

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.

The Commission then discussed the specified conditions. The Commission's main concern was how the current plan blocks the view of the historical portions of the house which should be viewable to the public.

Additional 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 was in agreement that the patios, walkways, and rear yard landscaping should be approved as presented.

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
- Educational Opportunities
- Toohey Project

VI. Adjourn

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

Sarah J. Dvoracek City Clerk

Carol Kranz Chair