

NEVADA CERTIFIED LOCAL GOVERNMENT HANDBOOK



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

901 South Stewart Street, Suite 5004 Carson
City, NV 89703

Revised 2018 (list of CLGs updated in 2023)

<http://shpo.nv.gov/clg>

Table of Contents

Contents

Table of Contents 1

I. BECOMING A CLG: PURPOSE AND ROLES IN THE PROGRAM 3

 The State Historic Preservation Office’s (SHPO’s) Role..... 3

 Nevada’s Local Governments and their Role in Historic Preservation 4

 What is a Certified Local Government? 4

 Principles of Nevada’s Certified Local Government Program 5

 Why Become a Certified Local Government? 6

 Who is Eligible to be a CLG? 8

 Current CLGs in Nevada 8

 Becoming a CLG in Nevada – A Checklist 9

 Before Applying..... 9

 What to Send to the SHPO 9

II. MAINTAINING A CLG: A GUIDE FOR BEST PRACTICES..... 10

 1. Crafting a Preservation Ordinance: The Core of Local Programs..... 11

 2. Providing for Adequate Public Participation 13

 3. Establishing and Maintaining a Historic Preservation Commission 14

 a. Building a Commission: How Big and Who to Recruit?..... 15

 b. Sustaining the Commission – Training Requirements and Best Practices 17

 4. Establishing and Maintaining a System for Survey and Inventory 19

 a. Preservation Planning in Survey and Inventory 19

 b. Types of Preservation Plans 20

 c. Using the Nevada Cultural Resource Information System (NVCRIS)..... 21

 5. Establishing and Maintaining Local Historic Designations 24

 The Different Kinds of Historic Designations 24

 Maintaining a Strong Local Register of Historic Places 26

 a. CLG Participation in the National Register Process..... 27

 6. Establishing and Maintaining a Local Design Review Process..... 29

 The National Register and Design Review..... 29

 a. The Secretary’s Standards..... 31

 7. Maintaining CLG Status 32

 Reporting to the SHPO 32

 8. Process for Certification in Nevada 33

 Before Applying: A Checklist 33

What to Send to the SHPO 33

CLG Program Contacts..... 34

Glossary 35

Appendix A – Important Links..... 38

Revised January 2019

The activity that is the subject of this CLG Handbook has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

I. BECOMING A CLG: PURPOSE AND ROLES IN THE PROGRAM

This Handbook is designed to support Nevada's Certified Local Governments (CLGs) in developing and maintaining their local historic preservation programs in a manner consistent with federal and state statutes and regulations. It clarifies the formal CLG Agreements between the State Historic Preservation Office (SHPO) and the local government, and it provides discussion and additional information about best practices and the resources available to CLGs in preserving their important places.

The State Historic Preservation Office's (SHPO's) Role

In 1966, Congress passed the National Historic Preservation Act (54 U.S.C. 300101 et. sq.), which established preservation as a national priority and created programs that encouraged preservation at the federal, state, and local levels, including State Historic Preservation Offices (SHPOs). SHPOs are federally-mandated offices that are administered by State Historic Preservation Officers and partially funded by the Department of the Interior through the National Park Service. In 1980, amendments to the NHPA included the creation of the Certified Local Government (CLG) program, including provisions for pass-through grants from the SHPO to CLGs. In Nevada, the state program is administered through the Nevada State Historic Preservation Office, which:

- Maintains a [State Historic Preservation Plan](#).
- Surveys and maintains an inventory of historic properties and archaeological sites in [NVCRIS](#) (the Nevada Cultural Resource Information System), a state-wide GIS (geographic information system) for cultural resources.
- Processes nominations of properties to the [National Register of Historic Places](#) and the [State Register of Historic Places](#).
- Coordinates the [survey and inventory](#) of historic resources within the state to evaluate them for National Register eligibility.
- Reviews [federally-funded or licensed projects](#) for their potential impact on historic properties within state borders.
- Reviews and makes recommendations on rehabilitation work for federal [historic preservation tax credits](#).
- Coordinates the [Certified Local Government](#) Program.
- Oversees the [State Historical Marker](#) program.
- Administers the [Commission for Cultural Centers and Historic Preservation](#) grant program.
- Provides volunteer support for archaeological monitoring on public lands via the [Nevada Site Stewardship Program](#).
- Administers the [Comstock Historic District](#).
- Provides technical assistance and guidance to federal, state, tribal, and local government agencies, organizations, and individuals on general preservation issues.

Nevada's Local Governments and their Role in Historic Preservation

Nevada State law provides local governments with certain opportunities and obligations to protect historic properties within their jurisdictions. City and county governments have the most authority and opportunity to preserve historic resources through incentives and regulations, depending on what is the best fit in their community. The following laws outline the role of local governments in historic preservation:

- NRS 278: Planning and Zoning – This chapter authorizes the general “police power” of local governments to regulate private property, including for its historic value. It also authorizes Historic Neighborhood designations, and discusses preservation planning.
- NRS 383: Historic Preservation and Archaeology – This chapter includes most of the historic preservation law that applies in Nevada. It includes provisions protecting archaeological resources and native burial sites. Section 121 of this chapter also obligates state agencies, local governments, and other subdivisions of the State to consult with the SHPO on projects to avoid damage or destruction of important historic resources.
- NRS 384: Historic Districts – This chapter authorizes cities and counties to establish their own historic districts, and provides certain minimum requirements for any ordinance that might legally protect those historic districts.

What is a Certified Local Government?

In 1980, Congress enhanced the role of local governments in the nation’s historic preservation network through amendments to the NHPA. The 1980 amendments created a federally-funded, federally-overseen, but state-administered grant program for local governments that were willing to make a local commitment to historic preservation by meeting federal and state preservation standards. Local governments wishing to become a CLG must first apply to their SHPO, who approves the application and forwards it to the National Park Service for certification. CLGs demonstrate a commitment to historic preservation by passing a preservation ordinance and creating a citizen-led commission to oversee the local preservation program. By becoming a CLG, cities and counties become active partners in the Federal Historic Preservation Program.

Principles of Nevada's Certified Local Government Program

Since the beginning of the American historic preservation movement in the mid-nineteenth century, preservation has primarily been driven by local advocates and local governments. Nevada's CLG program seeks to empower local governments and their citizens to preserve important places, and advocates the following principles:

- Historic preservation issues are often best understood and addressed at the local level.
- Historic preservation is most effective when integrated into local planning and decision-making processes.
- The interests and concerns of local governments should be integrated into the identification, evaluation, nomination, and protection processes of the State Historic Preservation Office (SHPO) so they can enable federal and state governments to recognize, support, and raise awareness about local preservation efforts.
- Information and resources concerning local historic preservation issues should be made available to the public.
- Local governments should develop local preservation efforts that benefit from and contribute toward state and federal programs.
- Participation by local governments should result in increased awareness within their community about local preservation issues, programs, policies, and procedures.



First Church of Christ-Scientist in downtown Reno, designed in 1939 by Paul Revere Williams, one of the United States' most important African American architects of the twentieth century. It is now known as the Lear Theater (NVSHPO, 2016).

Why Become a Certified Local Government?

The most powerful members of the nation's historic preservation network are local advocates, elected officials, and administrators in local governments. Obtaining CLG status not only provides enhanced access to certain federal preservation programs, but helps a local government in the following areas:

- **Credibility:** CLG status establishes a level of credibility for a local historic preservation program. When a local preservation program is consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* (the Standards), it has a certain level of consistency and transparency. Consistency with national and state regulations and established preservation practices insulates the local preservation program from charges of being arbitrary and capricious. Similarly, use of the Standards provides established criteria for evaluating projects and issuing decisions under a local preservation program that have stood the tests of time, reasonableness, and legal challenges.
- **Involvement:** The CLG program seeks to bring local preservation boards and commissions into broader local, state, and federal land use planning and project approval processes. Included within this is a more formal opportunity for CLGs and their preservation commissions to consult on federal projects within their jurisdiction.
- **Technical Assistance:** CLGs gain access to training, technical expertise, and planning support from the SHPO, coordinated through the State's CLG Coordinator. SHPO staff is available to assist in training commissioners, city staff, local/regional non-profit partners, and other stakeholders in local communities about preservation programs. SHPO staff is also available on request to facilitate trainings or planning meetings related to historic preservation issues at the local level. CLGs also gain complimentary access to the web-based, Unrestricted NVCRIS service for their CLG representative to assist them in research and planning efforts.
- **Funding:** Each state is required to pass through 10% of its annual Historic Preservation Fund grant from the National Park Service to CLGs on a competitive basis to fund their preservation activities. This funding can support important projects including completion of a preservation plan, development of an historic context, conducting a survey, preparation of a National Register historic district application, or the update of a local preservation ordinance, among other activities. Work funded by a CLG grant is expected to conform to state and federal preservation standards.
- **Autonomy:** CLG status is an optional certification for the local government, and in no way diminishes the autonomy of the local government. When a local government decides to become a CLG, it agrees to carry out the intent of the NHPA and the *Secretary of the Interior's Standards*. However, the SHPO recognizes that individual local governments and individuals employed by those local governments often do not have all the background, training, and skills to achieve a good balance between development and preservation. For that reason, the SHPO periodically provides training, and reviews the structure and processes of the local preservation program, and may comment on or make suggestions about strategies a local government can use to accomplish its goals and objectives. However, the SHPO is rarely involved in specific decision-making without the formal request of the local government. Although CLG status does not diminish the autonomy of a local government, a CLG may be decertified if it establishes policies or adopts practices that violate federal or state law regarding historic preservation.
- **Economic Benefits:** The direct economic benefits for CLGs consist primarily of the opportunities to apply for certain federal grants, including CLG grants from the SHPO. However, a CLG's commitment to historic preservation does result in multiple indirect economic benefits to the community. Where

historic preservation is supported by local government policies and incentives, preservation practices can increase or stabilize property values and pride of place. Revitalization of historic downtowns and adaptive reuse of historic districts and buildings conserves resources, uses existing infrastructure, generates local jobs and purchasing, supports small business development and heritage tourism, and enhances quality of life and community character.

Local governments that become CLGs:

- Foster leadership in the preservation of the community heritage.
- Have a formal role in reviewing National Register nominations and in seeking public input regarding the nomination of properties.
- Are eligible to apply for competitive grant opportunities only available to CLGs to support local historic preservation projects. The Nevada SHPO is required to pass through at least 10% of its annual Historic Preservation Fund allocation to CLGs on a competitive basis.
- Participate in state preservation planning.
- Receive technical and advisory services from the SHPO.



Harrison's Guest House in Las Vegas' historically African American Westside neighborhood and built by 1942. Through careful cooperation between the City of Las Vegas' Historic Preservation Commission, the Nevada SHPO, and the Fifth Ward Chamber of Commerce, this important place was listed in the National Register in 2016. It is also listed in the Nevada State Register of Historic Places, and is listed in the City of Las Vegas' Historic Property Register (NVSHPO, 2015).

Who is Eligible to be a CLG?

Any city or county in Nevada that meets the requirements set forth in this handbook and accompanying regulations for the CLG program is eligible to become a CLG. The local government must have jurisdiction to implement planning and zoning law within its boundary, although exercising such authority is not required for certification. It is important to note that it is the *government* that is certified, not just its historic preservation commission.

Counties that become CLGs typically will not have jurisdiction within incorporated areas, unless a municipality and a county have established a formal cooperative agreement. Intergovernmental agreements with municipal jurisdictions can allow the county CLG to designate and protect resources within those areas. Records of these agreements must be included in the certification packet (*see section II-6*).

In general, local governments that wish to participate must meet the following minimum requirements:

1. Establish by state law or local ordinance an adequate and qualified historic preservation commission consisting of professional and lay members.
2. Build, maintain, and enhance an inventory of historic properties in the community, and ensure public access to that inventory.
3. Provide for adequate public participation in the historic preservation program, including the process for nominating properties to the National Register of Historic Places.
4. Encourage local historic preservation planning efforts.
5. Enforce appropriate state and local legislation for the designation and protection of historic properties.
6. Maintain a satisfactory ongoing performance of these duties.

Current CLGs in Nevada

Nevada currently has six Certified Local Governments, listed below in order of certification, including year of certification. Contact information for the CLG Representative for each local government is available on the SHPO website at <http://shpo.nv.gov/clg>.

- Storey County - 1986
- Carson City - 1987
- City of Reno - 1993
- City of Las Vegas – 1998
- Boulder City – 2019
- Winnemucca – 2019

Becoming a CLG in Nevada – A Checklist

The following checklist is provided for local governments that are considering becoming CLGs. Once all items are checked, a CLG is ready to apply to the Nevada SHPO to become certified.

Before Applying

- ☐ The governing body (city council or county commission) has passed an ordinance that, at minimum, makes a statement of purpose about the local government's preservation program, and establishes an historic preservation commission. The purpose statement in that ordinance should, at minimum, authorize the preservation commission to (see the Nevada Model Ordinance):
 - ☐ Conduct research to identify historic resources within the city/county, and maintain an inventory of results.
 - ☐ Educate the public about the benefits of historic preservation.
 - ☐ Make recommendations about historic preservation to the governing body.
- ☐ If the local government included local historic designations within its ordinance, the ordinance also must:
 - ☐ Create a reasonable design review and permitting process for developments affecting those locally-designated resources; and
 - ☐ Empower the historic preservation commission to complete that design review in a manner consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.
- ☐ The city/county has appointed the full membership of the historic preservation commission, including at least one member that meets the *Secretary of the Interior's Professional Qualifications Standards* in a preservation-related field, unless a waiver has been granted by the SHPO.
- ☐ The city/county has reviewed the Nevada CLG Agreement and the chief elected official (or city/county manager) has fully executed the document (with the exception of the SHPO signature). It may be appropriate to include the local resolution authorizing signature of the document.

What to Send to the SHPO

- ☐ A cover letter from the chief elected official requesting certification.
- ☐ The original, signed copy of the Nevada CLG Agreement.
- ☐ A copy of the ordinance(s) passed by the city/county establishing an historic preservation program.
- ☐ The name and contact information of the local government's CLG representative who will serve as the primary point of contact between the SHPO and the CLG. This is typically the staff support for the historic preservation commission.
- ☐ A list of all current/proposed members of the historic preservation commission. The CLG should provide the résumé/C.V., or city/county application for all HPC members, including documentation for those commissioners who are satisfying a professional requirement for the HPC. If a waiver has been granted by the SHPO for the professional member requirement, a memorandum outlining the local government's plan for consulting qualified professionals when needed should be included.
- ☐ A list of all designated resources and maps and inventories for any listed local historic districts, if the local government has already made local historic designations prior to certification. Shapefiles may also be submitted in addition to the list and maps.
- ☐ If the CLG is setting up a NVCRIS account, a completed NVCRIS Individual User Agreement for the CLG Representative.

II. MAINTAINING A CLG: A GUIDE FOR BEST PRACTICES

In order to continuously meet the requirements to become a CLG, it will be necessary for the CLG to establish a local historic preservation program consistent with federal and state regulations. Those regulations are cited and linked to below:

Federal Regulations (apply to all CLGs)

- [National Historic Preservation Act, 54 U.S.C. 300101 et. sq.](#)
- [36 CFR 61.6](#)
- [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#)
- [Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties](#)
- [HPF Grant Manual](#) (includes grant-specific and programmatic guidance)
- [2 CFR 200](#) (for HPF Grants and other federal grants)

State Regulations (apply to all local historic preservation programs in Nevada)

- [NRS 241 – Meetings of State and Local Agencies](#)
- [NRS 278 – Planning and Zoning](#)
- [NRS 383 – Historic Preservation and Archaeology](#)
- [NRS 384 – Historic Districts](#)

The Nevada Revised Statutes (NRS), specifically [NRS 278.150](#) and [278.160](#), obligate local governments in Nevada to develop master plans. Although not required in most cases, the inclusion of an historic preservation element in a city or county master plan is common and strongly recommended. The materials in Section II outline how local jurisdictions can move beyond the basics and enhance their Master Plan's historic preservation elements. By following the steps below, local governments can establish local historic preservation programs that allow those governments to become CLGs.

At minimum, the Nevada SHPO *requires* an historic preservation ordinance adopted by a local government include (see highlighted portions of the model ordinance, available online):

- A statement of purpose, including authority for the historic preservation commission to identify historic properties, conduct education, and advise the governing body on preservation issues.
- Establishment of an historic preservation commission (HPC), including provisions for appointing members. *See Section #1 below for more detail.*

The Nevada SHPO *recommends* an historic preservation ordinance adopted by a local government include:

- Criteria and procedures for designating buildings, sites, structures, and districts within the jurisdiction of the local government. *See item #2 below for more detail.*
- Definition of actions that require review by the HPC before they can be carried out. *See Item #3 below for more detail.*
- A process for review of alterations, demolition, or new construction that is consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*. (Note: if a CLG establishes local designation, it must review alterations consistent with the Standards).

For specific questions about ordinance language, please contact the state CLG coordinator.

1. Crafting a Preservation Ordinance: The Core of Local Programs

At the core of any local historic preservation program is the local ordinance, which serves as the legal guide and authority for a local government's official historic preservation efforts. While local preservation programs involve a broad spectrum of partners, including local historical societies, non-profit associations, economic development organizations, realtors, etc., becoming a Certified Local Government requires formal action and participation on the part of the local government.

Crafting an effective ordinance for adoption by a city or county requires careful consideration of multiple factors to ensure that the resulting program is the best fit for that community. The Nevada SHPO does provide a model ordinance that can be referenced, or used in whole or in part, to draft ordinances for adoption. Some questions to consider before beginning an advocacy effort or an adoption process include:

- What are the goals of the local government and of city/county citizens regarding historic preservation? How will city/county staff and a citizen commission on historic preservation meet those goals?
- Who will serve on the preservation commission? What expertise will be needed to meet the community's goals? CLGs are required to have at least one (1) person who meets the Secretary of the Interior's Professional Qualifications Standards in a preservation-related field (unless they can demonstrate that, after recruitment, no one was available). However, commissions in larger cities or counties, especially those with the benefit of colleges or universities nearby, may wish to have more expertise recruited to the commission, such as historians, archaeologists, and architects. It may also be beneficial to include non-profit organizations such as local historical societies by providing them with a formal position on the commission.
- Are there other public commissions or private organizations that should be included formally to ensure successful operations?
- How will commission business be governed? Will procedures be outlined in the ordinance, or should they be outlined in separate Rules of Procedure? How will conflicts of interest be handled, especially in cases involving legally-binding review of alterations to historic buildings, or securing professional services for a fee?
- Who will be responsible for implementing preservation goals in the community? Will it be the preservation commission? Will staff of the city/county be tasked with support? What about elected officials or other public commissions? Does this support or collaboration need to be outlined in the ordinance? Or can it be outlined via a city/county preservation plan or other programmatic document?
- Is there interest in legally protecting historically or culturally significant properties, or are education, outreach, and incentives a better approach? Or are both needed. If legal protection is a goal, the ordinance will need to include criteria for local historic designations, a designation process that ensures adequate public (and property owner) participation, and a review of alterations. If the city or county is seeking CLG status, it will also need to provide a process for reviewing alterations on those local designations in a manner consistent with federal preservation standards (the *Secretary of the Interior's Standards for Treatment of Historic Properties*).

- Are there other concerns, such as economic hardship, housing availability, economic development, disaster planning, etc., that the community would like to see its historic preservation program address? Some of these may require legal or programmatic connections to be made via the preservation ordinance, such as how historic resources will be considered during disaster response.

These are the basic questions to ask before crafting a preservation ordinance for your city or county. However, the rest of this guide provides further guidance about best practices and CLG requirements that may affect what is best to include in an ordinance for your local government.

2. Providing for Adequate Public Participation

As with all public programs, the CLG program requires that a local government ensure public participation in the historic preservation program. At its most basic, this means the CLG's historic preservation activities, including meetings of the HPC, must comply with Nevada's Open Meeting Law ([NRS 241](#)). However, the CLG program is meant to engage the public through education, transparency, and consistency in all aspects of the preservation program. To meet this obligation, CLGs should:

- Develop educational programs and materials that enhance public awareness of their historic preservation activities or historic preservation in general. This may include provisions for a public education component in any survey or research project, participation in National Historic Preservation and Archaeology Month (typically May), or educational programs led by City/County staff, preservation commissioners, or a local non-profit organization.
- Make all HPC decisions in a public forum, and, in CLGs that have a local historic register and development review, giving written notification of any decisions by the HPC regarding proposed development affecting local historic landmarks or districts to applicants/owners wishing to make alterations to their historic properties.
- Ensure that decisions rendered and actions taken by the HPC are clear, legally defensible, and understandable to the general public. Records of such decisions must be kept on file and available for public request and inspection.
- Consider, declare, address, and mitigate conflicts of interest. Nevada law in [NRS 281A](#) provides guidance on how local commissions and their members must address conflicts of interest when they arise. Good preservation programs depend on processes and decisions that are fair and transparent, so dealing with legal or perceived conflict of interest is essential.
- Follow proper parliamentary procedure, such as *Robert's Rules of Order* or other adopted rules of procedure during meetings of the HPC.
- Ensure meetings are properly noticed in places where interested citizens will see them, including physical locations and online.
- Provide for public involvement in the National Register nomination process as required under the NHPA, (54 U.S.C. § 302504).

3. Establishing and Maintaining a Historic Preservation Commission

Perhaps the most important part of sustaining a local historic preservation program is establishing and maintaining a historic preservation commission (HPC). The HPC serves as the primary implementing body for a local government's historic preservation program. Appointed under local procedures for commissions (usually appointment by city council or the county commission), preservation commissioners bring expertise, professional skills, and an enthusiasm for preserving historic places to bear in support of their local government's preservation goals. HPC members are appointed to make recommendations to their overseeing Council or Board about historic preservation policy. It is also recommended that these commissions have the power to recommend places for historic designation and review developments on those locally-designated historic buildings. If well trained, selected, and supported, an HPC can develop a preservation program that aligns closely with and in support of a community's broader mission and goals for sustainable development.

CLGs in Nevada are required in their agreement with the Nevada SHPO to do the following:

1. Establish an historic preservation commission with at least five (5) members
2. To maintain a minimum of one (1) appointed commissioner that meets the *Secretary of the Interior's Professional Qualifications Standards* in a preservation-related field, as defined in the Handbook, unless alternatives have been agreed to by the undersigned.
3. That at least one (1) commissioner from the local government's historic preservation commission shall attend a training event related to historic preservation, as outlined in the Handbook, at least once every state fiscal year (July 1-June 30).
4. The local government's preservation program must have jurisdiction to operate and make recommendations on all property within the boundaries of the local government's jurisdiction. Consistent with state law, the jurisdiction of a local HPC that conducts development review is limited to those properties or districts designated as historic *under the local government's ordinance*.
5. The commission must meet at least four (4) times per calendar year, with quorum established.

a. Building a Commission: How Big and Who to Recruit?

To become a CLG in Nevada, a local government's HPC must be comprised of at least five individuals who have a demonstrated interest, or professional expertise, in historic preservation, and one of whom is a demonstrated professional in a preservation-related field.

Building A Strong Commission		
Aspect of Commission	Required	Recommended
# of Commissioners	5 (minimum)	Varies depending on size of program and community.
# of SOI-qualified members	1 (in architecture, architectural history, historic architecture, history, or archaeology)	More than 1, but can include additional fields such as engineering, real estate, non-profit groups, building contractors, etc. If expertise is needed but unavailable on the commission, the commission should seek that expertise through other means, including consultation with the SHPO.
Staff Support	None required	Planner and attorney strongly recommended; for larger preservation programs with design review on local historic resources, at least one full- or part-time historic preservation specialist is recommended.

The most effective number of commissioners will vary from government to government. Larger municipalities may benefit from having a larger commission (7 to 13 members) and allowing for the creation of subcommittees to handle the workload of the commission as well as at least one full-time historic preservation specialist as staff support. . In some cases, larger jurisdictions with design review may prefer to utilize multiple commissions rather than a single unified commission. Smaller municipalities and rural counties may benefit from smaller commissions (5 to 7 members) for easier recruitment. While staff support is not required, even small commissions may benefit from support from the local planner, city/county manager, or city/county clerk.

A minimum of one local HPC member must meet the [*Secretary of the Interior's Professional Qualifications Standards*](#) (SOI-PQS) in any preservation-related field. If a local government cannot find a volunteer who meets those requirements, they must demonstrate to the SHPO that they attempted to fill that position with someone who met the SOI-PQS and how long they left the announcement open before moving on to non-SOI qualified applicants or candidates. If the documentation is satisfactory, the SHPO will provide a letter granting an exemption to the requirement. In that event, part of providing the exemption will include developing a plan for how the local government will secure specialized expertise when it is not available on the commission.

The Nevada SHPO does not require inclusion of any specific positions or areas of expertise for a CLG's HPC, but having at least an architect and an historian is recommended. For commissions with responsibilities to the local government for reviewing development on locally-designated resource, an architect is a valuable resource when balancing the *Secretary of the Interior's Standards* with the needs of current building code. Historians provide valuable context about the local area, and the ability to understand and critically evaluate nominations for historic status at the local, state, and federal level. The U.S. Department of the Interior currently recognizes the following five areas of expertise with subsequent definitions of the qualifications necessary to meet the SOI-PQS (other fields may qualify – check with the State CLG Coordinator for more information):

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:

- 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
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archaeology

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

- At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- At least four months of supervised field and analytic experience in general North American archaeology, and
- Demonstrated ability to carry research to completion.
- In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological 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:

- 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
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

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:

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

b. Sustaining the Commission – Training Requirements and Best Practices

Sustaining a successful local HPC depends on two main pillars of best practices: education and outreach. Maintaining a well-informed, well-connected, and well-motivated commission is the key to ensuring that a local preservation program grows effectively, and that it maintains its relevancy to the community.

Maintaining A Strong Commission		
Aspect of Commission	Required	Recommended
Meetings	4 per year	Monthly or more, depending on necessary business.
Commissioner Training	1 commissioner to 1 approved training per state fiscal year	As much as possible, including NAPC FORUM (biennial in even years), NAPC CAMP (may be held regionally or hosted by the CLG using HPF funding), SHPO training, etc.
Staff Training	CLG Representative to 1 approved training per state fiscal year	Same as above.
Planning Retreat	Not required	Annual
Outreach to other City Departments	Not required	Planning Commission and Planning Department (high priority), Economic Development, Parks & Rec, Tourism/Visitor's Bureau
Outreach to Elected Officials	Not required	Regular involvement, up to regular attendance at HPC meetings, or regular reports from HPC to city council or county commission.
Outreach to local non-profits and associations	Not required	Real estate organizations, preservation organizations, history/culture organizations, building trades, construction management network, developers, tourism agencies, etc.
Publication of Meeting Agendas	At least 5 days before meeting (NRS 241)	1 week in advance, with Commissioners provided packets of supporting materials in advance of meeting.
Availability of Meeting Minutes	Must be available on request	Post online and archive permanently.

i. Education: Training the HPC and its Partners

Any local historic preservation program rises or falls based on the quality of its educational programming. Specific to maintaining the HPC, education both for commission members and its key partners (city council or county commission, planning commission, local non-profits, business organizations, etc.) is critical to ensuring that a preservation program continues to have support from the community in which it is based. Active education programming for the public, training opportunities for City/County staff and elected officials, and networking within local government to ensure the preservation program is connected to other local processes is essential for maintaining community “buy-in” and interest in preserving historic places.

As it logically follows, it is critically important that members of a local HPC receive consistent and persistent training to ensure they are effective representatives of their local government’s historic preservation program. To that end, the Nevada SHPO requires that at least one (1) commissioner from each CLG attend at least one

(1) approved training event related to historic preservation per state fiscal year (July 1-June 30).

Documentation of commissioner and CLG Representative attendance at a training must be submitted along with the CLG's annual report to the SHPO. The SHPO is fairly flexible as to what constitutes a preservation-related training, which may include any of the following:

- Attending a SHPO-provided workshop or conference
- Attending [CAMP](#) (a training program provided by the [National Alliance for Preservation Commissions](#), or NAPC)
- Attending [FORUM](#) (the biennial conference of the NAPC)
- Attending a preservation training provided by a local, regional, or statewide non-profit organization such as [Preserve Nevada](#) or the [Nevada Preservation Foundation](#).
- Attending the regular HPC meeting of another CLG (either in Nevada or another state) to learn about alternative methods of conducting preservation business
- Another training or workshop not listed above. If using this option, in order to receive credit toward the annual training requirement, the commissioner or CLG Representative should obtain prior written approval from the State CLG Coordinator and provide that as part of their annual report.

Training is a critical element for the success of any local commission, especially for historic preservation. It is imperative that local governments provide their preservation commissioners with adequate training on local preservation-related ordinances, policies, and procedures. HPC members must ensure that their decisions or comments on record are consistent with the laws and procedures of their local government. This ensures a consistent and fair application of the local government's preservation ordinance in the community. The Nevada SHPO is available to assist with commission training, and may be able to offer CLG grant funding in support of attendance at the training opportunities listed above.

ii. Outreach: Building a Strong Preservation Network

To maintain a strong and adequately qualified preservation commission, a CLG and its existing commission should maintain close ties to the community and its cultural institutions. This will be especially important in local jurisdictions where commissioners are subject to term limits. Consider collaborative projects with nearby educational institutions such as local high schools, universities, or museums that might also yield interested future commissioners, including those who may help meet the requirement for a professional member. Consider ongoing partnerships with the AIA (American Institute of Architects) and its local members to recruit a preservation architect or architectural historian onto the commission who can assist with design review. Consider partnerships with a local historical society to provide in-kind or cash matches for grant projects. For long-term sustainability, consider youth-oriented preservation programs that may help educate and recruit the next generation of a community's preservation advocates, and consider the possibility of including a youth commissioner on the HPC. Outreach not only provides an HPC with additional resources, but provides an avenue to recruit new members when current members step down.

4. Establishing and Maintaining a System for Survey and Inventory

Every CLG should establish a process by which to identify important historic resources for local, state, and/or federal designation. Having this information easily available not only assists a CLG in determining what properties are most important to protect, but provides an array of broader planning benefits in relation to sustainable community development. *Survey* is generally the documentation of historic areas for the first time, while *inventory* is the product of that survey, including data that should be updated regularly to document conditions, including alterations and demolitions.

Regarding Survey and Inventory Systems, CLGs must:

- Establish survey and preservation planning elements that are compatible with the survey and planning guidance published by the Nevada SHPO. In practice, these should use the [Secretary of the Interior's Standards and Guidelines for Identification and Evaluation](#) as a basis.
- Maintain a detailed inventory of the historic buildings, sites, structures, and districts within the CLG, including those that have designated under local law, if any.
- All inventory materials must be reasonably accessible to the public and should be compatible with the SHPO's statewide database (NVCRIIS). CLGs are strongly encouraged to use the ARA (Architectural Resource Assessment) Form when completing survey, and to consult with the SHPO before beginning a survey project.

a. Preservation Planning in Survey and Inventory

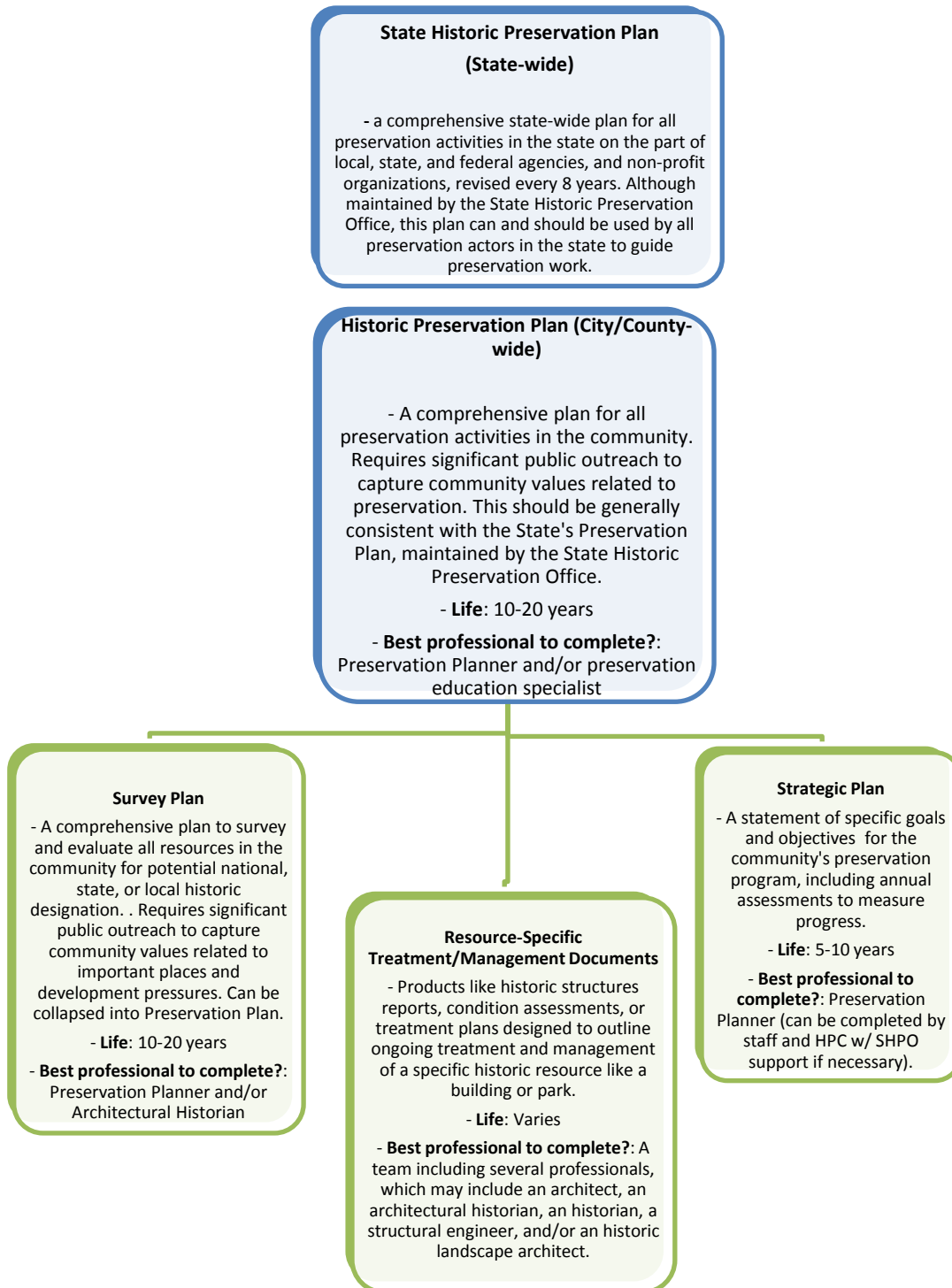
The process of surveying and inventorying historic properties is part of a state or CLG's broader preservation planning activities. As such, CLGs should develop a plan for how they intend to survey and maintain an inventory of historic properties in their jurisdiction. This data will benefit the CLG not only in prioritizing its preservation activities, but can also assist in forming larger city/county-wide development plans, emergency management plans, and disaster response.

The Nevada SHPO is generally flexible in how CLGs meet the requirement to have a plan for survey and inventory. Some larger CLGs might benefit from a formal Historic Resource Survey Plan that outlines goals and priorities for research and documentation of the community's historic areas. Smaller communities may not require such larger plans, but still may benefit from a planning process that prioritizes, in writing, its research, survey, and inventory needs. The Nevada SHPO provides the following recommendations regarding systems of survey and inventory:

- Consider whether a formal Historic Resources Survey Plan is necessary to plan out future research, survey, and inventory (see next page). Depending on the needs and scale of a community, survey planning could be incorporated into a general city/county preservation plan.
- Consider establishing a regular inventory schedule for historic districts to document conditions and provide long-term data for the assessment of treatment approaches. Consider tracking economic impact along with this inventory.
- Consider partnerships with local organizations or institutions to conduct research or survey projects as community volunteer or university internship projects.
- Engage the public. Prioritizing research and documentation efforts will be more successful if aligned with the goals and desires of the community at large, City/County staff, and local elected officials.

b. Types of Preservation Plans

There are several kinds of preservation plans that are helpful in keeping a local preservation program moving forward in a positive and supported direction. The graphic below outlines the various types of plans and how they relate to one another.



c. Using the Nevada Cultural Resource Information System (NVCRIS)

The Nevada SHPO maintains NVCRIS (Nevada Cultural Resources Information System), a statewide geographic information system for cultural resources ranging from archaeological sites to historic buildings and neighborhoods. The SHPO maintains both a Restricted and an Unrestricted NVCRIS. The Restricted NVCRIS service is available to those users who meet the [Secretary of Interior's Professional Qualifications Standards for Archaeology](#), as the service contains confidential archaeological information restricted under the National Historic Preservation Act (NHPA) and the Archaeological Resources Protection Act (ARPA). Unrestricted NVCRIS contains non-sensitive architectural resources and inventories, as well as some archaeological inventory data.

As a benefit of becoming a CLG, the Nevada SHPO provides complimentary access to the database *for the CLG Representative only* as a way to assist CLGs in their responsibility to maintain a system for survey and inventory of historic resources within their jurisdiction. Complimentary access for CLGs is limited to the web-based, Unrestricted NVCRIS service. Preservation commissioners, city/county staff other than the CLG Representative, elected officials, members of the general public, or consultants working for the CLG are not eligible for NVCRIS access via a CLG account at this time – they must subscribe to the undiscounted service separately to gain access.

CLG access to the Unrestricted NVCRIS service includes spatial data and downloadable PDFs for the following data sets:

- Urban Architectural Resources – This layer contains recorded historic architectural properties within urban areas that are not considered sensitive (as a general rule, these resources will be on properties with APNs (Assessor's Parcel Numbers). Resources are assigned a Building, Structure, Object, or District number according to their National Register Property classification. For more information about property classifications, please see [NRHP Bulletin 16a](#). The level of data for individual resources varies from basic "reconnaissance level" data up to complete evaluations for eligibility for the National Register of Historic Places, depending on the purpose for the survey project that produced them.
- Urban Architectural Inventories - Urban Architectural Inventories are survey reports for projects that took place in areas that are not considered sensitive (as a general rule, these reports document properties with APNs (Assessor's Parcel Numbers)). Architectural Inventories are reports that usually identify and describe historic contexts and identify architectural properties within the study area. These inventories may also have associated resource forms for individual properties (see the Urban Architectural Resources layer). These reports may be produced as a result of a federal or state law such as the National Historic Preservation Act's Section 106, or NRS383.121, or may be the result of a community survey to evaluate a particular area or neighborhood for eligibility for the National Register of Historic Places.
- National and State Register Resources – This layer contains resources that are listed in the National Register of Historic Places and/or the Nevada State Register of Historic Places. Some sites that are archaeologically or ethnographically sensitive are not included and will not appear in the data set. Nominations are available for download in NVCRIS, but also on the SHPO website: <http://shpo.nv.gov/historicplaces>.

The following datasets are available with spatial data and attributes only, but PDFs are not available for download due to legal restrictions under state and federal law:

- Rural Architectural Inventories - Rural Architectural Inventories are associated with projects that take place in areas where the location of discovered architectural resources are considered sensitive. These

Architectural Inventories also serve to identify historic architectural properties within a proposed project area, and address any impacts that are a result of the project. There may be resource forms for individual properties recorded during these surveys. However, due to their remote locations and possible archaeological nature, data for resources identified during a Rural Architectural Inventory are not available in this version of NVCRIS.

- Archaeological Inventory - Archaeological inventories are surveys designed to identify cultural resources within a particular area, usually as a result of some form of public action such as a federal undertaking subject to Section 106 of the National Historic Preservation Act. These reports often identify cultural resources within the project area and assess the potential effects the project may have on these resources. This layer contains inventories that are categorized into BLM Class I, II, and III standards (note: archaeological surveys cannot be downloaded and are not available to those who do not meet the standards for archaeology named above).

Some CLGs may wish to subscribe for Direct Access, which allows users to connect to the SHPO's GIS server directly from their GIS session. This is not recommended for CLGs who do not have a staff member with an active subscription to GIS software such as ESRI ArcMap. CLGs are responsible for paying the difference between their complimentary web-access and the additional cost of direct access.

Requirements for CLGs to Access NVCRIS

Because NVCRIS is typically a subscription service that includes proprietary data, there are some requirements that CLGs must meet to obtain NVCRIS access:

- Maintain User Account Documentation: CLG Coordinators will be required to submit an Organizational User Agreement for the city/county and individual User Agreements for themselves. Forms will be due at the beginning of each State Fiscal Year (July 1) along with the CLG's annual report.
- Annual NVCRIS training: All CLG NVCRIS users must attend an annual NVCRIS training which will cover the basics of using the service and advise users of the functional and legal limitations on how information in NVCRIS can be used. A NVCRIS user's account will not be activated for that fiscal year until they attend the training.
- Abide by Terms of Use: Each CLG NVCRIS user will receive a unique login, which provides access for that individual only. Sharing of access or of username/login information is not permitted, and will result in the termination of that users NVCRIS account. Persistent violation of the terms of use may result in the loss of NVCRIS access for the CLG.

NVCRIS can be a powerful tool to support local historic preservation efforts, from planning and resource management to public outreach and education.

Submitting Historic Resource Survey Data to NVCRIS

CLGs that conduct historic resource surveys within their jurisdictions are encouraged to submit that information for inclusion to NVCRIS. However, in order to be included in NVCRIS, data must be submitted in accordance with the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#) and survey guidance from the SHPO. It is strongly recommended that CLGs contact the National Register Coordinator prior to beginning a survey project to ensure scoped products are consistent with data collection requirements for NVCRIS.

When feasible, survey projects by local governments that are documenting architectural resources (buildings, structures, parks, trails, signs, etc.) should use the Nevada SHPO's survey forms and guidance that are available for download on the website at <http://shpo.nv.gov/services/community-survey>.

If a survey project will be submitted to NVCRIS, it is important to contact the NVCRIS Coordinator during the project to secure a unique Report Number and unique Resource Numbers for surveyed resources. Submission guidelines for resource number assignments can be found on the SHPO website at <http://shpo.nv.gov/services/nvcris>. Generally, completed first pages of the resource survey forms, a draft report, and GIS shapefiles are necessary to complete a resource number request. (If GIS shapefiles are not available, then maps should be included with each resource survey form being completed for the survey).

Once a survey is complete, most materials can be submitted for inclusion in NVCRIS for the benefit of future research, planning, and archiving. Survey reports, survey forms, photographs, GIS shapefiles, etc., should be submitted to the office in paper format, although also providing digital versions is helpful to speed up processing. Ideally, a submission should include printed copies of the full report and completed site forms, as well as a CD-ROM or USB flash drive with PDF scans, as well as GIS shapefiles of the report boundary and resource locations, if available.

5. Establishing and Maintaining Local Historic Designations

To become a CLG, the Nevada SHPO recommends that a local government create a system for designating historic places under a local ordinance, although local designations are not required. As part of the CLG program, CLGs are required to maintain a system for survey and inventory of historic properties within their jurisdiction, and the results of those surveys can serve as a guide to which properties may be good candidates for local historic designation (or nomination to the National Register of Historic Places).

Local historic registers with legal protections in a city or county ordinance are a strong tool to ensure that a community's historic resources are preserved for the benefit of current and future residents. Establishing local designations and development review for those designations is not required as a condition of certification (see Section 3). However, the CLG program does require that any local government that establishes its own historic designations must also review development affecting those designated properties.

The Different Kinds of Historic Designations

In Nevada, there are three different kinds of historic designations, each with its different characteristics and process.

- The National Register of Historic Places – This register is maintained by the National Park Service with significant support from the SHPO. It is honorary only, and does not legally protect property as it is an administrative action by the federal government. While it does not *require* private owners to protect and preserve their historic property, it does encourage preservation through education, awareness, and some financial incentives such as grant programs and the federal 20% Historic Tax Credit. Federal laws, specifically Section 106 of the National Historic Preservation Act and its accompanying regulations (36 CFR 800), place some obligations on federal projects to consider resources eligible for the National Register in their project planning. State law requires public entities to consult with the SHPO to avoid damage or destruction of historic resources, including those in the National Register, that are on their property.
- The Nevada State Register of Historic Places – This register is maintained by the Nevada SHPO with oversight from the State Board of Museums and History. Like the National Register, the State Register is an honorary list, and does not legally protect private property. However, public entities in Nevada (state and local) have some responsibility under NRS 383.121 to avoid damage or destruction to historic resources on their property.
- Local historic designations – Authorized under NRS 278 and 384, these designations can take many forms, as state law grants local governments a great deal of flexibility in how to identify and designate individual landmarks and historic districts within their jurisdiction. They are often the only type of historic designation that offers legal protection via a city or county preservation ordinance.

Local governments may seek to use their local historic designation as a way to protect property that is already listed in the National Register of Historic Places, or the Nevada State Register of Historic Places. While this is certainly encouraged, it is imperative that the local government follow its normal procedures for establishing local historic designations, including owner involvement, public notifications, and a local legislative action. As a general rule, if the local government has not completed some form of legislative action through its city council or county commission, it should not impose an historic preservation ordinance on private property owners. ***Automatic designation of NRHP-listed properties as local landmarks or historic districts, or regulatory design review based only on NRHP listing, presents a breach of due process for property owners, may be unconstitutional, and is grounds for immediate decertification under Nevada's CLG Program.***

Creating and Maintaining an Effective Local Register		
Local Register Aspect	Required	Recommended
Types of Properties	Local Designation not required for certification in Nevada. Items below apply <i>if</i> a Certified Local Government chooses to adopt a local register, which requires review of alterations to maintain CLG status.	Individual landmarks and historic districts
Owner approval of initial designation	Notification to affected owners and a public hearing (NRS 278 and 384)	Individual – Owner agreement is strongly recommended. District – at least 51% by direct owner approval. Should be counted by owner not property (i.e., an owner should receive one vote, regardless of the amount/percentage of property they own in the proposed district).
Documentation for nominations	Written record of decision with a boundary map (i.e., Resolution passed by city council or county commission).	All required materials, AND documentation including statement of eligibility, description of nominated resources, site plan including a legal boundary, current and historic photographs, etc.
Communication to owners after designation	None required.	Annual
Updating Inventory¹	Not required	Every 5-10 years
Survey Plan	Not required, but strongly implied under 36 CFR 61.6	Establish as early as possible on a 10-15 year cycle; re-assess every 5-10 years
Relationship to National Register?	None required. <i>Automatic designation of NRHP-listed properties into local registers is prohibited under Nevada’s CLG program, and will be grounds for decertification.</i>	Local governments are encouraged to use their local register or historic district designations to protect properties listed in the National Register. However, it is imperative that the CLG follow its established procedures for local historic designation to do so. <i>Automatic protection of NRHP-listed resources without a local legislative action first is prohibited under the Nevada CLG program, and will be grounds for decertification.</i>

¹ Many local governments find it helpful to inventory their historically-designated properties on a regular basis to review conditions and assess the effectiveness of their design review program, if present. For example, an inventory may find that the collective decisions on new additions within an historic district, while individually defensible, have resulted in a noticeable deterioration of historic character, perhaps necessitating a change in the district’s design review guidelines.

Local historic designation programs allow the most flexibility in the realm of historic designations. Local governments can create their own property types and criteria for evaluation for local historic designations, provided that they are consistent with established state statutes regarding historic preservation. In Nevada, NRS 278 and 384 govern the designation of historic resources under local historic preservation programs.

It is recommended that local governments authorize local designations that are consistent with the National Register of Historic Places, including its criteria and property types. This typically includes a combination of individual landmarks (authorized under [NRS 278.020](#)) and historic districts (authorized under [NRS 384.005](#)) for their historic designations. Additional categories may benefit a local government depending on the types of resources and modes for preservation adopted by the city or county.

It is important to note that, while Nevada state law allows broad flexibility regarding local historic designations under NRS 384, the CLG program requires that if a local government establishes its own historic designations, it must also grant its historic preservation commission with the authority to review developments affecting that designated property (consistent with NRS 384.005(4)). It further requires that the basis for that review be the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*. ***A Certified Local Government that establishes a local register or historic district without also enacting some level of review for alterations over those properties consistent with the Standards will be recommended for decertification to the National Park Service.***

Maintaining a Strong Local Register of Historic Places

Establishing a meaningful and effective local register depends both on the participation of property owners in the process of identification of historic resources, and on clear documentation about what is being designated and why. Nevada state law does not require that local governments secure owner agreement before making an historic designation, but NRS 384.005 does require at least one noticed public hearing by the governing body of that local government to confirm district boundaries and allow for public input before the governing body decides to designate or not designate the district. Local governments can, if they desire, establish provisions in their ordinances that define necessary owner agreements for designations if they so choose. Furthermore, it is recommended that local governments require clear documentation prior to considering local historic designations. Documentation for historic nominations provides more transparency in decision-making and clarifies subsequent regulation of a designated historic area. Local governments may want to consider requiring documentation from applicants for local designations. The SHPO recommends requiring, at minimum, the following materials:

- A legal boundary description and map of the nominated area.
- A list of contributing and non-contributing resources, if applicable within the nominated area.
- A description of character-defining elements within the nominated area.
- An historical narrative that explains why the place is important to the community.

The name, location, and boundary of local designations made by CLGs should be submitted to the SHPO as part of the annual reporting process. GIS shapefiles may be submitted if available. Clear documentation has the added benefit of supporting outreach and education efforts in the community that hinge on an explanation of why historic places matter.

a. CLG Participation in the National Register Process

The CLG program establishes a partnership between the CLG, the SHPO, and the National Park Service regarding the National Register of Historic Places (NRHP). Both the SHPO and the CLG have responsibilities under the NHPA when a nomination for the NRHP moves forward within a CLG's jurisdiction. The SHPO is required to give the CLG up to sixty (60) days to review a nomination and either agree or disagree as to whether the nominated property is eligible for the National Register. As part of that review, the CLG is required to forward a report of its findings to the SHPO. In Nevada, this is documented via the CLG Approval Form, which records recommendations and signatures from the chair of the CLG's preservation commission as well as the local government's chief elected official (mayor of the city or chairperson of the county commission).

The purpose of the National Register is to serve as a planning tool and has a wide range of applications from preservation planning to public education and disaster planning. It is important to note that while listings in the National Register of Historic Places may inform a local preservation program, listing in the NRHP is honorary only. It does not authorize a local government to impose design review on a private property owner. Local governments may wish to protect National Register-listed property using their local ordinance, but to do so, they must designate the property separately under their local preservation ordinance. The need for separation between federal and local designation is primarily because the two historic designations have separate legal outcomes and separate thresholds to achieve fair due process.

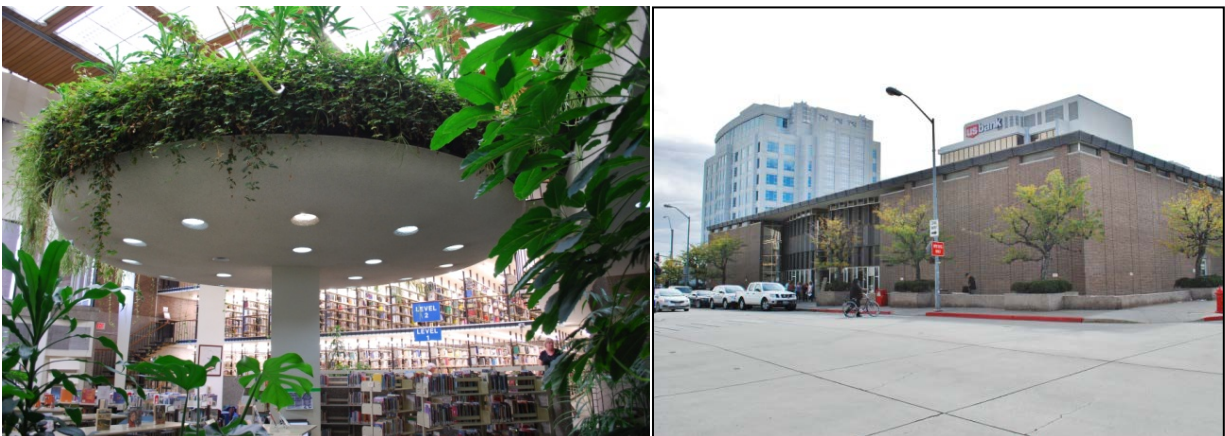
A CLG's HPC is also responsible for providing informal monitoring of historic properties and historic districts listed in the National Register of Historic Places. The commission can recommend to the SHPO that a property or district that has lost its historic integrity because of the demolition or alteration of structures and should be considered for removal from the National Register. CLGs can also make recommendations about updating or expanding National Register listings, such as adding new areas of significance, modifying boundaries of historic districts, or modifying periods of significance based on new research. These types of NRHP activities are also eligible for HPF sub-grant funding.

What is a National Register nomination?

Simply put, a National Register nomination is the compilation of official forms and research that the National Park Service requires for any historic property that is under consideration for listing in the NRHP. This body of information typically includes historical narratives, photos, maps, drawings, charts, and other archival information that demonstrate the significance and physical integrity of an historic property.

- Nominations of properties in Nevada to the National Register of Historic Places should be submitted directly to the SHPO. Nominations may be made by any party, but prior consultation with the SHPO's National Register Coordinator is strongly recommended to avoid confusion and reduce unnecessary costs.
- Upon receipt of an adequately thorough nomination of a property within the jurisdiction of a CLG, the SHPO will notify the property owner, the CLG's chief elected official, and the local HPC of the proposed nomination. CLGs are given 60 days in which to review and provide comment on the documentation, and to concur with the eligibility of the resource being nominated.
- After providing reasonable opportunity for public comment, the HPC should complete the one-page CLG Approval Form (available from the SHPO) indicating whether or not the property meets the criteria for the National Register. The form should be signed by both the HPC chairperson and chief elected official of the CLG, then submitted to the SHPO. The form should concentrate on the property's eligibility under the National Register eligibility criteria.

- If the HPC and the chief elected official agree that the proposed nomination meets the criteria for the National Register, the SHPO will forward the proposed nomination and the CLG's comments to the Nevada state review board, the [Board of Museums and History](#).
- If the HPC and the chief elected official disagree as to whether the proposed nomination meets the criteria for listing in the National Register, both opinions will be forwarded to the SHPO, who will forward the proposed nomination with both opinions to the Board of Museums and History.
- If the HPC and the chief elected official agree that the proposed nomination does not meet the criteria for listing in the National Register, the SHPO is not permitted to proceed with the nomination of the property. An appeal may be filed with the SHPO by any person. If an appeal is filed, the SHPO will process the nomination, including submittal to the state review board, submitting the CLG's recommendations and the nomination to the Keeper for a final decision.
- Failure by the CLG to submit, at minimum, the CLG Approval Form for National Register nominations within its jurisdiction may be considered by the SHPO in its review of the CLG.
- Appeals of the SHPO's decisions regarding the National Register of Historic Places may be made directly to the Keeper of the National Register in accordance with federal regulations (36 CFR 60.12).
- For proposed nominations of historic districts to the National Register of Historic Places, the CLG can assist the SHPO by:
 - Aiding the preparer of the form by verifying the names and addresses of the owners of properties within the proposed districts.
 - Providing public meetings at times and places agreeable to the SHPO and the CLG.
 - Providing formal notification of pending nominations to the owners of the property or properties (this is a SHPO responsibility, but a CLG may volunteer to take on this task if language in the notification is approved by the SHPO in advance).
 - The SHPO will notify the CLG, the property owner, and the applicant when a property within the CLG's jurisdiction is listed in the National Register.



The Washoe County Library in downtown Reno, which includes lavish interior landscaping as part of its mid-century Modern design (NVSHPO, 2015).

6. Establishing and Maintaining a Local Design Review Process

To become a CLG, a local government must pass an ordinance that governs its historic preservation program. [NRS 278.020](#) and [NRS 384.005](#) jointly stipulate that local governments have the authority to establish ordinances that regulate private property for their historic value and quality-of-life benefit to the community. With the exception of property within the Comstock Historic District, local governments are the only governing body in Nevada that has the authority to review privately-funded developments on private property. As the governing body of each local government typically makes historic designations, elected officials responsible to the public are typically in a position to expand or restrict their historic designations in a manner that is reasonable to their local citizens.

Establishing local designations (see Section 5) is not required as a condition of certification in Nevada. However, if local historic designations are adopted, those provisions must be consistent with the federal and state regulations to achieve or maintain certification under the CLG program (36 CFR 61.6 and NRS 278 and 384). Those provisions require that *if* a CLG designates property as historic, it must also designate a review board to review developments within the established historic designations.

The National Register and Design Review

Local governments may wish to protect resources listed in the National Register within their jurisdictions using their local design review process. This is encouraged as part of the National Register's role as a planning tool, and National Register documents can serve as helpful references to guide treatment decisions.

However, as noted in Chapter 5, it is imperative that the local government use its own historic designation process to authorize and invoke local design review. Listing in the National Register alone is not grounds for a local government in Nevada to begin reviewing developments or alterations on private property. Conducting regulatory design review based only on National Register listing, or automatically designating National Register properties in a local register without a local legislative action, are both legally risky. Both actions are potentially a breach of authority under NRS 278 and 384, may be unconstitutional, and will result in a recommendation from the Nevada SHPO to the NPS for immediate de-certification.

Maintaining a Local Design Review Process for Preservation		
Aspect of Ordinance	Required	Recommended
Review of developments on locally-designated resources	If local historic designations are established, this is required for CLGs. Review can be advisory to the property owner.	Recommend that decisions by HPC are binding on the owner, similar to building permits.
Review of developments on NRHP-listed properties	Not required and not legally binding without local designation overlay. CLGs can informally monitor NRHP properties, but have no authority to review development on private property without first designating them under a local landmarking process.	Recommend informal monitoring only. Design review only if the property is also listed under a local ordinance, or if invited in an advisory capacity by the property owner.
Use of SOI Standards for Treatment of Historic Properties	If local designations and design review adopted, is required	Recommend design review guidelines for locally-designated historic districts, using the Standards as a basis.

Issue decisions/review results in writing to applicant/owner	If local designations and design review adopted, is required	N/A
Appeals of HPC decisions	If local designations and design review adopted, is required – CLG ordinance determines process	Recommend directly to governing body; Planning Commission should be notified but not directly involved unless governing body requests.
Demolition Review/Delay for properties over 50 years of age	Not required	Recommended, but with clear deadlines, decision options for the HPC, and an appeals process. <i>(Not a substitute for survey)</i>
Allowances for economic hardship	Not required.	Recommended, with clear documentation requirements and definitions to avoid misuse.

NRS 384.005 authorizes local governments to enact protective ordinances over property that the local government designates as historic if they desire. While state law does not require protective ordinances for local historic designations, participation in the CLG program does. A protective ordinance adopted by a city or county should meet the following minimum requirements (NRS 384.005[4]):

- a. Contain criteria which substantially achieve the preservation and rehabilitation of buildings of historic significance to the district; and
- b. Provide for a designated review board with the power to review proposed alterations to structures within the district.

Participation in the CLG program does add some requirements to local historic registers beyond those outlined in Nevada state law. As stipulated in the National Historic Preservation Act, (54 U.S.C. § 302503) and subsequent federal regulations, if a local government includes designations in its ordinance, then the following provisions are necessary:

- Clear and reasonable authority to review development that affects any locally-designated historic resource. In order to meet the stipulations for “protection” under the CLG requirements, a review of an owner’s plans by the HPC must be required at a public meeting. Although binding decision authority is recommended by the SHPO, advisory review is acceptable, provided the review itself is mandatory.
- Adoption of the *Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation* as the basis for review.

As historic preservation is an important sub-set of a community’s or county’s broader planning and zoning goals, collaboration and coordination between a local planning commission and its HPC will be necessary. The means that implementing permit-level review of developments affecting locally designated properties will vary from jurisdiction to jurisdiction. It is required by the Nevada SHPO that an HPC with design review authority issue a record of decision to the property owner in writing to confirm approval, approval with conditions, or denial of a particular development. As such, it is imperative that the HPC render decisions in a fair and impartial manner at a noticed public meeting. Federal policies for the CLG program also require the use of the *Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation* as the basis for CLGs in their operations, including design review. Although in most cases, Rehabilitation (adaptive reuse) will be the most appropriate treatment method for local design review, CLGs are encouraged to adopt the full set of Standards to cover cases where a broader approach may be necessary.

a. The Secretary's Standards

The Department of the Interior, specifically the National Park Service, maintains the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* as the federal government's best advice on how to care for historic resources of all kinds, from buildings to landscapes to archaeological sites. These Standards are not prescriptive, and are designed as a nationally-recognized methodology for preserving historic places. The Standards are ultimately a set of principles that can be applied in a project to ensure an historic building or landscape retains its most important historic details.

Under the Standards, the National Park Service maintains a library of guidance regarding the best practices of historic preservation that are designed to be understood by a non-technical audience, including homeowners, business owners, non-professional historic preservation commissioners, and city/county staff with limited experience in historic preservation treatments. Although adaptive reuse and fair negotiation are important aspects of local design review, beginning with recommended approaches from the Standards supports a relatively consistent and transparent decision-making process. A CLG that establishes development review over locally-designated properties in Nevada must adopt the Standards as a formal tool in its design review process.

As mentioned above, the National Park Service maintains a library of guidance supporting the Standards, which includes very detailed guidance on topics such as roofing, energy efficiency, repair of carpentry and masonry, etc. Below are some highlighted resources that may be of help:

- Federal Historic Preservation Standards and Guidelines (all topics, including treatment of historic properties): <https://www.nps.gov/subjects/historicpreservation/standards.htm>
- The National Park Service "Preservation by Topic" database: <https://www.nps.gov/tps/how-to-preserve/by-topic.htm>
- *Secretary of the Interior's Standards for Treatment of Historic Properties*: <https://www.nps.gov/tps/standards.htm>
- *Secretary of the Interior's Guidelines for Treatment of Historic Properties* (an illustrated guide for caring for historic buildings under multiple methods): <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

7. Maintaining CLG Status

Provided that the CLG continues to meet the requirements outlined in the federal and state statutes and clarified above, the CLG will retain its status. CLG Agreements between the local government and the SHPO can be terminated by the local government, in writing, at any time and for any reason. The SHPO may also recommend to the NPS the revocation of a local government's CLG status if the local government persistently fails to meet the requirements of the CLG program. It is the goal of the SHPO through its State CLG Coordinator to avoid the need for such action by providing consistent communication, education, and support to local governments.

Reporting to the SHPO

The Nevada SHPO requires an annual report be sent to the State CLG Coordinator at the end of every state fiscal year (June 30) to document the ongoing activities of each CLG, to ensure each CLG is meeting its obligations under the CLG Agreement, and to assess what needs the CLG might have. Copies of the annual reporting form are available from the SHPO website at <http://shpo.nv.gov/clg> or by contacting the State CLG Coordinator. The Coordinator will generally send a blank reporting form to the CLG's HPO with ample time to complete and return the report.

The SHPO will monitor the performance and evaluate each CLG at least once every four years; more frequently if staff time and resources allow. This may include:

- Review of the annual reports submitted by the CLG, minutes of HPC meetings, records of administration of federal grant funds, and other documents as necessary.
- The SHPO may send staff representatives to HPC meetings.

The SHPO will use the following criteria when evaluating the CLG's performance and providing comments and recommendations for future growth:

1. Roster of qualified HPC members.
2. Number and frequency of HPC meetings.
3. Quality of local historic resource survey/inventory.
4. Number of requests—and CLG performance in reviewing requests—for alterations, infill development, or demolitions (if local designations and design review are authorized).
5. Consistency of HPC design review decisions with the *Secretary of the Interior's Standards and Guidelines for Treatment of Historic Properties*.
6. Number of National Register nominations commented upon by the CLG.
7. Timeliness and quality of comments on National Register nominations.
8. Compliance with the CLG agreement, State CLG procedures, and federal requirements.
9. Delegated responsibilities carried out according to program requirements.
10. Timely filing of a complete Annual Report.
11. Timely completion of work and reporting pursuant to CLG grants.
12. Submittal of minutes to the SHPO.
13. Attendance of HPC members at SHPO-approved educational sessions.
14. Educational activities or programs conducted or sponsored.

If a CLG is found to be deficient in fulfilling its responsibilities, the SHPO shall document the assessment and recommend in writing to the local government specific steps to bring performance to an acceptable level. Persistent and long-term failure to meet CLG requirements may result in the SHPO recommending to the National Park Service that a CLG be decertified.

8. Process for Certification in Nevada

Applications for CLG status must come in writing from the local government, specifically the chief elected local official. The SHPO will respond to requests in writing within 30 calendar days of receipt.

Before Applying: A Checklist

- ☐ The governing body (city council or county commission) has passed an ordinance that, at minimum, makes a statement of purpose about the local government's preservation program, and establishes an historic preservation commission. The purpose statement in that ordinance should, at minimum, authorize the preservation commission to (see the Nevada Model Ordinance):
 - ☐ Conduct research to identify historic resources within the city/county, and maintain an inventory of results.
 - ☐ Educate the public about the benefits of historic preservation.
 - ☐ Make recommendations about historic preservation to the governing body.
- ☐ If the local government included local historic designations within its ordinance, the ordinance also:
 - ☐ Creates a reasonable design review and permitting process for developments affecting those locally-designated resources; and
 - ☐ Empowers the historic preservation commission to complete that design review in a manner consistent with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.
- ☐ The city/county has appointed the full membership of the historic preservation commission, including at least one member that meets the *Secretary of the Interior's Professional Qualifications Standards* in a preservation-related field, unless a waiver has been granted by the SHPO.
- ☐ The city/county has reviewed the Nevada CLG Agreement and the chief elected official (or city/county manager) has fully executed the document (with the exception of the SHPO signature). It may be appropriate to include the local resolution authorizing signature of the document.

What to Send to the SHPO

- ☐ A cover letter from the chief elected official requesting certification.
- ☐ The original, signed copy of the Nevada CLG Agreement.
- ☐ A copy of the ordinance(s) passed by the city/county establishing an historic preservation program.
- ☐ The name and contact information of the local government's CLG representative who will serve as the primary point of contact between the SHPO and the CLG. This is typically the staff support for the historic preservation commission.
- ☐ A list of all current/proposed members of the historic preservation commission. The CLG should provide the résumé/C.V., or city/county application for all HPC members, including documentation for those commissioners who are satisfying a professional requirement for the HPC. If a waiver has been granted by the SHPO for the professional member requirement, a memorandum outlining the local government's plan for consulting qualified professionals when needed should be included.
- ☐ A list of all designated resources and maps and inventories for any listed local historic districts, if the local government has already made local historic designations prior to certification. Shapefiles may also be submitted in addition to the list and maps.
- ☐ If the CLG is setting up a NVCRIS account, a completed NVCRIS Individual User Agreement for the CLG Representative.

If the SHPO can certify that the local government meets the requirements of the CLG program, the SHPO then drafts and executes a CLG Agreement with the local government. The SHPO will generally respond to complete applications in writing within 45 days. The SHPO then submits the fully executed CLG Agreement and any additional relevant documents to the National Park Service for approval by the Secretary of the Interior, who has fifteen days to either certify the local government or request more information in writing. The National Park Service then issues a letter with the date of certification to the SHPO, with a copy sent to the CLG.

CLG Program Contacts

Nevada SHPO

Vacant – Contact Rebecca Palmer, State Historic Preservation Officer

(775) 684-3443

rlpalmer@shpo.nv.gov

901 S. Stewart St., Suite 5004

Carson City, NV 89701

National Park Service

Megan Brown, Acting Certified Local Government National Program Coordinator

(202) 354-2062

Megan_brown@nps.gov

1849 C Street, NW Mail Stop 7360 (mail sent USPS will be irradiated) (do not send photos or CDs)

Washington, DC 20240

Glossary

Certified Local Government (CLG) - A local government whose local historic preservation program has been certified by SHPO and National Park Service. It is the local government, and not the Commission, that is certified. 36 CFR 61.

Certification agreement - The document signed by the chief elected official and the State Historic Preservation Officer that specifies the responsibilities agreed to as a condition of being a Certified Local Government.

CLG Jurisdiction - The legal and geographic boundaries of the local government. Because city and county jurisdictions are separate, city and county certified local governments must be established separately also. However, city and county certified local governments may cooperate and share purposes, sub-grant agreements, reporting forms, preservation Commissioners, and local CLG representative.

CLG Representative - The CLG Representative coordinates local historic preservation programs, helps in the development of local surveys, projects and historic preservation planning documents, advises and provides assistance to the local historic preservation Commission, government agencies and the public, and ensures to the extent practicable, that the duties and responsibilities delegated by local ordinance are carried out.

Chief elected official - The elected head of a local government. This official, according to federal statute, is the CLG program's official contact. This official must sign all programmatic sub-grant agreements and other documents. If the local government grants signatory authority to another, such as an administrative manager, both should sign sub-grant agreements and both should be kept informed of project changes.

Commission - A historic preservation commission, board, council, or similar collegial body that is established by local legislation, composed of professionals and persons appointed as specified in the local legislation that perform the duties and responsibilities outlined in the legislation.

Commission members - Duly appointed persons who demonstrated special interest, experience, or knowledge in history, architecture, or preservation-related disciplines. Commissioners are responsible to the SHPO only as representatives of the local government.

Commission professionals - Professionals in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines.

Consulting party - An individual or entity providing professional advice, expertise, demonstrated interest, or legal or economic relationship to a matter. Under the provisions of 36 CFR 800, federal agencies are required to seek and consider the views of state agencies, other federal agencies, Tribal Historic Preservation Offices, local and certified local governments, local preservation groups, other interested parties, and the public in their consultation regarding information needs and possible effects to historic properties.

Designation - The identification and registration of properties for protection that meet criteria established by the National Register, state, or the locality for significant historic and prehistoric resources within the jurisdiction of a local government. Designation must be consistent with the Secretary of the Interior's Standards for Identification and Registration.

Historic preservation - Includes identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, conservation, and education and training regarding these activities or any combination.

Historic Preservation Fund (HPF) - Monies appropriated to fund matching grants-in-aid program to State and Tribal Historic Preservation Offices for carrying out the purposes of the National Historic Preservation Act, as amended (16 USC 470 et seq.). By law, a minimum ten percent (10%) of each state's allocation must be subgranted to the certified local government program.

Historic property - Any prehistoric or historic district, site, landscape, building, structure, object, or traditional cultural property included in, or eligible for, inclusion in the National Register, including artifacts, records, and material remains related to such a property or resource.

Integrity - The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's significant historic or prehistoric period. Integrity is based on seven aspects of originality: location, design, setting, materials, workmanship, feeling, and association.

Local ordinance - An ordinance, resolution, or other legal instrument to meet the requirements of the certified local government program.

Local government - Any general purpose political subdivision of the state, such as an incorporated city, town, county, or planning district.

National Historic Preservation Act - A federal law that established the certified local government program, National Register of Historic Places, and a process requiring federal agencies to consider the effects of their undertakings on National Register properties, and it encourages preservation on state and private lands, National Historic Preservation Act, as amended (54 U.S.C. § 300101 et seq.).

National Register of Historic Places - The national list of districts, sites, buildings, structures, and objects significant in American history, architecture, landscape, archaeology, engineering, or culture, maintained by the Keeper of the National Register at the National Park Service in the Department of the Interior. 36 CFR 60.

National Register criteria - The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

Criterion A.) the property is associated with events that have made a significant contribution to the broad patterns of our history.

Criterion B.) the property is associated with the lives of persons significant in our past.

Criterion C.) the property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

Criterion D.) the property has yielded, or is likely to yield, information important in prehistory or history.

National Trust for Historic Preservation - The nationwide private, nonprofit organization chartered by legislation approved by Congress on October 26, 1949, with the responsibility of encouraging public participation in preservation.

Nomination - A form accompanied by maps and photographs that adequately documents an individual property or district and is technically and professionally correct and sufficient. To nominate is to propose that a district, site, building, structure, or object be listed in the National Register of Historic Places or, where a private owner or majority of owners object to listing, that property be determined eligible by the Keeper of the National Register.

Protection - The application of measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss, or attack or to cover or shield the property from danger or injury. Also, protection means a local review process under state or local law for any proposed demolition of, changes to, or other action that may affect historic properties listed in an established local register.

Public participation - The active involvement of a wide range of public, private, and professional organizations and individuals. In Nevada, public participation is mandated under NRS 241.

Registered historic district - Any significant historic district that is listed in, and meets the criteria for, the National Register of Historic Places or an established local register.

Review and compliance - The federally mandated state review of an undertaking's affect on historic properties, as specified under Section 106 of the National Historic Preservation Act, as amended (54 U.S.C. § 300101 et seq.). If agreed upon by the SHPO and the certified local government, this responsibility may be delegated in part or whole to the certified local government.

SHPO - State Historic Preservation Office or the State Historic Preservation Officer. "SHPO" is used interchangeably throughout this manual to refer to the state level organization and designated officer that oversees the state preservation programs.

SOI Standards - Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, which provide technical information and guidance about historic preservation activities and methods. The subjects include: Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Documentation, Treatment of Historic Properties (Restoration, Rehabilitation, Stabilization, and Reconstruction), Professional Qualifications, and Preservation Terminology.

Sub-grant - A pass-through award of financial assistance from the federal government, under the National Historic Preservation Act, as amended (54 U.S.C. § 300101 et seq.) through SHPO to a certified local government to carry out specific objectives for a specified period of time consistent with the terms of a sub-grant agreement.

Sub-grant agreement - The written contractual agreement and any subsequently approved amendments between SHPO and a CLG (sub-grantee) in which the terms and conditions governing the grant award are stated and agreed to by both parties, and that documents the obligations of the funds.

Undertaking (federal undertaking) - A project, activity, or program funded in whole, or in part, under the direct or indirect jurisdiction of a federal agency, including those carried out by or on behalf of the agency (carried out with federal financial assistance, or requiring a federal permit, license, or approval).

Appendix A – Important Links

General Resources

- The National Park Service “Preservation by Topic” database: <https://www.nps.gov/tps/how-to-preserve/by-topic.htm>
- *Secretary of the Interior’s Guidelines for Treatment of Historic Properties* (an illustrated guide for caring for historic buildings under multiple methods): <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>
- *Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*: <https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>
- *Architectural Character-Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character*, Preservation Brief 17, <https://www.nps.gov/tps/how-to-preserve/briefs/17-architectural-character.htm>
- *Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes*, Preservation Brief 36, <https://www.nps.gov/tps/how-to-preserve/briefs/36-cultural-landscapes.htm>
- *The Seismic Rehabilitation of Historic Buildings*, Preservation Brief 41, <https://www.nps.gov/tps/how-to-preserve/briefs/41-seismic-rehabilitation.htm>

Windows

- *The Repair of Historic Wooden Windows*, Preservation Brief 9, <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>
- *Planning Approaches to Window Preservation*, Windows Tech Note 1, <https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Windows01.pdf>
- *Maintenance and Repair of Historic Aluminum Windows*, Windows Tech Note 22, <https://www.nps.gov/tps/how-to-preserve/tech-notes.htm>

Masonry

- *Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*, Preservation Brief 1, <https://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>
- *Repointing Mortar Joints in Historic Masonry Buildings*, Preservation Brief 2, <https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>
- *Non-destructive Evaluation Techniques for Masonry Construction*, Masonry Tech Note 4, <https://www.nps.gov/tps/how-to-preserve/tech-notes/Tech-Notes-Masonry04.pdf>

Exteriors

- *Roofing for Historic Buildings*, Preservation Brief 4, <https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm>
- *Rehabilitating Historic Storefronts*, Preservation Brief 11, <https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm>
- *Preserving Historic Wooden Porches*, Preservation Brief 45, <https://www.nps.gov/tps/how-to-preserve/briefs/45-wooden-porches.htm>
- *Maintaining the Exterior of Small and Medium Size Historic Buildings*, Preservation Brief 47, <https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exterior.htm>
- *Storefronts: Repair/Replacement of Missing or Altered Storefronts*, ITS Bulletins 13 and 48 <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS13-Storefronts-Repair.pdf> (13), and <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS48-Storefronts-Replacement.pdf> (48).

Interiors

- *Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements*, Preservation Brief 18, <https://www.nps.gov/tps/how-to-preserve/briefs/18-rehabilitating-interiors.htm>
- *Exposed Interior Brick: Removing Interior Plaster to Expose Brick*, ITS Bulletin 5, <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS05-ExposedBrick.pdf>
- *Interior Finishes: Altering the Character of Historically Finished Interiors*, ITS Bulletin 25, <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS25-FinishedInteriors.pdf>

Utilities

- *Improving Energy Efficiency in Historic Buildings*, Preservation Brief 3, <https://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>
- *Heating, Ventilating, and Cooling Historic Buildings – Problems and Recommended Approaches*, Preservation Brief 24, <https://www.nps.gov/tps/how-to-preserve/briefs/24-heat-vent-cool.htm>
- *Installing New Systems in Historic Buildings*, ITS Bulletin 51, <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS51-HistoricBuilding-NewSystems.pdf>
- *Incorporating Solar Panels in a Rehabilitation Project*, ITS Bulletin 52, <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS51-HistoricBuilding-NewSystems.pdf>

New Additions or Modifications

- *New Exterior Additions to Historic Buildings: Preservation Concerns*, Preservation Brief 14, <https://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm>
- *Making Historic Properties Accessible*, Preservation Brief 32, <https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>
- *Stair Tower Additions: Exterior Stair/Elevator Tower Additions*, ITS Bulletin 10, <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS10-StairTowers.pdf>
- *New Additions: New Additions to Mid-Size Historic Buildings*, ITS Bulletin 18, <https://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS18-Additions-MidSizeBuildings.pdf>