

**CITY OF ESCANABA
HISTORIC DISTRICT COMMISSION
Official Minutes – Monday, March 18, 2024**

MEETING CALLED TO ORDER

A meeting of the Escanaba Historic District Commission was held on Monday, March 18, 2024, at 4:15 PM in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

Vice-Chair Fouts called the meeting to order at 4:16 PM.

ROLL CALL

Chair Don Curran	Absent	Commr. Monte Morrison	Absent
Vice Chair Judith Fouts	Present	Commr. Ellie O'Donnell	Absent
Secretary Karen Lindquist	Present	Commr. Myra Croasdell	Present
Commr. Rebecca McIntyre	Present		

With five in attendance, a quorum of the Historic District Commission was present.

ALSO PRESENT

City Administration:

- Tyler Anthony, Planning & Zoning Admin
- Brianna Ecklid, Confidential Secretary
- Karen Moore, City Council Liaison
- Roy Webber, Planning Comm. Liaison

Others:

- John Anthony, 1011 Lake Shore Drive
- Karen Flynn, 318 Lake Shore Drive
- Mike Growdon, 314 Lake Shore Drive
- Terry Reynolds, 215 Ogden Avenue
- Jim Shapy, 215 2nd Avenue South

Five other unnamed individuals were present.

MINUTES

Croasdell moved to approve the December 18, 2023 regular meeting minutes as proposed. Lindquist seconded.

Tyler Anthony suggested one amendment; on page 4 of the minutes, the Michigan State Historic Preservation Office was wrongly listed as the “Michigan State Preservation Office”. He hoped to see this error fixed.

A voice vote was taken. MOTION PASSED.

AGENDA

McIntyre moved to adopt the agenda as presented. Croasdell seconded.

MOTION PASSED by unanimous consent.

CONFLICT OF INTEREST DECLARATIONS

None.

Commr. O'Donnell entered the meeting at 4:21 PM.

PUBLIC COMMENT ON AGENDA ITEMS¹

John Anthony commented on NBI. He thanked the Commission for their work and noted that Tyler Anthony was his nephew. While his residence was outside of the proposed study area, he was interested in the project because his daughter and son-in-law had just bought property in that area. Since they were not residents of Michigan, he questioned whether State income tax credits were still available to them, or to other “snowbirds”.² John Anthony also felt that, while there were many positives for a local historic district, he wanted the Commission to understand that there were still many outstanding questions and concerns.

Reynolds also commented on NBI, noting that he lived in the proposed study area. He reminded Commissioners of the mess that happened with the House of Ludington.³ He felt that, since the House of Ludington received a historic property designation, it had caused a lot of snags in the building’s sale. Because of that trouble, the building lingered in a poor state for many years.

After Reynolds’ comments, Fouts asked Tyler Anthony to explain the difference between a local historic district and what was done with the House of Ludington. Tyler Anthony explained that adding a property to the National or State Register of Historic Places was only honorary; there were no rules or protections that came from such a title. He then explained that local historic districts were not meant to freeze a place in time, but to keep certain historic traits, which would have then kept the district’s character intact. Tyler Anthony then described “contributing” and “noncontributing” resources in historic districts, and how they might be handled. He added that local historic districts could not be made unless at least 51% of all property owners were to sign on to the idea; City Council could not create it on their own.

Growdon spoke from the audience. He asked if a time for questions and answers could be added to the agenda, since many seemed to have them. A brief discussion ensued among Commissioners about adding an open discussion item to the agenda. Despite this, no action was taken.

Growdon continued, stating that he felt there to be strong opposition to a local historic district, and that he saw no point in discussing an idea that had no support. He feared that there were no options for landowners in the proposed district – that once a decision was made, there was no way out of it. Fouts asked him to explain his concerns in more detail. Growdon claimed to see no financial benefits to homeowners, that there were no grants or other help for homeowners to do work on their properties. He also worried that it would have created more red tape, and that it would not have helped citizens at all. Growdon understood the want to preserve the character of Escanaba, but he stressed that forcing such a decision on people was not the right way to go.

Moore interrupted Growdon, noting that the meeting might have been getting off-track. She explained that the point of an HDSC was to explore the idea of a district, not to create one. If it

¹ Not all comments or speakers were properly recorded – some were not recorded at all – due to a lack of order during the meeting.

² The State Historic Tax Credit program authorized under Public Act 343 of 2020.

³ A senior housing redevelopment proposal for the House of Ludington, located at 223 Ludington Street, was brought to the Planning Commission at least twice in 2015 and 2016. Per the January 14, 2016 minutes, an earlier conditional approval by the Planning Commission hurt the developer’s State funding approvals and likely caused the project to fail. A nearly identical proposal was brought to the Planning Commission on February 26, 2019, which was also conditionally approved. This second attempt’s fate was not clear upon examination of records.

turned out that there was very little support, then there would have been no need to continue. Moore added that any rules were not set in stone, and that they could have been made as lax or strict as needed.

Commissioners and Growdon discussed whether the Michigan State Historic Preservation Office (SHPO) could have the ability to tell people what to do with their homes. The topic then drifted through zoning matters and how long the timeline for approvals might be. Growdon thought it very helpful if the Commission were to create a “Pros/Cons” list for people to understand local historic districts and all that they involved.

Flynn spoke from the audience. She asked Moore to explain who was going to choose the HDSC’s members, and how the idea of a historic district had come about. Moore described, at length, how the idea of a residential historic district had originally started. McIntyre explained that, at that point, the Commission was starting from zero and working their way up. She added that the Commission could have only made recommendations on an HDSC, not final decisions. At the time, the Commission was only in the planning process. She was pleased with how many residents were asking questions, as the engagement helped to make better decisions. Anthony noted that the Commission was so early in their work that they didn’t have many answers to the questions posed to them that night. Normally, the level of engagement that took place at this meeting was only seen late in a process when things could not be changed – this time, there was nothing yet to change.

Shapy approached the podium. He noted that there was too much misinformation floating around on this project. He felt that residents could get more involved, and that the Commission could use other forms of engagement – like radio – to help get their message out. Shapy added that, when the cruise ships came to town, he was told by passengers that Escanaba felt like a movie set.⁴ He wanted to keep Escanaba beautiful, and he hoped that a historic district could help keep the City looking good.

PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

NB1: Historic District Study Committee Recommendation

Tyler Anthony introduced the item.⁵ McIntyre asked him to clarify what the HDSC would and would not do. After some discussion, it was understood that no decisions on historic districts could have been made until after an HDSC’s work had begun. Fouts asked if the Commission was choosing people for the committee at this meeting; Tyler Anthony explained that the Commission could recommend a slate of members, but the City Council would have made the final decision.

⁴ During summer 2023, American Queen Voyages had Escanaba as a port-of-call. From May through October, two vessels visited a total of 28 times.

⁵ See Appdx. 1, NBL.

Moore noted that she had been contacted by some people interested in serving on an HDSC, and that they might have made for good choices. McIntyre felt that the Commission should not deviate from the plan set forth in the packet. This included advertising in the newspaper, and following OMA rules.

Discussion ensued over an HDSC's composition and how to balance the number of residents with other qualifications. McIntyre wanted to see more residents on the HDSC. After more discussion, it was suggested that this item be tabled until the end of the meeting.

McIntyre moved to table NB1 until the end of the meeting so that Commissioners could explore options for the committee. O'Donnell seconded.

A voice vote was taken. MOTION PASSED.

NB2: Newspaper Outreach Strategy

Anthony introduced the item.⁶ Fouts dislike the articles, finding them to be dry and irrelevant to Escanaba. She noted that many of them had examples from large cities. Fouts felt it would have been better to focus on smaller cities – especially cities in Michigan – and what they were doing with their historic districts. Lindquist agreed, adding that it made sense to focus on Escanaba, what we had already lost, and what we were in jeopardy of losing.

Commissioners discussed options to approach the articles at length, figuring on what the best focus might have been. Tyler Anthony recommended that the Commission reject the articles as presented before acting any further.

McIntyre moved reject the newspaper outreach plan. Lindquist seconded.

A voice vote was taken. MOTION PASSED.

Tyler Anthony then asked Commissioners what they wanted to do instead of the proposed articles. Further discussion ensued. After some time, McIntyre and Tyler Anthony agreed to write two articles for the newspaper.

NB3: Bylaws Adoption

Tyler Anthony introduced the item.⁷ Hearing no comments or questions, Fouts then for a motion.

Lindquist moved to amend the bylaws. Croasdell seconded.

A voice vote was taken. MOTION PASSED.

NB1: Historic District Study Committee Recommendation

McIntyre moved to take NB1 from the table. There was not a second.

MOTION PASSED by unanimous consent.

McIntyre noted that a citizen's committee was an option that could have been used in conjunction with an HDSC. This, she noted, could have helped the Commission gather information, do public outreach, education and listen to concerns. Discussion ensued about what the actual charge of a Commission committee might have been.

⁶ See Appdx. 1, NB2.

⁷ See Appdx. 1, NB3.

Growdon spoke from the audience. He asked who this other committee would have answered to, and what their purpose would have been. Commissioners and Growdon discussed this point. McIntyre explained that such a committee could have provided another layer of discussion, and to have allowed for more flexibility in the Commission's work. Tyler Anthony added that he would have to check over some supporting documents to figure out how to approach a committee.

McIntyre moved to have Anthony explore a citizen committee for the next meeting. Croasdell seconded.

A voice vote was taken. MOTION PASSED.

Further discussion took place over a citizen committee.⁸

GENERAL PUBLIC COMMENT

Flynn approached the podium to express her concerns over a residential historic district. She explained that she had previously asked to be added to an HDSC volunteer list, but that Commission staff were confused by her request. She added that it made much more sense to have a historic district on Ludington Street than to have one in a residential area. Flynn then described her home, its historic traits, and how she felt that it was not a historic resource.

Fouts stated that she didn't believe that Ludington Street was a historic district; Anthony explained that it was a Historic District listed under the National Register of Historic Places. Discussion ensued over existing and earlier proposed local historic districts in Escanaba.

COMMISSIONER/STAFF COMMENT & ANNOUNCEMENTS⁹

Tyler Anthony reported that the City's membership with the Michigan Historic Preservation Network had been renewed for 2024. He also reported that the MHPN's annual statewide conference was planned to take place in Kalamazoo in May. Finally, he reported that the Annual Certified Local Government Report had been submitted to SHPO.

Croasdell thanked all present for coming to the meeting.

Fouts hoped that residents would have helped the Commission get accurate information out to the public.

McIntyre felt that there were many ways to do a historic district, and that exploring those options was best for Escanaba.

Growdon thanked the Commission for taking everyone's concerns seriously.

ADJOURNMENT

O'Donnell moved to adjourn the meeting. Croasdell seconded.

A voice vote was taken. MOTION PASSED.

The meeting adjourned at 6:04 PM.

⁸ The audio recording did not capture enough of this discussion to support these minutes.

⁹ Some discussion with the audience took place during this item, but such talk was omitted for brevity and clarity.


EXHIBITS TO THESE MINUTES

Appendix 1: The meeting agenda and packet.

APPROVAL

I, Karen Lindquist, Secretary of the City of Escanaba Historic District Commission, hereby certify that the foregoing constitutes the true and complete proposed minutes of a meeting of the Historic District Commission of the City of Escanaba, County of Delta, State of Michigan, held on 18 March 2024; that I have reviewed said proposed minutes; and that said proposed minutes shall be made publicly available.

REVIEWED:



Karen Lindquist, Secretary
Escanaba Historic District Commission

Draft reviewed on: 3/20/2024

Draft available on: 3/21/2024

I further certify that the foregoing proposed minutes are now approved; that these approved minutes shall be made publicly available; and that all the foregoing was/is made/given/kept in accordance with the Open Meetings Act (MCL 15.261 et seq.), the Michigan Planning Enabling Act (MCL 125.3801 et seq.), the Local Historic Districts Act (MCL 399.201 et seq.), said City's Code of Ordinances, and said Commission's Bylaws.

APPROVED:

Karen Lindquist, Secretary
Escanaba Historic District Commission

Final approved on: _____

Final available on: _____



Don Curran , Chair
Myra Croasdell, Commissioner
Ellie O'Donnell, Commissioner

Judith Fouts, Vice Chair
Rebecca McIntyre, Commissioner
Tyler Anthony, Planning & Zoning

Karen Lindquist, Secretary
Monte Morrison, Commissioner
Karen Moore, City Council

HISTORIC DISTRICT COMMISSION

Regular Meeting Agenda – Monday, March 18, 2024, 4:15 PM

Council Chambers, Rm. C101 – Escanaba City Hall – 410 Ludington Street, Escanaba, MI 49829

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION TO MINUTES – Regular Meeting: December 18, 2023

APPROVAL/ADJUSTMENT TO AGENDA

CONFLICT OF INTEREST DECLARATIONS

PUBLIC COMMENT ON AGENDA ITEMS

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

NB1: Historic District Study Committee Recommendation

The Commission will consider recommending to the City Council that they appoint a historic district study committee (HDSC) for the “Ogden Triangle” area.

NB2: Newspaper Outreach Plan

Commissioners will review a proposed article series, advocating for local historic districts, which is intended for print in local newspapers.

NB3: Bylaws Adoption

The Commission will consider the adoption of new Bylaws.

GENERAL PUBLIC COMMENT

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

- MHPN Membership Renewal
- MHPN Annual Conference
- 2023 CLG Annual Report Submittal

ADJOURNMENT

Respectfully submitted,

Tyler Anthony
Planning & Zoning Administrator
On behalf of the Historic District Commission



Don Curran , Chair
Myra Croasdell, Commissioner
Ellie O'Donnell, Commissioner

Judith Fouts, Vice Chair
Rebecca McIntyre, Commissioner
Tyler Anthony, Planning & Zoning

Karen Lindquist, Secretary
Monte Morrison, Commissioner
Karen Moore, City Council

HISTORIC DISTRICT COMMISSION

Public Engagement Guidelines

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.

Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any material shall be made available without cost to members of the public by request before the meeting.

During the agenda item, when the floor is opened for public comment by the chair, individuals wishing to comment should:

1. Approach the podium.
2. Speak into the microphone.
3. State your full name and address for the record (providing spelling as necessary)
4. Direct all comments/questions to the Chairperson only.
5. Be guided by the following time limits:
 - Petitioner/aggrieved party – 15 minutes (unless amended by the Chair)
 - General public – 2 minutes (unless amended by the Chair)

The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson.

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HISTORIC DISTRICT COMMISSION
Official Minutes – December 18, 2023**

MEETING CALLED TO ORDER

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Chair Curran called the meeting to order at 4:15 PM.

ROLL CALL

Chair Don Curran	Present	Comm. Monte Morrison	Present
Vice Chair Judith Fouts	Present	Comm. Ellie O'Donnell	Present
Secretary Karen Lindquist	Present	Comm. Myra Croasdell	Absent
Comm. Rebecca McIntyre	Absent		

With five in attendance, a quorum of the Historic District Commission was present.

ALSO PRESENT

City Administration:

- Tyler Anthony, Planning & Zoning Admin
- Brianna Ecklid, Confidential Secretary
- Karen Moore, City Council Liaison

Others:

No other individuals were present.

MINUTES

Curran moved to approve the September 18, 2023 regular meeting minutes as proposed. O'Donnell seconded.

A voice vote was taken. MOTION PASSED.

AGENDA

Moore asked whether the Commission's members listing on the agenda had been corrected; the City Council liaison was incorrectly listed as Ron Beauchamp instead of Moore. Beauchamp had believed that he had been appointed as liaison to this body without his knowing. Anthony explained that the error had been fixed, and all future agendas were to correctly list Moore as the City Council liaison.

Curran moved to approve the meeting agenda as proposed.

[Note: No second was made, but the motion was taken to a vote without issue.]

A voice vote was taken. MOTION PASSED.

CONFLICT OF INTEREST DECLARATIONS

None.

PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS**NB1: 2024 Meeting Schedule**

Anthony presented the proposed 2024 meeting schedule. He noted that the proposed dates were scheduled quarterly on the first Monday of each month, beginning in March.

Lindquist moved to accept the 2024 meeting schedule as presented. O'Donnell seconded.

A voice vote was taken. MOTION PASSED.

NB2: Election of Officers

In accordance with the Commission's Bylaws, a Chair, Vice Chair, and Secretary were to be elected for the calendar year 2024.

Chair Curran called for nominations to the office of Chair.

O'Donnell nominated Curran for Chair.

No further nominations were made.

A viva-voce election was held. CURRAN WAS ELECTED AS CHAIR.

Chair Curran called for nominations to the office of Vice-Chair.

Lindquist nominated Fouts for Vice Chair.

No further nominations were made.

A viva-voce election was held. FOUTS WAS ELECTED AS VICE-CHAIR.

Chair Curran called for nominations to the office of Secretary.

Fouts nominated Lindquist for Secretary.

No further nominations were made.

A viva-voce election was held. LINDQUIST WAS ELECTED AS SECRETARY.

NB3: SHPO CLG 2023 Annual Report

Anthony explained that the Michigan State Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report for the previous year. He then read aloud questions 6(B) and 7(A)-(D), (G)-(I) to the Commission for them to answer for the report.

Anthony asked the Commission to briefly describe top goals for the upcoming year (question 6B). Curran noted that he felt the Ogden Triangle project was to be the primary focus for the Commission. Discussion about goals then took place between all present.

Fouts asked, that if citizens did not seem to be invested in the Ogden Triangle project, would it have made sense to proceed. She shared her concerns about the lack of community involvement, and that she felt many people didn't understand what the Commission did; they would not have welcomed a local historic district out of either misinformation or fear. Fouts felt that

informational meetings or workshops might help with this problem. Anthony noted that hosting such meetings or workshops was a good goal to list in the report. O'Donnell thought that publishing articles in the local paper could be another way to get information out to the public. Moore said that a public hearing was a very good idea. All present discussed which was the best way to move forward with the Commission. They agreed that holding workshops and publishing articles in the newspaper was to be their course of action.

Anthony noted that Gladstone was doing a walking tour of historic houses, and that it could have been something the Commission could explore. Lindquist was helping Gladstone with this project at the time, and that the Delta County Historical Society (DCHS) had very good luck with a historic house bus tour in the past. She felt that it could be another good goal for the Commission to pursue.

O'Donnell moved to answer question 6(B) with the the goals of “1) hosting informational meetings and publishing articles,” and “2) creating a historic walking tour.” Fouts seconded.

A voice vote was taken. MOTION PASSED.

Anthony read to the Commission question 7(A) from the report, asking what they would like the new CLG Coordinator to understand about Escanaba. All present discussed how difficult it was to define any clear historic areas in the City. Curran and Anthony both agreed that significant properties could be found everywhere in town. Moore noted that historic renovations on Ludington Street should be made a priority.

Fouts moved to answer question 7(A) with “Escanaba has difficult to define areas of historic properties, and there are few areas with high enough concentrations to justify historic districts.” O'Donnell seconded.

A voice vote was taken. MOTION PASSED.

Anthony then read question 7(B), asking the Commission what they were most proud of in 2023. They agreed that completing the Ogden Triangle Summary Report was a great source of pride.

Lindquist moved to answer question 7(B) with “Completion of the Ogden Triangle Summary Report is what we are most proud of.” Morrison seconded.

A voice vote was taken. MOTION PASSED.

The Commission discussed question 7(C), noting that the problems or challenges faced in 2023 were due to public awareness and funding issues. Moore suggested that there were whole sections of Escanaba mapped as “economically disadvantaged” for grant purposes; she recommended that the Commission note that in their motion. Anthony asked the Commission if they felt that it was germane to the question; they agreed that it was. Curran also noted that Escanaba did not have any compact historic areas. There were pockets of historic buildings scattered throughout the City.

Lindquist moved to answer question 7(C) with “Public awareness, funding issues, and portions of the City being economically disadvantaged were all faced in 2023.” Fouts seconded.

A voice vote was taken. MOTION PASSED.

The Commission discussed question 7(D), which asked about critical preservation needs. Curran noted that staving off further building deterioration was a major concern. Moore asked if stimulating downtown preservation counted, which the Commission discussed. Lindquist felt that funding was a pressing issue. She noted that the DCHS often fielded calls from residents and businesses who purchase historic buildings; they wanted to restore them, but the funding wasn't available to do so.

O'Donnell moved to answer question 7(D) with "Lack of funding and continuing building deterioration are the most critical." Lindquist seconded.

A voice vote was taken. MOTION PASSED.

Anthony posed question 7(G) to the Commission. This question asked if they had any upcoming projects which they wished to discuss with SHPO for a potential CLG grant application.

Morrison moved to answer question 7(G) with "Yes; the historic houses tour as listed in report section 6(B)." O'Donnell seconded.

A voice vote was taken. MOTION PASSED.

The Commission briefly looked at question 7(H).

O'Donnell moved to answer question 7(H) with "Yes." Morrison seconded.

A voice vote was taken. MOTION PASSED.

Anthony asked if there was anything the Commission would have liked to share with SHPO, per question 7(I). They decided that SHPO deserved thanks for helping them finish the Ogden Triangle Summary Report; having Alan Higgins come to Escanaba to speak was also very nice. They also noted interest in learning how cities like Escanaba, with historic housing and interests scattered throughout the town, have made their historic districts work.

Fouts moved to answer question 7(I) with "Thank you for your help with the Ogden Triangle Summary Report, and thank you, Alan Higgins, for coming to speak with the Commission. The Commission is also interested in learning how cities with similar issues have made their Historic Districts work." O'Donnell seconded.

A voice vote was taken. MOTION PASSED.

NB4: Ogden Avenue Historic District Study Committee

Anthony noted that, at the September 18th meeting, the Commission directed staff to research and provide a course of action to establish a Historic District Study Committee for the "Ogden Triangle". He then presented the research and the most appropriate makeup of such a committee. Curran volunteered to be one of the two Commission members on the Committee. Morrison also volunteered. Curran asked Lindquist if she could broach the idea at the next DCHS meeting, since two other members were to be appointed from that group; Lindquist agreed to do so. Moore volunteered to be on the Committee as one of the two citizen members since she lived in the "Ogden Triangle" area at that time. Curran asked Anthony if Moore could be appointed since she was on the City Council. The Commission discussed other options. Anthony noted that it would be a good idea to advertise in the paper as a way of gaining more community engagement. Moore asked if Anthony could be appointed dually as both City staff and as an architect. He declined,

explaining that he was not a registered architect. Moore then posed Ryan Brayak as an option; she was friends with him at the time, she believed him to be an architect, and she felt he would be a good fit. Anthony noted the request and asked the Commission if they had any other ideas. Moore offered to contact Brayak as soon as possible. Fouts and Linquist both thought the idea of advertising for committee members was the best idea; Curran agreed. Commissioners also considered the idea of holding a special meeting once the DCHS had offered two names for the committee in February. Their next meeting was to be held that month.

GENERAL PUBLIC COMMENT

None.

COMMISSIONER/STAFF COMMENT & ANNOUNCEMENTS

Anthony read some announcements from emails he received from SHPO and MHPN since the last Commission meeting. He noted a free webinar, scheduled for January 25th, about renovations to the Vermillion Life-Saving Station on Lake Superior.

Lindquist announced that the Sand Point Lighthouse and DCHS Muesum were to be opened for their annual Christmas open house on December 26th and 27th, inviting the public to attend.

ADJOURNMENT

Curran moved to adjourn the meeting.

[Note: No second was made, nor was there a vote; the motion proceeded unopposed.]

The meeting adjourned at 5:21 PM.

APPROVAL

I, Karen Lindquist, Secretary of the City of Escanaba Historic District Commission, hereby certify that the foregoing constitutes the true and complete proposed minutes of a meeting of the Historic District Commission of the City of Escanaba, County of Delta, State of Michigan, held on 18 December 2023; that I have reviewed said proposed minutes; and that said proposed minutes shall be made publicly available.

REVIEWED:



Karen Lindquist, Secretary
City of Escanaba Historic District Commission

Reviewed on: 12/19/2023
Available on: 12/19/2023 A

I, Don Curran, Chair of the City of Escanaba Historic District Commission, hereby certify that the foregoing proposed minutes are now approved; that the foregoing approved minutes shall be made publicly available; and that all the foregoing was/is made/given/kept in accordance with the Open Meetings Act (MCL 15.261 et seq.), the Local Historic Districts Act (MCL 399.201 et seq.), said City’s Code of Ordinances, and said Commission’s Bylaws.

APPROVED:

Don Curran, Chair
City of Escanaba Historic District Commission

Approved on: _____
Available on: _____



HISTORIC DISTRICT COMMISSION

Agenda Item Report – Monday, March 18, 2024

NB1: Historic District Study Committee Recommendation

Background

At their regular meeting on September 18th, 2023, the Commission directed staff to research and provide a course of action to establish a Historic District Study Committee (Study Committee) for the "Ogden Triangle". Such a course of action was provided at the December 18th meeting, where the most appropriate makeup of a Study Committee was described.

To best achieve an HDSC's lawful and appropriate membership in this case, the following formula should be used:

- Two members from the Commission itself;
- Two members from the Delta County Historical Society (DCHS), who are not already members of the Commission;
- One member from City Administration, who should already be Commission staff;
- Two members who live in – or within 300 feet of – the "Ogden Triangle"; and
- One member who is a registered architect, when possible.

Since the December 18th meeting, the DCHS has likely met. Commr. Lindquist had agreed to recruit two members of that organization to serve on the Study Committee. At the time of this writing, DCHS President Charles Lindquist has agreed to serve.

Issues and Questions Specified

- Is the Commission prepared enough to launch this project?
- Which two Commissioners should be appointed to the Study Committee?
- Which two members of the Delta County Historical Society should be appointed?

Master Plan References

- Objective 2.2: Protect the Character of Historic Neighborhoods.¹

Possible Options for Action

1. Select two Commissioners to serve on a Study Committee. This should be done by election.²
2. Recommend to the City Council that they establish a Study Committee. Sample language:
"I move to adopt the following resolution:
Whereas, The State of Michigan, by the Local Historic Districts Act (MCL 399.201 et seq.), hereinafter "the Act", did declare historic preservation to be a public purpose and provide for the establishment of historic districts, and for procedures therefor;
Whereas, The City of Escanaba, by the Historic District Ordinance (City Code of Ordinances sec. 9-116 et seq.), hereinafter "the Ordinance", did declare and provide the same as the Act;

¹ City of Escanaba, 2016 Master Plan, p. 109.

² For guidance, see Section 402 of the (proposed) amended Bylaws on p.44 of this packet.



Whereas, The City of Escanaba Master Plan has indicated historic preservation as a community goal since at least the year 2016, with said plan noting an area which stems from the street named Ogden Avenue that “... possesses a high concentration of historic structures deserving to be preserved for the community,” and calling it the “Ogden Triangle”;

Whereas, The City of Escanaba conducted an overview inventory of the Ogden Triangle area in August of the year 2021 in partnership with the Michigan State Historic Preservation Office, hereinafter “SHPO”; and

Whereas, The summary report of said inventory as prepared by SHPO stated that “... [T]he [Ogden Triangle] area is worthy of additional consideration as a potential local historic district;” therefore, be it

RESOLVED, That Escanaba Historic District Commission hereby requests that the Escanaba City Council establish a historic district study committee, titled “the Ogden Avenue Study Committee”, dedicated to said area and appoint seven members thereto in accordance with the Act and the Ordinance;

RESOLVED, That the Escanaba Historic District Commission hereby requests that these five persons, who meet the criteria listed in the Act and the Ordinance, be appointed to said Study Committee:

- [Commissioner #1],
- [Commissioner #2],
- [Delta County Historical Society Member #1],
- [Delta County Historical Society Member #2], and
- Tyler Anthony; and be it further

RESOLVED, That the remaining two members shall be appointed from names submitted in response to an advertisement(s) placed in a newspaper with paid circulation in the City who:

- i. Shall not be members of a duly organized local historic preservation organization,
- ii. Shall not hold any elected office or employment position in the City Government other than by virtue of membership on said Historic District Study Committee,
- iii. Shall be residents of the City who live in or within 300 feet of the “Ogden Triangle”, unless a person is a registered architect who may, when possible, be a resident of the same, and
- iv. May, when possible, be a registered architect, except that only one of the names shall be such a person.”

Attachments:

1. (Draft) City Council Resolution to establish the Ogden Avenue Study Committee.



HISTORIC DISTRICT COMMISSION

Agenda Item Report – Monday, March 18, 2024

NB2: Newspaper Outreach Plan

Background

At their December 18th, 2023 regular meeting, Commissioners adopted three goals for 2024 calendar year. Among these goals, the Commission expects to “publish informational articles in a local newspaper”.

Since that meeting, City staff have assembled a series of newspaper articles. Based on a publication from PlaceEconomics, a historic preservation consulting firm, these articles offer 24 reasons why preservation is good for a community.

Staff recommend that one article should be published each week, in their current order, until finished with the series. Since the series comprises of 12 articles, this is expected to take just as many weeks. The Daily Press, our local newspaper, has tentatively agreed to take on this work.

If the Commission adopts this plan, staff will contact The Daily Press and arrange for the series’ publication. Donovan Rypkema, Principal at PlaceEconomics, has given the City full permission to use the firm’s work for these articles.

Issues and Questions Specified

- Do the proposed articles satisfy the Commission’s intent for informational articles?
- Is it acceptable for the series to be adapted from other work, even with permission?
- Does the timeline seem realistic?

Master Plan References

- Objective 2.2: Protect the Character of Historic Neighborhoods.
The City’s historic housing stock is an asset that should be protected. The historic stock of residential structures is an asset to the community and sets it apart from the surrounding townships. Maintaining the quality and unique character of historic homes adds to Escanaba’s unique sense of place and should be protected. Include schools in home tours to educate young residents about local history. Efforts to manage this unique resource should be a priority for the community.

Possible Options for Action

1. Adopt the newspaper outreach plan as proposed. Sample language:

“I move to adopt the following resolution:

RESOLVED, That the Historic District Commission hereby adopts the following Newspaper Outreach Plan:

- i. City staff, who have drafted a series of 12 articles explaining 24 benefits of historic preservation in a community, shall finalize said article series,*
- ii. City staff shall contact The Daily Press, a newspaper of general circulation in the City, and arrange for the publication of said article series, such that one article is published each week, and*
- iii. City staff shall make a report of any comments or other activity made in response to said article series at each successive meeting this year.”*



2. Adopt the newspaper outreach plan with changes. Sample language:

“I move to adopt the following resolution:

RESOLVED, That the Historic District Commission hereby adopts the following Newspaper Outreach Plan:

- i. *City staff, who have drafted a series of 12 articles explaining 24 benefits of historic preservation in a community, shall finalize said article series,*
- ii. *City staff shall contact The Daily Press, a newspaper of general circulation in the City, and arrange for the publication of said article series, such that one article is published each week, and*
- iii. *City staff shall make a report of any comments or other activity made in response to said article series at each successive meeting this year; and be it further*

RESOLVED, That the Historic District Commission imposes the following changes on the articles:

[provide numbered list of changes].”

3. Reject the newspaper outreach plan. Sample language:

“I move to reject the Newspaper Outreach Plan.”

Attachments:

1. Article: Introduction, Jobs, and First Place of Return
2. Article: Attractors of Growth, Property Values
3. Article: Downtown Revitalization, Heritage Tourism
4. Article: Foreclosures, Housing Vacancies
5. Article: Small Business, Start-ups and Young Business
6. Article: Density, Smart Growth
7. Article: Walkability, Environmental Responsibility
8. Article: Neighborhood Diversity, Evolving Cities
9. Article: Millennials, Neighborhood Stability
10. Article: Jobs in Knowledge, Home to Social Institution
11. Article: Strength in Market, Tax Generation
12. Article: Housing Affordability, Preservation as a Catalyst

Article 1

Historic preservation is a conversation with our past about our future. It provides us with opportunities to ask, "What is important in our history?" and "What parts of our past can we preserve for the future?" Through preservation, we look at history in new ways, ask new questions of the past, and learn new things about our history and ourselves. Escanaba's history has many facets, and preservation helps us tell these stories. But preservation does face some challenges. Some claim it stifles development. Others object to it on public policy worries, like affordability and market competition. More still argue that preservation infringes on property rights and basic freedoms. And yet, mountains of evidence stress the good that comes from preservation. Even if some values are hard to quantify, the unseen benefits far outweigh those that can be seen. To try and distill these unseen benefits into words, the Escanaba Historic District Commission offers 24 reasons why preservation is good for our city, thanks to the work of PlaceEconomics. This is the first article of a regular series.

1. Jobs

Rehabilitation work on historic buildings means jobs. Generally, they are well-paid jobs, especially for those without college education. Rehab tends to be more labor intensive than new builds, so work restoring historic buildings has a larger job creating impact per dollar spent than new construction.

In Savannah, Ga., for example, one million dollars spent on the rehab of a historic building will generate about 1.2 more jobs and \$62,000 more in income for citizens than the same amount spent on new construction. In New York City, more than \$800 million is invested annually in their historic buildings, creating jobs for 9,000 people, and supplying paychecks of over \$500 million each year. In Pittsburgh, Pa., just those projects that use federal historic tax credits have added an average of 500 jobs and \$18 million in salaries & wages annually for the past 35 years.

But jobs don't just come from rehab work. Designated local historic districts are job magnets. In Nashville, Tenn., while only 3% of jobs are in historic districts, 11% of all job growth in the city has gone there. Further, Nashville's historic districts also saw 24% of all job growth in accommodation and food service jobs, playing a key role in their tourism industry. In New York City, while 8% of all jobs are in designated historic districts, 12.7% of all food service and accommodations jobs are there. As anyone in the food service industry knows, success depends

not just on the quality of the food, but the atmosphere and character of the restaurant. That's why, in January of 2020, 14 of the 25 highest Yelp-rated Rhode Island restaurants were in historic districts. In Raleigh, N.C., 9 of the top 20 Yelp rated restaurants were in historic districts. It's not just that cities providing dining are thriving – it's that restaurants in local historic districts are particularly thriving.

2. First Place of Return

Many cities in this country, primarily in the Northeast and Midwest, have been losing people for decades. In recent years, however, some of their populations have started to rebound. So, a question arises – when cities begin to grow again after decline, where does it take place? The answer: in local historic districts.

Philadelphia, Pa., America's 6th largest city, peaked size-wise in 1950. By 2000, they had shrunk by more than 24%. But in the 2010 Census, they recorded a small increase of 8,500 people. They had finally turned the corner! Except they didn't – not quite. Their historic districts grew by around 14,000 people, but the rest of the city still shrank.

Washington, D.C. followed the same pattern. After fifty years of population decline, the city grew between 2000 and 2010, but an outsized share of that growth took place in their historic districts. Boston, Mass. turned the corner earlier. Between 1950 and 1980, their population declined by nearly 30%. But when growth began to occur again, it did not take place at random. While Boston's historic districts are home to just under 23% of the population, those neighborhoods showed 36% of the city's growth.

Indianapolis, Ind. fared better. Although there was a population decline between 1970 to 1980, there has been a slow but steady growth for the last half century. But what is happening now? The "Urban Compact Area" saw an impressive growth rate of 20% between 2000 and 2010. That growth slowed between 2010 and 2015, gaining by only 3%. However, growth in historic districts represented 17% of this 15-year total growth. And between 2010 and 2015, the local historic districts grew by 9% compared to the 2% growth in undesignated areas.

If a city has been losing population, and they want to attract people back, they shouldn't tear down historic neighborhoods. That will be the first place of return.

Words: 805

Article 2

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3. Attractors of Growth

Despite making up only 6% of the land area, historic districts in Nashville, Tenn. account for 10% of the population. Population change in historic districts also outpaces the rest of the city. Between 2000 and 2010, the population in historic districts increased by 3.4%, compared to 2.4% elsewhere in the city. And between 2010 and 2016 – a period of significant expansion in Nashville – historic districts accounted for 20% of the city's total growth.

The population of Miami-Dade County, Fla. is growing, and concerns have been raised about where that growth can be accommodated. While some believe that historic districts restrict growth, the evidence in Miami-Dade proves quite the opposite. Between 2010 and 2015, historic districts gained 14% in population while the rest of the county gained only 6%. Overall, historic districts accounted for 9% of total growth in the county. The appeal of historic districts is strong, and they clearly hold a large share of an area's population growth.

4. Property Values

There is no area of preservation economic analysis more common than measuring their impact on property values. Thirty years ago, opponents to the creation of a local historic district usually claimed, "Historic districts mean one more layer of regulation. More regulation means lower property values." Of course, study after study has demonstrated the opposite has been true; property values benefit more from local district designation than those which are not. So today, the argument is more likely to be, "Those historic districts mean my property value will go up, so I'll have to pay more property taxes."

In Indianapolis, Ind., between 2002 and 2016, a single-family house in a local historic district increased in value by an average of 7.3% each year, compared with just under 3.5% for houses which were not. This market preference also extends to the amount of activity. Historic districts, which only make up 5.5% of properties in the city, represented nearly 20% of all sales,

and almost 35% of the aggregate sale amount. Between 2000 and 2008, single-family residential properties in Raleigh, N.C. increased in value by 49% on a per-square-foot basis. Over that same period, three local historic districts increased in value between 84% and 111%. Between 2001 and 2014, the square-foot value for single-family homes in Pittsburgh, Pa. not in historic districts increased by 45%. However, every local historic district saw a value increase greater than that.

Saratoga Springs, N.Y. has a large inventory of older and historic houses, many of which are not located in one of the local historic districts. Some buyers are specifically attracted to these older properties. Comparisons were made for both median and mean by age, by style, by “typical house”, by total value, by value per-square-foot, and by rate of change in value over time. In every instance, properties which were in historic districts outperformed comparable properties that were not.

It is true that higher values usually mean higher property taxes. And for those with modest resources or living on fixed incomes, that can create difficulties. Often led by preservation advocates, many cities have adopted taxation policies that mitigate those problems. But the reality is this – rising property values resulting in rising taxes may not be a cash flow problem, but a wealth enhancement.

Around the United States, the effective property tax rate is typically between 1.5% and 2.5% of the property value each year. Thus, a property worth \$100,000 would have annual taxes of between \$1,500 and \$2,500. Now, let’s assume that the market in general goes up 3% per year, while properties in the historic district go up 4% per year. Next year, a non-historic house would have a value increase of \$3,000, meaning increased taxes of between \$45 ($\$3,000 \times 1.5\%$) and \$75 ($\$3,000 \times 2.5\%$). That same year, a historic house would have a value increase of \$4,000, meaning increased taxes of between \$60 ($\$4,000 \times 1.5\%$) and \$100 ($\$4,000 \times 2.5\%$). So, here is the difference: the historic property’s owner had to pay between \$15 to \$25 more than their neighbor, the owner of the non-historic house. But their home’s value increased \$1,000 more than the neighbor’s home. They would be hard pressed to find any investment on Wall Street where an additional \$15 to \$25 in outlay was rewarded with another \$1,000 in wealth.

That does not mean that rising property taxes will not cause financial difficulties for some owners, and it should be addressed. But the short-term cash flow problem is offset 40 to 67 times by the increased wealth.

Words: 846

Article 3

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5. Downtown Revitalization

Thirty years ago, conventional wisdom held that downtowns were outdated and would be replaced by malls and other shopping centers. These downtowns would become a cultural and social desert only populated by local government and financial institutions. Thankfully, not everyone prescribed to this belief. Across America, farsighted residents and government worked together to identify, protect, and enhance downtown historic buildings rather than to tear them down and the payoff was clear.

In Nashville Tenn., commercial property values in downtown historic districts jumped 425% between 2007 – 2017 compared to the rest of the downtown area that rose 236%. Two thirds of new businesses in Raleigh N.C. chose historic and other old buildings for their location, and in Tybee Island GA (population 3,127) nearly 250 net new jobs have been created in the historic district alone. In Indianapolis Ind., while about 11% of downtown is made up of historic districts, they contribute a disproportionate amount of income generation, containing nearly 39,000 jobs, 26% of all of the jobs downtown.

Since 1980, Main Street districts in more than 2,000 communities have seen total investments of \$79 billion, 285,000 buildings rehabilitated, more than 640,000 net new jobs, and nearly 144,000 net new businesses. Historic preservation didn't ruin these towns; in many cases, it literally saved them.

6. Heritage Tourism

Heritage Tourism is tourism with the goal of exploring the history and heritage of a place. Nearly all expenditures of tourists fall into five categories: lodging; food & beverage; local transportation; retail purchases; and entertainment. In San Antonio TX, not only do heritage visitors spend more in total, they spend more in each of the five areas than do tourists with no interest in historic preservation. That tourism expenditures creates both jobs and paychecks.

Over 14,000 food and beverage workers, nearly 12,000 retail employees, and 9,000 workers in hotels, motels, and B&Bs owe their jobs to San Antonio's heritage visitors. Consistent findings in both the US and internationally indicate that heritage visitors stay longer, visit more places, and spend more per day than do tourists with no interest in historic resources.

Nearly one-third of all domestic tourists who go to New York City for a day fall into the category of a "heritage visitor". The share is even larger for overnight visitors, with four in ten putting a high priority on visiting historic places. While New York's tourism industry has a huge impact on their overall economy, just the domestic heritage tourism component represents direct spending of more than \$8 billion each year. Each heritage visitor in New York City spends on average \$83 more during the trip than the non-heritage tourist.

Pittsburgh PA finds that 46% of overnight visitors and 45% of day visitors are considered heritage tourists. Tourism is a large and growing industry there, but just the heritage portion alone is responsible for nearly \$812 million annually in the Pittsburgh area spending.

Travel experts understand the appeal of historic preservation – and far beyond just the occasional monument or mansion. The New York Times regularly runs a feature named, "36 hours in..." When Raleigh, N.C was covered, 15 of the 22 recommended businesses to visit were in historic districts. A similar article appeared in the Washington Post entitled, "What to do in Indianapolis", which recommended sixteen places to go, eat, shop, stay, and explore. Eleven of them were in historic districts.

It's obvious that heritage tourism is a booming industry with tourists spending more money and time in areas that embrace their sharing their history. Historical preservation allows cities and towns to use heritage tourism as a way to grow their economy while sharing their unique cultural story with visitors from across the country and around the world.

Words:716

Article 4

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8. Foreclosure Patterns

December 2007 marked the beginning of what has been come to be known as the Great Recession. Hardest hit was the real estate market, which still struggled for years in many cities after the official end of the recession in June of 2009. Even a decade later, some markets have not seen house value reach their pre-recession levels.

While economists argue over the causes of the recession, one thing cannot be disputed – millions of Americans lost virtually all of their assets through the foreclosure of their homes. In the ten years from the beginning of the recession, 7.8 million homes were foreclosed on, and millions more families faced some type of foreclosure action during that time. The markets may have recovered, but home ownership levels are still five percentage points below its height of more than 69% in 2004. In more than 20 cities studied, the foreclosure rates in historic districts were decidedly lower than the rest of the city.

In Indianapolis Ind., foreclosure actions for single family homes reached a staggering 26% between 2008 and 2012. But homes in local historic and conservation districts while also hit hard by the recession saw only a 6% foreclosure rate. Florida has a similar story, with all historic districts in Miami-Dade County having a lower foreclosure rate than the 11.2% rate found in the rest of the county.

The foreclosure rate for historic districts in Pittsburgh PA was less than a third of what the rest of the city experienced, and between the years of 2008 and 2013, Raleigh N.C. found that for 1,000 houses in a historic district, only 28.8 were foreclosed upon. That rate rose dramatically to 100 houses per 1,000 outside of the historic districts.

One might prematurely conclude, "well, those historic neighborhoods are all rich, so those people could weather the recession." Simply not the case. In every one of those cities – Indianapolis, Miami-Dade County, Pittsburgh, San Antonio, Raleigh, Savannah, and Nashville –

while there are some wealthy historic neighborhoods, there are also numerous neighborhoods that are the opposite of wealthy. In nearly every one of the less prosperous neighborhoods, the foreclosure rate was still less than the rest of the city. It isn't that people who live in historic districts never get fired, or divorced, or run their credit card bills up too high. Instead, there is a latent demand for homes in those neighborhoods, even in market downturns. As a result, homeowners who find themselves in financial difficulties often find buyers for their homes before they reach the point of foreclosure.

9. Housing Vacancy

One of the biggest adverse impacts on the value of a house is the proximity to vacant or abandoned property. In Indianapolis Ind., the market's strength is further reflected in the lack of neglected or abandoned properties in historic districts. Less than 2% of the city's nearly 3,000 abandoned properties in the urban context area are located in historic districts.

Words:589

Article 5

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10. Small Business

Small businesses are the backbone of American economy with 96% of all businesses employing fewer than 50 people and 86% employing less than 20. These businesses employ 23 million more workers than firms with 500 or more people on the payroll. Since the end of the recession, small businesses have added 30% more jobs than larger companies. It makes sense for an economically dynamic city to be concerned about creating a good environment for small businesses. Overwhelming evidence shows that historic districts are the location of choice for small businesses.

In Saratoga Springs N.Y., historic districts house 31% of all jobs at small firms (firms employing fewer than 20 people), while in Savannah GA, 30% of all jobs are in historic districts, but nearly half (48%) of the businesses that employ fewer than 20 people are located in these areas.

In San Antonio, while historic districts are home to only 4% of all jobs, fully 7% of small firm jobs have chosen to locate there. Recent analysis of Dun and Bradstreet data show that while only 4.8% of the businesses in Manhattan are owned by minorities or women, 7.2% of businesses in historic districts meet that test. In fact, 12% of all women-owned businesses and 8% of minority owned businesses are located in historic districts.

Historic districts and buildings have a competitive advantage. They contain attractive buildings, spaces, and other attributes desirable to small businesses. Small businesses don't just provide convenience and local jobs; they are also the source of the commercial vitality of a neighborhood. These businesses value the unique character inherent in historic buildings and the often competitive rents in older structures.

11. Start-ups and Young Businesses

If small businesses are important, start-up and young businesses (less than 3 years old) are even more so. Almost all net new job creation comes from new businesses. Where do those businesses choose to locate? That's right - in local historic districts.

In Miami-Dade County FL, 4.9% of all jobs are located in historic districts, but 5.2% of job growth occurred in those areas. Just over 6% of jobs at start-up firms are located in historic districts. That might not seem significant, but more than one in four jobs at start-up firms were created in historic districts. The trend is similar in New York City, where historic districts host 8% of all private jobs but boast 10.1% of jobs in fledgling firms and 10.9% in young enterprises. These numbers underscore the magnetic pull of historic locales for budding businesses.

Even in a city as dynamically growing as Raleigh, N.C., the allure of historic spaces is runs deep. A staggering 46% of new businesses in downtown Raleigh opt for designated historic buildings. Another 22% chose older buildings that were not yet historically designated.

A business' location is more than an address. Particularly new or small businesses want their physical location to be a reflection of the quality and character of the goods or services they sell. The quality and character of a historic building is an appropriate choice for these entrepreneurs.

Words: 613

Article 6

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12. Density at a Human Scale

Density has a lot of proponents: transportation experts, infrastructure engineers, public works directors, and urban planners, to name a few. Their argument is that density equals the ability to efficiently offer public services; That everything from bus systems to school locations to fire protection and waterlines are more effectively provided with population density. Their argument is correct: cities do need density. Where the argument falters is the idea that density is synonymous with high-rise construction. Where do we find density being provided right now? Historic neighborhoods.

A common criticism of historic preservation is that it prevents increased density, but studies show this to be untrue. In Miami-Dade County Fla., historic districts are some of the densest areas, with a population density five times the country as a whole, and nearly two-and-a-half times the average density in other urban areas. The claim that preservation stops needed housing is also inaccurate. Look to Nashville TN, where historic districts only cover 6% of the land area, but are absorbing most of the population growth there. In fact, these areas are home to 4,828 people per square mile, 1,600 more than residential neighborhoods in the rest of the city.

San Antonio TX would not be considered a dense city with a population of only 2,900 people per square mile, but San Antonio's historic districts are home to 5,369 people per square mile.

While these are impressive statistics, what is often missed by both proponents and opponents of density is the need for density at a **human scale**, and that's what historic neighborhoods offer. The local historic districts in Savannah GA are nearly five times as dense as the rest of the city. These neighborhoods are favored because they are walkable, culturally interesting areas that are not overpowered by large buildings instead being lined with houses that fit the character of the city.

Historic districts offer the best of both worlds when it comes to density – high density neighborhoods that work on a human scale.

13. Smart Growth

Smart Growth is a landuse movement that focuses on compact, mixed-use development, efficient transportation, preservation of open spaces, and the revitalization of existing communities. Historic neighborhoods are the embodiment of Smart Growth principles and if a community did nothing but protect its historic neighborhoods, it will have advanced a comprehensive sustainable development agenda.

Commuting has environmental and quality of life implications, but the density and location of historic districts in places like Indianapolis Ind. allow for greater work-life balance. While the average commute is 23 minutes, nearly 35% of households in Indianapolis' historic districts find their commutes to be less than 15 minutes. Savannah's historic Landmark District is considered a "high live-work" area with 29% of its workers calling it home.

The use of public transit is also a priority for both sustainability and resilience strategies. In nearly every municipality in Miami-Dade County FL, residents of historic districts use public transportation to a greater degree than citizens in the rest of their community. In Raleigh N.C., twice the number of workers commute into Raleigh's historic districts than workers who live in these districts and commute elsewhere. It's clear that people who choose to live in historic districts benefit for the close proximity to businesses and jobs.

Smart Growth also emphasizes the renovation and adaptive re-use of existing buildings and neighborhoods, which is a core goal of historic preservation. Historic districts are typically characterized by a wide variety of housing, commercial spaces, and amenities that are within walking distance of each other. This aligns with Smart Growth principles of promoting compact, walkable communities that minimize urban sprawl.

Overall, historic districts and Smart Growth principles are complementary approaches to urban development that promote sustainability, livability, and community well-being while celebrating and preserving local heritage. By integrating historic preservation with Smart Growth strategies, communities can achieve a balance between growth and preservation, creating resilient, inclusive, and culturally rich places to live, work, and play.

Words:758

Article 7

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14. Walkability/Bikeability

Since its beginnings in 2007, Walk Score has pressed on the role walkability has in vibrant places. Urban planners, real estate professionals, health care workers and others have stressed the importance of Walk Score. Recognizing the enduring value of pedestrian-friendly environments, individuals prioritize walkability more and more when choosing where to live and work - 50% of U.S. residents consider it a top or high priority. Historic districts emerge as prime examples of walkable neighborhoods, blending architectural charm with pedestrian-friendly design. Even the *American Journal of Preventative Medicine* noted that, "Neighborhoods built a half-century or more ago were designed with 'walkability' in mind." As society embraces healthier, more connected lifestyles, the demand for walkable communities continues to grow, and historic neighborhoods already fit the need.

Take Nashville TN, a notoriously unwalkable city. Walk Score rated it the 48th most walkable large city in the US, with a Walk Score of only 28 and a Bike Score of 25. Nashville depends on cars. Yet, historic districts within Nashville earned a Walk Score of 63 and a Bike Score of 57. In Pittsburgh PA, the Walk Score was calculated for almost every block in the historic districts. Then, these scores were compared to the rest of the city. The results spoke for themselves - while the rest of the city scored a respectable 60, blocks within the historic districts scored a 75. Historic neighborhoods are simply more walkable.

Transit Score, similar to a Walk Score, was calculated for these same areas in Pittsburgh and again, the historic districts scored higher, with the city coming in with a score of 54 and historic districts averaging a score of 66. Another great example of walkability in a historic district is those districts found in Raleigh N.C.. Raleigh's historic districts average a solid 73 Walk Score. Outside of these districts, the score drops to 29.

People value the ability to live a more connected, walkable, and healthier lifestyle. Historic districts allow us to live in a city that promotes vibrant, pedestrian-friendly living.

15. Energy Efficiency

Carl Elefante, past president of the American Institute of Architects, coined the phrase: “The greenest building is the one already built.” The connection between historic building and environmental sustainability went unrecognized for decades by most in the environmental movement, leading to a certification program that awarded more points for a single bike rack than for reusing an entire building. Thanks to research by academics and practitioners, we now have new information that shines a very different light on reusing historic buildings. In their first major study, the Preservation Green Lab (now called the Research & Policy Lab of the National Trust) compared the environmental efficiency between appropriately retrofitting a historic building or building a new green structure. They found that, among other things, it takes 10 to 80 years of operating savings of a new green building to recoup the negative impacts of its construction. Almost every building form in every region of the country demonstrates a better environmental outcome through adaptive reuse than with demolition and new construction.

A study in Maryland compared the differences in environmental impact of rehabbing a 50,000 square foot historic industrial building to putting up a new structure at the edge of town. They found that, by rehabilitating the historic industrial building, there was a 20%-40% reduction in vehicle miles traveled, of 92-123 metric tons less travel-related CO², 55,000 BTUs of embodied energy retained, 5.2 acres of greenfield land preserved, 2,500 tons less demolition debris in landfills, \$100,000 worth of natural resources saved, and between \$500,000 and \$800,000 of infrastructure investment saved.

Former Mayor Bloomberg of New York City did an audit on energy efficiency in buildings. The audit found that buildings over 70 years old used the least amount of energy per square foot. While the energy efficiency has improved for buildings constructed over the last 30 years, still an office tower built since 1980 uses 33% more energy per square foot than one built nearly a century ago.

Apart from energy usage, the amount of waste generated from eliminating older and historic buildings is another important factor to consider. When a moderately sized house needed to be demolished in a Raleigh N.C. historic district, it produced 62.5 tons of waste.

Nearly every 4th grader in America learns how important it is to reduce, reuse, and recycle. The use of historic buildings does all of those things.

Word:835

Article 8

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16. Neighborhood - Level Diversity

When many people think of historic districts, they often view them as exclusively white and rich areas. While there are some historic districts throughout the country that are, in fact, very wealthy, that does not make it the norm. Healthy neighborhoods, historic or otherwise, reflect the economic, racial, and ethnic diversity of a community. Where do we find these areas? Almost exclusively in local historic districts.

Historic districts help achieve local housing goals by providing a range of housing sizes while fostering a balance of neighborhood stability and healthy change. Take the historic districts in Raleigh N.C. - over 75% of the housing units are under 2,500 square feet. A diversity of housing sizes results in a diversity of housing price points for both renters and owners. Miami-Dade County FL is an extremely diverse area, and this diversity does not stop at the boundaries of historic districts. In fact, these districts mirror the diversity of the county in income, race, and ethnicity.

Historic neighborhoods in Nashville TN are full of households making modest incomes living nearby or next to households with significant incomes. This economic integration is central to Nashville's equality goals of Nashville. In Saratoga Springs N.Y., the eight historic districts have the most diverse residential populations in the city. Because Saratoga Springs' historic districts preserved existing rental housing, it allowed people of all economic backgrounds to call them home. There is also a trend of historic districts having more housing options available than other parts of the city - in Saratoga Springs, 40% of all apartment properties are found in historic districts, even though those districts cover a small portion of the city.

Neighborhoods should to be available to a large cross-section of a city's population and, more often than not, it is the historic districts that meet this goal.

17. Allows Cities to Evolve

There is an idea that historic districts are frozen in time, or that historic preservationists are more interested in the way things *were* than they are with the way things *are*. The truth is that historic districts are not museums, and the purpose of these districts are not to encase an entire neighborhood in amber so that nothing is able to change. These districts exist to manage change over time so that the character and quality of these neighborhoods is not degraded by changes that are out of scale and context. Good preservation allows for changes of quality. Historic districts change, and that is how it should be.

There are some who fear historic districts, as they worry that it will infringe on their property rights, or that regulations are inherently bad for the economy. We'd like to point out the most basic rule of real estate: location, location, location.

The value of an single building is not only affected by what happens from within the property boundaries but is often affected by what happens around the property. Real estate value is driven by context, and the protection of this context is the economic essence of historic districts. Real estate is inherently a long-term investment, and the value of that investment is not driven primarily by what an owner does within their property lines, but what happens in the surrounding area. The demonstrated preservation premium of property values in historic districts comes from confidence that no drastic changes made by a neighbor will impact the value of your property.

In the last five years in Nashville, historic districts have seen an average of \$62.8 million in permit investment and 373 projects per year. Since 2006, more than 70% of investment in historic districts has been in new construction. Savannah GA, arguably one of America's most historic districts cities noted that, over a seven-year period, 53% of all investment in historic districts was new construction. Far from being frozen in time, historic districts welcome and attract new and appropriate development. Evidence shows that, far from deterring investments, historic districts encourage them.

Words:760

Article 9

Historic preservation is a conversation with our past about our future. It provides us with opportunities to ask, "What is important in our history?" and "What parts of our past can we preserve for the future?" Through preservation, we look at history in new ways, ask new questions of the past, and learn new things about our history and ourselves. In making a case for preservation, the Escanaba Historic District Commission offers 24 reasons why it is good for our city, thanks to the work of PlaceEconomics. This is the ninth article of a regular series.

18. Millennials and Housing

In 2019, the number of Millennials in the United States surpassed the number of Baby Boomers. This means that, for the next generation, this age group will have an enormous impact on how and where cities flourish. Smart city planning must consider the needs and wants of this age group - if they want to prosper. While many in this group do not consider themselves "preservationists", the qualities they value most deeply are the qualities found in historic neighborhoods.

Nashville TN has been particularly attractive to Millennials. While that age group makes up 29% of the population in non-historic neighborhoods, they constitute 33% of the population in historic districts. Raleigh N.C. has found that many of the new renters in the city are Millennials and that 60% of renters in their historic downtown are of that age group, compared to 30% of citywide renters. In Los Angeles, the number of Millennial residents in historic districts grew by 9% in 2010. Despite making up only 1.8% of the land area, these districts account for 4% of all new Millennial residents.

Take a recent study from the National Trust for Historic Preservation – it found that 44% of Millennials surveyed wanted to live in historic, character rich neighborhoods. National home buying trends seem to back this data up. Despite making up only 34% of homebuyers, Millennials account for purchasing 59% of houses build before 1912 and 43% of houses build between 1912 and 1960.

Attracting and retaining Millennials must be a priority for any city that wishes to prosper. Whether as renters or homeowners, Millennials have shown a preference for historic neighborhoods.

19. Neighborhood Stability & Community Engagement

Do you know your neighbors? Neighborhood stability and the presence of long-term residents is a huge boon to any community - regardless of where you live. Long-term residents often develop strong social connections in their neighborhoods and add to the local identity of a place. They tend to participate in community events, support local traditions, and pass down helpful knowledge to newer residents. There is also a sense of belonging that comes with neighborhood stability. When residents feel rooted in a community, they are more likely to take pride in their surroundings and contribute positively to their neighborhoods. This sense of belonging can lead to greater civic engagement, volunteerism, and a willingness to work together to address common challenges. In a mobile world where the average American will move 11.7 times in their life, creating neighborhoods that encourage stability and long-term residents is crucial.

Nearly 40% of renters in Raliegh have lived in their historic district residents for more than a decade, with many moving in before 2004. Over 27% of homeowners in Raliegh's historic districts moved into their current residence in 1989 or earlier - nearly doubling the citywide number of 15%. An analysis of Keep Indianapolis Beautiful's Adopt-a-Block program found that 18% of "active blocks" were located within historic districts.

It is clear that historic districts encourage and foster a sense of place which creates neighborhood stability and establishes long-term residents.

Words: 610

Article 10

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20. Jobs in Knowledge and Creative Sectors

It is common knowledge that a city's growth is dependent upon the job market in that area. Without jobs, people move – it is as simple as that. So, what can a city do to entice businesses to put down roots? It needs to prove that it has the young, educated, and talented workforce that many businesses today are searching for. Richard Florida summed it up in his book, *The Rise of the Creative Class*, when he noted that this workforce is essential for a local economy to grow and a city to be vibrant. So, where do these knowledge and creative class workers choose to call home?

In New York City, creative workers are disproportionately represented in New York's historical districts. While 8% of all jobs are in historic districts, more than 10% of professional, scientific, and technical service jobs are in historic districts. That number jumps to 13% of jobs in the information field. More than 20% of jobs in the arts, entertainment, and recreation sectors are once again located in New York's historic districts.

Pittsburgh PA has seen an influx of young, educated workers, as well. While 19% of all workers in the city hold a bachelor's or advanced degree, more than 35% of workers in historic districts have reached that educational attainment. Historic districts contain around 37% of all jobs in the city. These districts can also lay claim to 47% of jobs in finance and insurance, 58% of jobs in education, and 44% of jobs in the information sector.

Although historic districts are home to 31% of all jobs in Savannah GA, 39% of professional/scientific/technical services jobs, 57% of art/entertainment/recreation jobs, and 74% of educational services jobs are in historic districts.

While workers in the knowledge and creative fields will never be a majority share of the entire workforce, they have an outsized impact on the economic vitality of a city. And employers of those workers are disproportionately choosing to locate in historic districts.

21. Home to Social and Cultural Institutions

In Nashville TN, 9% of non-profits are located in historic districts. 31% of historic district residents live within walking distance of a museum, compared to 19% in the rest of the city. 40% of historic district residents live within 1/2 mile of a library, compared to 24% in the rest of the city. 84% of historic district residents live within walking distance of public art, compared to 47% in the rest of the city.

The wealth of social capital in historic districts is further reinforced by institutions that honor the heritage of people and place, and through organized events that celebrate the history and culture of its residents. 30% of nonprofits in Indianapolis Ind. are located in historic districts, as well as 56% of museums. In Miami/Dade County FL, 15% of nonprofits and 30% of museums are located in historic districts. In San Antonio TX, 28% of historic district residents are within a quarter mile of a public school. That is true of only 4% of the population as a whole. 3% of historic district residents are within a quarter mile of a library and nearly one in ten are that close to a college or university. Both numbers are significantly higher than for the city at large.

Words: 649

Article 11

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22.Strength in Up & Down Markets

As a general pattern, homes in historic districts do better when the market is moving up, fall later & less steeply when markets decline, and begin their value recovery sooner than other neighborhoods.

Between 2000 and 2008 – prior to the recession — single-family residential properties in Raleigh N.C. increased in value 49% on a per-square-foot basis. Over that same time period value increases in three local historic districts went up by 84% to 111%. Then the recession began, and property sales declined both in historic districts and the city as a whole. But before the recession was declared over, the volume of property sales in historic districts began to recover and continued through the end of 2013. Home sales in the rest of the city continued to fall off before picking up once that national recession ended. By 2013, the number of sales in historic districts was nearly 10% above the 2008 level-sales in the rest of Raleigh still lagged their 2008 numbers by 10%. In 2012, the city as a whole recorded a 13% increase in the number of home sales. Raleigh's local historic districts saw a 68% increase in number of sales between 2011 and 2012.

An analysis of building permits in Nashville TN from 2006-2011 showed that historic districts weathered the recession well, accounting for 19% of all permit investment and over 18% of all projects during the recession.

In up-years in the real estate market, local historic districts in San Antonio significantly outperformed the city as a whole. When the recession hit, there was a minor decline in historic district property values, but it was less severe than in the rest of the city. When the recession was finally over, recovery in the residential real estate sector began first in San Antonio's historic neighborhoods. The 15-year period between 1998 and 2013 covered three real estate cycles – rapid appreciation until 2007, real estate crash, and then market recovery. By 2013, the average

square foot price of a single-family home outside of San Antonio's historic districts was up about 68% from its 1998 value. But San Antonio's historic districts homes were up 139% over their 1998 values.

Many cities today are developing "resiliency plans." But resiliency isn't limited to recovery after natural disasters. It is also necessary after financial crises. In city after city, it has been the local historic districts that have been the most resilient after a real estate crash.

23. Tax Generation

The fiscal health of a city depends largely on the revenue it generates and how it distributes its resources. It relies on property taxes to pay for schools, police, and other public services. Indianapolis Ind.'s historic districts contribute taxes at a rate much higher than their total land area would suggest. The 4% land area contributes 15% of the total assessed value inside the Urban Compact Area, and 5% of the total value of the city. On a per-square-mile basis, properties in these local historic districts are 4 times as valuable as non-designated lots inside the Urban Compact Area.

Both Miami-Dade County FL and its municipalities rely heavily on property taxes to pay for public goods and services. While local historic districts comprise just over 1% of the land area in Miami-Dade County, the cumulative assessed values in historic districts represent 5% of the total value. Furthermore, on a per-acre value, historic districts have over 3.8 times more value than non-designated areas.

The primary beneficiary of the "preservation premium" is the homeowner, but there is a public benefit as well. Historic districts in Saratoga Springs N.Y. represent only 6% of the land area but 14% of the assessed value of property in the city. From a tax revenue perspective, historic districts carry a large share of the needed revenue stream for Saratoga Springs as well as Saratoga County, and local school districts.

Historic districts uniquely contribute to tax generation in cities, surpassing the capacity of other neighborhoods to do so.

Words: 760

Article 12

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23. Housing Affordability

There is a housing affordability crisis in many American cities today. There are many causes for this crisis, but two things are clear: 1) You can't build new and rent (or sell) cheap, unless there are very deep subsidies or the build quality is poor, 2) We are tearing down what is affordable so that we can build what is not.

Keeping older housing in good shape and occupied, both in historic districts and elsewhere needs to be a core strategy for housing affordability. The chances of a dwelling unit being razed and replaced by a more affordable unit is virtually non-existent.

While Nashville TN sees fewer housing cost-burdened homeowners than the country as a whole, renters do not fare as well. Nashville has approximately the same share of cost-burdened rental households as the nation overall. But for both owners and renters in historic districts, a lesser share of them are housing cost burdened. Approximately 19% of homeowners in historic districts are cost-burdened, versus approximately 26% in the rest of the city. Approximately 35% of renters in historic districts are cost-burdened, versus about 48% of renters in the rest of the city.

Miami-Dade County FL has been identified as one of the least affordable housing markets in the nation. 40% of Miami-Dade homeowners and more than 60% of renters fall into the housing cost burdened category. For both owners and renters, however, fewer of those living in historic districts are cost-burdened. While nearly half of all Raleigh N.C. renters are cost-burdened, only 41% of renters in historic districts are cost-burdened. People who rent— by choice or by necessity—are seeing housing opportunity in Raleigh's historic districts.

While the typical household in greater Pittsburgh PA spends fully half of its income on housing AND transportation, those in historic districts that amount is less than 43%. This

means that a household with \$50,000 in income and living in a historic district has nearly \$300 per month more to spend on entertainment, savings, clothes, or food than a household with the same income elsewhere in Pittsburgh.

Older housing stock must to be recognized for its contribution to nearly every city's affordable housing. The only tool most cities have to prevent the demolition of older housing stock is historic district protection. Not only are historic districts not the cause of the lack of affordable housing, they are a big part of the solution.

24. Preservation as a Catalyst

The redevelopment and reuse of a historic building is often the catalyst that spurs more investment nearby both in other historic preservation and in new construction. The area around the Sewell Cadillac Building in New Orleans LA saw virtually no investment between Katrina and 2012. Then the 50s International Style building was transformed into Rouses Market. This project spurred \$140 million of new construction in the following four years.

In inner-city Baltimore MD the H.F. Miller & Son Building was built to produce bricks. After years of vacancy, it was redeveloped as Millers Court, a mixed-use housing development that gives discounted rents to teachers and non-profit organizations. While the City of Baltimore continued to lose population, the area immediately around Miller Court grew by more than 10%.

It is clear that communities which prioritize preservation set themselves up to attract investments and interest that may have gone elsewhere.

Words: 654



PLANNING COMMISSION

Agenda Item Report – Thursday, March 14, 2024

NB2: Bylaws Amendment

Background

On February 8th, the Planning Commission directed staff to find out whether written comments in response to public hearings could be limited in some way.¹ After discussion with the City Attorney, new language has been drafted which would set a clear procedure for handling written comments. This method is as follows:

Persons who are unable to attend meetings, but still wish to make comment, may submit them in writing to the Commission. Written comments for any meeting shall be received no later than 1:00 PM on the meeting date. Such written comments shall be received by the Secretary, with copies provided to all Commission members and liaisons at the meeting.

With this new method described, staff recommend that it be added to the Historic District Commission's Bylaws, as well. In parallel, staff now provide several more recommended changes to the Bylaws. These changes have been drafted based on experiences – both of staff and of the Commission – where certain provisions would have come in handy. They are as follows:

- Corrected all language, referring to the City Manager's Office as the Commission's office of record, to accurately reflect the Planning & Zoning Department as the office of record;
- Added a clause to secure the City Attorney's opinion in cases of incompatible offices;
- Provided for a liaison from the Planning Commission;
- Added an Oath of Office, which must be taken at the time of member appointment;
- Added the offices of Deputy Secretary and Recording Secretary;
- Clarified the officer selection procedure, and aligned officer terms with member terms;
- Removed guidelines for the handling of consensus business;
- Set a new agenda format, which places public hearings at the start of meetings; and
- Added an article to list the duties and responsibilities of staff.

Other, more minor changes are also provided as follows:

- Reorganized the Bylaws into a more familiar "article-section-subsection" format;
- Trimmed down excess language & terms, and fixed grammar & punctuation;
- Clarified the quorum definition and related guidelines; and
- Clarified time limit allowances for public comments.

Issues and Questions Specified

- Does the new language reflect the Commission's goals?
- Are the other recommended changes in line with the Commission's intentions?

¹ Planning Commission, City of Escanaba, *Official Minutes – Thursday, February 8, 2024*, p. 10.



Master Plan References

- Objective 5.2: A More Engaged Community.²

Possible Options for Action

1. Amend the Bylaws as proposed. Sample language:
“I move to amend the Bylaws as proposed by staff.”
2. Amend the Bylaws as proposed, with changes. Sample language:
“I move to amend the Bylaws as proposed by staff with the following changes: [provide numbered list of changes].”

Attachments:

1. (Draft) Historic District Commission Bylaws of 2010, amended March 18th, 2024.

² City of Escanaba, 2016 Master Plan, p. 111.

1. Name, Purpose

101. The name shall be the Escanaba Historic District Commission, hereafter known as the “Commission”.

102. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in the Historic Districts Act.

103. Law references.

- (1) The City Historic Districts Ordinance of 2009, City Code of Ordinances, Ch. 9, Sec. 116 et seq., herein “the Ordinance”.
- (2) The Freedom of Information Act, MCL 15.231 et seq., herein “FOIA”.
- (3) The Open Meetings Act, MCL 15.261 et seq., herein “OMA”.
- (4) The Local Historic Districts Act, MCL 399.201 et seq., herein “the Historic Districts Act”.
- (5) The Secretary of the Interior’s Standards for Rehabilitation, 36 CFR 67.7, herein “the Rehabilitation Standards”.

2. Membership

201. Members of the Commission are appointed by the City Council pursuant to the Ordinance.

- (1) Firstly, each member shall represent and advocate what is best for the City as a whole, putting aside personal or special interests.
- (2) Secondly, a majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation, as appointed by the City Council.

202. Liaisons. The purpose of liaisons is to provide certain City officials and quasi-officials with the ability to participate in discussions with the Commission, in addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum, or be expected to comply with attendance requirements pursuant to Section 203 of these Bylaws. Liaisons, if not already appointed Commission members, are:

- (1) Planning & Zoning Department staff, and their agents and consultants.
- (2) The Commission’s consultants.
- (3) City Attorney.
- (4) City engineering, electrical, water and wastewater department heads, or similar department heads, their agents and/or consultants.
- (5) A member of the Planning Commission, as appointed by that body.
- (6) A member of the City Council, as appointed by that body.

203. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the City Council to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Secretary, or designee, shall keep attendance records and shall notify the City Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the City Council can consider further action allowed under law or excuse the absences.

204. Conflict of Interest and Incompatibility of Office.

- (1) Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, issuing, deliberating on, voting on, or reviewing a case:
 - A. concerning the member;
 - B. concerning work on land owned by the member, or which is within 300 feet of land owned by the member;
 - C. involving a corporation, company, partnership, or any other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss;
 - D. which is an action which results in a pecuniary benefit to the member; and
 - E. where the member's employee or employer is:
 - i. an applicant or agent for an applicant, or
 - ii. has a direct interest in the outcome.
- (2) When a conflict of interest exists, the member of the Commission shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - A. declare a conflict exists at the next meeting of the Commission;
 - B. cease to participate at the Commission meetings, or in any other manner, or represent oneself before the Commission, its staff, or others; and
 - C. during deliberation of the agenda item before the Commission, leave the meeting room until that agenda item is concluded.
- (3) If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

205. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

- (1) To determine whether the two offices are incompatible, the City Attorney shall assess their compatibility and render an opinion to the Commission.

3. Duties of All Members

301. Ex Parte contact. Ex Parte contact happens when a member of the Commission is contacted by someone outside of a meeting concerning a pending issue.

- (1) Members shall avoid Ex Parte contact about cases where an administrative decision is before the Commission whenever possible.
- (2) Despite one's best efforts it is sometimes not possible to avoid Ex Parte contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

302. Site inspections.

- (1) Site inspections shall be done by the zoning administrator or other staff. A written report of the site inspection shall be orally presented to the Commission at a public meeting or hearing on the site.
- (2) If desired, no more than one member of the Commission may accompany the zoning administrator or staff on a site inspection.
- (3) Accepting gifts.
- (4) Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission.
- (5) As used here, gifts, shall mean cash, any tangible item, or service, regardless of value; and food valued over \$10.
- (6) This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to Section 6 of the Historic Districts Act, if the City Council has authorized the Commission as their agent for the acceptance of such gifts.

303. Spokesperson for the Commission.

- (1) Free and open debate should take place on issues before the Commission. Such debate shall only occur at Commission meetings, duly noticed and held in accordance with OMA.
- (2) Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
- (3) From time-to-time, or on a specific issue, the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

304. Code of Conduct, Oath of Office.

- (1) Each member, upon appointment, shall receive and sign a Code of Conduct, and shall take an Oath of Office.
 - A. See Appendix A on page 60 for a Code of Conduct.
 - B. The Oath of Office shall be given by the City Clerk. See Appendix B on page 61 for an Oath of Office.

4. Officers

401. The Commission shall have the following officers, as selected from its membership:

- (1) A Chair, retaining their ability to discuss, make motions and vote on issues before the Commission, whose duties shall be to:
 - A. Preside at all meetings with all powers under parliamentary procedure, pursuant to Section 507 on page 52;
 - B. Rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics, profanity, or other remarks which are not about the topic before the Commission;
 - C. Restate all motions as pursuant to Section 508 on page 52;
 - D. Appoint committees;
 - E. Appoint officers of committees, or choose to let them select their own officers;
 - F. Call special meetings pursuant to Section 502 on page 51;
 - G. Act as an Ex-Officio member of all committees of the Commission;
 - H. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the

agenda, if the Chair so chooses;

- I. Periodically meet with the Preservation Director and/or other Planning & Zoning Department staff to review operations and procedures, and to monitor progress on various projects;
 - J. Act as the Commission's chief spokesperson and lobbyist to represent the Commission at local, regional, and state government levels.
 - K. Represent the Commission before the City Council; and
 - L. Perform such other duties as may be ordered by the Commission.
- (2) A Vice-Chair, whose duties shall be as follows:
- A. Act in the capacity of Chair, with all the powers and duties found in Subsection (1) on page 49, in the Chair's absence; and
 - B. Perform such other duties as may be ordered by the Commission.
- (3) A Secretary, whose duties shall be as follows:
- A. Execute documents in the name of the Commission;
 - B. Be responsible for the minutes of each meeting, pursuant to Section 601 on page 54, if there is not a recording secretary;
 - C. Review the proposed minutes, sign them, submit them for approval to the Commission, and have them spread in suitable volumes, including the distribution of copies to each member of the Commission, as soon as reasonably possible after review (the Secretary may delegate this duty to Commission staff);
 - D. Receive all communications, petitions, and reports to be addressed by the Commission, being delivered or mailed to the Secretary in care of the Planning & Zoning Department Office;
 - E. Keep attendance records pursuant to Section 203 on page 47;
 - F. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to OMA (the Secretary may delegate this duty to City staff);
 - G. Prepare an agenda for Commission meetings pursuant to Section 504 on page 52 (the Secretary may delegate this duty to City staff);
 - H. Perform such other duties as may be ordered by the Commission.
- (4) A Deputy Secretary, whose duties shall be to:
- A. Act in the capacity of Secretary, with all the powers and duties found in Subsection (3) on page 50, in the Secretary's absence; and
 - B. Perform such other duties as may be ordered by the Commission.
- (5) A Recording Secretary, whose duties shall be as follows. The Recording Secretary shall not be a member of the Commission or any of its committees.
- A. At each meeting take notes for minutes and prepare a first draft of the proposed minutes, pursuant to Section 601 on page 54, for review and signature by the Secretary; and
 - B. Perform such other duties as may be ordered by the Commission or Secretary.

402. Selection. At the regular meeting in September of each year, the Commission shall select from its membership a Chair, Vice-Chair, Secretary, and Deputy Secretary. All officers are eligible for reelection. The method of nomination and election shall be as follows. The Secretary shall designate a non-member of the Commission to be the Recording Secretary.

(1) Nomination:

- A. A motion is made that candidates for Chair be nominated from the floor.
- B. Members may nominate any person eligible to hold the office.

- C. The Chair shall ask if there are any further nominations for Chair. If there are none, they declare that nominations are closed.
 - D. Paragraphs (A) through (C) shall be repeated for the offices of Vice-Chair, Secretary, and Deputy Secretary.
- (2) Election:
- A. The Chair shall call on a single member.
 - B. That member shall declare their vote for all the offices at one time.
 - C. The Secretary, or designee, shall record the member's vote, repeating it back to verify that the vote was properly recorded.
 - D. Paragraphs (A) through (C) shall be repeated until all members, including the Chair, have declared their votes.

403. Tenure. The Chair, Vice-Chair, Secretary, and Deputy Secretary shall take office on the 1st day October following their selection and shall hold office for a term of one year, or until their successors are selected and assume office.

404. Succession. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term, and the Commission shall select a successor to the office of Vice-Chair for the unexpired term in the same manner as the original selection. In the event the office of the Secretary becomes vacant, the Deputy Secretary shall succeed to this office for the unexpired term, and the Commission shall select a successor to the office of Deputy Secretary for the unexpired term in the same manner as the original selection.

5. Meetings

501. Regular meetings. Meetings of the Commission will be held the third Monday of March, June, September, and December at 4:30 pm at the Escanaba City Hall, 410 Ludington Street, Escanaba, MI. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice or regularly scheduled Commission meetings shall comply with OMA.

502. Special Meetings.

- (1) Special meetings shall be called in the following manner:
 - A. By the Chair.
 - B. By any two members of the Commission.
 - C. The Preservation Director.
 - D. By the Chair at the request of any non-member of the Commission, upon payment of a non-refundable fee to cover costs of the special meeting.
- (2) Notice of special meetings shall be given by the Secretary to members of the Commission at least 48 hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting (the Secretary may delegate this function to staff). In addition, notices shall comply with OMA.

503. Quorum. Four members of the Commission shall constitute a quorum. Transaction of business and taking of official action shall only be done when a quorum is present. No member of the Commission attending a meeting by electronic means shall be counted for a quorum. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to

another day in the same manner as described in Section 512 on page 54.

504. Order of Business, Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

- (1) Call to order, roll call, and pledge of allegiance, titled “Call to Order” on the agenda.
- (2) Matters pertaining to citizens present at the meeting, titled “Public Business” (with individual items numbered “PB#”) on the agenda, in the following order:
 - A. Advertised Public Hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.
 - B. Persons requested by the Commission to attend the meeting.
 - C. Other public engagement for items on this agenda, titled “Agenda Public Comment”.
 - D. Housekeeping Business, with individual items numbered “HK#”.
 - i. Approval of Minutes.
 - ii. Approval of Agenda.
 - iii. Other.
 - E. Unfinished Business and Reports (items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning office), with individual items numbered “UB#”.
 - F. New Business (other business and communications), with individual items numbered “NB#”.
 - G. Public engagement for items not on this agenda, titled “General Public Comment” on the agenda.
 - H. Adjournment.

505. Placement of Items on the Agenda.

- (1) The Planning & Zoning Department shall be the office of record for the Commission.
- (2) The Planning & Zoning Department may receive items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and eight (8) business days prior to the next regularly scheduled Commission meeting.
- (3) The deadline to add items to the Commission’s meeting agenda shall be seven (7) business days prior to the next regularly scheduled Commission meeting.
- (4) Items received by the Planning & Zoning Department less than seven (7) business days prior to the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at the following regularly scheduled Commission meeting, unless that item is related to a special meeting pursuant to Section 502 on page 51.

506. Delivery of Agenda. The agenda and accompanying materials shall be sent by first-class mail to Commissioners so that it is reasonably expected to be received at least one week before the meeting, pursuant to Section 501 on page 51.

507. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Robert’s Rules of Order Newly Revised, (11th Edition, Perseus Publishing, New York, 2000)* for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert’s Rules of Order*, then these Bylaws control.

508. Motions. Motions shall be restated by the Chair before a vote is taken.

- (1) Motions dealing with a Certificate of Appropriateness shall be stated as one, two, or three mo-

tions which collectively contain each of the following parts:

- A. The list of facts, which is the information pertinent to making a decision on the matter, structured as a “findings of fact” on the case (including parcel owner, parcel legal description, what is applied for).
 - B. The rationale, i.e., reasons for why the conclusion was made. A Certificate of Appropriateness may be granted by the Commission only in cases where the applicant demonstrates in the official record of the public hearing that ... by showing all of the following:
 - i. That the Rehabilitation Standards shall be adhered to;
 - ii. That the relevant City design guidelines shall be adhered to; and
 - iii. That a fire or smoke alarm system, compliant with ..., shall be provided at the property.
 - C. The conclusion or decision.
 - D. Any conditions upon which a Certificate of Appropriateness may be issued, if applicable. Conditions shall be listed in detail and based on regulations or standards already in the City Historic Districts Ordinance or adopted design review standards & guidelines related to this decision.
 - E. Reasons why the conditions are imposed.
- (2) Any other motion dealing with a non-administrative decision matter shall be stated in prose or in the form of a resolution.

509. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded as “yes” or “no”. Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of a quorum shall be necessary for the adoption of motions.

510. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

511. Public Engagement. All regular and special meetings, hearings, records, and accounts shall be open to the public.

- (1) All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment shall be provided for at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost to members of the public asking for a copy prior to the meeting.
- (2) The time allowed for all persons wishing to make public comment at a Commission meeting shall be limited as follows.
 - A. Petitioner and spokesperson comment: 15 minutes.
 - B. General public comment: 3 minutes.
- (3) The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment under the same time limit as petitioners.
- (4) Persons who are unable to attend meetings, but still wish to make comment, may submit them in writing to the Commission. Written comments for any meeting shall be received no later

than 1:00 PM on the meeting date.

- A. Such written comments shall be received by the Secretary, pursuant to, with copies provided to all Commission members and liaisons at the meeting.

512. Recess.

- (1) After a meeting has been in session for two hours (not including site inspections), the Chair shall suspend the Commission's business and evaluate the remaining items on its agenda.
- (2) The Commission shall then decide to do one of the following:
 - A. Finish that meeting's agenda;
 - B. Act to continue the meeting on another day (fix the time at which to adjourn);
 - C. Complete some agenda items, then act to continue the meeting on another day (fix the time at which to adjourn) to complete other agenda items; or
 - D. Postpone certain agenda items to the next regular meeting.
- (3) If applicable, such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the Commission is reconvened, public notice shall be given to comply with OMA. Upon reconvening, a roll call of attendance shall be the first item of business. The Commission shall then resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.

6. Record

601. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings which shall, at a minimum, include an indication of the following:

- (1) Copy of the meeting posting pursuant to OMA.
- (2) Copy of the minutes, and all its attachments, which shall include a summary of the meeting, in chronological sequence of occurrence:
 - A. Time and place the meeting was called to order;
 - B. Attendance of members and support staff members;
 - C. Indication of others present (listing names if others choose to sign in and/or a count of those present);
 - D. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity;
 - i. An alternative is to attach a copy of the report if offered in writing.
 - E. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments;
 - i. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
 - F. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - i. Who testified and a summary of what was said,
 - ii. A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.),
 - iii. The location of the property involved (tax parcel number and description, legal description is best).A statement of what is being approved (e.g. special use permit, variance, con-

- ditional use permit, subdivision, land division, etc.),
- iv. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes),
- v. What evidence was considered (summary of discussion by members at the meeting),
- vi. The administrative body's findings of fact,
- vii. Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied),
- viii. The decision (e.g. approve, deny, approve with modification),
- ix. A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any,
- x. A list of all changes to the map/drawing/site plan that was submitted. (Sometimes it is easier to use a black flair felt pen and draw the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black), and
- xi. Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix `A`, and made a part of these minutes...").
- G. Who called the question;
- H. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "A voice vote was taken; MOTION PASSED/FAILED";
- I. That a person making a motion withdrew it from consideration;
- J. All the Chair's rulings;
- K. All challenges, discussion, and vote/outcome on a Chair's ruling;
- L. All parliamentary inquiries or point of order;
- M. When a voting member enters or leaves the meeting;
- N. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting;
- O. All calls for an attendance count, the attendance, and ruling if a quorum exists or not;
- P. The start and end of each recess;
- Q. All Chair's rulings of discussion being out of order;
- R. Full text of any resolutions offered;
- S. Summary of announcements;
- T. Summary of informal actions, or agreement on consensus; and
- U. Time of adjournment.
- (3) Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as exhibits to the minutes.

602. Retention. Commission records shall be preserved and kept on file according to the following schedule:

- (1) Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission, or department publications: Permanent.
- (2) Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
- (3) Correspondence: Permanent.

603. Records shall be subject to the disclosure requirements of FOIA, except that information which pertains to the exact location of archaeological sites. Such archaeological information shall

be kept confidential and shall not be open to public inspection.

7. Committees

701. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

702. Citizen Committees. The Commission or Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the issue before the Commission and to better represent various interests in the City.

703. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.

704. Same Principles. The same principles of these Bylaws for the Commission also apply to all committees of the Commission including, but not limited to:

- (1) Officers. Officers of the Commission are appointed by the Chair of the Commission at the time the Commission is created, or are elected by the Commissioner's membership at their first meeting. Officers, at a minimum, shall include a Chair and a Secretary/Vice-Chair.
- (2) Quorum. A committee's quorum shall be at least half the total appointed membership of the committee.
- (3) Voting. Only those appointed members of a committee who are present at the time of a vote shall be eligible to cast a vote.
- (4) Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Commission to remove any member from the committee. The committee's Secretary/Vice-Chair, or acting Secretary in the absence of the elected Secretary/Vice-Chair, shall keep attendance records and notify the Commission of any committee member who is absent from three consecutively scheduled meetings so the Commission may either consider removal of the individual from the committee or excuse the absence(s).
- (5) Minutes. The committee's Secretary/Vice-Chair shall keep minutes of committee meetings in the same format used by the Commission, filed in the same office as the Commission's minutes.
- (6) Staff. Committees may make reasonable use of Planning & Zoning Department staff time and assistance and direction for performing the work of the committee.
- (7) Subcommittees. Committees may not form subcommittees.

8. Other Matters to be Considered by the Commission

801. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:

- (1) At least annually, the adoption of priorities for the Commission's plan of work.
- (2) Annually, preparation of an annual report to the City Council.

- (3) Office or Administrative Policy, and rulings on interpretation of regulations by the Commission or its staff.
- (4) All reports and plans before publication.
- (5) Such other matters as the Preservation Director shall find it advisable or essential to receive consideration by the Commission.

802. Fees. The Commission shall from time to time establish fees for services, municipal “assistance”, or municipal “work”. Such fees shall not contravene any state statute, county ordinance, or fee established by the City Council.

9. Commission Staff

901. Authorization. The Commission staff may consist of a Preservation Director and such other personnel as authorized by the City.

902. General Responsibility. The Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Commission, appropriate for the City and its environs and are within the scope of the Local Historic Districts Act.

903. Advocacy. The Commission staff shall not attempt to represent the views or comments of a member of the public at a public hearing or Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Commission in person, through an agent, or by providing written comment. Staff should avoid situations of appearing to advocate for an individual or group. Nothing herein is intended to prevent staff from helping an individual or group to either be better informed, or to present their own views. Nothing herein is intended to prevent staff from expressing their own views as private citizens.

904. Coordinated Enforcement. To further supplement the small number of staff responsible for inspections and enforcement of various regulations, staff shall report all suspected problems or violations seen in the course of their work. Staff shall follow the following procedures and guidelines:

- (1) When observing a problem or suspected violation, do not assume a violation exists or confront the suspected perpetrator. Avoid a situation where discussion or confrontation exists in an area outside the staff person’s jurisdiction.
- (2) Report the problem or suspected violation to the City department, county, state, or federal agency which has jurisdiction as quickly as possible.
- (3) When observing or receiving a report from another City department, county, state, or federal agency of a problem or suspected violation, pursue enforcement, or its resolution through normal procedures for the situation.

905. Conflict of Interest.

- (1) All members of the Commission’s staff shall avoid situations which are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - A. Issuing, deliberating on, voting on, or reviewing a case concerning the staff member.
 - B. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by the staff member, or which is adjacent to land owned by the staff member.

- C. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which the staff member is a part owner, or any other relationship where the staff member may stand to have a financial gain or loss.
 - D. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to the staff member.
 - E. Issuing, deliberating on, voting on, or reviewing a case concerning the staff member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents-in-law, grandparents-in-law, or members of the staff member's household.
 - F. Issuing, deliberating on, voting on, or reviewing a case where the staff member's employee or employer is:
 - i. an applicant or agent for an applicant, or
 - ii. has a direct interest in the outcome.
- (2) When a conflict of interest exists, the staff member shall do all the following immediately upon first review of the case and determining a conflict exists:
- A. declare a conflict exists,
 - B. cease to process the case any further, and
 - C. forward the case, and all pertinent records, to an alternate, assistant, or manager so the case is dealt with by someone else.
- (3) Other than as part of work for the Commission, staff members shall not do any of the following. This is not intended to prevent a staff member from assisting residents, municipalities, or others seeking help from the Commission, which are normally part of an employee's duties.
- A. Provide private consultation services or advise on similar related services for clients.
 - B. Provide work in professions or services which is or could be regulated by the Commission (such as, but not limited to real estate, land development, architecture, professional and civil engineering, landscape architecture, or public administration consulting or work) within a site within the boundaries of the City or for clients who are or may be applicants before the Commission or the Commission's staff.

906. Preservation Director's Duties. The Preservation Director shall be responsible for the professional and administrative work in directing and coordinating the program of the Commission. Their work shall be carried on with the widest degree of professional responsibility, subject to the administrative policies of the City. In addition to any job description adopted from time to time by the City, the basics of the Preservation Director's job shall include, but not be limited to:

- (1) Recommendations. The Preservation Director shall act or make recommendations in the name of the Commission, in accordance with such plans, policies and procedures as are approved or established by the Commission from time to time. Where there is a serious conflict of interest, public controversy, or uncertainty or doubt as to the plans, policies, or procedures approved or established by the Commission, presentation of the matter shall be made at a Commission meeting.
- (2) Administrative Duties. The Preservation Director shall:
 - A. Supervise and review the work of the professional, technical, and nontechnical employees of the Commission's staff.
- (3) Policy Formulation. The Preservation Director shall:
 - A. Be responsible for carrying out the directives of the Commission.
 - B. Advise and assist the Commission in the establishment of general preservation policy.

- C. Work with the Chair of the Commission for formulation of staff policy.
 - D. Recommend to the Commission action necessary for effectuating plans with respect to both public and private endeavors.
 - E. Administer the City Historic Districts Ordinance.
 - F. Prepare long range comprehensive plans and other plans.
- (4) Public Relations. The Preservation Director shall:
- A. Officially present the Commission's recommendations to the City Council and to the Planning Commission.
 - B. Officially represent the Commission and its staff at preservation conferences, interdepartmental meetings of the City government, and serve generally as a liaison between the Commission and the public.
 - C. Encourage private development or investment in accordance with preservation plans.
 - D. Cooperate with public and private agencies and with individuals for the development, acceptance, and effectuation of preservation plans.
 - E. Supply information for and encourage interested public agencies and citizen organizations in programs to promote public understanding of and government cooperation with preservation efforts.
 - F. Accept other responsibilities as may be directed by the Commission, City Council, or City Manager.
- (5) Commission duties delegated to the Preservation Director:
- A. Submit the proposed minutes for approval to the Secretary and have them spread in suitable volumes, including the distribution of copies to each member of the Commission, as soon as reasonably possible after review.
 - B. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to OMA.
 - C. Prepare an agenda for Commission meetings pursuant to Section 504 on page 52.

10. Adoption, Repeal, Amendments

1001. Upon adoption of these Bylaws of 2010, they shall become effective immediately, and all previous Bylaws shall be repealed.

1002. The Commission may suspend any one of these Bylaws for a duration of not more than one agenda item.

1003. These Bylaws may be amended at any regular or special meeting by a two-thirds vote.

Appendix A. Code of Conduct

As a member, I will:

1. Accept responsibility to represent the Historic District Commission which I am appointed to with dignity and pride by being a positive role model.
2. Conduct myself in a businesslike manner, respecting the rights and opinions of other members and of the public.
3. Abstain from, and not tolerate, physical or verbal abuse.
4. Accept the Historic District Commission responsibility to promote, support, and develop an effective preservation program.
5. Attend the meetings of the Historic District Commission on a regular basis and provide prior notice of any necessary absences.
6. Read the master plan, zoning ordinance, bylaws, and other pertinent documents which pertain to the business of the Historic District Commission.
7. Attend appropriate training programs on planning and zoning in order to stay current on issues of concern for my community and in preservation law.
8. Respect, adhere to, and help enforce the rules, policies, and guidelines established by the Historic District Commission.
9. Read meeting packet materials ahead of time and otherwise be prepared for the meetings.
10. Refrain from deciding cases before the meeting discussion.
11. Participate in the Historic District Commission deliberation at the meetings when appropriate.
12. Do not engage in criminal activities, and other activities including but not limited to situations of conflict of interest, incompatible office, ex parte contact, voting on the same issue twice by virtue of serving on two different bodies, or accepting gifts as a form of influencing my vote.
13. In public forums, after a vote has been taken, I will represent the adopted majority position of the Historic District Commission when speaking on behalf of the Commission

Appendix B. Oath of Office

I solemnly swear that I will support
the Constitution of the United States,
and the Constitution of the State of Michigan,
and that I will discharge the duties
of the office of Historic District Commissioner
in and for the City of Escanaba
to the best of my ability.