



Agenda

City of Charlevoix Historic District Commission Regular Meeting

Friday, January 24, 2025 - 11:00 AM

Council Chambers, 210 State Street, Charlevoix, MI

I. Roll Call

II. Approval of Agenda

III. Approve Minutes

- A. December 27, 2024 Historic District Commission Minutes

IV. Old Business

- A. Certificate of Appropriateness for 304 Park Avenue

V. New Business

- A. Charlevoix Central Historic District Nomination to the National Register of Historic Places
- B. 2025 Governor's Awards for Historic Preservation

VI. Request for Future Agenda Items

VII. 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.

City of Charlevoix
Historic District Commission Regular Meeting Minutes
Friday, December 27, 2024 - 11:00 AM
Council Chambers, 210 State Street, Charlevoix, MI

I. Roll Call

Chair: Carol Kranz
Members Present: Shelley Boehmer, Frank Campi, William Dupont, David Miles
Members Absent: None
City Staff: Jonathan Scheel, Director of Planning & Zoning/Historic District
Commission Advisor

Upon request from Director Scheel, Members briefly introduced themselves.

II. Approve Minutes of July 15, 2022

A. Historic District Commission Minutes of July 15, 2022

Motion by Boehmer, seconded by Campi to approve the minutes from Friday, July 15, 2022 as presented.

Motion carried by unanimous voice vote.

III. Old Business

IV. New Business

A. Certificate of Appropriateness for 304 Park Avenue

Director Scheel presented information on the Certificate of Appropriateness for 304 Park Avenue.

Scott Philp, Landscape Logic, provided a description of the project and introduced Alex Burns, Project Manager, to present information about the application.

Mr. Burns reviewed the application in extensive detail and answered questions from Commission Members.

Discussion followed regarding height and length of the fence and gate, parking, short term rental, and lot privacy.

Director Scheel stated the Commission's responsibility is to consider the project with the Federal Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings.

Chair Kranz opened the item for public comment:

Shirley Gibson stated her concerns about the property and stated the project would be an improvement to the property.

Maurine Watts stated her concerns about the property and stated the project would be an improvement to the property.

Director Scheel reviewed his report with the Commission. Director Scheel answered questions from the Commission.

The Commission discussed the project in detail regarding the size of the boulders, aesthetics of landscaping boundaries and types of trees and plants depicted in the plan.

Motion by Boehmer, seconded by Dupont to approve with the project with the specifics conditions.

Then the Commission also discussed in great detail the concerns about how the current plan blocks the view of the historical portions of the house which should be viewable to the public.

Discussion included the height and thickness of the gate and the need for the ability to view the house through the gate and the landscaping.

The Commission did not have any issues with the patios or walkways.

Director Scheel went through the IV. Design Review Standards and Guidelines (B) 1-5 with the Commission. The Commission concurred that all items 1-5 were met.

Motion by Boehmer to amend the previous motion, seconded by Dupont to approve with the the following condition:

1. {The applicants shall return next meeting with a different approach} to meet the requirement of having see through visibility on the front gate and fence

Motion carried by unanimous voice vote.

B. National Register of Historic Places nomination

Director Scheel presented information on the National Register of Historic Places Nomination. Director Scheel answered questions from the Commission.

Motion by Boehmer, seconded by Kranz to approve the Certified Local Government National Register Nomination Review Report.

Motion carried by unanimous voice vote.

C. Annual Report

Director Scheel presented information on the Certified Local Government Annual Report requirements. Mr. Scheel requested the Members provide any past continuing education completed and fill out the resume included in the agenda packet.

D. 2025 Meeting Dates

Director Scheel reviewed the 2025 Meeting dates schedule and noted the January 31, 2025 should be January 24, 2025.

E. Appoint Officers for 2025

Member Dupont nominated Member Kranz for Chair and Member Kranz nominated Member Boehmer for Secretary.

Motion carried by unanimous voice vote.

V. Request for Future Agenda Items

- Future Goals
- Education Opportunities
- Toohey Project

VI. Adjourn

Chair Kranz adjourned the meeting at 1:12 p.m.

Charlevoix Historic District Commission

Old Business

Title: Certificate of Appropriateness for 304 Park Avenue

Date: January 24, 2025

Presented By:

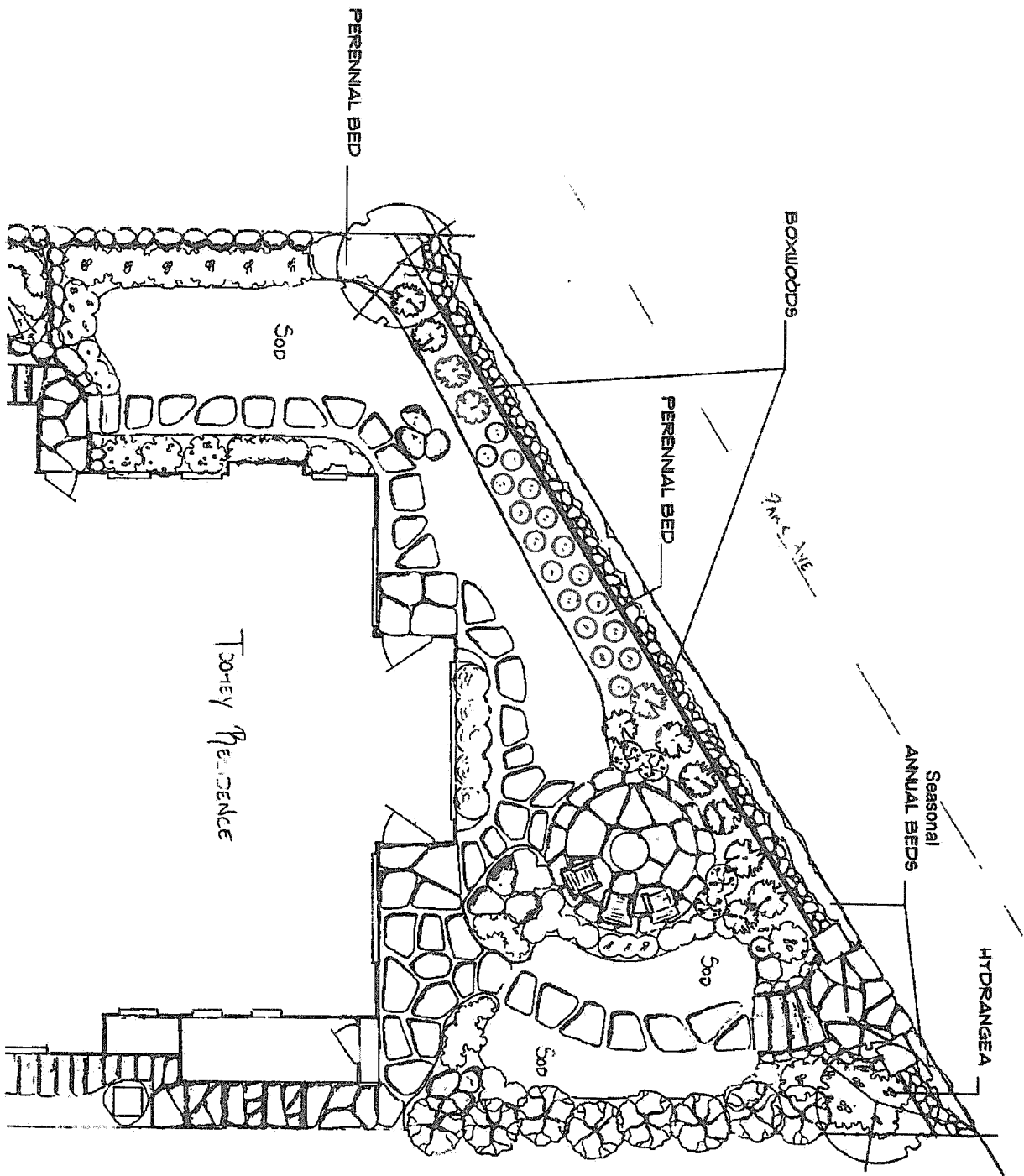
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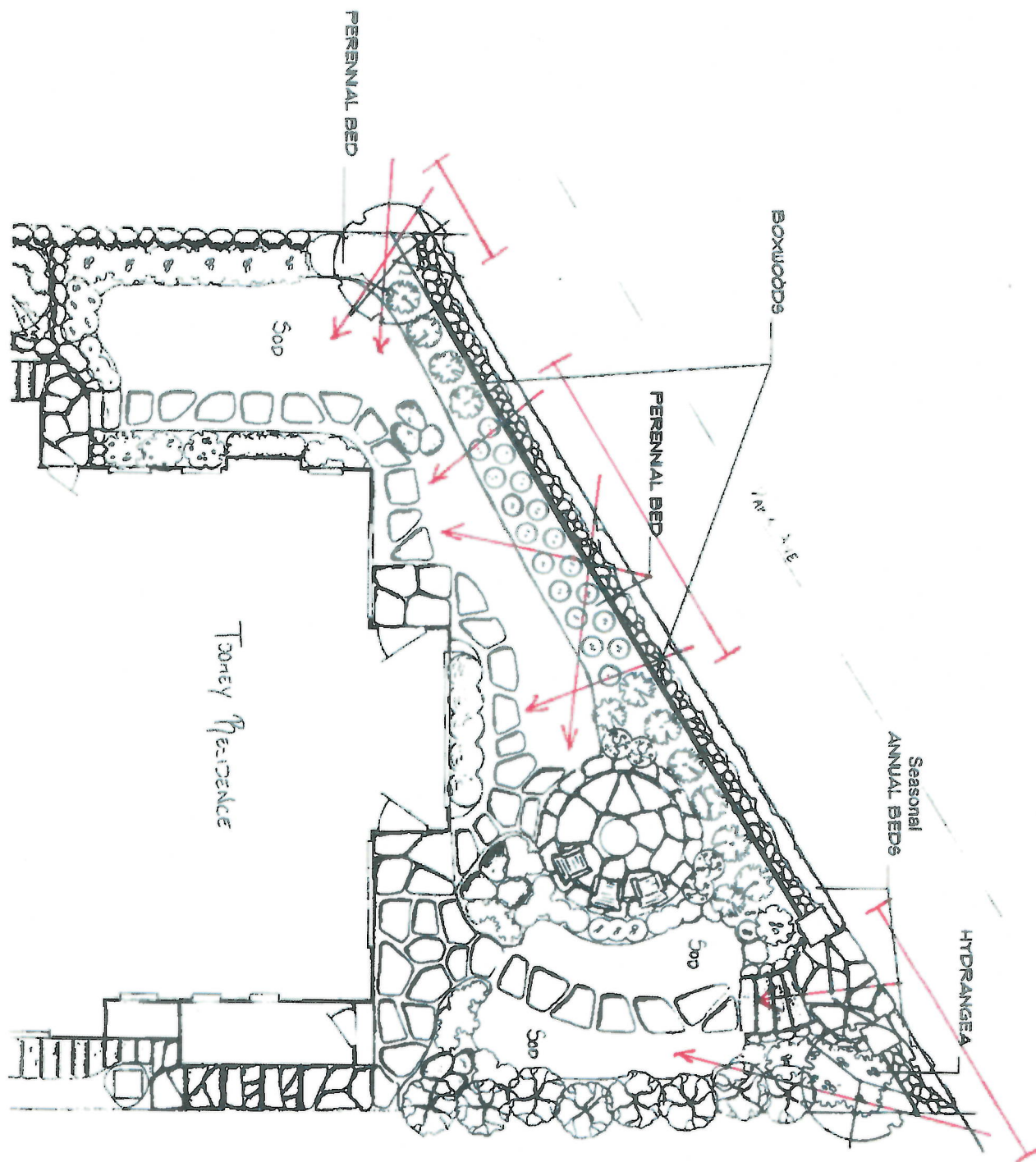
The Historical District Commission received an application for a Certificate of Appropriateness for 304 Park Avenue and reviewed the application at their December 27, 2024 meeting. The proposed changes were for exterior site work, including stone walls, fences and gates. Also, there were proposed flagstone patios, walkways, and new landscape plants. The proposed changes for side and rear yards were approved at the December meeting. When an application is received, it is the responsibility of the commission to review all proposed changes with the Secretary of the Interior's Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings. Even though this property is a non-contributing, it is still reviewed with the same criteria as the contributing properties in the historical district. Pages 62-66 of the "Standards" give general standards that will apply to this review. Pages 102-109 give detailed criteria for the proposed changes for this application.

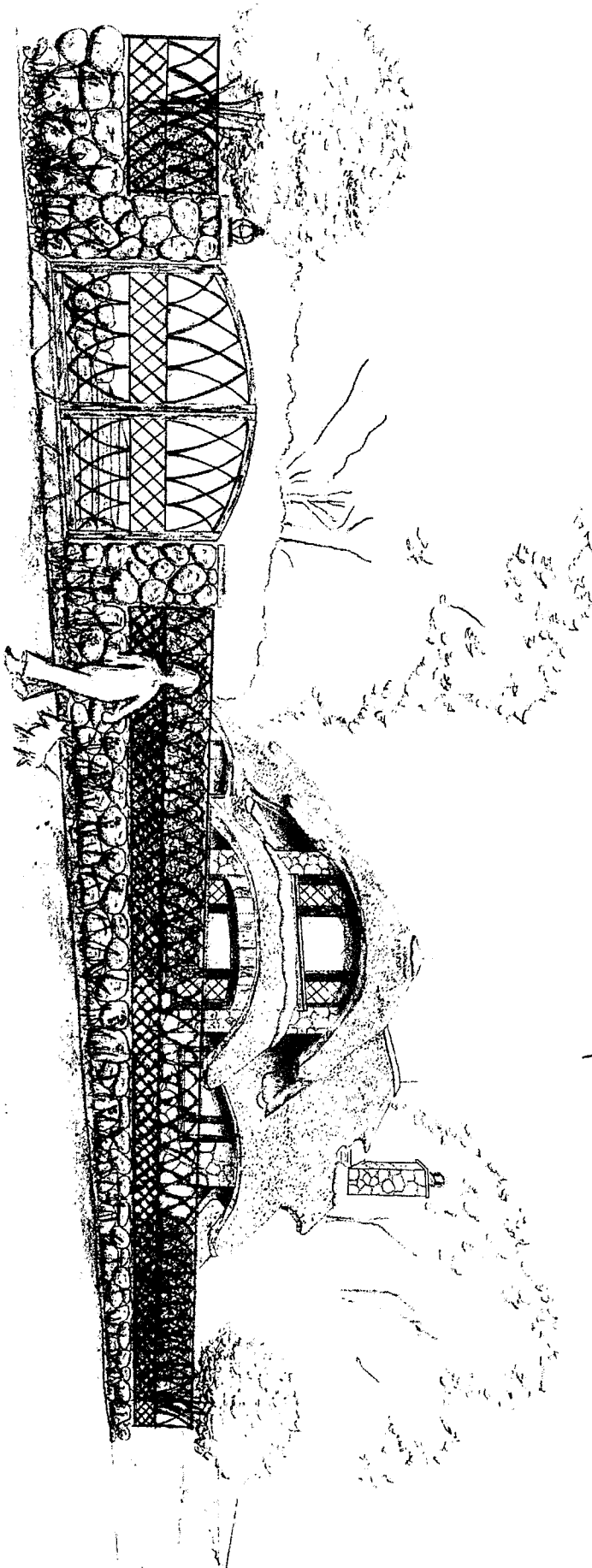
Recommendation:

Attachments:

1. 1-21
2. site lines
3. perspective
4. Fence Panel Concept
5. Toohey Perspective # 2 No House
6. Toohey Perspective # 2 w House
7. Roadside Perennial Mix





Page 8 of 22









Coreopsis 'Moonbeam'



Peony 'Coral Sunset'



Allium 'Summer
Beauty'



Daisy 'Shortstop'

Charlevoix Historic District Commission

New Business

Title: Charlevoix Central Historic District Nomination to the National Register of Historic Places

Date: January 24, 2025

Presented By:

Background:

The meeting of the State Historic Preservation Review Board was held on Friday, January 17, 2025 in Lansing, Michigan. One of their agenda items was considering the Charlevoix Central Historic District for nomination to the National Register of Historic Places. After a presentation by SHPO staff member Allen Higgins the Board voted unanimously to accept the nomination.

Recommendation:

Attachments:

1. [planner]



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

Thursday, December 12, 2024

Mr. Jonathan Scheel, Zoning Administrator
City of Charlevoix Historic District Commission
210 State Street
Charlevoix, MI 49720

Dear Mr. Scheel,

I am pleased to inform you that the following property will be considered for nomination to the National Register of Historic Places by the State Historic Preservation Review Board at the meeting to be held on **Friday, January 17, 2025, at 10:00 a.m. EST**:

Charlevoix Central Historic District
Boundaries and resources as depicted in the enclosed map
Charlevoix, Charlevoix County, Michigan

The meeting will be held in the Lake Michigan Room of the Michigan Economic Development Corporation home office, 300 North Washington Square, Lansing, Michigan. The meeting will also be available by Zoom. More information and meeting links will be available at www.michigan.gov/shpo.

You are invited to attend the meeting at which the nomination will be considered. All attendees are afforded the opportunity to address the board at the meeting, if desired. You may also send written comments concerning the nomination of this property to the State Historic Preservation Office prior to the meeting. All written correspondence should be sent in time to be received prior to the review board meeting, and will be acknowledged at the meeting.

Information about the rights of property owners, including the right of owners to object to the nomination of the property, and the outcomes of National Register designation are provided on the enclosed notices.

Any comments or questions you may have concerning the nomination of this property, the National Register program, or the State Historic Preservation Review Board may be directed to Todd A. Walsh, National Register Coordinator, by e-mail at WalshT@michigan.gov or by mail at the address below.

Sincerely yours,

Ryan M. Schumaker
State Historic Preservation Officer



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



Results of Listing in the National Register of Historic Places

Revised: October 9, 2024

The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Listing properties in the National Register of Historic Places often changes the way communities perceive their historic places and strengthens the credibility of efforts by private citizens and public officials to preserve these resources as living parts of our communities. Nomination to the National Register plays an important role in preservation activities of federal agencies; state, tribal, and local governments; and private organizations.

Listing in the National Register:

- Provides federal recognition of a property's significance in the history of our communities, state, or nation.
- Fosters pride in communities and contributes to tourism and economic development
- Provides eligibility or support for certain funding programs.
- Provides eligibility for federal and state tax provisions: If a property is listed in the National Register, certain tax provisions may apply. See michigan.gov/hpcredit for more information.
- Serves as a planning tool that aids federal, state, and local governments in making decisions concerning the development of our communities.
- Allows for consideration, review, and consultation in planning for federally assisted projects. Section 106 of the National Historic Preservation Act of 1966 requires that federal agencies allow for the Advisory Council on Historic Preservation to have an opportunity to comment on all projects affecting historic properties listed in, or eligible for listing in, the National Register. For further information, please refer to 36 CFR 800.
- Provides consideration in issuing a surface coal mining permit: In accordance with the Surface Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface coal mining permit where coal is located. For further information, please refer to 30 CFR 700 et seq.
- **Does not** restrict or limit what a private property owner may do when using private funding.
- **Does not** require certain levels of maintenance.
- **Does not** prevent demolition.
- **Does not** restrict the use or sale of private property.
- **Does not** require an owner to allow public access to private property.
- **Does not** mean the federal or state government will seek to purchase or place restrictions on private property.
- **Does not** require any government entity to maintain private property, nor to provide funds for restoration and preservation.
- **Does not** require federal or state review of proposed alterations, unless federal funds, permits, or licensing is being used in the project.
- **Does not** automatically invoke a local historic district or local landmark designation.



Rights of Owners to Comment and/or to Object to Listing in the National Register of Historic Places

Revised: October 9, 2024

Owners of private properties nominated for listing in the National Register of Historic Places have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR Part 60. Any owner or partial owner of private property who chooses to object to listing may do so by either:

- 1) Submitting to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and the party objects to listing the property in the National Register of Historic Places.
- 2) Submitting to the State Historic Preservation Officer a letter that meets the requirements of 28 U.S.C. 1746 *Unsworn Declarations Under Penalty of Perjury*. The letter should state that the party objects to listing the property in the National Register of Historic Places and must include one of the following statements in substantially the same form:
 - a. If executed within the United States, its territories, possessions, or commonwealths: "I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature)".
 - b. If executed without the United States: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on (date). (Signature)".

Each owner or partial owner of private property has one vote regardless of the portion of the property (as defined by National Park Service) the party owns, or the number of properties owned. If a majority of private property owners object to listing, the property shall not be listed. If an owner objects to the listing of a property, **the objection must be submitted to the State Historic Preservation Office at the address below by the date of the review board meeting noted in the notification letter.**

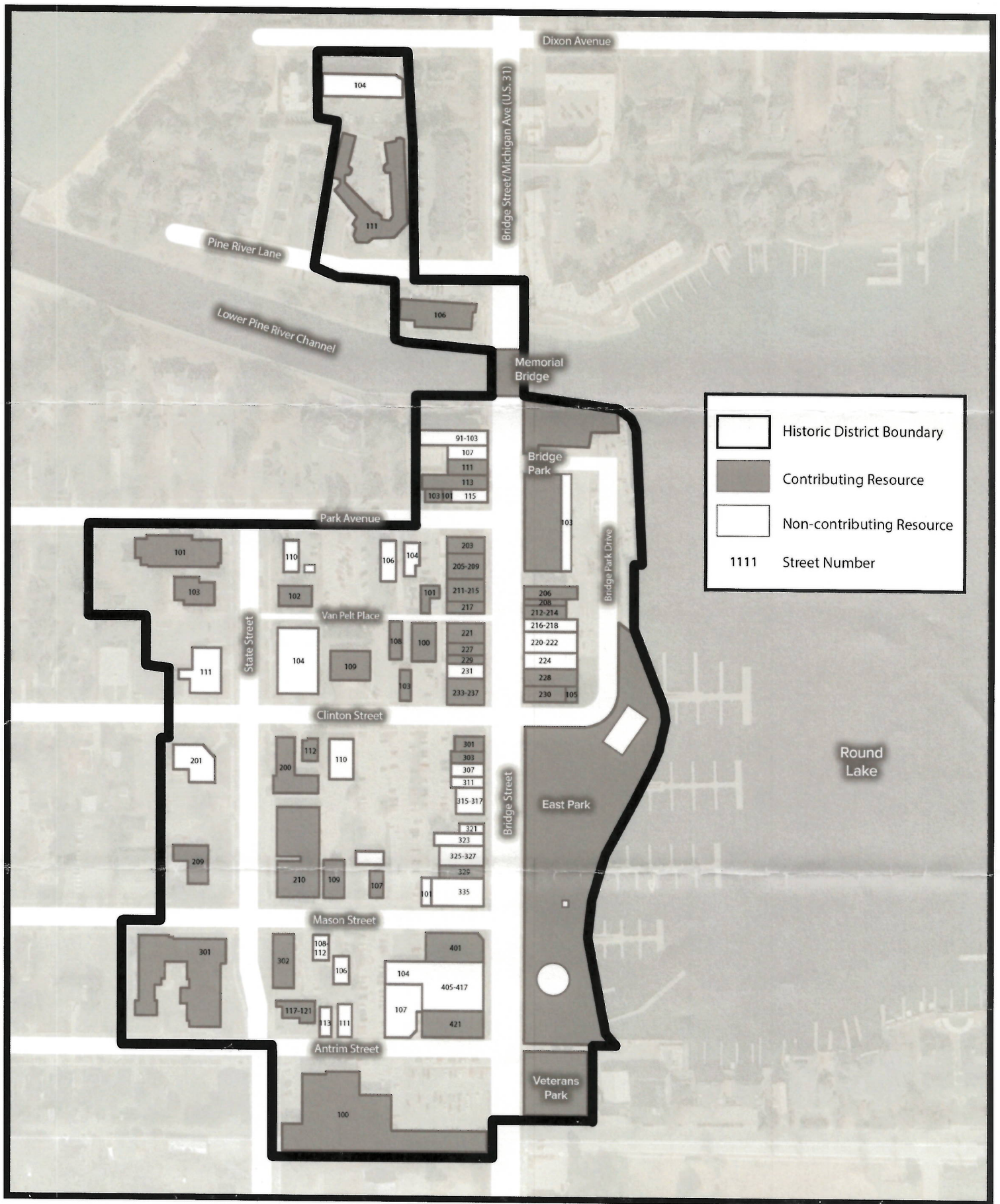
When a majority of owners object, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility. Whether the property is listed or determined to be eligible for listing federal agencies will be required to consider the effects of federally funded, licensed, or assisted projects on the listed or eligible property.

Anyone may provide comments on the nomination of the property to the National Register, by sending them to the address below before the review board considers the nomination. Letters of support or other, general comments need not be notarized or meet the requirements of 28 U.S.C. 1746.

A copy of the nomination and information on the National Register and federal tax provisions are available from the State Historic Preservation Office, upon request (unless restricted under Section 304 of the National Historic Preservation Act of 1966, as amended), by contacting SHPO at any of the below:

Mail: National Register Coordinator
Michigan State Historic
Preservation Office
300 North Washington Square
Lansing, Michigan 48913

Telephone: (517) 335-9840
Email: preservation@michigan.gov
Web: www.michigan.gov/shpo



	Historic District Boundary
	Contributing Resource
	Non-contributing Resource
1111	Street Number

Charlevoix Central Historic District
 Charlevoix, Charlevoix County, Michigan
 October 2024



Charlevoix Historic District Commission

New Business

Title: 2025 Governor's Awards for Historic Preservation

Date: January 24, 2025

Presented By:

Background:

During the State Historic Preservation Review Board meeting of January 17, 2025, It was announced that Charlevoix has been nominated for a Governor's Award for the preservation work on the Lighthouse, Train Depot and the Harsha House. An official public notice of the nomination will follow soon.

Recommendation:

Attachments:

1. Capture



Museum at Harsha House

[Visit Us](#)



South Pier Lighthouse

[Visit Us](#)



Charlevoix Train Depot

[Visit Us](#)