

**HISTORIC DISTRICT COMMISSION MEETING AGENDA
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET
WEDNESDAY SEPTEMBER 20, 2023 - 5:30 PM**

- I. Call to Order / Roll Call / Pledge of Allegiance
- II. Petitions from the Public (*members of the public have 5 minutes to speak*)
- III. Approval of Minutes from July 26, 2023 Regular Meeting
- IV. Acceptance of Agenda
- V. Unfinished Business
 - 1. KNHPAC Heritage Grant (Street Sign Project)
 - 2. HDC Standard Operating Procedures
 - 3. HDC Conflict of Interest Policy
- VI. New Business
 - 1. Applications for Certificate of Appropriateness (*none*)
 - 2. Administrative Approvals (*none*)
 - 3. Demolition by Neglect provisions of the Historic District Ordinance (Ordinance No. 140 §9d)
 - 4. Calumet Community Day/Agassiz Park 100th Anniversary
 - 5. HDC coordinator Report
 - 6. Architectural Advisor Report
- VII. Announcements and/or Comments
- VIII. Comments from the Public (*members of the public have 5 minutes to speak*)
- IX. Adjourn

HISTORIC DISTRICT COMMISSION MEETING MINUTES - DRAFT
CALUMET VILLAGE TOWNHALL, 340 SIXTH STREET
WEDNESDAY JULY 26, 2023 - 5:30 PM

Present: Chair Voelker; Commissioners: Dronet, Green, Geisler, Que; Architectural Advisor Arnold

Absent:

Also Present from the Village: Manager Haselden

Present from the Public: 1 visitor from the Detroit Historic District Commission

I. Call to Order / Roll Call / Pledge of Allegiance

Chair Voelker called the meeting to order at 5:30pm with Roll Call and led the Pledge of Allegiance.

II. Petitions from the Public

A visitor from the Detroit HDC introduced himself, being on vacation in the area and seeing that the HDC was meeting, they were happy to attend.

III. Approval of Minutes from June 21, 2023 Regular Meeting

Que, supported by Geisler moved to approve the June 21 minutes.

Motion Carried 5/0

IV. Acceptance of Agenda

Que, supported by Dronet moved to accept the agenda with the addition of the Civility Initiative Project under item VI. 6.

Motion Carried 5/0

V. Unfinished Business

1. KNHPAC Heritage Grant (Street Sign Project)

Que shared the final drawing for the street signs and shared that it was approved by Council and is in production.

VI. New Business

1. Applications for Certificate of Appropriateness

None

2. Administrative Approvals

None

3. HDC Coordinator Position Update

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Haselden provided an update to the Commission that at this time the Village has terminated the HDC Coordinator as a paid position and has moved coordinator duties to Village staff.

Green, supported by Que, moved to appoint Manager Haselden as the HDC coordinator.

Motion Carried 5/0

4. HDC Standard Operating Procedures

Haselden shared HDC documents including the draft of procedures for the Commission. Commissioners to review documents and provide feedback at the August meeting.

5. Architectural Advisor Report

Arnold discussed tinting on new concrete and concerns over the inconsistencies from the historic red tint. The KNHP is hosting a masonry preservation training on August 24-27, information and invitations to follow.

6. Civility Project

Green, seconded by Que, moved to adopt the Resolution Accepting the Nine Tools of Civility for the HDC.

Motion Carried 5/0

VII. Announcements – Comments from Commissioners

Haselden let Commissioners know that the Village Council approved September 23, 2023 for a Community Day to celebrate Agassiz Park's 100th year.

VIII. Comments from the Public (*members of the public have 3 minutes to speak*)

None.

IX. Adjourn

Que, seconded by Dronet, moved to adjourn at 6:33pm.

Motion Carried 5/0

Respectfully Submitted,

Megan Haselden, Village Manager

Abe Voelker, Chair

HDC STANDARD OPERATING PROCEDURES

Village Ordinance No. 140 established the Historic District Commission (HDC).

Schedule of Meetings:

- Regular Meetings are held the 3rd Wednesday of the month at 5:30pm.
- Additional meetings are called as needed for project review applications.

HDC Members:

- There are 5 Members to the HDC, appointed by the Village President.
- All HDC members must be Village Residents.
- HDC Members shall:
 - Take the Oath of Office
 - Sign the HDC Civility Initiative
 - Sign the HDC Conflict of Interest Policy
 - Attend an annual joint meeting of all Village Boards
 - Be provided with copies of:
 - Ordinance No. 140
 - Village of Calumet HDC Guidelines
 - Current Village of Calumet Strategic Plan
 - The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings
- Officers of the HDC include a Chair and Vice Chair, to be voted in December and seated in January.
- An Architectural Advisor from the National Historical Park has a non-voting seat on the Commission.
- Members of the HDC are encouraged to attend training throughout the year such as attending the Michigan Historic Preservation Network conference and trainings

Roles of the HDC:

- **HDC Design Guidelines:**
 - Adopted in 2006, provides guidelines for work on existing buildings and new construction as well as streetscapes and signage.
 - Should be provided to all property owners within the district.
 - HDC Coordinator to provide to owners along with relevant pages marked when inquiry on projects arise.
- **Certificates of Appropriateness:**
 - Per Village Ordinance, the HDC shall review all exterior alterations to properties within the district.
 - Property owners should be provided a copy of relevant HDC Guidelines.
 - HDC Coordinator to work with property owner on review of the Village Zoning Ordinance prior to moving forward with the application.

Village of Calumet Historic District Commission
Houghton County, MI

- If application for Certificate of Appropriateness is necessary, HDC Coordinator to work with property owner on application details.
- Coordinator to review submitted application, assign a Case Number and either:
 - Offer Administrative Approval where possible
 - Refer to the HDC Board for review, in this case recommend that the applicant attend the meeting for questions.
- Once the application is approved, Coordinator to provide a letter (or Certificate of Appropriateness) to the property owner to move forward with the project.
- Coordinator shall review the project work when completed and inform the HDC Board of project completion and of any potential issues/violations of the Certificate of Appropriateness.
- **Annual Report:**
 - The Village of Calumet is part of the Certified Local Government Program (CLG) administered through the State Historic Preservation Office (SHPO).
 - The HDC coordinator is responsible for creating the CLG Annual Report to SHPO in March of each year.
 - The HDC should provide an annual report/synopsis of projects to the Village Council and/or at the annual joint meeting of all Village boards.

**VILLAGE OF CALUMET, MICHIGAN
HISTORIC DISTRICT COMMISSION
CONFLICT OF INTEREST POLICY FOR HISTORIC PRESERVATION ACTIVITIES**

Application of Policy

The Village of Calumet Historic District Commission is required to implement the federal conflict of interest policy for historic preservation activities. Generally speaking this conflict of interest policy applies to Certified Local Government Historic District Commission members, agents and staff as well as to their family members (defined as “persons”).

Policy

No person (as defined above) shall participate in the selection, award, or administration of any Historic Preservation Fund (HPF)-assisted program activity, sub grant, contract, or subcontract if a conflict of interest, real or apparent exists; nor shall a person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that actually conflicts or would appear to conflict with the fair, impartial, and objective performance of assigned duties and responsibilities as members of the Historic District Commission (HDC). See Ordinance No. 140.

No person shall solicit nor accept gratuities, favors, nor anything of value from property owners, contractors, potential contractors, suppliers or recipients or potential recipients of public funds (federal state or village) or contracts.

Real and Apparent Conflicts

A real conflict of interest exists when a person may benefit (either through financial or personal gain) from the position the person holds with respect to the HDC, or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. (This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HDC, whether or not such a conflict actually exists.) An apparent conflict also exists when a person may appear to have an unfair competitive advantage because of his or her relationship to the HDC.

Declaring and Resolving Conflicts

Should a conflict of interest, real or apparent, exist: The person shall fully disclose the possible conflict in writing as soon as the situation becomes apparent, but at a minimum, before the issue

or action for which the conflict exists is acted upon or brought to resolution and shall physically absent himself/herself from the decision making process. The disclosure shall be presented (if appropriate) to the Chair of the HDC. A disclosure statement shall be submitted for each subsequent fiscal; year while the conflict of interest exists.

ACKNOWLEDGMENT

I certify that the conflict of interest policy for the HDC has been read by me. I agree to abide by the policies and procedures adopted by the HDC. In particular, I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes known to me.

Print Name of Commissioner

Signature

Date

18 June 2017

From: Village of Calumet Historic District Commission
To: Calumet Village Council
RE: Demolition By Neglect 2017

Dear Calumet Village Council,

The Historic District Commission (HDC) respectfully submits the following information regarding the application and enforcement of the Demolition By Neglect provisions of the Historic District Ordinance (Village Ordinance No. 140, § 9/d). The HDC requests that the Calumet Village Council become actively involved in the Demolition By Neglect process in order for it to have success. A list of the five buildings that should be addressed in 2017 is presented below. Attached is a sample letter which was previously sent to building owners during the 2014 effort to enforce the ordinance. This time around a letter needs to come from the Village Council, so that it is clear the action is the Village's leadership's intention to enforce approved ordinances.

The Demolition by Neglect provisions of the Historic District Ordinance allows the Village to obtain a court order to make necessary repairs to a building in order to address public health, safety and welfare issues in addition to preventing the loss of the building. All costs incurred in the process are added to the property's tax bill and would be recovered by the Village at some future date.

Our particular concerns are as follows.

If the Village pursues the Demolition by Neglect provisions of the Historic District Ordinance, then they must be prepared to follow through - which is likely to require legal action and Village-mandated repairs. Previously, a lack of funds has been the primary stumbling block for enforcing this portion of the ordinance.

If there is once again no follow-through to the letters being sent out, then the message being sent to the community is the Historic District Ordinance is unenforceable. With this in mind, should Council action wait until funds are available (next round of MSHDA grants should be announced soon)? The problem with waiting to take action is that our building season is so short that if any work is to be done this year, then planning needs to get underway immediately.

The HDC's recommendations for 2017 for properties in the poorest condition and needing action under Demolition By Neglect provisions of the Historic District Ordinance are presented below.

2017 Demolition By Neglect Priority List						
	Building Address	DBN Score	Recent Building Name	Owner's Name / Address	Property ID No.	YEAR Built
1	104 6th	41	Hermann Flats <i>Now in Land Bank</i>	Douglas J. & Lucy M. Nakkula 204 6th St Calumet, MI 49913	041-109-007-00	1898
2	513 Scott	39	Palosari Construction <i>Now Vianis - for sale</i>	AMO Contracting, INC 13700 SW 62 St #143 Miami, Florida 33183	041-109-006-50	1887
3	425 5th	37	Aho	Alan E. Aho 37962 Pike River Rd. Chassell, MI 49916	041-129-004-50	1895
4	211 5th	36	Penney's	Squared Circle Properties, LLC 324 Fifth St. Calumet, MI 49913	041-101-003-00	1885
5	106 5th	36	Evergreen Restaurant <i>None</i>	Reid Rastello & Julie Johnson 311 Crawford Street Copper City, MI 49917	041-108-003-00	1880

Names and addresses as they appear on the most recent tax statements as provided by the Houghton County Clerk on 6 June 2017.

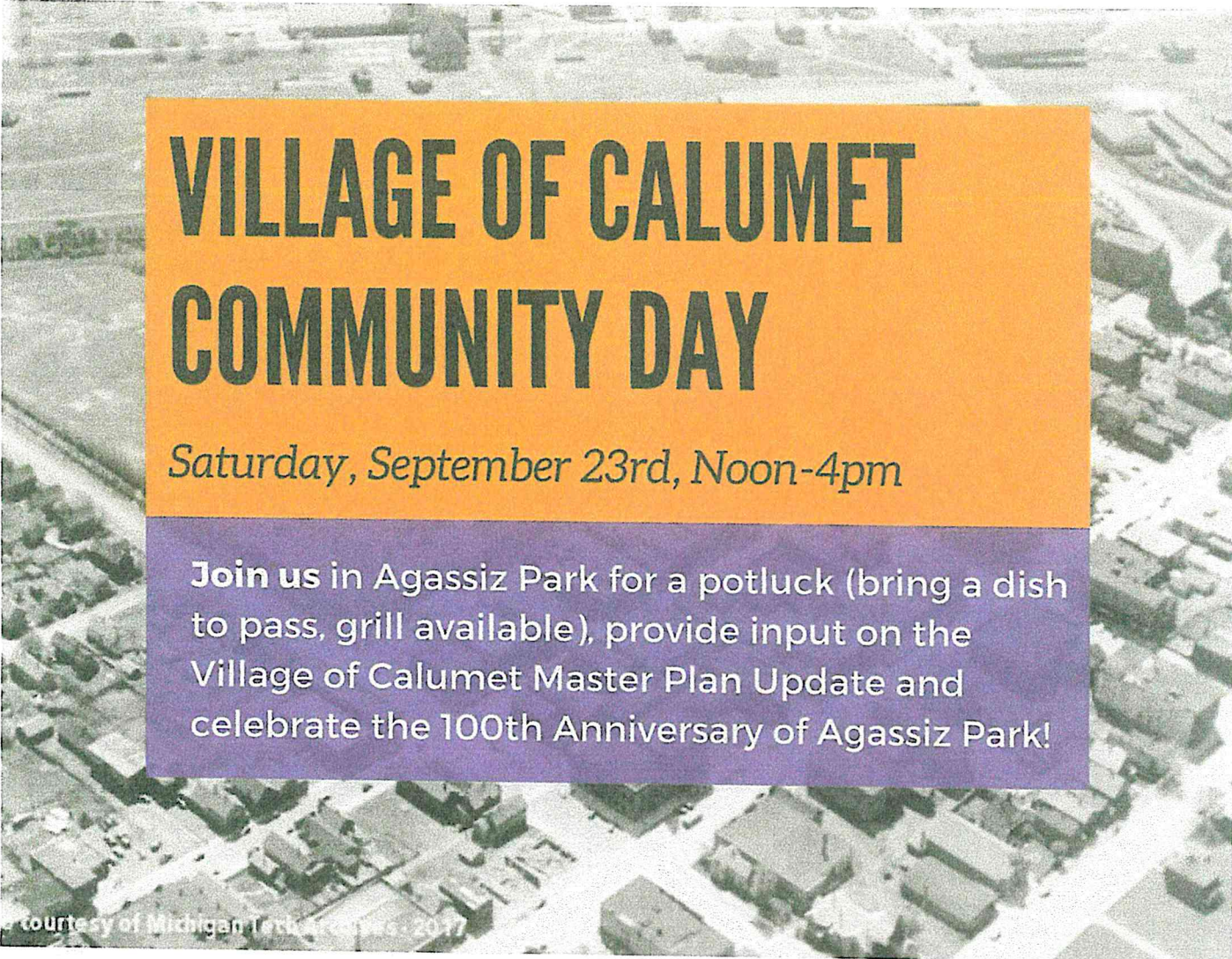
Dear Mr or Ms. XXXXXXXX:

The Village of Calumet's Historic District Commission has conducted a survey of the structural condition of buildings within the Historic District. The Commission focused initially on those buildings which appeared most in need of repair and potentially posed a danger to public safety. The criteria used included an evaluation of Health Life Safety, Roof Condition, Wall Condition, Foundation Condition, Building Envelope, Water Intrusion and Risk to Adjacent Structures.

Your property at XXX Street was identified as one of the buildings most in need of repair to prevent a structural failure in the near future and possible harm to the public. To assist you in determining the extent of repairs needed to stabilize your property, the Village of Calumet (Village) and the Historic District Commission (HDC) ask that you make arrangements to meet with us to discuss the state of your building and any plans that you have to make repairs to it. This meeting, to be held at your property, would be attended by representatives of the Village, the HDC and by the Houghton County Building Inspector. Be assured that the purpose of having these individuals involved is not to take any regulatory action at this time but, rather, to assist you in determining the extent of repairs needed for your building.

We would appreciate a response no later than 15 days from the date of this letter. Arrangements to meet with us can either be made by contacting the Calumet Village Office at (906) 337-1713 or villageofcalumet.com or the Historic District Coordinator at CalumetHDC@gmail.com.

As a responsible property owner we are confident that you will do what is in your own best interests and that of the community to stabilize your property to insure public safety, to preserve the value of your property and to avoid personal liability due to injury resulting from a possible building failure.



VILLAGE OF CALUMET COMMUNITY DAY

Saturday, September 23rd, Noon-4pm

Join us in Agassiz Park for a potluck (bring a dish to pass, grill available), provide input on the Village of Calumet Master Plan Update and celebrate the 100th Anniversary of Agassiz Park!

courtesy of Michigan Tech Archives - 2017