



Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

October 18, 2019

The Honorable Mayor Brian Treece
P.O. Box 6015
Columbia, MO 65205

Dear Mayor Treece:

We have recently completed a Certified Local Government Evaluation of the City of Columbia and are pleased to report that the historic preservation program of the city continues to meet all of the minimum requirements to maintain Certified Local Government (CLG) status in the State of Missouri. A copy of the Certified Local Government Evaluation Report is enclosed along with the evaluation questions discussed in the meeting held on October 2, 2019.

The City of Columbia was officially certified by the National Park Service on May 12, 1999. According to the *Guidelines for Participation in Missouri's Certified Local Government Program* (Section V.A.6), we are required to conduct an in-depth evaluation of each CLG every four years. The purpose of the evaluation is to assess the CLG's compliance with the provisions of the Certification Agreement between the City of Columbia and Missouri's State Historic Preservation Office and to review the overall effectiveness of the local historic preservation program.

The City of Columbia is to be commended for its efforts to promote the recognition and preservation of the local historic resources that contribute to the community's unique character. We encourage continued support for the work of the Historic Preservation Commission. We are proud to count the City of Columbia among Missouri's official partners in the nation's historic preservation program.

Sincerely,

STATE HISTORIC PRESERVATION OFFICE

Kelsey Matson
Certified Local Government Coordinator

c: **Mr. Rusty Palmer, City Planner and HPC liaison**

Enclosures: **Evaluation Report**
CLG Evaluation Procedures and Questionnaire
Certification Agreement
Guidelines for Participation in Missouri's Certified Local Government Program



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 MISSOURI STATE PARKS/ STATE HISTORIC PRESERVATION OFFICE
CERTIFIED LOCAL GOVERNMENT EVALUATION REPORT

FOR OFFICE USE ONLY	
DATE OF THIS EVALUATION <i>October 2, 2019</i>	
IN COMPLIANCE? N	Y
<input type="checkbox"/>	<input checked="" type="checkbox"/>

CERTIFIED LOCAL GOVERNMENT BACKGROUND AND CONTACT INFORMATION

CERTIFIED LOCAL GOVERNMENT NAME <i>City of Columbia</i>			
DATE CERTIFIED BY NPS <i>May 12, 1999</i>		DATE OF LAST EVALUATION <i>December 5, 2014</i>	
NAME OF THE HISTORIC PRESERVATION COMMISSION <i>Historic Preservation Commission (HPC)</i>		OFFICIAL CLG CONTACT PERSON <i>Mr. Russell "Rusty" Palmer</i>	
ADDRESS <i>701 E. Broadway</i>		CITY <i>Columbia</i>	STATE <i>MO</i>
TELEPHONE NUMBER WITH AREA CODE <i>573-874-7394</i>		FAX NUMBER WITH AREA CODE <i>573-874-7546</i>	ZIP CODE <i>65205</i>
		EMAIL <i>rusty.palmer@como.gov</i>	

All questions marked with an * are required by the "Guidelines for Participation in Missouri's Certified Local Government Program" or are required as part of the certification agreement between the local government and the Missouri State Historic Preservation Officer.

A. ORGANIZATION		COMMENTS
1. N Y <input checked="" type="checkbox"/> <input type="checkbox"/>	Have you developed a flow chart or guide to assist property owners in understanding local preservation processes and procedures (designation process and/or Certificate of Appropriateness (COA)?)	
2. N Y <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Have forms been developed for designating properties as local landmarks or historic districts, applications for COAs, and/or demolition permits?	<i>Designation - petition COA - form</i>
3. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	Is a member of the local government staff assigned to assist the preservation commission? If so, identify and indicate if the staff meets the Secretary of the Interior's 36 CFR Part 61 qualifications standards for historic preservation professionals.	<i>Mr. Rusty Palmer, Planner</i>
4. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	Does the Certified Local Government (CLG) have on staff or on retainer a 36 CFR Part 61 professional preservation consultant? If so, identify.	
5. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	Has a comprehensive city/county-wide historic preservation plan been developed?	<i>City Comprehensive Plan, Strategic Plan in Development</i>
6. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	Is the local historic preservation ordinance reviewed periodically and are revisions submitted to the State Historic Preservation Office (SHPO) to ensure continued compliance with the CLG requirements?	<i>Revised 2008; Unified Development Ordinance (2017)</i>
7. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	Does the historic preservation ordinance address all cultural resources (historic, architectural and archaeological)?	
8. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	*Have rules of procedure or by-laws been adopted by the local preservation commission and submitted to the SHPO?	<i>Ordinance; HPC Handbook</i>
9. N Y <input type="checkbox"/> <input checked="" type="checkbox"/>	Has a conflict of interest statement been prepared in conformance with standard local government procedures?	

SUMMARY

The local preservation program processes and procedures are outlined in the preservation ordinance and the City of Columbia's Historic Preservation Commission handbook [<https://www.como.gov/community-development/wp-content/uploads/sites/14/2015/09/HPC-Manual-Final.pdf>]. Forms to apply for a COA are available by contacting the Community Development Office. Landmarks or historic districts may be listed on the local register by petition to the HPC.

City Planner Rusty Palmer currently serves as the city's liaison to the Columbia Historic Preservation Commission (HPC). When conditions dictate, the city is committed to consulting with 36 CFR Part 61 professional preservation consultants and the SHPO.

On October 4, 2013, the City of Columbia adopted "Columbia Imagined: The Plan for How We Live and Grow," a comprehensive citywide plan that contains a historic preservation component. The HPC is also currently in the process of developing a strategic historic preservation plan.

In 2017 the establishing ordinance, which addresses all types of cultural resources, was integrated into the City's Unified Development Ordinance. Moreover, the HPC is currently working toward further revising and amending the ordinance in the future.

RECOMMENDATIONS

- Clarify procedures for COA requests/review. Develop the associated forms and make them publically available online.
- Prepare flow charts or guides for the COA review and designation processes to assist applicants in understanding the processes. These should be posted on the city's website for easy public accessibility.
- Clarify procedures for landmark/historic district designation. Develop the associated forms and make them publically available online.
- Proceed with planned review of the historic preservation ordinance. Any proposed amendments should be submitted to the SHPO CLG Coordinator for review.
- Proceed with the development of the historic preservation strategic plan. This plan may also may also be used to inform broader city planning efforts and preservation ordinance review.
- Commissioners and staff are advised to review any local conflict of interest statements and the Missouri Sunshine Law, as well as pertinent guides on preservation law.

MEETS MINIMUM REQUIREMENTS? N Y

B. HISTORIC PRESERVATION COMMISSION		COMMENTS
1. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Does the commission have 5 or more members?	7 members (1 vacancy currently)
2. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Do all commission members demonstrate an interest, competence, or knowledge of historic preservation as defined in the "Guidelines for Participation in Missouri's Certified Local Government Program?"	Ordinance specifies one HP specialist and one Real Estate specialist
3. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Are 36 CFR Part 61 professional preservation members on the commission or is a documented attempt made to recruit such members?	
4. N <input checked="" type="checkbox"/> Y <input type="checkbox"/>	*Have current resumes of commission members and of new members been submitted to the SHPO?	
5. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*For issues involving expertise not represented on the commission, has the assistance of 36 CFR 61 qualified professional consultant or the SHPO been sought?	Ruth Keenoy
6. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Are the terms of commission members a minimum of 2 years and staggered?	3 year terms

7. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Is action taken within 60 days to fill vacancies on the commission?	
8. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Are commission meetings held at regular intervals at least 4 times each year?	
9. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Do commission meeting minutes adequately document decisions made by the commission?	
10. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Are commission meeting minutes submitted to the SHPO at a minimum on a quarterly basis?	
11. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	Does the commission conduct meetings in a serious and business-like fashion in conformance with city/county procedures?	
12. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	Does the commission follow all by-laws and rules of procedure as outlined in the preservation ordinance?	
13. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Is the required annual report on commission activities submitted to the SHPO by November 30 or within the time frame of a requested extension, and are all records documenting these activities maintained for at least 5 years?	2018 Report
14. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Do commission members attend at least one training session or preservation related conference each year?	
15. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	*Does the commission review alterations, demolitions, relocations, new construction and other activities as required for COAs within locally designated historic districts and affecting locally designated landmarks?	
16. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	Does the commission conduct an ongoing public outreach/education program?	Historic Properties Interactive Map, etc.
17. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	Does the commission apply National Register Criteria for Evaluation correctly in the designation of local landmarks and districts?	
18. <input type="checkbox"/> N <input checked="" type="checkbox"/> Y	Does the commission consistently apply the Secretary of the Interior's <i>Standards for Rehabilitation</i> in their decisions regarding COAs?	

SUMMARY

According to the ordinance, the HPC is composed of seven (7) members who are appointed by City Council. One (1) member must have a background in historic preservation, and one (1) member must have a background and experience in real estate investment. The other five (5) members should include representatives from such disciplines as: architecture, design, law, real estate appraisal, and construction/general contracting, as well as a layperson active in historic preservation. Each member serves for a three (3) year term and terms are currently staggered. There is currently one vacancy for a real estate specialist, but action is being taken to fill it.

Although resumes for commission members are not on file with the SHPO, the City of Columbia is committed to submitting them with the FY2019 Annual Report. Each member has a demonstrated interest in, competence, or knowledge of historic preservation. For issues involving expertise not represented on the commission, the city is committed to seeking the assistance of qualified preservation professionals and the SHPO. For issues involving expertise not represented on the commission, the city seeks the assistance of a professional preservation consultant and/or the SHPO.

Regular commission meetings are held monthly (every first Tuesday of each month at City Hall). Meeting minutes adequately document commission decisions and are submitted to the SHPO monthly and at the end of the year with the annual report. Commission meetings, though procedurally relatively informal, are conducted in conformance with standard city procedures and the procedures outlined in the preservation ordinance.

An annual report was submitted to the SHPO for FY2018. All records are adequately maintained in perpetuity, primarily in digital format. Upon appointment, each new commissioner receives ethics and Sunshine Law training from city staff. Additionally, commissioners attended several trainings in FY2018, including:

- MO CLG FORUM
- Chase Thompson, "Divided by Time" Presentation
- Missouri Preservation Conference
- National Alliance of Preservation Commissions

The ordinance states what actions are to be reviewed for appropriateness. The HPC does not frequently review COAs as there is limited alteration to currently designated local landmarks/historic districts, but a mechanism is in place to do so.

The commission disseminates information through social media and conducts multiple public outreach and education events, including public meetings, networking events, walking tours, and a plaque project. The website features outreach tools, including an interactive GIS map of historic properties.

RECOMMENDATIONS

- Commissioners and staff should review the NAPC's guide to parliamentary procedure [<https://napcommissions.org/wp-content/uploads/04-For-the-Record.pdf>] and consider incorporating elements into HPC meeting procedures/conventions to maximize meeting efficiency and defensible decision making.
- Commissioners and staff should review local COA procedures as stipulated in the local ordinance.
- Submit resumes/interest statements for all current commission members and staff to SHPO CLG Coordinator.
- Take action within 60 days to fill vacancies on the HPC and promptly submit resumes for all new commissioners to the SHPO CLG Coordinator.

MEETS MINIMUM REQUIREMENTS? N Y

C. NATIONAL REGISTER NOMINATION PROCESS

(If National Register of Historic Places (National Register) nominations have been prepared for properties within the jurisdiction of the CLG, please respond to the following questions. If National Register nominations have not been prepared, please click here and go to the next set of questions.)

COMMENTS

1. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Does the commission review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?	
2. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Does the mayor review National Register nominations and submit written notification of opinion to the SHPO within the required time frames?	
3. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Have public notifications and hearings been held as required by the local ordinance and National Register procedures?	
4. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Has a 36 CFR 61 professional preservation consultant been retained to assist on review of National Register nominations for which the required expertise is not present on the commission?	
5. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Are files detailing the National Register nomination review process maintained and open to the public?	

SUMMARY

The City of Columbia has many properties listed National Register of Historic Places within its jurisdiction and is committed to submitting comments on all new nominations to the SHPO. The following nominations are included in SHPO records online:

- Ballenger Building (Historic Resources of Downtown Columbia, Missouri MPDF), 27-29 South Ninth St., Columbia (1/21/04)
- Boone, John W. ("Blind"), House (Social Institutions of Columbia's Black Community TR), 4th St. between E Broadway and Walnut, Columbia (9/04/80)
- Central Dairy Building (Historic Resources of Downtown Columbia, Missouri MPDF), 1104-1106 East Broadway, Columbia (1/20/05)
- Chatol (F. Gano Chance House, Chance Guest House), 543 S Jefferson, Centralia (4/20/79)
- Coca-Cola Bottling Co. Building (Historic Resources of Downtown Columbia, Missouri MPDF), 10 Hitt St., Columbia (2/14/06)
- Columbia Cemetery, 30 East Broadway, Columbia (2/01/07)
- Columbia National Guard Armory, 701 E Ash St., Columbia (3/25/93)
- Conley, Sanford F., House, 602 Sanford Pl., Columbia (12/18/73)
- Douglass, Fred, School (Social Institutions of Columbia's Black Community TR), 310 N Providence Rd. (9/04/80)
- Downtown Columbia Historic District (Historic Resources of Downtown Columbia, Missouri MPDF; map), parts of 7th, 8th, 9th, 10th, E. Broadway, Cherry, Hitt, Locust, and E. Walnut Streets, Columbia (11/08/06)
- Downtown Columbia Historic District (Boundary Increase) (Historic Resources of Downtown Columbia, Missouri MPDF), 1019, 1020, 1023 & 1025-33 E. Walnut St., Columbia (5/08/08)
- East Campus Neighborhood Historic District (map), roughly bounded by Bouchelle, College, University, and High Sts., including parts of Willis, Bass, Dorsey, and Anthony Sts., Columbia (2/16/96)
- Eighth Broadway Historic District [Miller Building, Matthews Hardware, Metropolitan Building], 800-810 E. Broadway Blvd., Columbia (4/22/03)
- Elkins, Samuel H. and Isabel Smith, House, 315 N 10th St., Columbia (9/12/96)
- First Christian Church, 101 N 10th St., Columbia (10/29/91)
- Francis Quadrangle Historic District (Red Campus), bounded by Conley Ave., Elm, 6th and 9th Sts., Columbia (12/18/73)
- Frederick Apartments, 1001 University Ave., Columbia (4/16/13)
- Gordon, David, House and Collins Log Cabin (Gordon Manor, Fairmount, Cedar View), 2100 E Broadway, Columbia (8/29/83)
- Greenwood (Greenwood Heights), 3005 Mexico Gravel Rd., Columbia (1/15/79)
- Guitar, David, House (Confederate Hill), 2815 Oakland Gravel Rd., Columbia (9/09/93)
- Hamilton-Brown Shoe Factory, 1123 Wilkes Blvd., Columbia (7/19/02)
- Hunt, William B., House, 8939 W Terrapin Hills Rd., Columbia vic. (1/09/97)
- Kress Building (Historic Resources of Downtown Columbia, Missouri MPDF), 1025 E. Broadway, Columbia (3/09/05)
- Maplewood, Nifong Blvd. and Ponderosa Dr., Columbia (4/13/79)
- McClain Furniture Store (Historic Resources of Downtown Columbia, Missouri MPDF), 916 E. Walnut, Columbia (8/17/05)
- Missouri, Kansas and Texas Railroad Depot, 402 E Broadway, Columbia (1/29/79)
- Missouri State Teachers Association, 407 S 6th St., Columbia (9/04/80)
- Missouri Theater, 201-215 S 9th St., Columbia (6/06/79)
- Missouri United Methodist Church, 204 S 9th St., Columbia (9/04/80)
- North Ninth Street Historic District (Historic Resources of Downtown Columbia, Missouri MPDF) (map), 5-36 North Ninth St., Columbia (1/21/04)
- Pierce Pennant Motor Hotel (Candlelight Lodge), 1406 Old Hwy. 40 W, Columbia (9/02/82)
- St. Paul's A.M.E. Church (Social Institutions of Columbia's Black Community TR), 501 Park St. (9/04/80)
- Sanborn Field and Soil Erosion Plots, University of Missouri Campus, Columbia (10/15/66; NHL 7/19/64)
- Second Baptist Church (Social Institutions of Columbia's Black Community TR), 407 E Broadway (9/04/80)
- Second Christian Church (Social Institutions of Columbia's Black Community TR), 401 N 5th St. (9/04/80)
- Senior Hall, Stephens College Campus, Columbia (8/02/77)
- Sigma Alpha Epsilon Building, 24 E. Stewart Rd., Columbia (10/20/14)
- Stephens College, South Campus, 1200 E. Broadway, Columbia (11/25/05)
- Taylor, John N. and Elizabeth, House, 716 West Broadway, Columbia (5/25/01)
- Tiger Hotel, 23 S 8th St., Columbia (2/29/80)
- Virginia Building, 111 South Ninth Street, Columbia (3/13/02)
- Wabash Railroad Station and Freight House (Norfolk and Western Depot), 126 N 10th St., Columbia (10/11/79)
- West Broadway Historic District, 300-922 W. Broadway (except 800, 808, 812), Columbia (4/27/10)
- Wright Brothers Mule Barn, 1101-1107 Hinkson Ave. & 501-507 Fay St., Columbia (11/01/07)

RECOMMENDATIONS

- The city should strive to identify eligible properties and support their listing on the National Register.
- In the event of any new nominations, the HPC and Mayor should submit comments to the SHPO National Register Coordinator within the required time frame.

MEETS MINIMUM REQUIREMENTS? N Y

D. SURVEY AND INVENTORY		COMMENTS
1. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Has the CLG established a program of ongoing survey and identification of historic properties?	<i>Most Notable Properties (biannual)</i>
2. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Does the CLG maintain an inventory of surveyed properties and of locally designated historic landmarks and districts?	
3. N <input checked="" type="checkbox"/> Y <input type="checkbox"/>	Has the CLG set up a separate inventory and historic preservation resource file at the public library, historical society, or other public location?	
4. N <input type="checkbox"/> Y <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	*Is the inventory material <ul style="list-style-type: none"> • compatible with SHPO standards, • accessible to the public, • updated periodically? • If required, are duplicates on file with the SHPO? 	
5. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Does the survey lead to designation of local landmarks and districts?	
6. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	*Does the survey lead to nomination of properties and districts to the National Register of Historic Places?	
7. N <input type="checkbox"/> Y <input checked="" type="checkbox"/>	Has a survey plan been developed and adopted by the CLG?	<i>Three-Phase North-Central Neighborhood survey</i>

SUMMARY

Survey and inventory is a strength of Columbia's historic preservation program. It is currently in the process of completing the multi-year, three-phase North-Central Columbia Neighborhood Survey, an HPF-funded project. Data about surveyed resources is available to the public on the city's website via an interactive map [http://gocolumbiamo.com/Maps/Historical_Places/]. Additional reports/surveys available on Columbia's webpage:

- Economic Impact of Historic Preservation in Columbia, MO
- West Broadway Historic District
- East Downtown/Locust Survey
- East Campus Historic Survey
- Historic Survey of Garth's Addition Report
- Most Notable Properties 1998 – 2014
- Annual Demolition Reports

Additional surveys available on the SHPO website [<http://www.dnr.mo.gov/shpo/survey-eg.htm>] include:

- Columbia - Downtown (1978): Report and Survey
- Columbia - Downtown (2003): Report and Survey
- Columbia - East Campus Neighborhood, Phase I (1994): Report, Map and Survey
- Columbia - Garth's Addition (2006): Report, Map and Survey
- Columbia - Locust Historic Study Area (2009): Report and Survey with Map
- Columbia - North Central Neighborhood, Phase I (2017): Report, Map and Survey

- Columbia - West Broadway Historic District (1978): Report, Map and Survey
- Columbia - West Broadway Historic District (2009): Map and Survey

The inventory meets SHPO standards, is available to the public, and led to parts of Columbia being listed on the National Register of Historic Places.

RECOMMENDATIONS

- Complete phase III of the North-Central Columbia Neighborhood Survey, as planned.
- Integrate architectural survey data into the city's strategic preservation planning efforts.

MEETS MINIMUM REQUIREMENTS? N Y

E. ADEQUATE PUBLIC PARTICIPATION

COMMENTS

1. N Y

*Does public notice of meetings and posting of agenda meet state law and local time frame requirements?

48 hours

2. N Y

*Have guidelines and criteria for designation been developed, and are they available to the public?

Ordinance

3. N Y

*Have guidelines and criteria for commission review of Certificates of Appropriateness been developed, and are they available to the public?

Ordinance

2. N Y

*Does the commission provide timely written notice of decisions to the concerned parties, and are copies of commission decisions maintained in files accessible to the public?

SUMMARY

Public notice of HPC meetings meets state law and local time frame requirements. The preservation ordinance contains guidelines and criteria for designation. It also stipulates the time frame for review and timely written notice of decisions. Procedures conform to the state's open meetings requirements.

RECOMMENDATIONS

- Update the city's web site with current information about the city's preservation program and the HPC. Add additional information as appropriate and necessary to support public participation.

MEETS MINIMUM REQUIREMENTS? N Y

EVALUATION AND SUMMARY RECOMMENDATIONS

Date: October 1, 2019

Location: Columbia City Hall, 701 E. Broadway

Participants:

Rusty Palmer, Columbia City Planner
Amanda Staley-Harrison, HPC Vice-Chair
Kelsey Matson, MO SHPO CLG Coordinator

The historic preservation program of the City of Columbia continues to meet all of the minimum requirements to maintain Certified Local Government status in the State of Missouri. The following report summarizes program components evaluated, discusses findings on the status of those components and makes recommendations for continued maintenance and improvement of program areas.

Since its certification as a CLG in 1999, the City of Columbia has done an excellent job of continuing to grow its HP program. The City of Columbia is working diligently to educate the public about locally significant properties and has developed strategies to encourage inclusivity and collaboration amongst the various grassroots advocacy organizations in the community. Both staff and HPC members appear committed to maintaining and furthering HP activities in Columbia. In conjunction with the CLG evaluation meeting, the SHPO staff also attended the regularly scheduled public HPC meeting held at 7:00 PM on October 1, 2019 at the Columbia City Hall. We commend the commitment of HPC members and city staff.

Although Columbia meets all minimum requirements for continued participation in the MO CLG program, this report identifies several key areas in Columbia's HP program where there are opportunities for growth:

1. **Submit resumes/volunteer profiles for all current members to the SHPO CLG Coordinator on or before the FY2019 Annual Report submission deadline (November 29, 2019).** Resumes for any new members should be submitted when they join the LHDC. Commissioner qualifications, including for Secretary of the Interior's Professional Qualification Standards and other professional expertise, cannot be evaluated without this documentation.
2. Commissioners and staff are advised to review any local conflict of interest statements and the Missouri Sunshine Law, as well as the following guides on preservation law and parliamentary procedure:
 - o Procedural Due Process in Plain English: A Guide for Preservation Commissions, National Trust for Historic Preservation [<https://forum.savingplaces.org/viewdocument/procedural-due-process-in-plain-eng>]
 - o For the Record: The NAPC Short Guide to Parliamentary Procedure [<https://napcommissions.org/wp-content/uploads/04-For-the-Record.pdf>]
 - o A Layperson's Guide to Historic Preservation Law, National Trust for Historic Preservation [<https://forum.savingplaces.org/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=b82c80be-d0fb-9399-1e8c-204f060dd342&forceDialog=0>]
 - o National Alliance of Preservation Commissions Code of Ethics for Commissioners and Staff, NAPC [<http://ohp.parks.ca.gov/pages/1054/files/ethics.pdf>, also distributed to evaluation meeting participants]
3. Continue to take advantage of CLG status by applying for HPF grants to carry out local preservation program activities. Commission meeting minutes and Annual CLG Reports, as well as supplementary information including commissioner resumes and local landmark documentation, should be submitted regularly to the SHPO for inclusion in the CLG monitoring file to ensure continued adherence to CLG program requirements.

We are pleased to see Columbia's preservation program continuing to grow in strength and support, and look forward to a long and successful partnership.

MEETS MINIMUM REQUIREMENTS? N Y

QUESTIONS OR COMMENTS

Questions or comments to: MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE
ATTN: CLG COORDINATOR
P.O. BOX 176
JEFFERSON CITY, MO 65102-0176

**LOCAL GOVERNMENT CERTIFICATION AGREEMENT
BETWEEN
THE CITY OF COLUMBIA, MISSOURI
AND
THE MISSOURI HISTORIC PRESERVATION OFFICER
(MISSOURI DEPARTMENT OF NATURAL RESOURCES)**

Pursuant to the provisions of the National Historic Preservation Act, as amended, to applicable federal regulations (36 CFR 61), to applicable state legislation (RSMO 253.415) and the published "Guidelines for Participation in Missouri's Certified Local Government Program," the City of Columbia, Missouri, agrees to:

- (1) Enforce appropriate legislation for the designation and protection of historic properties;
- (2) Establish by local law an adequate and qualified historic preservation review commission composed of professional and lay members;
- (3) Maintain a system for the survey and inventory of historic properties with such inventory retained in perpetuity, per Section III.C. of the "Guidelines for Participation in Missouri's Certified Local Government Program;"
- (4) Provide for adequate public participation in the local historic preservation program;
- (5) Review and comment on all proposed nominations to the National Register of Historic Places for properties within the City of Columbia's jurisdiction, and within 60 days of receiving the nominations inform the Missouri SHPO and the property owner(s) of the separate opinions of both the local commission and the chief elected official as to whether or not the nominated properties meet the criteria of the National Register;
- (6) Submit an annual report to the Missouri SHPO of the local commission's activities during the past year within 60 days following the end of the federal fiscal year (September 30), and maintain all records documenting those activities for a period of five years;
- (7) Ensure that each commission member attends at least one informational or educational meeting, approved or conducted by the Missouri SHPO, pertaining to historic preservation;
- (8) Adhere to all federal requirements for the Certified Local Government Program;
- (9) Adhere to requirements outlined in the "Guidelines for Participation in Missouri's Certified Local Government Program" issued by the State Historic Preservation Office.

Additional responsibilities identified below are optional. Please check those responsibilities that the City of Columbia wishes to undertake.

- ___ 10. Assist the Missouri SHPO, if necessary, to verify the names and addresses of property owners in proposed National Register historic districts generated by the City of Columbia;
- ___ 11. Assist the Missouri SHPO, if necessary, to verify the property legal descriptions of proposed National Register nominations generated by the City of Columbia;
- ___ 12. Ensure that all documentation for properties submitted to the Missouri SHPO for determination of eligibility for listing on the National Register of Historic Places by the City of Columbia satisfies Missouri SHPO survey and inventory requirements;
- ___ 13. To the extent practicable, upon request of the Missouri SHPO, occasionally assist with state-sponsored historic preservation activities within the City of Columbia's jurisdiction.

Upon its designation as a Certified Local Government, the City of Columbia shall be eligible for all rights and privileges of a Certified Local Government (CLG) specified in the Act, Federal procedures, and procedures of the "Guidelines for Participation in Missouri's Certified Local Government Program." These rights include eligibility to apply for available CLG grant funds in competition only with other certified local governments.

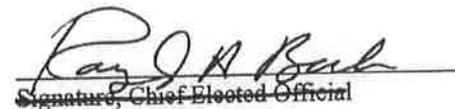
STATE:



Claire F. Blackwell
Deputy Missouri State Preservation Officer
Director, Historic Preservation Program
Missouri Department of Natural Resources

21 February 1989
Date

LOCAL GOVERNMENT:



Signature, Chief Elected Official
City of Columbia, Missouri

Raymond A. Beck, City Manager

Typed Name and Title

04/20/99

Date

Permanent Record
Filed in Clerk's Office

Introduced by Hindman Council Bill No. R 78-99

A RESOLUTION

authorizing a Local Government Certification Agreement
with the Missouri Department of Natural Resources.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager of the City of Columbia is hereby authorized to execute a Local Government Certification Agreement with the Missouri Department of Natural Resources. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

ADOPTED this 19th day of April, 1999.

ATTEST:

Denny Seonawi
City Clerk

Larry Hindman
Mayor and Presiding Officer

APPROVED AS TO FORM:

Fred Beekun
City Counselor