HISTORIC DISTRICT COMMISSION REGULAR MEETING AGENDA

Monday, December 19, 2022 - 4:15pm

Escanaba City Hall, Council Chambers 410 Ludington Street, Escanaba, MI 49829



Don Curran, Chair
Judith Fouts, Vice-Chair
Karen Lindquist, Secretary
Rebecca McIntyre, Commissioner
Monte Morrison, Commissioner
Ellie O'Donnell, Commissioner
Vacant, Commissioner
Tyler Anthony P&Z Admin.
James McNeil, Interim City Manager
Karen Moore, Council Liaison

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES – June 20, 2022

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

PUBLIC HEARING(S)

UNFINISHED BUSINESS

NEW BUSINESS

1. Adoption of 2023 Meeting Schedule

The Commission will adopt its regular meeting schedule for 2023.

2. Election of Officers

In accordance with the Historic District Commission By-Laws, Section 4 – Officers, Paragraph A, the Commission will elect from its membership a Chair, Vice-Chair, and Secretary for the calendar year 2023.

3. Review Draft of 2022 Certified Local Government Annual Report

GENERAL PUBLIC COMMENT

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon five days' notice to the City of Escanaba Clerk's Office by writing or calling (906) 786-9402.

Respectfully Submitted.

Tyler Anthony

Planning & Zoning Administrator,

On behalf of the Historic District Commission

City of Escanaba HISTORIC DISTRICT COMMISSION – OFFICIAL PROCEEDINGS June 20, 2022

MEETING CALLED TO ORDER

A meeting of the Escanaba Historic District Commission was held on Monday, June 20, 2022, at 4:15 pm in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

ROLL CALL

Name	Present	Absent	Name	Present	Absent
Don Curran, Chair	Х		Ellie O'Donnell, Comm.		Χ
Judith Fouts, Vice-Chair	Х		Karen Lindquist, Comm.	Χ	
Rebecca McIntyre, Comm.	Χ		Monte Morrison, Comm.		Χ

A quorum of the Historic District Commission was present.

ALSO PRESENT

City Administration	Others
Heather Calouette, Interim Planning & Zoning Administrator	
Karen Moore, City Council Liaison	

One other individual was present.

MINUTES

A motion was made by Curran, seconded by Fouts, to approve the December 20, 2021 minutes as submitted. A roll call vote was taken and the MOTION PASSED unanimously.

AGENDA – No changes were made to the agenda.

CONFLICT OF INTEREST DECLARATIONS – None

UNFINISHED BUSINESS – None

PUBLIC HEARINGS - None

NEW BUSINESS

1. Election of Officer

A. At the regular meeting in December of each year, the Historic Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for re-election. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Historic Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, a new Secretary must be selected by the Historic Commission. Curran called for nomination for the election of Secretary as the office of the Secretary is vacant. In Accordance with the Historic District Commission ByLaws, Section 4A—Officers, the Historic Commission elected from its membership a secretary for the calendar year 2022. As there were no nominations for the election of Secretary, Lindquist volunteered to become the Secretary.

Fouts made a motion, seconded by Lindquist, to elect Lindquist as Secretary for the calendar year of 2022. A roll call vote was taken and the MOTION PASSED unanimously.

2. Webinar Training Session

Training information was presented in a webinar format from the Michigan Historic Preservation Network. This webinar was organized to convey the benefits of historic preservation into community planning. The following was discussed:

- o What historic preservation is and how it benefits communities.
- The various historic designations available and what planners should be aware of regarding designations.
- o The state enabling legislation for local historic district ordinances.

The webinar training was scheduled to fulfill a portion of the 4-hour annual training requirement for the Historic District Commission Members.

GENERAL PUBLIC COMMENT – None

<u>COMMISSION/STAFF COMMENTS</u> – Calouette announced they have a new Historic District Commission member, Rebecca McIntrye.

ADJOURNMENT

The meeting adjourned at 5:25 pm.	
Don Curran, Chairperson Escanaba Historic District Commission	Tyler Anthony, Planning & Zoning Administrator City of Escanaba
Minutes approved at the	meeting

AGENDA REPORT – HISTORIC DISTRCT COMMISSION

For the meeting agenda of **December 19, 2022**

NEW BUSINESS #1

<u>Title:</u> Adoption of 2023 Meeting Schedule

Background:

The Historic District Commission will review and adopt its 2023 regular meeting schedule for publication, as required by the Michigan Open Meetings Act.

Preliminary review has not identified any specific concerns (such as holidays or other major events) that would conflict with the proposed dates and require any adjustment to the regular schedule.

Attachments:

1. Proposed 2023 Historic District Commission Regular Meeting Schedule



NOTICE OF REGULAR PUBLIC MEETINGS HISTORIC DISTRICT COMMISSION

PLEASE TAKE NOTICE that the regular meetings of the Historic District Commission are scheduled for 4:15 p.m. in Room C101, the Council Chambers of the City Hall, 410 Ludington Street, in the City of Escanaba, MI, on the following dates as listed below:

HISTORIC DISTRICT COMMISSION MEETINGS – 2023 Room C101, City Hall, 4:15 p.m.

March 20, 2023 June 19, 2023 September 18, 2023 December 18, 2023

Public notice will be given regarding any changes in the above meeting dates. Minutes of the Historic District Commission Meetings are available at the City Clerk's Office, City Hall, 410 Ludington Street. Phone (906) 786-1194.

Commission Contact Person:
Tyler Anthony
410 Ludington Street
Escanaba, MI
(906) 786-9402

AGENDA REPORT – HISTORIC DISTRCT COMMISSION

For the meeting agenda of **December 19, 2022**

NEW BUSINESS #2

Title: Election of Officers

<u>Background</u>: In accordance with the Historic District Commission Bylaws, Section 4A – Officers, will elect from its membership a Chair, Vice-Chair, and Secretary for the calendar year 2023.

- A. Selection. At the regular meeting in December of each year, the Historic Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for re-election. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Historic Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, a new Secretary must be selected by the Historic Commission.
- B. Tenure. The Chair, Vice-Chair and Secretary shall take office January 1 following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

Name	2021 Office	Term Expires
Don Curran	Chair	10/1/2023
Judith Fouts	Vice-Chair	10/1/2024
Karen Lindquist	Secretary	10/1/2023
Monte Morrison		10/1/2024
Ellie O'Donnell		10/1/2023
Rebecca McIntyre		10/1/2025
VACANT SEAT		10/1/2022

AGENDA REPORT – HISTORIC DISTRCT COMMISSION

For the meeting agenda of **December 19, 2022**

NEW BUSINESS #3

<u>Title</u>: Review Draft of 2022 Certified Local Government Annual Report

Background:

A draft of the Certified Local Government (CLG) Annual Report has been prepared for review. Suggestions for edits are welcome prior to submission to SHPO.

<u>Attachments</u>:

1. Draft of 2022 CLG Annual Report



Michigan State Historic Preservation Office Certified Local Government Program CLG 2022 Annual Report

1. CLG BASIC INFORMATION							
CERTIFIED LOCAL GOVERNMENT							
City of Escanaba							
CHIEF ELECTED OFFICIAL							
Mark Ammel, Mayor							
CLG CONTACT PERSON (official person on file with National Park Service) TITLE							
Tyler Anthony Planning & Zoning Adminstrator							
MAILING ADDRESS DO Boy 049, 410 Ludington Street, Eccapaba, ML 40920							
PO Box 948, 410 Ludington Street, Escanaba, MI 49829							
EMAIL TELEPHONE 906-789-7302							
CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)	700 707 7002						
https://www.escanaba.org/bc-hdc							
2. HISTORIC DISTRICT ORDINANCE AND PRESERVATION P	LANNING						
A. DID THE CLG KEEP ITS HISTORIC DISTRICT ORDINANCE IN EFFEC	T FOR THE ENTIRE YEAR? ⊠ YES	☐ NO (if no, briefly exp	olain)				
B. DID THE CLG ADOPT OR AMEND/REVISE/MODIFY ANY OF THE FOL	LOWING DURING THE YEAR?						
(Provide a link or attach any documents for which you select yes)	T						
HISTORIC DISTRICT ORDINANCE PRESERVATION PLAN (including master plan component)							
□ YES ⋈ NO □ YES ⋈ NO							
HDC BYLAWS OR RULES OF PROCEDURE	HDC BYLAWS OR RULES OF PROCEDURE DESIGN GUIDELINES (under PA 169, guidelines must be approved by SHPO)						
□ YES ⋈ NO □ YES ⋈ NO							
COA APPLICATION/REQUIREMENTS SURVEY PLAN							
□ YES ⋈ NO							
OTHER PRESERVATION-RELATED REGULATIONS/PROCEDURES (e.g., blight ordinances, demolition ordinances, downtown design standards, etc.)							
□ YES ⋈ NO							
2 LUCTORIC DICTRICT COMMISSION							
3. HISTORIC DISTRICT COMMISSION	10011 70 7117 117 0						
A. PROVIDE THE NAME AND TITLE FOR THE COMMUNITY'S STAFF LIA	AISON TO THE HDC						
Tyler Anthony, Planning & Zoning Administrator		7 NO (:5					
B. DOES THE HDC USE AN ON-CALL PRESERVATION SPECIALIST (e.g	., architect, historian, etc.)? 🗀 YES 🗵	NO (II yes, provide na	me/title)				
C. IDENTIFY CURRENT HISTORIC DISTRICT COMMISSION MEMBERS							
(Submit a <u>resume</u> or <u>Attachment A</u> for each NEW commissioner appointed of							
NAME	ROLE (e.g., chair, vice-chair, etc.)	TERM STARTED	TERM ENDS				
Don Curran	Chair	10/15/2009	10/1/2023				
Judith Fouts	Vice Chair 10/15/2009 10/1/2024						
Karen Lindquist	Secretary 1/17/2013 10/1/2023						
Monte Morrison	Member 10/15/2009 10/1/2024						
Ellie O'Donnell	Member	10/15/2009	10/1/2023				
	Member	6/20/2022	10/1/2025				
Rebecca McIntyre	Menne	0/20/2022	10/1/2023				

D. DOES THE HDC INCLUD If you answer no, briefly id fill vacancies AND submit a	entify how the	CLG sought to	identify qualified pr	ofes	ssionals (architects, historia	ans, a	rchitectural his		eologists, etc.) to
E. ARE THERE CURRENTLY	VNA HDC M	ACANCIES2							
F. DID NEW COMMISSION	how many? 1		MATERIALS AND I	NFC	DRMATION ON THE LOCA	AL H	ISTORIC DIS	TRICT ORDIN	JANCE?
☐ YES ☐ NO ☒ NOT A									
G. DID AT LEAST ONE COM	MISSIONER	AND/OR STA	AFF PERSON PART	ICII	PATE IN TRAINING (e.g.,	, conf	erences, webir	nars, and in-per	son workshops)?
oxtimes YES $oxtimes$ NO $oxtimes$ If yes,	identify the t	raining and par	ticipants below. If n	o, b	riefly explain why no one pa	artici	oated in trainir	ng.	
NAME OF TRAINING			PROVIDER			AT	TENDEES		
History Preservation	101		Michigan Sta					Rebecca Mc	
			Michigan His Network	stor	ric Preservation		ırran, and K Iouette	aren Lindqu	ist, Heather
			Network			00	loucite		
H. WHEN ARE YOUR HDC'S	S REGULARIN	Y SCHEDIJI ET	MFFTINGS? (e.g.	fir	rst Wednesday of each mon	th)			
Third Monday of Mare					· ·	1111)			
I. IDENTIFY THE MONTHS	IN WHICH	YOUR HDC ME	ET AT LEAST ONC	Ε.					
MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*		MONTH		MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*
January 2022			WEBSITE!		July 2022			PRESENT!	WEDSITE!
February 2022					August 2022				
March 2022					September 2022				
April 2022					October 2022				
May 2022					November 2022				
June 2022	\boxtimes	\boxtimes	\boxtimes		December 2022		\boxtimes	\boxtimes	\boxtimes
			1		*if not available on you	r web	osite, <u>submit m</u>	inutes for at le	ast two meetings
J. PROVIDE INFORMATION	N ON DESIG	N REVIEW AP	PLICATIONS REC	EIVI	ED FOR REVIEW DURING	G TH	E YEAR.		
APPLICATION TOTALS				R	ESULTS OF REVIEWS				
# OF APPLICATIONS RE	CEIVED: 0			#	OF CERTIFICATES OF A	APPR	OPRIATENES	S ISSUED: 0	
# OF APPLICATIONS RE	VIEWED BY	STAFF ONLY:	0	#	OF DENIALS ISSUED:	0			
# OF APPLICATIONS RE	VIEWED BY	THE HDC: 0		#	OF NOTICES TO PROCE	EED	ISSUED: 0		
WERE ANY HDC DECISI	ONS APPEAL	ED? □ YES	⋈ NO (if yes, com	plete	e the information below)				
# OF HDC DECISIONS /	APPEALED:								
# OF DECISIONS OVER	TURNED:								
# OF DECISIONS AFFIR	MED:								

4. INVENTORY AND DESIGNATION							
A. IDENTIFY NEW SURVEY PLANS, PROGRESS ON EXISTING PLANS, AND/OR CHANGES TO EXISTING SURVEY PLANS, INCLUDING CHANGES IN PRIORITIES OR PROCESSES.							
Reconnaissance-level survey work performed for the Ogden Triangle Survey project in August 2021 by SHPO personnel in connection with the Community Partnership Program awarded in 2020. Report expected in 2023 for review and action.							
B. DID THE CLG ACTIVELY WORK ON OR COMPLETE HISTORIC RE If yes, identify them below. If the survey was completed but data and re Use additional sheets if necessary to capture all surveys in progress or complete.	eports were not previously provided to SHPO, s	submit a copy	with this report.				
NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY P	ROVIDED TO SHPO?				
Ogden Triangle Survey- In Progress (2021)	188		YES ⊠ NO				
<u> </u>			YES □ NO				
			YES □ NO				
			YES □ NO				
			YES □ NO				
			YES □ NO				
C. DOES THE CLG HAVE SURVEYS TENTATIVELY PLANNED FOR NE	L XT YEAR? □ YES ⋈ NO						
If yes, briefly identify them, including the reason for the survey (e.g., partiture survey goals that may be of interest.	art of work plan, development pressure, consid	lering designat	ion, etc.). If no, identify				
D. WAS ANY MUNICIPAL-SPONSORED ARCHAEOLOGICAL SURVEY If yes, identify them below.	COMPLETED DURING THE YEAR? ☐ YES	⊠ NO					
NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED	STATE STANDARDS?				
	☐ YES ☐ NO		YES □ NO				
	☐ YES ☐ NO		YES □ NO				
	□ YES □ NO		YES □ NO				
E. DID THE CLG ENGAGE IN LOCAL HISTORIC DISTRICT DESIGNA							
If yes, identify them below. If associated reports were not previously pre-	ovided to SHPO, <u>submit a copy</u> with this report T	. Use addition					
DISTRICT NAME	STATUS AND ACTION		REPORT PROVIDED TO SHPO?				
	☐ Draft/Underway ☐ Final/Completed		☐ YES ☐ NO				
	□ New District □ Modification □ Elim						
	□ Draft/Underway□ Final/Completed□ New District□ Modification□ Elim		\square YES \square NO				
	☐ Draft/Underway ☐ Final/Completed						
□ New District □ Modification □ Elimination □ YES □ NO							
	□ Draft/Underway□ Final/Completed□ New District□ Modification□ Elim		☐ YES ☐ NO				
	☐ Draft/Underway ☐ Final/Completed		□ YES □ NO				
	□ New District □ Modification □ Elim						
	☐ Draft/Underway ☐ Final/Completed☐ New District ☐ Modification ☐ Elim		□ YES □ NO				
	☐ Draft/Underway ☐ Final/Completed☐ New District ☐ Modification ☐ Elim		□ YES □ NO				
	☐ Draft/Underway ☐ Final/Completed		□ YES □ NO				
	☐ New District ☐ Modification ☐ Elim	imation					

F. DO YOU KNOW OF ANY NATIONAL REGISTER OR LOCAL DISTRICT If yes, briefly identify them below.	CT PROPERTIE	S THAT V	WERE MOVED OR DEMOLISH	IED? □ YES ☒ NO			
NAME/ADDRESS OF PROPERTY			NAME OF DISTRICT (IF APPLICABLE)				
NAME/ADDRESS OF FROI ENTI		TVAIVIL OI	DISTRICT (II ALTEICABLE)				
5. PUBLIC PARTICIPATION							
A. WERE ALL HDC MEETINGS HELD IN ACCORDANCE WITH THE OP	PEN MEETINGS	ACT, P.A	A. 267 OF 1976? ⊠ YES □	NO (if no, briefly explain)			
B. WAS INFORMATION ABOUT THE HDC, ITS MEETINGS, AND ITS \bowtie YES \square NO	ACTIVITIES MA	AINTAINE	ED ON THE LOCAL GOVERNM	MENT'S WEBSITE?			
☐ Mailings ☐ Newspapers ☐ Posting at Municipal Building ☐ C	C. BEYOND A WEBSITE, HOW DOES THE HDC PROVIDE INFORMATION ABOUT MEETINGS AND ACTIVITIES TO THE PUBLIC? ☐ Mailings ☐ Newspapers ☐ Posting at Municipal Building ☐ On-site Project Signs ☐ Direct Email ☐ Door Fliers ☐ Email List/Listserv ☐ Local Access Channels ☐ Community Events ☒ Other Facebook Postings						
D. DID THE CLG/HDC PROVIDE, SPONSOR, OR PARTICIPATE IN PL Preservation Month activities, historical marker programs) OR FO If yes, identify the activities below. SHPO encourages sharing photos so v	ORMAL TRAINI	NG ON H	IISTORIC PRESERVATION?	□ YES □ NO			
ACTIVITY	SPONSORING			DATE			
6. CLG/HISTORIC PRESERVATION GOALS							
A. BRIEFLY DESCRIBE IF/HOW YOU MET THE GOALS IDENTIFIED II	N YOUR LAST	ANNUAL	REPORT.				
GOAL	DID YOU THIS G		IF YES, DESCRIBE HOW IT IF NO, DESCRIBE WHY IT V				
Complete survey of the residential Ogden Triangle area	□ YES	⊠ NO	Field work was completed in August 2027 Awaiting final report, anticipated turn- around in early 2023.				
Develop a strategic plan for the inventory of historic resources in the city	□ YES	⊠ NO	Awaiting final report from Ogden Triangle Survey to walk through process of creating a local historic district. The lessons learned through this process will be used to develop an informed strategy for planning, establishment, and administration.				
	□ YES	□ NO					
	□ YES	□ NO					
B. BRIEFLY DESCRIBE YOUR TOP GOALS FOR NEXT YEAR (2022). E	EACH CLG MUS	ST IDENT	IFY AT LEAST ONE GOAL.				
GOAL	IS THI MULTI- GOA	YEAR	DO YOU NEED SHPO ASSIS GOAL? IF SO, BRIEFLY DES				
Review Ogden Triangle survey and determine whether creating a local historic district is appropriate	☐ YES	⊠ NO	Awaiting survey report f conclusion of the resear				
Hold public meeting(s) to inform the public about Ogden Triangle survey and outcomes and to gauge public support for historic preservation activities.	□ YES	⊠ NO	After many years with pactivities numbering fro are anxious to see the rangle survey, and ho catalyze much more act	m few to none, we esults of the Ogden peful that it will			

			assistance with (and other supp methods) and n public perceptio	we would appreciate direct a public education meeting blemental communication nodeling how to manage ons and encourage support ervation activities.
		□ YES □ NO		
		□ YES □ NO		
7.	MISCELLANEOUS INFORMATION			
A	WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2022 IS YO PRESERVATION SUCCESS STORY FROM YOUR COMMUNITY THAT Y Altough, we havent received the Ogden Triangle Survey res After many years of being mostly idle in our preservation accunderway and hopeful that it will be a catalyst for more pre District Commission up-to-date by providing training oppurt encouragement without a historic district to actually oversed	OU WOULD LIKE TO ults, we are hope ctivities, this office servation activity. cunities, but comm	HIGHLIGHT? SHPO ful to move forwa e is glad that the We are also atte	encourages sharing photos! ard with the results soon. Ogden Triangle survey is empting to keep our Historic
В.	DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., econor PRESERVATION PROGRAM IN 2022. Depsite historic preservation being among our Master Plan of from community leadership when the Ogden Triangle survey additional processes/restrictions on homeowners related to the need for education, building community support for preservational historical districts, historic overlay districts, national results.	goals and prioritie y project was intro historic preservat servation, and tho	s, we experience oduced. Specifica ion have been rec oughtful progress	d some surprising resistence Ily, concerns about imposing ceived. It has highlighted
C.	WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FA	ACING YOUR COMMU	JNITY?	
D	. SHPO IS HOPING TO HOST A STATEWIDE NATIONAL ALLIANCE OF DISTRICTS IN 2022. ARE THERE CERTAIN TOPICS THAT YOU WOU			ING FOR LOCAL HISTORIC
	Education regarding historic preservations, ex: benefits of c	reating a local his	toric district, hist	oric overlay districts, etc.
E.	DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (oth ☐ YES ☒ NO (If yes, briefly identify them below.)	ner than CLG grants)) IN 2022?	
F.	DID YOUR COMMUNITY HAVE ANY LOCAL INCENTIVE/GRANT/LOAN abatements, etc.) AVAILABLE FOR HISTORIC PROPERTIES IN 2022?			
	NAME OF PROGRAM			# OF PROPERTIES BENEFITED
	Obsolete Property Rehabilitation Act (OPRA)			2

Brownfield Tax Increment Financing	7				
G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? ☐ YES ☒ NO					
H. IF REIMBURSED THROUGH A CLG GRANT, WOULD YOUR COMMUNITY POTENTIALLY BE INTERESTED IN PARTNERING WITH SHPO TO HOST A FUTURE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS TRAINING? ☐ YES ☒ NO					
I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO?					