



Agenda

City of Charlevoix Historic District Commission Regular Meeting

Friday, May 24, 2024 - 11:00 AM

Council Chambers, 210 State Street, Charlevoix, MI

I. Roll Call

II. Approve Minutes of _____

III. Old Business

- A. CLG Grant - Train Depot
- B. CLG Grant Application - City Hall Roof
- C. CLG Annual Report
- D. National Register District Nomination Update

IV. New Business

- A. State Historic Tax Credit Legislation
- B. Upcoming MHPN Webinar on Mushroom Houses

V. Request for Future Agenda Items

VI. 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 - Train Depot

Date: May 24, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

The Request for Proposals and bidder selection for the roof project at the depot took place starting in February and through May. Five bids were received and the company selected by the selection committee was Cosier Roofing. The project came in under what the original budget had been based on, which was a pleasant surprise. The \$20,000 CLG Grant is still a huge help for a project that will probably cost about \$65,000 total.

Recommendation:

No action required.

Attachments:

1. CLG Quarterly Progress Report_Charlevoix April 2024
2. clg grant signage depot



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

Certified Local Government Grant Quarterly Progress Report

Please complete, sign, and email the report to: higginsS3@michigan.gov

Report Due: April 22, 2024
Reporting Period: Start of grant – April 1, 2024

Subgrantee Name:	City of Charlevoix
Project #:	CG23-457
Project Name:	Charlevoix Historic Train Depot Roofing Project

1. Briefly describe work accomplished to date (please relate the description to the project work outlined in the subgrant agreement between SHPO and your organization). Note any special problems, if applicable, that might affect the completion of the project.

As of today, the following items have been accomplished:

- ✓ Subgrantee submits draft Request for Proposals (RFP), solicitation letter, and advertisement plan to Grantee for review
- ✓ Grantee completes pre-work site inspection
- ✓ Grantee approval of RFP, solicitation letter, and advertisement plan
- ✓ Subgrantee posts RFP and solicits bids
- ✓ Subgrantee submits bids and rationale for bidder selection to Grantee
- ✓ Grantee approval of bidder selection
- ✓ Subgrantee submits draft subcontract to SHPO for approval

Once we get comments back from you we will execute and provide a copy to Charlevoix City Council at one of their May meetings, either May 6th or 20th.

2. Review your work schedule and briefly explain any anticipated need for changes in due dates. If changes are needed, please propose a revised schedule on a separate sheet. If no changes are anticipated, indicate "N/A."

Minor changes in the timeline are occurring concerning when the agreement will be executed. Otherwise, the project is on track. Changes have been made and are reflected in the attachment below.



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

3. Do you anticipate needing to make changes to the scope of work or budget? If so, please explain. If no changes are anticipated, indicate "N/A."

4-12-24: Change to Project Work

- Remove existing and install new EPDM rubber membrane to two flat roof portions with proper underlayment.

All work shall be consistent with the Standards and is subject to approval by the City, Charlevoix Historical Society, and SHPO. Any proposed changes to the Project Work shall be approved by the City, the Owner, and SHPO before proceeding. All landscaping is to be protected.

Updated Project Budget:

PROJECT BUDGET WORK ITEMS	CLG FUNDS	MATCH	PROJECT TOTAL
Construction			
Train Depot Roofing Project	\$20,000.00	\$42,000.00	\$62,000.00
TOTALS	\$20,000.00	\$42,000.00	\$62,000.00

4. Prepare a comparison budget, showing the budget approved in the subgrant agreement with SHPO, invoices received for the reporting period, and total anticipated expenditures.

Budget Line Items	Approved Project Budget Amount	Received Invoices	Total Anticipated Expenditures

5. For construction projects only, project signs must be erected prior to the start of work. Please indicate the status of the sign installation by selecting one of the following:

☐ Sign was installed on the following date: _____. Please include a photograph of the installed sign if you have not previously provided to SHPO.

☒ Sign is anticipated to be installed in the following month: May.

☐ Sign installation date to be determined.

IMPORTANT REMINDERS

- Final reimbursements must be supported by copies of purchase orders, invoices, and canceled checks/proof of payment.
- All invoice dates and purchases must be within the grant agreement period.
- All work must be completed, invoiced, and paid by the end date identified in your grant agreement.
- If in-kind time is included, all salary expenses must be supported by time sheets prepared by the person performing the duties. Time sheets must be signed by the person performing the work and their supervisor, as applicable. Documentation for wages must clearly indicate the gross pay and employer paid fringes.
- All anticipated/requested changes must be approved by SHPO.



Project Coordinator (signature)

April 23, 2024

Date

SHPO REVIEW		
SHPO CLG Coordinator	SHPO Program Staff	SHPO Grants Manager

FOR THE CITY OF CHARLEVOIX HISTORIC TRAIN DEPOT ROOFING PROJECT Work Items	
August 2023	Grantee completes National Environmental Policy Act (NEPA) Review
August 2023	CLG Grant agreement executed
Procurement	
January 2024	Subgrantee submits draft Request for Proposals (RFP), solicitation letter, and advertisement plan to Grantee for review
February 2024	Grantee completes pre-work site inspection
February 2024	Grantee approval of RFP, solicitation letter, and advertisement plan
March 2024	Subgrantee posts RFP and solicits bids
March 2024	Subgrantee submits bids and rationale for bidder selection to Grantee
March 2024	Grantee approval of bidder selection

March 2024	Subgrantee submits draft subcontract to SHPO for approval
March 2024	Grantee comments and recommends changes for subcontract
April 2024	Subgrantee executes subcontract
May 2024	Subgrantee submits copy of executed subcontract to Grantee
Construction	
May 2024	Begin construction
May 2024	Install project sign and submit photo documentation to Grantee
July 2024	Finish Construction
August 2024	Final on-site inspection by Grantee
Project Close-Out	
August 2024	Subgrantee Submits Completion Report
August 2024	Subgrantee records easement and submits to SHPO
August 2024	Subgrantee submits final reimbursement request with financial documentation to Grantee
September 2024	Anticipated reimbursement from Grantee
Project Reporting	
Every January 15, April 15, July 15, and October 15	Subgrantee submits Quarterly Progress Report to Grantee for the duration of the project

CHARLEVOIX



Historic Preservation Fund
State Historic Preservation Office Grant Program

Train Depot Roof Replacement Charlevoix, Michigan

This project is being supported in part by a grant awarded by
the National Park Service, Department of the Interior.
For more information visit go.nps.gov/grants



Charlevoix Historic District Commission

Old Business

Title: CLG Grant Application - City Hall Roof

Date: May 24, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

A grant application was submitted in February to request funding that would support the replacement of the roof on top of City Hall. The request was for \$65,000 to cover a portion of the project which is estimated to cost a total of \$130,400.

Recommendation:

No action is necessary.

Attachments:

None

Charlevoix Historic District Commission

Old Business

Title: CLG Annual Report

Date: May 24, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

A copy of the CLG Annual Report that was submitted to SHPO in March is attached for your review.

Note that the goals outlined for this year ended up being the following:

- National Register nomination for downtown
- Explore the designation of the chapel and other structures at Brookside Cemetery
- Yes, assistance would be nice, simply in determining if SHPO has already looked into whether it is eligible to be listed or not.
- Install signage to mark the downtown National Register District
- Maintain the historic integrity of the City Hall building with roof replacement and foundation repairs necessary.

Recommendation:

Discussion.

Attachments:

1. CLG_AnnualReport2023 - Charlevoix



Michigan State Historic Preservation Office
Certified Local Government Program
CLG 2023 Annual Report

1. CLG BASIC INFORMATION

CERTIFIED LOCAL GOVERNMENT

City of Charlevoix

CHIEF ELECTED OFFICIAL

Lyle Gennett, Mayor

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

Lindsey Dotson

TITLE

DDA Director/HDC Advisor

MAILING ADDRESS

210 State Street Charlevoix, MI 49720

EMAIL

lindseyd@charlevoixmi.gov

TELEPHONE

231-547-3257

CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)

<https://charlevoixmi.gov/200/Historic-District-Commission>

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

Lindsey Dotson, DDA Director

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

Lindsey Dotson, DDA Director

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
Carol Kranz	Chair	8/2019	6/2025
Frank Campi	Member	2/2021	6/2025
David Miles	Member	8/2014	6/2026
Paul Weston	Member	7/2018	6/2024
Gail DeMeyere	Member	11/2022	6/2024
Shelley Boehmer	Member	1/2024	6/2026
William Dupont	Member	1/2024	6/2026

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		
Michigan Historic Preservation Annual Conference			MHPN			Lindsey Dotson		
Michigan Downtown Association Spring Workshop			MDA			Lindsey Dotson		
Michigan Downtown Association Summer Workshop			MDA			Lindsey Dotson		
H. WHEN ARE YOUR HDC'S REGULARLY SCHEDULED MEETINGS? (e.g., first Wednesday of each month) 4th Friday of the month at 11 am								
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, <u>submit minutes for at least two meetings</u>								
J. PROVIDE INFORMATION ON DESIGN REVIEW APPLICATIONS RECEIVED FOR REVIEW DURING THE YEAR.								
APPLICATION TOTALS				RESULTS OF REVIEWS				
# OF APPLICATIONS RECEIVED: 0				# OF CERTIFICATES OF APPROPRIATENESS ISSUED: 0				
# OF APPLICATIONS REVIEWED BY STAFF ONLY: 0				# OF DENIALS ISSUED: 0				
# OF APPLICATIONS REVIEWED BY THE HDC: 0				# OF NOTICES TO PROCEED ISSUED: 0				
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.

n/a

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.

Future survey goals include the Michigan Avenue residential area plus the Chicago and Belvedere Club neighborhoods.

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.
Install Signage to mark downtown National Register District	☐ YES ☒ NO	We are still waiting for SHPO to submit the nomination to the Preservation Review Board.
Consider areas of city that should be surveyed for additional historic districts	☐ YES ☒ NO	Outside of casual conversation, no traction was made.
Assist commercial property owners and residents who qualify with Historic Tax Credit applications	☒ YES ☐ NO	Staff assisted with one commercial application and gave information to at least two qualified residential credit applicants.
Continue to work with MEDC to utilize RRC resources to assist with preservation efforts	☒ YES ☐ NO	A design rendering was provided to a business who occupies a storefront of a building that has potential of some restoration and it was provided via RRC assistance.

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.
National Register nomination for downtown	☒ YES ☐ NO	You are already assisting us with this - hopefully we can wrap this up this year?
Explore designation of the chapel and other structures at Brookside Cemetery	☒ YES ☐ NO	Yes, assistance would be nice, simply in determining if SHPO has already looked into whether this is eligible to be listed or not.
Install signage to mark downtown National Register District	☐ YES ☒ NO	

Maintain historic integrity of City Hall building with roof replacement and foundation repairs necessary.	☒ YES ☐ NO	We have applied for a grant for the first phase of this work.								
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? We really hope to wrap up the process of our National Register nomination that was begun via the Community Partnership program for CLGs. I noticed that is no longer on your website, and I am guessing that is due to a lack of capacity at SHPO. If the grant for City Hall's roof gets approved it will launch a multi-year project to preserve and maintain this public resource. As for local districts, the only other consideration would be some additional single resource districts, as for now the appetite for additional local oversight isn't necessarily strong.										
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! It was a very quiet year for us as we were hoping to celebrate and make a big deal out of our National Register district in the downtown. We did get awarded the grant to assist with the Historical Society's project to replace the Depot's roof, which is a major win. We also saw significant investment in our downtown that has inspired others to do similar work - the most notable project being the rehabilitation of 211/215 Bridge Street. This project took what was considered a non-contributing commercial building and removed old shingled pent roof additions and awnings to restore the façade dating back to the turn of the 20th century which was largely intact underneath. The project goes beyond the external work in that it is adding 5 residential units to the downtown that did not exist before, two of which are being supported by the DDA's Downtown Housing Incentive grant to be deed restricted for year-round occupancy.										
C. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2023. The only challenge that exists is capacity (or lackthereof) when it comes to staff. Since the one staff person at the city who works with preservation is the DDA Director, and only 10% of that person's salary comes from the city for "other" activities, limited attention is given to the potential preservation work that could be done.										
D. WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FACING YOUR COMMUNITY? In residential neighborhoods it is deferred maintenance, or people buying historic homes and demolishing them to build new in their place. There have been some issues related to high Lake Michigan levels a few years back with older homes along the lakeshore - one of which was just demolished last year because of foundation issues that arose during that time.										
E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2023? ☒ YES ☐ NO (If yes, briefly identify them below.) A historic property in the downtown was awarded an MCRP grant via MEDC for the addition of housing, and the Historical Society was awarded a handful of grants to supplement the depot roof project.										
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.) <table border="1"> <thead> <tr> <th>NAME OF PROGRAM</th> <th># OF PROPERTIES BENEFITED</th> </tr> </thead> <tbody> <tr> <td>DDA's Downtown Housing Incentive Program</td> <td>1</td> </tr> <tr> <td>Commercial Facilities Exemption (tax abatement)</td> <td>1</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			NAME OF PROGRAM	# OF PROPERTIES BENEFITED	DDA's Downtown Housing Incentive Program	1	Commercial Facilities Exemption (tax abatement)	1		
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DDA's Downtown Housing Incentive Program	1									
Commercial Facilities Exemption (tax abatement)	1									

G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? ☒ YES ☐ NO City Hall foundation and window repairs	
H. IF REIMBURSEMENT WERE AVAILABLE FOR SOME OF THE COSTS TO ATTEND THE MHPN STATEWIDE PRESERVAION CONFERENCE OR BIANNUAL NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS CONFERENCE, WOULD YOU BE INTERESTED? ☒ YES ☐ NO	
I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO? I have not attached minutes and they are not on our website because each time we met this past year there was not a quorum. We have had very little formal business to attend to since our district is so small. The roof project for the depot will eventually come across our desk though!	

Charlevoix Historic District Commission

Old Business

Title: National Register District Nomination Update

Date: May 24, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

SHPO has been short-staffed for a few years, which has delayed the Community Partnership Service that was awarded to us in 2021. Thankfully, new staff has been hired, allowing Alan Higgins to get back to working on our National Register Nomination for the Central Business District.

Alan plans to get a copy of the nomination to us this month so that we can review it locally to make sure it is accurate, then changes will be made if needed and finalized for the Review Board Meeting on September 20, 2024.

Historic District signage has been an item for discussion and now that we know the district will be established sometime this fall, I will start to move forward with Prolmage Design to get some renderings mocked up.

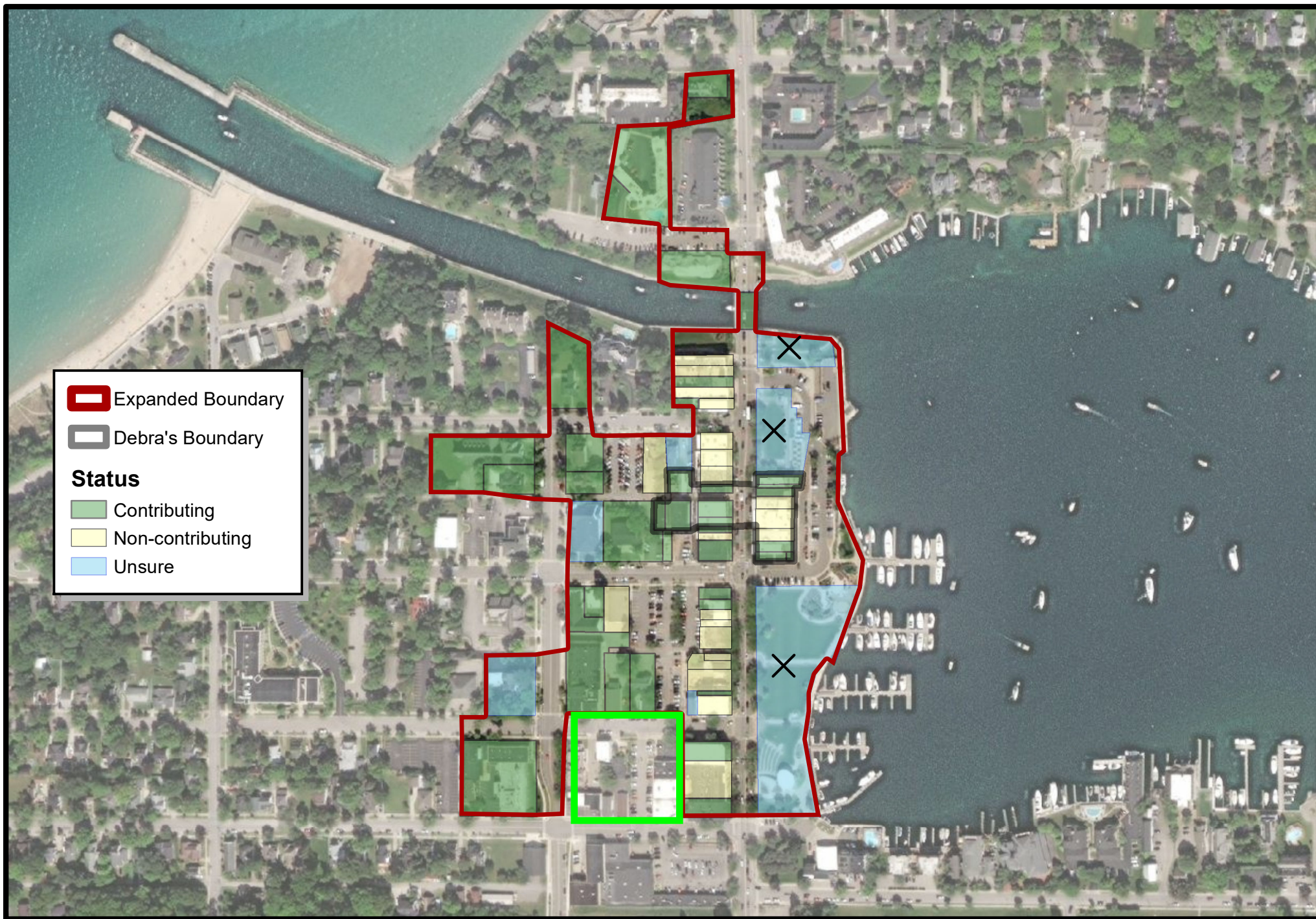
The DDA budgeted \$1,000 this year to help support the purchase of the signs. Hopefully, we won't need much more than that. I will bring renderings of the signage to the June HDC meeting for your review.

Recommendation:

No action needed.

Attachments:

1. Charlevoix-CentralDistrict (update)



Charlevoix Central District -- For Discussion Only

Charlevoix Historic District Commission

New Business

Title: State Historic Tax Credit Legislation

Date: May 24, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

The Michigan Historic Preservation Network (MHPN) is working to expand the Historic Preservation Tax Credit (HTC) that was passed in 2020.

The first Michigan Historic Preservation Tax Credit proved its worth.

Gov. John Engler signed the first Michigan Historic Preservation Tax Credit (HTC) into law in 1999 after years of advocacy by the Michigan Historic Preservation Network (MHPN). The 25% credit was integral to restoration projects from Detroit to Menominee. Phased out in 2011 by Gov. Rick Snyder, the program had leveraged \$71 M in credits to generate \$1.46 B of investment in Michigan projects. The tax credit was reinstated in 2020. However, it had a cap of \$5M, limiting the potential impact on our local communities.

Proposed Expansion of State Tax Credits

Earlier this year, Rep. Joey Andrews introduced House Bill 5430 to expand the cap for the HTC to \$100M. The HTC can impact every community, large and small, across our state. We are working to educate our legislators on the need for this expansion. Resolutions in support of the historic tax credits played a key role in reinstating the credit in 2020, so the MHPN is asking local governments and Historic District Commissions to consider passing a resolution of support for HB 5430. We have provided a sample resolution for your use.

If you would like to review HB 5430 or a fact sheet about the proposed expansion, please go to <http://www.mhpn.org/state/>

Recommendation:

Motion to pass a resolution supporting House Bill 5430 to expand the cap for the Historic Tax Credit.

Attachments:

1. Letter from MHPN
2. RESOLUTION-SAMPLE-2024-04-11-FINAL



MICHIGAN HISTORIC PRESERVATION NETWORK

May 15, 2024

Lindsey Dotson, Main Street/DDA Director
City of Charlevoix
210 State Street,
Charlevoix, MI 49720
lindseyd@charlevoixmi.gov

Good Morning,

The Michigan Historic Preservation Network (MHPN) is working to expand the Historic Preservation Tax Credit (HTC) that was passed in 2020.

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Gov. John Engler signed the first Michigan Historic Preservation Tax Credit (HTC) into law in 1999 after years of advocacy by the Michigan Historic Preservation Network (MHPN). The 25% credit was integral to restoration projects from Detroit to Menominee. Phased out in 2011 by Gov. Rick Snyder, the program had leveraged \$71 M in credits to generate \$1.46 B of investment in Michigan projects. The tax credit was reinstated in 2020. However, it had a cap of \$5M, limiting the potential impact on our local communities.

Proposed Expansion of State Tax Credits

Earlier this year, Rep. Joey Andrews introduced House Bill 5430 to expand the cap for the HTC to \$100M. The HTC can impact every community, large and small, across our state. We are working to educate our legislators on the need for this expansion. Resolutions in support of the historic tax credits played a key role in reinstating the credit in 2020, so the MHPN is asking local governments and Historic District Commissions to consider passing a resolution of support for HB 5430. We have provided a sample resolution for your use.

If you would like to review HB 5430 or a fact sheet about the proposed expansion, please go to www.mhpn.org/state/

Sincerely,

A handwritten signature in black ink that reads "Brenda Rigdon". The signature is fluid and cursive.

BRENDA RIGDON
Executive Director

CITY OF CHARLEVOIX

Michigan Historic Preservation Network

RESOLUTION No. _____

A Resolution in Support of House Bill 5430 for the Expansion of Michigan State Historic Preservation Tax Credits Established under Public Act 343 of 2020.

WHEREAS the historic buildings, residential neighborhoods, traditional downtowns, and older manufacturing facilities in Michigan's cities, towns, villages, and rural areas distinguish each community and provide character, beauty, and a sense of place that contribute to the quality of life enjoyed by each community and its residents and visitors; and

WHEREAS the preservation and rehabilitation of these historic buildings, residential neighborhoods, traditional downtowns, and older manufacturing facilities contribute to the economic vitality of Michigan's cities, towns, villages, and rural areas; and

WHEREAS Michigan greatly benefitted from the state historic preservation tax credit program available from 1999-2011 that leveraged \$71 M in credits to generate \$1.46 B of investment in rehabilitation projects, leveraged \$251 M in federal tax credits that brought back federal dollars that would not otherwise have returned to the state, created 36,000 jobs, and resulted in each \$1.00 of credit leveraging \$10.56 in direct economic impact; and

WHEREAS preservation projects help meet Gov. Gretchen Whitmer's housing goal of building *or rehabilitating* 10,000 housing units, providing options at all price points of affordable and market-rate housing, accommodating all age groups, and sustainably recycling all types of historic buildings – from schools to mills to factories; and

WHEREAS there is an understandable need for big economic development programs in Michigan's large and largest cities, it is preservation projects that often are the best fit for rural areas, small towns, and mid-sized cities where funding gaps are left unaddressed; and

WHEREAS a preservation project's return on investment provides local benefits because smaller projects tap local suppliers for construction materials, employ professionals and skilled tradespeople who spend locally and pay local taxes, and have a greater economic impact than equivalent new construction because rehabilitation is more labor-intensive; and

WHEREAS preservation projects are recognized for advancing sustainability by keeping demolition waste out of landfills, curbing urban sprawl by utilizing existing infrastructure, eliminating the carbon released during both demolition and new construction, conserving the embodied energy invested during initial construction, retro-fitting older buildings to make them energy efficient, and recycling all kinds of historic buildings for new uses; and

WHEREAS, preservationists have succeeded in keeping traditional downtowns and neighborhoods vibrant, returning valuable real estate to local and state tax rolls, attracting both young professionals and retirees – and everyone in between – to authentic, walkable places that become cultural centers for their regions and heritage tourism destinations; and

WHEREAS the historic preservation tax credit is the only program singularly focused on the state's oldest real estate that often exhibits the most intractable problems deemed too risky for traditional financing, providing a program underpinned by the simple provision of tax credits made available only after the owner has incurred all the risk, covered all the costs, and returned their property to use; and

WHEREAS the current historic preservation tax credit program under Public Act 343 of 2020 did reinstate the 25% credit for both historic income-producing and residential projects, it did so with a \$5 M annual credit cap that, within hours of its online portal opening, had applications representing \$368 M in qualified work translating into \$92 M of credit requests – over 18 times what was available; and

WHEREAS the Michigan Legislature presently is considering House Bill 5430 which will increase the annual credits from \$5 M to \$100 M made available to owners of both historic income-producing and residential properties who complete their work in keeping with the U.S. Secretary of the Interior's *Standards for Rehabilitation*; and

WHEREAS House Bill 5430 proposes additional improvements to the current tax credit program such as sorting applicants into four groups, so their applications are compared with projects of similar size, increasing the 25% credit to 30% for residential and small income-producing projects, expanding eligibility so that projects from the smallest towns and unincorporated, often rural, areas of the state have access to the program and more.

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix supports House Bill 5430 and calls upon the Michigan Legislature to vote approval of this important legislation and Gov. Whitmer to sign it, to stimulate economic development while also protecting irreplaceable historic buildings and enhancing the quality of life in Michigan; and

BE IT FURTHER RESOLVED that the City Clerk is authorized to forward a copy of this Resolution to the Michigan Historic Preservation Network.

_____, Mayor DATE

I, _____, City Clerk for the City of _____, Michigan, do hereby certify that the above resolution was adopted at a Regular meeting of the _____ City Council held on _____, 2024.

_____, City Clerk DATE

Charlevoix Historic District Commission

New Business

Title: Upcoming MHPN Webinar on Mushroom Houses

Date: May 24, 2024

Presented By: Lindsey Dotson, DDA Director

Background:

Charlevoix's Mushroom Houses - balancing the impacts of tourism on privately owned homes

Date & Time Jun 20, 2024 01:00 PM

Description: What can a community do when a cluster of unique and fascinating homes built using boulders becomes a national draw for tourism? Learn how Charlevoix has tried to manage the phenomenon of privately owned homes becoming a major tourist attraction by way of a Local Historic District and other efforts.

This webinar is supported in part by an award from the Michigan Arts and Culture Council.

Sign up here: https://us02web.zoom.us/webinar/register/WN_-l3temTyTTmDw7sjsyBqcw#/registration

Speakers

Lindsey Dotson

DDA Director • [City of Charlevoix](#)

Lindsey Dotson is the DDA Director for the City of Charlevoix. She also serves as the staff advisor for the City of Charlevoix's Historic District Commission. She has a master's degree in Historic Preservation from Eastern Michigan University and obtained her bachelor's at Grand Valley State University. Lindsey is a certified Main Street America Revitalization Professional and before arriving in Charlevoix in 2016, she had worked in two other communities totaling over 10 years of experience in Community Economic Development. She serves as a member of the MHPN Board of Directors, is a member of the Professional Development Committee for the Michigan Downtown Association, volunteers as an advisory member of the Charlevoix Historical Society Board, and serves on the Buildings and Grounds committee.

[See More](#)



Trevor Dotson

Manager of Operations • [Charlevoix Historical Society](#)

Trevor Dotson is the Manager of Operations for the Charlevoix Historical Society and has been with the

organization since 2017. He has a master's degree in Historic Preservation from Eastern Michigan University and obtained his bachelor's at Western Michigan University. Trevor served as a member of the editorial committee and was the principal researcher for the recently published book "Boulders: The Life and Creations of Earl A. Young in Charlevoix, Michigan" by David L. Miles which is a Library of Michigan 2021 Notable Book and a Historical Society of Michigan State History Award Recipient. Trevor is also the President of the Norwood Area Historical Society and serves as a Planning Commissioner for Norwood Township.

Recommendation:

Attachments:

None