



Agenda

City of Charlevoix Historic District Commission Regular Meeting

Friday, December 15, 2023 - 11:00 AM

Council Chambers, 210 State Street, Charlevoix, MI

I. Roll Call

II. Old Business

- A. CLG Grant RFP
- B. Termination of Agreement with MSF/SHPO for Resilient Lakeshore Heritage Grant
Lindsey Dotson, DDA Director

III. New Business

- A. 2024 Calendar of Meetings
- B. Letter to Property Owners
- C. CLG Grant Deadline - February 2, 2024
- D. CLG Annual Report Due March 1st

IV. Request for Future Agenda Items

V. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Historic District Commission

Old Business

Title: CLG Grant RFP

Date: December 15, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

For the grant that was received to support the Historical Society's depot roof project, we have to work on getting the RFP documents ready for SHPO approval. The requirements are outlined below. I have been having a hard time finding time to get this done, and Denise Fate has offered to help me, so it is time to hunker down and get it done. I have started to work on parts of it and Denise and I plan to meet next week to finalize who is working on which parts to finalize what we need to.

FOR REHABILITATION PLANNING PROJECTS TOTALING LESS THAN \$100,000

A subgrantee that has a rehabilitation planning project with a total cost of less than \$100,000 can use small purchase procedures to solicit and secure a contractor or consultant. These procedures include soliciting bids from at least four (4) qualified contractors/consultants. The required steps are as follows:

- **Invitation to Bid:** Subgrantees must develop an invitation to bid describing the scope of work, schedule, and necessary qualifications, which will be sent directly to prospective contractors/consultants. Subgrantees must also prepare a list of qualified contractors/consultants that they anticipate contacting about the project. At least four (4) qualified parties must be identified and contacted.

All documents related to the invitation to bid must be submitted to SHPO for review and approval prior to their release/use. This includes, at minimum, the following:

- Draft and final copies of the invitation
- List of prospective contractors/consultants and copies of letters or emails to be sent to prospective contractors/consultants with the invitation to bid
- **Bid Solicitation:** Once the materials are approved by SHPO, the subgrantee may send the invitation to bid to identified contractors/consultants. Contractors/consultants should be given sufficient time to respond, at least twenty (20) to thirty (30) days. Following the subgrantee's review of bids, the following must be provided for SHPO review and approval so that SHPO can confirm that the selected contractor/consultant has the qualifications necessary to successfully complete the project:
 - Copies of responses received
 - The name of the awardee's preferred contractor/consultant
 - Brief description of the justification for the identified contractor/consultant

- Signed copy of the awardee's bid tabulation sheet (template available here)
- Copy of the draft subcontract for the project

- **Subcontract Execution:** Once SHPO has approved the subgrantee's contractor, the subgrantee may move forward with executing a contract with them. A copy of the executed contract must be returned to SHPO.

Recommendation:

No action is necessary at this time.

Attachments:

None

Charlevoix Historic District Commission

Old Business

Title: Termination of Agreement with MSF/SHPO for Resilient Lakeshore Heritage Grant

Date: December 15, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

The grant that we received to support the restoration of the Buttars Building Facade (current location of Round Lake Bookstore) had to be revoked as the result of the commercial storefront being sold to new owners who were not interested in taking on the facade restoration project within the timeframe identified in the project scope for the grant award. The property had not been listed as available, so the sale was unexpected. The state was willing to work with us and allow the grant agreement to transfer into the new owner's name if they were willing to take on the project. However, understandably so, the new owners didn't have that much of an investment in mind right off the bat, especially since the income potential won't offset the expenses for quite some time. Attached is the letter from SHPO confirming that the agreement has been terminated.

Recommendation:

No action is needed.

Attachments:

1. RLH23-009 Charlevoix Termination



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

October 19, 2023

Lindsey Dotson
Executive Director
City of Charlevoix Downtown Development Authority
210 State Street
Charlevoix, MI 49720

RE: RLH23-009 Charlevoix, Buttars Building Façade Restoration Termination Request

Dear Ms. Dotson:

The Michigan State Historic Preservation Office (SHPO) has received your request, dated October 17, 2023, to terminate grant agreement RLH23-009 between the Michigan Strategic Fund (MSF), SHPO and the City of Charlevoix Downtown Development Authority (DDA) for the proposed Buttars Building Façade Restoration Project in Charlevoix, Michigan due to unforeseen circumstances that have impacted the project.

SHPO acknowledges the termination in accordance with Section XIII(A)(3)(c) of the agreement. The effective date of termination is October 17, 2023. Grant funds totaling \$84,045.50 have been withdrawn from the project and are no longer available. SHPO will notify the National Park Service (NPS) of the project's cancellation. As no funds have been expended on this project by the DDA, no additional documentation is required at this time.

While we regret that the project cannot move forward, we appreciate the DDA's proactive communication about the status of the project and remain interested in seeing a successful outcome for this property. If you have questions about future funding opportunities that may be available for this property, please contact us. If you have further questions related to termination of grant agreement RLH23-009, please contact Alan Higgins, Grants Manager/Budget Specialist, at 517.256.4358 or higginsS3@michigan.gov.

Sincerely,

Ryan M. Schumaker
State Historic Preservation Officer



300 NORTH WASHINGTON SQUARE • LANSING, MICHIGAN 48913
michigan.gov/shpo • (517) 335-9840

Charlevoix Historic District Commission

New Business

Title: 2024 Calendar of Meetings

Date: December 15, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Recommendation:

Motion to approve the 2024 Calendar of Meetings for the Historic District Commission as presented.

Attachments:

1. 2024 HDC Meeting Dates



CITY OF
CHARLEVOIX

Historic District Commission 2024 Regularly Scheduled Meetings

*All regularly scheduled meetings are at
11:00 am at Charlevoix City Hall
210 State Street, Charlevoix, MI 49720
Council Chambers*

February 23, 2024

May 24, 2024

June 28, 2024

September 27, 2024

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities upon seven (7) days' notice to the City of Charlevoix Clerk's Office. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix by writing or calling the following: City Clerk, City of Charlevoix, 210 State Street, Charlevoix, Michigan 49720. (231) 547-3250

Charlevoix Historic District Commission

New Business

Title: Letter to Property Owners

Date: December 15, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Each year I attempt to mail out a letter to the property owners in the Earl Young Historic District so that they can be reminded that there is a process related to making updates to their homes, and to generally keep communication open with them. This year, I included information about the State Historic Tax Credit that was reinstated in Michigan, of which they could take advantage if the home is owner-occupied. I have one homeowner who has expressed interest in applying for this credit, so I am working with them to help however I can. A copy of the letter is attached for reference.

Recommendation:

No action is necessary.

Attachments:

1. Letter to Property Owners in Earl Young District - 2023



Earl Young Homeowner
Address
Michigan

November 8, 2023

Dear Homeowner:

We are so pleased to recognize you as a property owner within the **Earl Young Historic Buildings Local Historic District** which was established by the City of Charlevoix on April 18, 2016.

This letter is to serve as a reminder that your building's exterior is governed by a set of regulations. A Certificate of Appropriateness (COA) from the Historic District Commission is required for any work project involving an exterior change to the appearance of your property. This includes new construction, demolition, removal of large trees, and erecting a sign or fence. A COA is not required for interior changes and routine maintenance. We have included a copy of the form for your reference.

Additionally, we would like to inform you of an opportunity now available to you through the State Historic Preservation Tax Credit if your property is owner-occupied. The credits are available as either Michigan Personal Income Tax Credits (Sec. 266a), Michigan Business Income Tax Credits (Sec. 676), or a combination thereof. In no case shall the total combined credits exceed 25% of the total qualified rehabilitation expenditures. Enclosed is a Frequently Asked Questions document about the program. If you are interested in applying for Tax Credits, application assistance is available.

If you are contemplating any changes to your property or want to know more about State Historic Tax Credits, schedule a meeting (in person or virtual) with the Historic District Commission Staff Advisor, Lindsey Dotson, who can be reached by phone at 231-547-3257 or by email at lindseyd@charlevoixmi.gov.

For additional information on the Earl Young Historic Buildings Local Historic District, please visit our website: charlevoixmi.gov/200/Historic-District-Commission.

Sincerely,

Lindsey J. Dotson, MSARP
DDA Executive Director

On behalf of the City of Charlevoix Historic District Commissioners:

*Carol Kranz, Chair
Frank Campi
David Miles*

*Paul Weston
Gail DeMeyere*

Enclosures (2): Application for a Certificate of Appropriateness



**CITY OF
CHARLEVOIX**

Frequently Asked Questions State Historic Tax Credit

Charlevoix Historic District Commission

New Business

Title: CLG Grant Deadline - February 2, 2024

Date: December 15, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

The next round of [CLG grant](#) applications will be due on February 2nd, 2024. I have been working with the City Clerk to potentially apply for funding to support some ongoing maintenance needs for the City Hall building, which would qualify for rehabilitation funds since it is owned by the municipality and also historic and a resource located in the soon-to-be nominated National Register Historic District. We are to the point of trying to figure out what work should get done first, as big expenses like roof replacement, masonry repair and cleaning, foundation repair, and other items are on the long list of things that need to be taken care of. If the Commission agrees, we hope to apply to support these projects.

Recommendation:

Motion to support the city's application for CLG Grant funding to support the maintenance of historic City Hall.

Attachments:

None

Charlevoix Historic District Commission

New Business

Title: CLG Annual Report Due March 1st

Date: December 15, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Goals from 2022:

National Register Nomination for downtown - still delayed

Assist Historical Society with rehab projects at Depot - successfully got grant - in progress

Re-engage Chicago and Belvedere Clubs about NR nomination - didn't get to

Consider areas that should be surveyed for additional historic districts - no progress

New goals for 2023:

Historic District signage - didn't accomplish

Survey city for additional historic districts - nope

Assist property owners with Historic Tax credit applications - one commercial property owner was assisted (though unsuccessful) and one residential property owner is now being assisted

What should our 2024 goals entail?

Recommendation:

Commission discussion.

Attachments:

1. Annual Report - Attachment A Resume Template
2. Annual Report Template 2023 Instructions
3. CLG_AnnualReport2023
4. CLG_AnnualReport2023_Checklist

ATTACHMENT A. NEW HDC COMMISSIONER RESUME FORM

CONTACT INFORMATION

Name: _____
Address: _____

Phone: _____
Email: _____

EDUCATION

Degree	Field	University	Year
_____	_____	_____	_____
_____	_____	_____	_____

RELATED WORK EXPERIENCE

Position: _____
Organization: _____
Dates: _____
Work Description: _____

Position: _____
Organization: _____
Dates: _____
Work Description: _____

OTHER EXPERIENCE/DEMONSTRATED INTEREST IN HISTORIC PRESERVATION

[FOR SHPO USE] Meets NPS Qualifications (https://www.nps.gov/history/local-law/arch_stnds 9.htm):

☐ History ☐ Architectural History ☐ Architecture ☐ Historic Architecture ☐ Archaeology



CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT JANUARY 1, 2023 – DECEMBER 31, 2023

The Michigan State Historic Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each year. SHPO uses the provided information to stay up to date on historic preservation activities across the state, identify ways that SHPO can be more responsive to the needs of CLGs, and evaluate local CLG programs.

In accordance with program standards, CLGs must submit an annual report to remain in good standing and to be eligible for grant funding and related assistance.

SHPO has developed a standard template for use by all CLGs to streamline the collection and presentation of information and supporting documentation. Each CLG will receive a fillable copy of the template. Hardcopies can be mailed upon request.

INSTRUCTIONS

Use the annual report template to describe your CLG's program during the last calendar year. Only one report should be submitted for each CLG. Please collaborate with your staff and HDCs to complete a single report.

The reporting period for this report is: **January 1, 2023 – December 31, 2023.**

A complete report consists of:

- Completed annual report checklist
- Completed annual report template
- Applicable attachments and supporting documents

SUBMISSION

Reports should be submitted electronically. Please save and email your report and supporting documentation to Alan Higgins, Interim Certified Local Government Coordinator, at higginsS3@michigan.gov.

DUE DATE

Annual reports are due from each CLG by: **March 1, 2024.**

QUESTIONS?

Have questions or need clarification on assembling your report? Contact Alan Higgins, Interim Certified Local Government Coordinator, at higginsS3@michigan.gov.



Michigan State Historic Preservation Office

Certified Local Government Program

CLG 2023 Annual Report

1. CLG BASIC INFORMATION

CERTIFIED LOCAL GOVERNMENT

CHIEF ELECTED OFFICIAL

CLG CONTACT PERSON (official person on file with National Park Service)

TITLE

MAILING ADDRESS

EMAIL

TELEPHONE

CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)

2. HISTORIC DISTRICT ORDINANCE AND PRESERVATION PLANNING

A. DID THE CLG KEEP ITS HISTORIC DISTRICT ORDINANCE IN EFFECT FOR THE ENTIRE YEAR? ☐ YES ☐ NO (if no, briefly explain)

B. DID THE CLG ADOPT OR AMEND/REVISE/MODIFY ANY OF THE FOLLOWING DURING THE YEAR?

(Provide a link or attach any documents for which you select yes)

HISTORIC DISTRICT ORDINANCE

☐ YES ☐ NO

PRESERVATION PLAN (including master plan component)

☐ YES ☐ NO

HDC BYLAWS OR RULES OF PROCEDURE

☐ YES ☐ NO

DESIGN GUIDELINES (under PA 169, guidelines must be approved by SHPO)

☐ YES ☐ NO

COA APPLICATION/REQUIREMENTS

☐ YES ☐ NO

SURVEY PLAN

☐ YES ☐ NO

OTHER PRESERVATION-RELATED REGULATIONS/PROCEDURES (e.g., blight ordinances, demolition ordinances, downtown design standards, etc.)

☐ YES ☐ NO

3. HISTORIC DISTRICT COMMISSION

A. PROVIDE THE NAME AND TITLE FOR THE COMMUNITY'S STAFF LIAISON TO THE HDC

B. DOES THE HDC USE AN ON-CALL PRESERVATION SPECIALIST (e.g., architect, historian, etc.)? ☐ YES ☐ NO (if yes, provide name/title)

C. IDENTIFY **CURRENT** HISTORIC DISTRICT COMMISSION MEMBERS.

(Submit a [resume](#) or [Attachment A](#) for each **NEW** commissioner appointed during the year)

NAME	ROLE (e.g., chair, vice-chair, etc.)	TERM STARTED	TERM ENDS

D. DOES THE HDC INCLUDE AT LEAST ONE MEMBER WHO IS A QUALIFIED PRESERVATION PROFESSIONAL? ☐ YES ☐ NO
If you answer no, briefly identify how the CLG sought to identify qualified professionals (architects, historians, architectural historians, archaeologists, etc.) to fill vacancies AND submit a copy of related announcements, advertisements, or other means used to seek qualified members.

E. ARE THERE CURRENTLY ANY HDC VACANCIES?
☐ YES ☐ NO If yes, how many?

F. DID NEW COMMISSIONERS RECEIVE TRAINING MATERIALS AND INFORMATION ON THE LOCAL HISTORIC DISTRICT ORDINANCE?
☐ YES ☐ NO ☐ NOT APPLICABLE

G. DID AT LEAST ONE COMMISSIONER AND/OR STAFF PERSON PARTICIPATE IN TRAINING (e.g., conferences, webinars, and in-person workshops)?
☐ YES ☐ NO If yes, identify the training and participants below. If no, briefly explain why no one participated in training.

NAME OF TRAINING	PROVIDER	ATTENDEES

H. WHEN ARE YOUR HDC’S REGULARLY SCHEDULED MEETINGS? (e.g., first Wednesday of each month)

I. IDENTIFY THE MONTHS IN WHICH YOUR HDC MET AT LEAST ONCE.

MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*	MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*
January 2023	☐	☐	☐	July 2023	☐	☐	☐
February 2023	☐	☐	☐	August 2023	☐	☐	☐
March 2023	☐	☐	☐	September 2023	☐	☐	☐
April 2023	☐	☐	☐	October 2023	☐	☐	☐
May 2023	☐	☐	☐	November 2023	☐	☐	☐
June 2023	☐	☐	☐	December 2023	☐	☐	☐

*if not available on your website, submit minutes for at least two meetings

J. PROVIDE INFORMATION ON DESIGN REVIEW APPLICATIONS RECEIVED FOR REVIEW DURING THE YEAR.

APPLICATION TOTALS	RESULTS OF REVIEWS
# OF APPLICATIONS RECEIVED:	# OF CERTIFICATES OF APPROPRIATENESS ISSUED:
# OF APPLICATIONS REVIEWED BY STAFF ONLY:	# OF DENIALS ISSUED:
# OF APPLICATIONS REVIEWED BY THE HDC:	# OF NOTICES TO PROCEED ISSUED:
WERE ANY HDC DECISIONS APPEALED? ☐ YES ☐ NO (if yes, complete the information below)	
# OF HDC DECISIONS APPEALED:	
# OF DECISIONS OVERTURNED:	
# OF DECISIONS AFFIRMED:	

4. INVENTORY AND DESIGNATION

A. IDENTIFY NEW SURVEY PLANS, PROGRESS ON EXISTING PLANS, AND/OR CHANGES TO EXISTING SURVEY PLANS, INCLUDING CHANGES IN PRIORITIES OR PROCESSES.

B. DID THE CLG ACTIVELY WORK ON OR COMPLETE HISTORIC RESOURCE SURVEYS? ☐ YES ☐ NO

If yes, identify them below. If the survey was completed but data and reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary to capture all surveys in progress or completed.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

C. DOES THE CLG HAVE SURVEYS TENTATIVELY PLANNED FOR NEXT YEAR? ☐ YES ☐ NO

If yes, briefly identify them, including the reason for the survey (e.g., part of work plan, development pressure, considering designation, etc.). If no, identify future survey goals that may be of interest.

D. WAS ANY MUNICIPAL-SPONSORED ARCHAEOLOGICAL SURVEY COMPLETED DURING THE YEAR? ☐ YES ☐ NO

If yes, identify them below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE STANDARDS?
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO

E. DID THE CLG ENGAGE IN LOCAL HISTORIC DISTRICT DESIGNATION ACTIVITIES DURING THE YEAR? ☐ YES ☐ NO

If yes, identify them below. If associated reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary.

DISTRICT NAME	STATUS AND ACTION	REPORT PROVIDED TO SHPO?
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO

F. DO YOU KNOW OF ANY NATIONAL REGISTER OR LOCAL DISTRICT PROPERTIES THAT WERE MOVED OR DEMOLISHED? ☐ YES ☐ NO
If yes, briefly identify them below.

NAME/ADDRESS OF PROPERTY	NAME OF DISTRICT (IF APPLICABLE)

5. PUBLIC PARTICIPATION

A. WERE ALL HDC MEETINGS HELD IN ACCORDANCE WITH THE OPEN MEETINGS ACT, P.A. 267 OF 1976? ☐ YES ☐ NO (if no, briefly explain)

B. WAS INFORMATION ABOUT THE HDC, ITS MEETINGS, AND ITS ACTIVITIES MAINTAINED ON THE LOCAL GOVERNMENT'S WEBSITE?
☐ YES ☐ NO

C. BEYOND A WEBSITE, HOW DOES THE HDC PROVIDE INFORMATION ABOUT MEETINGS AND ACTIVITIES TO THE PUBLIC?

☐ Mailings ☐ Newspapers ☐ Posting at Municipal Building ☐ On-site Project Signs ☐ Direct Email ☐ Door Fliers ☐ Email List/Listserv
☐ Local Access Channels ☐ Community Events ☐ Other

D. DID THE CLG/HDC PROVIDE, SPONSOR, OR PARTICIPATE IN PUBLIC EDUCATIONAL ACTIVITIES (e.g., walking tours, lectures, Preservation Month activities, historical marker programs) OR FORMAL TRAINING ON HISTORIC PRESERVATION? ☐ YES ☐ NO
If yes, identify the activities below. SHPO encourages sharing photos so we can highlight your efforts! Use additional sheets if necessary.

ACTIVITY	SPONSORING ORGANIZATION	DATE

6. CLG/HISTORIC PRESERVATION GOALS

A. BRIEFLY DESCRIBE IF/HOW YOU MET THE GOALS IDENTIFIED IN YOUR LAST ANNUAL REPORT.

GOAL	DID YOU MEET THIS GOAL?	IF YES, DESCRIBE HOW IT WAS MET. IF NO, DESCRIBE WHY IT WAS NOT MET.
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	

B. BRIEFLY DESCRIBE YOUR TOP GOALS FOR NEXT YEAR (2022). EACH CLG MUST IDENTIFY AT LEAST ONE GOAL.

GOAL	IS THIS A MULTI-YEAR GOAL?	DO YOU NEED SHPO ASSISTANCE TO MEET THIS GOAL? IF SO, BRIEFLY DESCRIBE.
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	
	☐ YES ☐ NO	

7. MISCELLANEOUS INFORMATION

A. SHPO WILL HAVE A NEW CLG COORDINATOR IN 2023. WHAT IS ONE THING YOU WOULD LIKE THE NEW COORDINATOR TO UNDERSTAND ABOUT YOUR COMMUNITY AND LOCAL PRESERVATION ACTIVITIES/NEEDS?

B. WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2023 IS YOUR CLG/HDC MOST PROUD OF? OR IS THERE A PRESERVATION SUCCESS STORY FROM YOUR COMMUNITY THAT YOU WOULD LIKE TO HIGHLIGHT? SHPO encourages sharing photos!

C. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2023.

D. WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FACING YOUR COMMUNITY?

E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2023?

☐ YES ☐ NO (If yes, briefly identify them below.)

F. DID YOUR COMMUNITY HAVE ANY LOCAL INCENTIVE/GRANT/LOAN PROGRAMS (e.g., façade grant programs, DDA programs, low-interest loans, abatements, etc.) AVAILABLE FOR HISTORIC PROPERTIES IN 2023? ☐ YES ☐ NO (If yes, briefly identify them below.)

NAME OF PROGRAM	# OF PROPERTIES BENEFITED

G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? ☐ YES ☐ NO

H. IF REIMBURSEMENT WERE AVAILABLE FOR SOME OF THE COSTS TO ATTEND THE MHPN STATEWIDE PRESERVATION CONFERENCE OR BIENNIAL NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS CONFERENCE, WOULD YOU BE INTERESTED? ☐ YES ☐ NO

I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO?



Michigan State Historic Preservation Office

Certified Local Government Program

CLG 2023 Annual Report Checklist

The Michigan State Historic Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each year. SHPO uses the provided information to stay up to date on historic preservation activities across the state, identify ways that SHPO can be more responsive to the needs of CLGs, and evaluate local CLG programs.

The following checklist must be completed and submitted with your report.

CHECKLIST

Please indicate below those items that you have included with your submission.

REQUIRED

1. ☐ Completed Annual Report
2. ☐ Minutes from two HDC meetings (if not available on website)

SUPPORTING DOCUMENTATION, IF APPLICABLE

3. ☐ New or amended/revised/modified ordinances, by-laws, design guidelines or other preservation regulations and guidance
4. ☐ HDC Commissioner Resumes or Attachment A: New Commissioner Resume Form
5. ☐ Announcements used to seek qualified professionals for the HDC
6. ☐ Study reports and/or survey data
7. ☐ Photographs of highlights, educational activities, events, success stories, etc.

PREPARER INFORMATION

I hereby certify that the information in this report is accurate and correct to the best of my knowledge. I further certify that the contents of the report were shared/will be shared with the community's historic district commission on the following date: _____.

Preparer Name

Date

CLG Representative Name (if different)

Date

SHPO USE

Received: _____

Reviewed: _____

Signature: _____