National Register nomination or other actions which are normally evaluated by a professional in a specific discipline and that discipline is not represented on the commission, the commission shall seek expertise in that area before rendering its decision. Local governments are encouraged to try to find qualified individuals with expertise in the relevant disciplines to serve on their preservation commissions. If they cannot be found, commissions will need to explore the possibility of utilizing the services of consultants or other outside experts or work with the THC to meet the need in another way.

5. **Terms of office of commission members shall be staggered and of at least two years duration.** There need not be a limit on the number of consecutive terms served by one member.
6. **The local appointing authority shall act within 60 days to fill a vacancy, including expired terms.** The Historic Preservation Office shall be provided with the resumes and qualifications of new appointments.
7. **All meetings of the commission shall be open to the public.** Minutes shall be kept of each meeting and shall be available for public inspection. A copy of the minutes of each meeting shall be sent to the THC following approval at the next regularly scheduled meeting.
8. **The commission must meet as often as necessary to complete its work in a timely manner.** The commission must meet no less than six times a year. All commission meetings shall be properly posted and conducted in accordance with the Texas Open Meetings Act.
9. **All preservation responsibilities and activities shall be carried out by the Certified Local Government in a manner consistent with the Texas Statewide Preservation Plan.**

10. **An annual report of CLG-related activities of the local government shall be submitted to the THC.** The report shall be due following the conclusion of the federal fiscal year, October 1 through September 30. The report shall include, but is not limited to, such items as number and types of cases reviewed and their disposition, a list of new designations made during the year, changes in boundaries of any previous designations, resumes of new commission members, a list of all current members with their professional disciplines, attendance records, a list of educational meetings attended by commission members, and all minutes relating to National Register nominations.



Main Street, Elgin, 1916

11. **The State Historic Preservation Officer may, at his or her discretion and by mutual written agreement with the local government, delegate further responsibilities to the Certified Local Government.**
12. **In order to stay current with developments in the field, each commission member is strongly encouraged to attend at least one informational or training meeting per year that pertains to fields associated with historic preservation or with the duties of local preservation commissions.**  
Ongoing training of historic preservation commissions may be a factor in the awarding of Certified Local Government subgrants.
13. **All responsibilities and duties assigned to local historic preservation commissions shall be complementary to and carried out in coordination with those assigned to the State in 36 C.F.R. 61.6 (e).**

## **CLG REQUIREMENTS FOR QUALIFIED HISTORIC PRESERVATION OFFICER**

Each Certified Local Government (CLG) is required to appoint a qualified staff member to serve as the Historic Preservation Officer (HPO). In the absence of a qualified staff member, a volunteer may be asked to serve in this capacity. Upon appointment, a copy of the HPO resume must be submitted to the Texas Historical Commission (THC).

The responsibilities assigned to the City Historic Preservation Officer typically include, but are not limited to:

- Develop policies and procedures to implement the city's adopted historic preservation ordinance and related ordinances.
- Review Certificate of Appropriateness applications for completeness, perform administrative reviews where applicable, and submit recommendations to the Historic Preservation Commission.
- Create community outreach programs to support city historic preservation program.
- Review and help coordinate the city's preservation and urban design activities with those of local, state, and federal agencies and with local, state, and national preservation organizations in the private sector

County HPOs are expected to accept the responsibilities above, exclusive of any Certificate of Appropriateness review responsibilities.

The HPO shall meet the professional qualifications as established in the Secretary of the Interior's Professional Qualification Standards. If the HPO fails to satisfy these guidelines, the CLG is required to obtain additional training for the HPO to ensure compliance with the guidelines. In addition, the CLG may be required to hire an outside consultant on a case-by-case basis to address needs for the local preservation program.

## **SECRETARY OF THE INTERIOR PROFESSIONAL QUALIFICATIONS STANDARDS**



Officers' Quarters at Fort Concho, San Angelo

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

## HISTORY

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

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

## ARCHEOLOGY

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

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

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

## ARCHITECTURAL HISTORY

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

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



Residence in the King William Historic District, San Antonio



Former U.S. post office now houses city offices, Georgetown

## **ARCHITECTURE**

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two 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 of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one 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.

Each CLG is required to provide annual training for the HPO. Training must be either preservation focused or specific to duties that support the functions of the Historic Preservation Commission. The preservation training may be provided by the THC or by another entity if approved by the THC. In addition, each CLG must send the HPO to CLG training at least once every two years.

Any vacancies for the HPO must be filled within 30 days. The appointment shall be forwarded to the THC by the chief elected official or a designee for the CLG. The CLG may select an interim appointment that does not satisfy the requirements, but a permanent replacement, satisfying the stated requirements, must be appointed within 120 days of the initial vacancy.



# CLG REQUIREMENTS FOR QUALIFIED HISTORIC PRESERVATION ORDINANCE

Local governments play a vital role in the protection of historic properties. In order to obtain and maintain CLG status, the local government must enforce appropriate state and local legislation for the designation and protection of historic properties. These protections are accomplished through the adoption of a historic preservation ordinance.

1. The purpose of the ordinance must be clearly stated, including citing appropriate enabling legislation. The ordinance must establish a historic preservation commission, define all relevant terms, and specify the number, composition, and duties of the commission. In addition, the ordinance must appoint a city staff person or volunteer to serve as historic preservation officer.
2. The ordinance must establish criteria and a process for designating properties and districts of local, state, and national significance. These criteria should be based upon criteria established for the National Register of Historic Places and can be adapted for local use. The local preservation commission shall have the authority either to designate local historic districts and individual landmarks or recommend such designation to the jurisdiction's governing body, which may retain final approval. The process for designating local historic properties shall follow the same process as other municipal zoning changes.
3. The local government shall establish provisions for Certificate of Appropriateness review on locally designated properties and districts. The nature and scope of the protections offered for properties on the local register shall be at the discretion of the local government. The criteria upon which a local preservation commission reviews proposals for alteration or demolition must be clearly set forth in the ordinance or adopted by the commission under the authority of the ordinance. Such criteria must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
4. Provisions for enforcing decisions and a right of appeal must exist in the ordinance or in the general zoning ordinance.
5. The ordinance shall include provisions outlining the procedures for mitigating demolition by neglect to prevent the loss of historic resources through improper maintenance. In addition, the ordinance must define the minimum maintenance standards.



Civil War powder magazine, Jefferson

## THC RECOMMENDATIONS FOR LOCAL ORDINANCES

The Texas Historical Commission recommends that the local ordinance designate all National Register properties, State Archeological Landmarks, Recorded Texas Historic Landmarks, and Historic Texas Cemeteries as local landmarks.



## QUALIFIED HISTORIC RESOURCES SURVEY



Oakdale Park Motor Court, Glen Rose, listed NR

The local government must maintain a system for the survey and inventory of historic properties. The Historic Resources Survey forms the basis for many of the decisions and projects implemented by the Historic Preservation Commission. Surveys range from reconnaissance level surveys to intensive surveys, each requiring specific information about the historic properties located within the Certified Local Governments (CLG) jurisdiction. Therefore, each CLG is required to maintain an updated survey for the community.

1. The CLG shall begin or continue a survey process approved by the THC to identify historic properties within its jurisdiction. All survey and inventory activities as well as other preservation responsibilities shall be carried out by the CLG in a manner consistent with the Texas Statewide Preservation Plan.
2. The CLG must maintain a detailed inventory of the districts, sites, or structures it has surveyed. All inventory materials shall be reviewed annually to ensure completion and compliance with all regulations.
3. All new surveys shall utilize the THC Historic Resource Survey Form.
4. All inventory materials shall be accessible to the public and duplicate copies of materials from all survey efforts conducted by the local government shall be provided to the THC unless already in the files of that office.
5. Historic Resource Surveys shall be conducted in coordination with the THC Survey Coordinator. CLG grant-funded surveys require final approval by the Survey Coordinator prior to reimbursement.
6. Surveys funded through the CLG Subgrants must result in properties or districts being listed in the National Register of Historic Places.