

Pennsylvania Certified Local Government Program

Existing CLG Self-Assessment Workbook

Pennsylvania communities that currently participate in the CLG program can use this workbook to help them understand how their current preservation program, ordinances, and practices compare to recent changes to the CLG program guidelines and procedures. The questions listed on the following pages will help you determine if your community's program is consistent with the Ongoing Performance Standards (standards) in the CLG Program Guidelines. The standards will be used to conduct the Periodic Program Evaluations for CLGs every four years and identify strengths and opportunities for improvement.

How to use this workbook

Each of the questions below corresponds to a Performance Standard in the CLG Guidelines and Procedures and a municipality's Certification Agreement. If the answer to a question is "Yes", then your community already meets the minimum requirements for that standard. If the answer is "No", then that is an area/issue that your community should focus on before the next evaluation.

What you can do with the results

The last page of this workbook is a "To-Do" list where you can compile a list of the items that were marked "No" and assign them a priority ranking. This list can serve as a guide for projects and tasks that your community should undertake to improve its preservation program and be consistent with the standards. The list can also be used to identify which projects may be eligible for CLG or Keystone grants, and what types of support may be required from your municipality.

A. Demonstrate a commitment to historic preservation as a vital and integral component of community and economic development

Performance Standard		Yes	No
A1	Does your municipality demonstrate through policies, programs, and actions, a commitment to historic preservation as a vital and integral component of community and economic development?		
A2	Does your municipality's most recent comprehensive plan contain a chapter or other policies and recommendations related to historic preservation?		
A2	Does your municipality implement the International Existing Building Code?		

NOTES:

B. Implement and enforce laws, policies, and procedures that advance preservation goals, uphold the public interest, and respect individual rights

Performance Standard		Yes	No
B1	<i>There is a separate section at the end of this workbook detailing the preservation ordinance requirements – see page 9</i>		
B2a	Does your HARB/commission have rules of procedure or bylaws?		
B2b	Has your municipality adopted illustrated design guidelines that are used in the review of Certificate of Appropriateness (COA) applications or other approvals?		
B3a	Does your review board and governing body conduct all meetings in public and according to published procedures?		
B3b	Are the minutes of all meetings accessible to the public?		
B3c	Does your review board and municipality follow all Federal and State laws related to the conduct of official business?		
B4	Does your municipality provide each applicant with written notification of all decisions related to COA or other permit applications?		

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C. Engage the public in historic preservation

Performance Standard		Yes	No
C1	Does your review board or preservation commission meet at least four (4) times per year?		
C2	Are all meetings of your review board or commission announced and open to the public in accordance with the Sunshine Act?		
C3	Are all decisions of the review board or commission made in a public forum?		

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D. Maintain, utilize, and share current information about historic resources in the community

Performance Standard		Yes	No
D1	Does your municipality have survey information about locally designated historic resources?		
D1a	Have you gathered or updated that survey information within the last 10 years?		
D1b	Does survey data contain property level information that is consistent with the PA SHPO minimum record guidelines?		
D1c	Is survey information in a format that can be integrated into existing SHPO systems and databases?		
D2	Does your municipality have an existing program or a plan for conducting reconnaissance-level survey on areas that are not designated under the historic preservation ordinance?		
D3	Is survey information available to the public, with the exception of locational information about archaeological resources?		

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E. Appropriately maintain historic resources owned by the municipality

Performance Standard		Yes	No
E1	Has your municipality evaluated and designated municipally-owned historic resources under existing preservation ordinances or is there is a plan in place for doing so?		
E2	Are municipally-owned properties and projects required to follow the same guidelines and procedures as other properties designated under local preservation ordinances?		

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F. Provide adequate human and financial resources to implement historic preservation programs effectively

Performance Standard		Yes	No
F1	Does your preservation board/commission consistently meet the membership requirements as defined in F(1)(a) of the CLG Guidelines and Procedures?		
F2	Does your municipality maintain information about the credentials of preservation board/commission members and make this available to the public and the State Historic Preservation Office upon request?		
F3	Are vacancies on your preservation board/commission typically filled within 90 days?		
F4	Does your municipality provide staff support for the preservation board/commission as outlined in F(2) of the CLG Guidelines?		
F5	Has your municipality designated a staff person to serve as a point-of-contact with PA SHPO?		
F6	Do your staff and preservation board/commission members participate in at least 4 hours of training annually?		

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G. Actively participate in regional, state, and national preservation programs

Performance Standard		Yes	No
G1	Does your municipality submit CLG Annual Reports each year by the stated deadline?		
G2	Does your municipality administer all CLG grants and scholarships according to established guidelines, procedures, and deadlines, including fully expending all funds awarded?		
G3	Does your municipality review and comment on National Register nominations?		

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Preservation Ordinance Requirements

The following questions pertain to the various components that your community's preservation ordinance must contain. If your community has more than one preservation ordinance, then each piece of legislation should meet these requirements.

Ordinance Requirements	Yes	No
Does the ordinance include a statement of authority and legislative purpose?		
Does the ordinance describe the duties and responsibilities of the HARB/commission?		
Does the ordinance include a process and criteria for designating properties as historic that do not refer to or rely upon the National Register status of a property?		
Does the ordinance, inventory, or local register describe the boundaries of designated districts or properties?		
Does the ordinance describe the steps and timelines for reviewing Certificates of Appropriateness and other permit applications?		
Does the ordinance list the criteria that are used to evaluate Certificate of Appropriateness applications?		
Does the ordinance require municipal review and approval or denial of all applications to demolish or relocate designated resources?		
Does the ordinance require the HARB/commission to review and comment on all proposed new construction within locally designated historic resources?		
Does the ordinance apply to all property types and applicants?		
Does the ordinance contain criteria and procedures for evaluating economic hardship?		
Are decisions made by the governing body under the ordinance binding on the applicant?		
Does the ordinance contain enforcement procedures and penalties for violations?		
Does the ordinance include a process for appealing decisions?		

