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Village of Calumet Historic District Commission (HDC) By-laws & Rules of Procedures

Approved: 17 December 2025

1. Authority

- a. These By-laws and Rules of Procedures hereby recognize the Village of Calumet Historic District Commission (hereinafter referred to as either the “HDC” or “Commission”) pursuant to the Public Act 169 of 1970, as amended, the Local Historic District Act; the Public Act 267 of 1976, as amended, the Open Meetings Act; Village of Calumet Ordinance 140 of 2002, establishment of the Calumet Historic District and the HDC.

2. Purpose

- a. The purpose of the HDC is the following:
 - i. Safeguard the heritage of the Village of Calumet by preserving the historic district within the Village that reflect elements of its cultural, social, economic, political or architectural history.
 - ii. Stabilize and improve property values within the historic district.
 - iii. Foster civic beauty and pride.
 - iv. Strengthen the local economy.
 - v. Preserve the historic district for the education, pleasure and welfare of the residents of the Village and the State of Michigan.
 - vi. Encourage property owners and residents to participate in preservation activities.

- vii. Assist in the preservation goals of Keweenaw National Historical Park.

3. Reviews

- a. It shall be the duty of the HDC to review all plans for work in the historic district, and the Commission shall have the power to pass upon such plans before a permit for such activity will be granted. In reviewing plans, the Commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings. Design review standards and guidelines that address special design characteristics of historic districts administered by the Commission may be followed if they are equivalent in guidance to the Secretary of the Interior's standards and guidelines and are established or approved by the Commission. The Commission shall also consider all of the following:
 - i. The historic or architectural value and significance of the resource and its relationship to the historic value of the Village.
 - ii. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area. Photos of adjacent buildings shall be required.
 - iii. The general compatibility of proposed design, arrangement, texture, and materials.
 - iv. Other factors, such as aesthetic value, that the Commission finds relevant.
 - v. Whether the applicant has certified in the application that the property where the work will be undertaken has, or will have, before the proposed project completion date, a fire alarm system or a smoke alarm system complying with the requirements of the Stille-DeRossett-Hale single state construction code act of 1972.

4. Membership

- a. The HDC shall consist of five persons who reside in the Village and a majority of whom clearly demonstrate interest in or knowledge of historic preservation.
- b. The HDC shall include, if available, an architect registered in this state or a graduate of an accredited school of architecture who has two years of architectural experience.
- c. One member of the Commission shall be appointed from a list of citizens submitted by the Downtown Development Authority. One member shall be appointed from a list of citizens submitted by the Keweenaw National Historical Park Advisory Commission. One member shall be appointed from a list of citizens submitted by the Planning Commission. The remaining two persons of the Commission shall be at-large members.
- d. Members shall be appointed by the Village Council. Appointments shall be made for three-year terms. Initial appointments shall be made within six months after the enactment of this ordinance and shall provide for two three-year terms, two two-year terms and one one-year term. Members shall be eligible for reappointment.
- e. All terms shall end on January 1, except that a member shall continue in office until a successor

is appointed and takes office. If a vacancy on the Commission occurs, within sixty (60) calendar days the Village President shall make an interim appointment with the approval of the Village Council, to complete the unexpired term.

- f. Commissioners shall serve without pay. Commissioners attending conferences and workshops for the benefit of the HDC may be reimbursed for basic registration and expenses incurred. Reimbursements shall receive advanced approval by the Village Council.

5. Officers

- a. The HDC shall each year elect from its membership a Chairperson and a Vice-Chairperson. The Chairperson shall preside at meetings of the Commission and shall have the right to vote. The Chairperson shall lead the Commission in carrying out its duties and shall be the spokesperson for the Commission in presenting its policies to the public. In the absence or disability of the Chairperson, the Vice-Chairperson shall preside at meetings and perform the other duties of the Chairperson. The Village government shall provide staff assistance to carry out the purposes of this ordinance.

6. Village Staff

- a. The HDC Coordinator shall aid the Commission in a capacity deemed appropriate and necessary by the HDC. The HDC Coordinator shall be responsible for preparing the agenda for each meeting.

7. Meetings

- a. The HDC shall hold public meetings every third Wednesday of each month at Village Hall, and special meetings shall be called anytime they become necessary. Public notice of the time, date, and place of each meeting shall be posted on the Village website as required by the Michigan Open Meetings Act.
- b. All meetings of the Commission shall be open to the public and shall conform to the Michigan Open Meetings Act. Any person shall be entitled to appear and be heard on any matter before the HDC prior to its reaching a decision. All decisions by the Commission shall be made at a public meeting, and applicants shall be given notice of the meetings and the Commission's decision on their application.
- c. A quorum shall consist of a majority of the HDC and may take action under the provisions of this ordinance. A majority of the total membership of the Commission shall be required for the approval or denial of applications and issuance of a Certificate of Appropriateness, Denial, or a Notice to Proceed.

8. Records

- a. The Commission shall prepare and keep on file, available for public inspection, minutes of its meetings containing all decisions of the Commission and the reasons for these decisions, all of which shall be posted to the Village website. The procedures, guidelines and criteria and similar material used by the Commission shall be available to the public for review and comment under

the Michigan Freedom of Information Act. The HDC shall submit an annual report of its activities to the Village Council. The report shall also summarize historic preservation activities of the Village.

9. Conflict of Interest

- a. In accordance with the provisions of State laws, no member of the HDC shall vote on any matter that may affect the property, income, or business interests of that member, his or her family member, or close personal friend. Any member who abstains from voting because of a conflict of interest shall not be considered as part of the total membership for that vote.

10. Agenda

- a. The agenda shall be published and made publicly available at least twenty-four hours before the start of the meeting.
- b. All meetings shall be reported in accordance with the Open Meetings Act.

11. Conduct of Hearings

- a. Applications to alter, move, or demolish a building, object or site within the Historic District shall be heard as set forth below. Requests for comment or action from Village officials, other commissions or boards, shall be heard in a similar manner except that there need be no presentation by the applicant. All persons shall be allowed to address the Commission on any issue before it at the proper time. Reasonable time limits for the applicant's presentation shall be established by the Chair. The duration of public commentary and rebuttals shall be set by the Chair at the start of the meeting. The order of the hearings is:
 - i. Chair calls the case. Staff presentation includes: brief description of the property's location, historic district, and history including any significant changes to the original configuration, a summary of the application, and any findings of fact.
 - ii. Review HDC Coordinator report and recommendation (if any).
 - iii. Applicant's presentation. Applicants are encouraged to testify on their own behalf and may bring such witnesses as may be necessary.
 - iv. Questions by the Commission of the applicant.
 - v. Audience participation (pertaining only to the current case).
 - vi. Rebuttal by the applicant.
 - vii. Questions by the Commission.
 - viii. Closing of the hearing followed by Commission discussion and action. Action may include discussion followed by a motion, more discussion, and a vote.

- b. The Commission may vote to issue a Certificate of Appropriateness, issue a Notice to Proceed, deny the application and/or request of the applicant, or table the decision for a subsequent meeting.
- c. A request for a re-hearing of an application may only be submitted if there is evidence presented showing a substantial change in facts, circumstances, or the nature of the work.

12. Approval

- a. These bylaws shall become effective following their approval by the HDC.

13. Amendments

- a. These bylaws may be amended as deemed necessary by the HDC if notice is given prior to the meeting in accordance with the Open Meetings Act. Such amendments shall be approved as provided for in this article.