

**City of Escanaba  
HISTORIC DISTRICT COMMISSION – OFFICIAL PROCEEDINGS  
December 19, 2022**

**MEETING CALLED TO ORDER**

A meeting of the Escanaba Historic District Commission was held on Monday, December 19, 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	X		Ellie O'Donnell, Comm.	X	
Judith Fouts, Vice-Chair	X		Rebecca McIntyre, Comm.	X	
Karen Lindquist, Secretary	X		Monte Morrison, Comm.	X	

A quorum of the Historic District Commission was present.

**ALSO PRESENT**

City Administration	Others
Heather Calouette, Administrative Assistant	Karen Moore, Council Liaison

No other individuals were present.

**MINUTES**

A motion was made by O'Donnell, seconded by Lindquist, to approve the June 20, 2022 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. Adoption of 2023 Meeting Schedule**

Fouts made a motion, seconded by Morrison, to accept the 2023 meeting dates as presented, meeting quarterly on March 20, June 19, September 18, and December 18. A roll call vote was taken and the MOTION PASSED unanimously.

**2. Election of Officers**

Calouette stated 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.

*Curran called for nomination for the election of Chair for 2023.*

**A motion was made by McIntyre, seconded by Morrison, to re-elect Curran as Chair. A roll call vote was taken, and the MOTION PASSED unanimously.**

*Curran called for nomination for the election of Vice-Chair for 2023.*

**A motion was made by Morrison, seconded by O'Donnell, to re-elect Fouts as Vice-Chair. A roll call vote was taken, and the MOTION PASSED unanimously.**

*Curran called for nomination for the election of Secretary for 2023.*

**A motion was made by McIntyre, seconded by O'Donnell, to re-elect Lindquist as Secretary. A roll call vote was taken, and the MOTION PASSED unanimously.**

### **3. Review of 2022 Certified Local Government Annual Report**

Calouette explained that the Michigan State Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each year. SHPO uses the provided information to stay up to date on historic preservation activities across the state. This also identifies ways that SHPO can be more responsive to the needs of CLGs and evaluate local CLG programs. Being that Escanaba is a CLG, a report was drafted by staff for submittal to SHPO. The Historic District Commission reviewed the report draft.

A discussion took place regarding the Ogden Triangle Survey. Calouette explained that Alan Higgins, Certified Local Government Coordinator from the State Historic Preservation Office (SHPO) started the onsite survey in 2021, and that the survey was awarded to the City of Escanaba through the SHPO Community Partnership Program; the survey was performed at no cost to the City. The onsite survey consisted of approximately 188 properties that were within the Ogden Triangle area.

Calouette indicated that the Planning & Zoning Office has reached out to Alan Higgins frequently for updates on the Ogden Triangle Survey project. On December 5, 2022, Higgins explained that SHPO has been extremely short staffed and that he has continued to help meet various priorities at SHPO, which has pulled him away from the survey. Higgins indicated that SHPO will have new staff joining their office in 2023. As of December 5, Higgins doesn't have a definitive timeline for finishing the survey, but he noted that he will keep the Historic District Commission updated. Once the report is complete, Higgins will present the report in a public meeting and discuss options for further action.

**A motion was made by Curran, seconded by Fouts to submit the 2022 Certified Local Government Annual Report to SHPO. A roll call vote was taken, and the MOTION PASSED unanimously.**

**GENERAL PUBLIC COMMENT** – None

**COMMISSION/STAFF COMMENTS** – Morrison explained he knows someone interested in applying for a seat on the Historic District Commission who would be a wonderful asset. Morrison will direct the individual to the Clerk’s Office to submit an application.

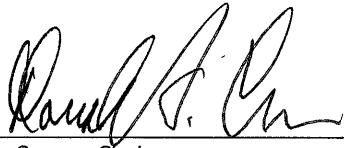
Council Liaison Karen Moore suggested that the Historic District Commission could encourage rehabilitation of downtown buildings by providing guidelines for renovations, funding, etc. Moore indicated that she doesn’t want to restrict development, but rather encourage preservation of the buildings’ integrity. She suggested that every deed which comes through should prompt the furnishing of a building’s history or provide information regarding grants or tax incentives. Calouette explained that the Assessor’s Office does discuss grants and tax incentives with businesses and individuals who inquire about such activities.

The commissioners described a meeting that they had previously attended with Historical Commissions from both Menominee and Calumet many years ago, which was very educational. The Commission expressed interest in scheduling another meeting with an Historical Commission from either Menominee or Calumet, the purpose being to determine how Menominee and Calumet started their Historic Districts. Commissioners were unsure if the Zoning Administrator arranged the previous meeting or if the State helped arrange it. They then discussed scheduling a joint meeting with the ZBA, Planning Commission, and Real Estate Agents in the near future to discuss their thoughts or concerns with a Historic District.

**ADJOURNMENT**

**A motion was made by Lindquist, seconded by Morrison, to adjourn the meeting.**

The meeting adjourned at 4:58 pm.



Don Curran, Chairperson  
Escanaba Historic District Commission



Tyler Anthony, Planning & Zoning Administrator  
City of Escanaba

Minutes approved at the March 20, 2023 meeting. A