

**CITY OF MUSKEGON
HISTORIC DISTRICT COMMISSION
REGULAR MEETING**

DATE OF MEETING: Tuesday, January 10, 2023
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: Conference Room 204, City Hall

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of December 6, 2022
- III. Old Business
- IV. New Business
- V. Other Business

2022 Staff Approval Update #4

CLG FY23 Grant Application Letter of Support

2022 CLG Annual Report

Virtual Public Participation Policy

- VI. Adjourn

“We admire that which is old not because it is old, but because it is beautiful.” Winston Churchill

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON
AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk’s Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

The City of Muskegon 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 who want to attend the meeting with twenty-four (24) hours’ notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following: Ann Marie Meisch, MMC, City Clerk at 933 Terrace Street, Muskegon, MI 49440 or by calling 231-724-6705 or emailing clerk@shoreline-city.com

II. APPROVAL OF MINUTES

Approval of Minutes of the regular meeting of December 6, 2022.

III. OLD BUSINESS

None

IV. NEW BUSINESS

None

VI. OTHER BUSINESS

2022 Staff Approval Update #4 – Since the last update in October 2022, Staff has approved eight projects, those bolded were discussed with the HDC chairperson or the HDC prior to approval:

- **446 W. Webster – Roof and chimney repairs**
- **1347 Peck – Installation of 4’-tall black aluminum fence (to be completed in two phases)**
- 1661 Clinton – Reroof house and garage
- 90 W. Larch – Reroof house
- **458 W. Webster – Remove defunct rear chimney and patch and shingle roof**
- **1624 Jefferson – Installation of 6’-tall wooden privacy fence**
- 1164 Terrace – Reroof house
- 1334 Peck – Reroof house

CLG FY23 Grant Application Letter of Support – This item was discussed briefly at the December meeting but a draft letter was not available for review in time for that meeting. City Staff are working to complete a grant application to assist in funding conservation work for the monuments in Hackley Park. While the HDC supported this project as a grant priority at their May meeting, Staff is now requesting that the board formally acknowledge this action via a letter of support for the grant application. A draft letter will be available at the meeting.

2022 CLG Annual Report – The State Historic Preservation Office (SHPO) requires that all Certified Local Government (CLG) communities submit an annual report to be in good standing and remain eligible for grant funding and technical assistance activities. SHPO has created a template (Attachment A) for CLG communities to follow when completing their annual report. City staff will review the report template with the HDC, as this is the first to be submitted by the City of Muskegon.

Virtual Public Participation Policy – In December 2022 the City Commission adopted a new policy to [allow the public to participate virtually in any public meeting](#) of the City of Muskegon. This policy applies to all of the City’s boards, commissions, and committees, including the Historic District Commission. Staff will explain the new policy at the meeting.

VII. ADJOURN

Attachment A



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)

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

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

[illegible]

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 2022	☐	☐	☐	July 2022	☐	☐	☐
February 2022	☐	☐	☐	August 2022	☐	☐	☐
March 2022	☐	☐	☐	September 2022	☐	☐	☐
April 2022	☐	☐	☐	October 2022	☐	☐	☐
May 2022	☐	☐	☐	November 2022	☐	☐	☐
June 2022	☐	☐	☐	December 2022	☐	☐	☐

*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: g	# 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

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. WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2022 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!

B. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2022.

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

D. SHPO IS HOPING TO HOST A STATEWIDE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS TRAINING FOR LOCAL HISTORIC DISTRICTS IN 2022. ARE THERE CERTAIN TOPICS THAT YOU WOULD LIKE TO SEE ADDRESSED?

E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2022?

☐ 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 2022? ☐ 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 REIMBURSED THROUGH A CLG GRANT, WOULD YOUR COMMUNITY POTENTIALLY BE INTERESTED IN PARTNERING WITH SHPO TO HOST A FUTURE NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS TRAINING? ☐ YES ☐ NO

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