

100 E. Main Street
Bartow, Florida 33830



PHONE: 863-534-4386
FAX: 863-534-4387
www.polkhistorycenter.org

MEMORANDUM

TO: Bill Beasley, County Manager

THROUGH: Ryan Taylor, Deputy County Manager *RT*

THROUGH: Gaye Sharpe, Director, Parks & Natural Resources *GS*

FROM: Myrtice Young, Historic Preservation Manager *MY*

RE: Certified Local Government (CLG) Application Signature/Approval

DATE: April 24, 2024

The effort to establish Polk County as a CLG has been underway for several years. The process has involved consultation with various divisions of county government. We are grateful to the staff of these various divisions and to county management for supporting this initiative to make historic preservation a public policy in Polk County. The next step is to apply to the state of Florida for the CLG designation.

Please review the attached CLG Application and secure the signature of Bill Braswell as Chairman of the Polk County Board of County Commissioners. Commissioner Braswell serves as liaison to the Polk County Historical Commission. The state of Florida requires his signature on the Application.

The signed application will be submitted to the State of Florida Division of Historical Resources. After state approval, the application will be submitted to the National Park Service, Department of the Interior for approval at the federal level.

In addition to the Application, the following documents are attached in support of the request for signature:

- Ordinance No. 2023-076, adopted by the Board on 12/5/2023
- BoCC Meeting Minutes (Final) from 12/5/2023, page 1 and 9 – adoption hearing
- BoCC Consent Agenda Details with Consent Votes Recorded

The signed Application should be returned to me for mailing to the State of Florida Division of Historical Resources.

If additional information is needed, please let me know. Thank you.

APPENDIX C

APPLICATION FOR CERTIFICATION FLORIDA CERTIFIED LOCAL GOVERNMENT PROGRAM

Mail completed application to:

**Survey and Registration Section
Bureau of Historic Preservation
R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250**

Instructions:

- 1. Please use this application form.**
 - 2. Please print or type all responses.**
 - 3. Make sure all forms are signed.**
 - 4. Submit one complete set of all application materials.**
 - 5. Incomplete applications will be returned.**
-

- 1. Local Government Name:** Polk County, a Political Subdivision of the State of Florida
- 2. County:** Polk County
- 3. Contact (Name/Title/Address/Phone):** Myrtice Young, Historic Preservation Manager, 100 E. Main Street, Bartow, Florida 33830. (863) 534-4385
- 4. Appropriate Local Official (Name/Title/Address/Phone/E-Mail/Fax):**

W.C. "Bill" Braswell, Board Chairman of the Polk County Board of County Commissioners, 330 W. Church St. Bartow, FL 33831-9005, (863) 534-6050, BillBraswell@polk-county.net.

Bill Beasley, Polk County Manager, 330 W. Church Street, Bartow, FL 33831-9005, (863) 534-6444, BillBeasley@polk-county.net
- 5. Historic Preservation Review Commission (Name/Address/Phone):** Historical Resources Advisory Board, 330 W. Church Street, Bartow, Florida, 33830. Phone: (863) 534-4386
- 6. Time and Place of Regular Review Commission Meetings:** 3pm Eastern Time in the County Commission Boardroom at the Polk County Administration Building, located at 330 W. Church Street, Bartow, Florida 33830. The meetings are scheduled on selected dates during the months of January, March, May, August, and October.

APPLICATION FOR CERTIFICATION

7. Briefly describe how the membership requirements for historic preservation commissions have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members. PLEASE SEE PAGES 5 THROUGH 13 OF THIS APPLICATION

Membership for the Historic Advisory Resources Board have been satisfied by the following:

- Minimum of five members has been met.
- Appointments of members are made by a local official and all members reside in their designated districts.
- The commission is comprised of both professionals in the field of history and lay persons with mixed interests in historic preservation, history and other related disciplines.
- Terms of the commission members is staggered and does not exceed a consecutive duration of six years. The seat filled by the Board of County Commission member is an annual one-year term. Members can serve up to two terms of three years each.
- Commission members will make a reasonable effort to attend State Historic Preservation Training Programs.

The scope of fields represented in the Historic Advisory Resources Board varies. However, the diversity of the members and their experience in their respective fields coupled with the prominent interest in historic preservation and in preserving Polk County's history results in a Board that is focused and understands the importance of local historical resources. Members have strong ties to the localities they represent and are interested and knowledgeable about local histories. Members who meet the professional qualifications for service include Diana Welsh and Dr. Mike Denham.

8. Briefly describe your system for survey and inventory of local historic resources.

The initial survey of historically significant sites and resources will consist of those properties already acknowledged by the Polk County Historical Marker Program and the State of Florida Historic Marker Program. Because these resources have already been researched to complete the historic marker program, the histories have been well documented and serve as a foundation for which to begin the inventory. Other properties will include those already placed on the National Register of Historic Places, those already designated as local historical landmarks, and those listed on the Florida Master Site File. In accordance with the Department of the Interior Standards for archeology and historic preservation, those sites whose integrity may be damaged by widespread knowledge of their location will not have locations listed in the inventory. The location of properties such as religious sites, structures or objects might also be hidden if the value of the site would be compromised by widespread public knowledge.

These resources will be compiled onto an Excel spreadsheet (comparable to the Florida Master Site File). The data from this file, which includes the historic property, its known history and the reason for significance will then be transferred to the ArcGIS platform for public viewing as well as to the Polk County Planning Land Use Map. This ArcGIS database and the

APPLICATION FOR CERTIFICATION

Polk County Planning Land Use Map will be located on the Polk County History Center's website for the public and will be periodically updated as more historical resources are researched.

9. Briefly describe how the local government intends to participate in the National Register Program and detail how public participation requirements will be carried out in the local government's review of National Register nomination proposals.

As stated in Section 5 of the Preservation Ordinance, the local government intends to participate in the National Register through active engagement in reviewing and providing recommendations for properties and landscapes eligible for the program. By collaborating with the Florida National Register Review Board, the goal of Polk County is to highlight the various historic resources in Polk County that contribute not only on a local and state level, but also on the national level.

Public participation requirements will be met through appropriate notice of public hearings, availability for the public to comment and be heard at hearings, public access to the ongoing inventory and database of Polk County resources, along with overall collaboration with the public, either individual or organization, to designate structures or landscapes as historically significant.

10. Briefly describe why you are seeking certification.

Polk County is seeking certification to preserve local resources in the unincorporated Polk County that heavily contribute to the history of the area and highlight the importance of the past as a foundation for the future of the county. The implementation of the Certified Local Government in the programming of Polk County would further the collaborative efforts on the local, state and national level, and thus develop a broader understanding of historic preservation with greater resources that focuses on local community involvement in historic preservation efforts.

11. Are you planning to apply for Certified Local Government subgrants? If yes, briefly describe the purpose of the Certified Local Government subgrant request.

Yes. Subgrants will be requested to aid in the completion of design guidelines for the unincorporated county. The guidelines will be used in the local landmark program and the local historic district designation program. The guidelines will address the process of each program, certificates of appropriateness, architectural types, and criteria for designation.

Other subgrant requests would include projects to fund future survey work for the county to ensure that the inventory is up to date. This includes adding new properties to make certain that all historically significant properties are accounted for.

APPLICATION FOR CERTIFICATION

Membership of Review Commission

Name and Profession	Term Expires
1. Chairperson: Jinx Wilson Chaney Citizens Bank and Trust, Board of Directors	September 2025
2. Member: Denise Bohde 360 Perspective Partners, Realtor and Owner	September 2025
3. Member: Bea Hancock Delta Air Lines Flight Attendant	September 2025
Name and Profession	Term Expires
4. Member: Diana Welsh Bok Tower Gardens, Collections Manager	September 2026
5. Member: Darla Bridges Short Saint Leo University, Adjunct Professor and Middle School English Teacher	September 2026
6. Member: James M. Denham Florida Southern College, Professor of History Director of the Lawton M. Chiles Jr. Center for Florida History at Florida Southern College	September 2026
7. Member: Richard Fifer Retired, Lockheed Martin Corporation	September 2024
8. Member: Tina Peak Retired, Lake Wales Public Library	September 2024
9. Bill Braswell Polk County Board of County Commissioners, District 3	September 2024 (annual appointment)

APPLICATION FOR CERTIFICATION

**Historic Preservation Review Commission Member
Background Information**

Name: Jlnx Wilson Chaney

Address: 12 Brook Lane, Lakeland, Florida. 33803

Telephone: (228) 297-9660

Occupation: Board of Directors of Citizens Bank and Trust, Board of Directors.

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation: N/A

Historic Preservation training received (conferences, seminars attended): N/A

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? No

Name: Denise Bohde

Address: 1195 East Georgia Street, Bartow, Florida 33830.

Telephone: (404) 925-3412

Occupation: 360 Perspective Partners, Realtor and Owner

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation: N/A

Historic Preservation training received (conferences, seminars attended): N/A

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission?

- Board of Directors, Main Street Bartow
- Executive Board, Greater Bartow Chamber of Commerce.

Name: Beatrice "Bea" Hancock

Address: 1980 8th Terrace SE, Winter Haven, Florida. 33880.

Telephone: (407) 421-9043

Occupation: Delta Air Lines Flight Attendant.

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

In 2023, Hancock led the effort to obtain a historical marker for the Ritz Theatre (ca 1925) in downtown Winter Haven, completing the research and application process.

No special training, knowledge or membership in historic preservation. Other than a lifelong interest in history and preserving memories.

Historic Preservation training received (conferences, seminars attended): N/A

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? No

Name: Diana Welsh

Address: 134 Sela Court, Davenport, Florida 33896.

Telephone: (201) 390-3288

Occupation: Collections Manager for Bok Tower at El Retiro.

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

Diana Welsh received her master's degree from Seton Hall University in museum studies, with a concentration in collections management. Her professional career of 20 years has been spent working at various museums and historic sites. The majority of which was spent at George Washington's Mount Vernon where she cared for the historic home, outbuildings, historic objects, and museum and education center exhibits. Welsh believes that historic buildings and objects give insight into the past and when connections are made through these objects, people can better understand the world around them.

Historic Preservation training received (conferences, seminars attended)

Diana Welsh received her master's degree in museum studies and collections management. This included course work on preserving and caring for objects within historic buildings and museums. In her 20-year career, Welsh has attended numerous conferences including the American Alliance of Museums (AAM) conferences in 2006 and 2011, Association of Registrars and Collections Managers (ARCS) conference in 2015, Virginia Association of Museums conference in 2017, Association of Tribal Archives, Libraries, and Museums in 2019, and the Florida Association of Museums conference in 2023. Welsh is also a member for the Florida Association of Museums.

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? No

Name: Daria Bridges Short

Address: 2135 D.R. Bryant Road, Lakeland, Florida, 33810.

Telephone: (863) 660-6850

Occupation: Saint Leo University, Adjunct Professor and Middle School English Teacher

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation: N/A

Historic Preservation training received (conferences, seminars attended): N/A

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? No

Name: James M. Denham, Ph.D

Address: 111 Lake Hollingsworth Drive, Lakeland, Florida 33801.

Telephone: (863) 680-4312

Occupation: Professor of History and Director of the Lawton M. Chiles Jr. Center for Florida History at Florida Southern College.

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation.

Since the early 2000s, Dr. James Denham has served as president and on the Board of Directors of Historic Lakeland Inc., the premier historic preservation organization in the Central Florida region. In 2005, Dr. Denham was awarded Preservationist of the Year by the organization. Since the 1970s, Historic Lakeland Inc. has served as a public voice and advocate for preserving Lakeland's unique architectural heritage.

Dr. Denham received his Ph.D degree from Florida State University. In addition to Florida Southern College, he has held teaching positions in the field of history at several universities and colleges.

Historic Preservation training received (conferences, seminars attended)

Dr. Denham has attended many Florida Trust for Preservation seminars and annual meetings. Because of his role as Director of the Lawton Chiles Center for Florida History at Florida Southern College, he has written numerous support letters to the Florida Trust for Historic Preservation for preservation grants on behalf of the institutions in Polk County and in other locations in the state.

Are you a member of:	Yes	No
The Florida Historical Society	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? YES
Please list and indicate term(s) of service:

- Florida State Historical Marker Review Board, 2005-2006
- Polk County Historical Commission, 2002-2007, 2003-
 - o Chair, 2005-2007
- Polk County Historical Association, Board of Directors, 1995-2008
 - o Vice President, 2001-2005, President 2005-2007
- Historic Lakeland Inc., President, 2001
 - o Board of Directors, 1997-

Name: Richard A. Fifer

Address: 2226 Deerbrook Drive, Lakeland, Florida. 33811-2092.

Telephone: (863) 899-0462

Occupation: Retired – former systems engineering manager at Lockheed Martin.

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation:

Richard Fifer has a special interest in the history of the phosphate mining industry in Polk County. Fifer's interest stems from residing in a company-owned phosphate town as a child, and both his father and grandfather worked for a phosphate mining company.

Fifer's research extends to the history of the early mining companies, the industry pioneers, the mining methods, and the company towns that were created to support the industry. Fifer has published over three dozen articles on these topics. These articles have appeared in the publications of the Polk County Historical Association, the Mulberry Historical Society, the Florida Postal History Society, and the Southeastern Geological Society. Fifer has also contributed to several books, including "Around Mulberry" and "Boca Grande – Lives of an Island." He has also given many lectures on Polk County phosphate mining history throughout Central Florida.

In 2015, Fifer led the effort to place a historical marker at the site of Pierce, one of the larger phosphate towns. He researched the history of Pierce, coordinated the fundraising effort, and filed the application. In 2016, Fifer also led the effort to place a historical marker at the Carpenters' Home (ca 1929) in the north Lakeland community of Gibsonia.

For his efforts in preserving the history of the town of Mulberry, Fifer was awarded a Key to the City in March 2017. Fifer also received a Historic Preservation Recognition Award from the Daughters of the American Revolution in October 2023.

Historic Preservation training received (conferences, seminars attended):

No formal historic preservation training.

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? No

Name: Tina Peak

Address: 290 Cypress Garden Lane, Lake Wales, Florida 33853.

Telephone: (863) 678-4004

Occupation: Retired – former Library Director of the Lake Wales Library and overseer of the Polk County Library Cooperative's Bookmobile and Books by Mail services.

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation:

Tina Peak's earliest affiliation with historic preservation came in 1978 when she held the position of Museum Intern at the Lake Wales Depot Museum (now Lake Wales History Museum). After two years, Peak left for a position in the private sector. In 1982, Peak returned to Lake Wales to become the Director of the Lake Wales Public Library. She soon discovered that the Lake Wales Library Association held a large collection of papers and ephemeral donated by Allen Carlton Nydegger, the Civil Engineer who laid out many central Florida communities in the early 20th century. Peak began a digitization program focusing on the Nydegger Collection, local newspapers and news photos. Peak served as the City of Lake Wales Director of Library and Historical Resources from 2015 – 2022, with oversight of the Lake Wales History Museum, its collections and permanent exhibits.

Historic Preservation training received (conferences, seminars attended):

Tina Peak received a Master's Degree in Library & Information Science from the University of South Florida in 1991. I took all classes in the field of archives and preservation offered in this program. From 2015-2016, she was involved in the Florida Library Association & Florida Assoc. of Museum's Connecting to Collections Program In Disaster Planning and Managing Collections. Peak also has certificates in Emergency Planning for Libraries and Museums, Book and Document Repair, Digitizing Historical Documents from the Tampa Bay Library Consortium.

Are you a member of:

	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? Yes

Please list and indicate term(s) of service:

- City of Lake Wales Historic District Regulatory Board
- Polk County Historical Commission
- Society of Florida Archivists
- Florida Library Association

Name: Bill Braswell

Address: PO Box 9005, Drawer BC01, Barlow, FL 33831

Telephone: (863) 534-6050

Occupation: County Commissioner, District 3

Please give a brief description of your demonstrated special interest, knowledge or training in fields related to historic preservation:

No specific knowledge or training in historic preservation

Historic Preservation training received (conferences, seminars attended): None

Are you a member of:	Yes	No
The Florida Historical Society	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Florida Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The National Trust for Historic Preservation	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are you or have you ever been a member of any other government board or commission? Yes

Polk County Planning Commission
Current Polk County Board of County Commissioners (Chairman)

Certified Local Government Ordinance Internal Checklist

APPLICATION FOR CERTIFICATION

B.1. Requirements of Ordinance

Requirements

- a) Purpose clearly stated: Section 1.C.
- b) Authority for appointment of suitable commission: Section 3. "Establishment" and "Composition"
- c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register): Section 5.B.
- d) Clearly defined process for designation of historic properties including the consequences of designation: Section 6.D.
- e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established: Section 6.D.1 and 6.F.2
- f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties: Section 7.B.
- g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition: Section 7.B.5
- h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings): Section 7.A-B.
- i) Provisions for enforcing decisions: Section 9. Paragraph 2.
- j) Penalties for non-compliance: Section 9. Paragraph 2.
- k) Specific time frames for reviews: Section 6.D.1, Section 7.C.
- l) Right of appeal: Section 6.E.6, Section 6.F.3 and Section 7.F
- m) Specific time frames for consideration of development proposals: Section 7.C.

B.2. Commission

Requirements	Ordinance Citation
a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000): Section 3.A. "Composition"	
b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction; Section 1.B.	
c) Appointments made by appropriate local official or appropriate governing body: Section 3.A. "Composition."	
d) Commission members are residents of the jurisdiction which they serve: Section 3.A. "Establishment."	
e) Terms of office staggered: Section 3.A. "Establishment."	
f) Terms of office at least two (2) years, but not more than five (5) years: Section 3.A. "Establishment."	
g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days: Section 3.A. "Vacancies."	
h) Provisions for at least four (4) meetings per year at regular intervals: Section 3.A. "Meetings."	
i) Provisions for recording minutes of each meeting: Section 8. Paragraph 1.	
j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences: Section 3.A. "Duties."	
k) Provisions for Commission review of proposed National Register nominations within its jurisdiction: Section 2.A. "Certified Local Government", Section 5.E.	
l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission: Section 3.A. "Duties."	
m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities: Section 3.A. "Duties."	
n) Rules of Procedure adopted by Commission: Section 6.D.1 and Section 6.F.2.	

- o) Commission responsibilities complementary to those of the State Historic Preservation Office: Section 8. Paragraph 2.

B.3. Survey and Inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File): Section 4. Paragraph 1.	
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission: Section 4. Paragraph 1.	
c) Inventory material open to the public: Section 4. Paragraph 1.	
d) Provisions to update inventory materials periodically: Section 4. Paragraph 1.	
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office: Section 8. Paragraph 2.	
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government: Section 3.A. "Duties."	

B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced: Section 6.G.1.	
b) Provisions that Commission meetings will be open to the public: Section 6.C.	
c) Provisions that Commission meetings will have a previous advertised agenda: 6.C.	
d) Provisions to make meeting records available to the public: Section 3 "Meetings."	
e) Provisions that all Commission decisions will be given in a public forum: Section 6.D.	
f) Rules of Procedure adopted by the Commission must be available for public inspection: Section 6.D.	

- g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days' prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register: Section 6.G.
- h) Objections by property owners must be notarized to prevent nomination to the National Register: Section 6.G.2.
- i) Provisions for public and owner notification for designation: Section 6.D.1.A.
- j) Provisions for public and owner notification for project reviews: Section 6.D.
- k) Provisions for public hearings for designations and project reviews: Section 6.D.

B.5. Satisfactory Performance

Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings: Section 8. Paragraph 2.	
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days: Section 8. Paragraph 2.	
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting; Section 8. Paragraph 1.	
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting: Section 8. Paragraph 1.	
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action: Section 8. Paragraph 1.	
f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations: Section 8. Paragraph 1.	
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption: Section 8. Paragraph 1.	
h) Submit an annual report by November 1 covering activities of previous October 1 through September 30: Section 8. Paragraph 2.	
i) Information to be included in annual report (at a minimum): Section 8. Paragraph 2.	
1) A copy of the Rules of Procedure	
2) A copy of historic preservation ordinance	

- 3) Resume of Commission members
- 4) Changes to the Commission
- 5) New Local designations
- 6) New National Register listings
- 7) Review of survey and inventory activity with a description of the system used
- 8) Program report on each grant-assisted activity
- 9) Number of projects reviewed

C.I. Procedures (Certification material contained in this submission)

Requirements

- a) A written assurance by the chief elected local official that the local government will fulfill all of the requirements of certification. _____
- b) A copy of the local legislation _____
- c) A map of the area of jurisdiction of the Commission with any and all existing designated historic districts and individual historic properties clearly identified. _____
- d) A copy of the Commission's Rules of Procedure _____
- e) Resumes for each member of the Commission. _____
- f) Resumes for Commission staff members. _____

Certification

I hereby certify that I have read the Florida Certified Local Government Guidelines and agree to comply with all terms and conditions set forth therein.


W.C. Braswell, Chairman
Polk County Board of County Commissioners

5/2/2024
Date