

Meeting of the
City of Charlevoix
Historic District Commission
Friday, August 24, 2018
Minutes

Vicki Voisin, Chair of the Historic District Commission, called the meeting to order at 11:00 am.

1) Roll Call

Present: Mary Adams, John Campbell, Kay Heise, David Miles, Vicki Voisin, Paul Weston, Hans Wiemer

Absent: none

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

2) Approval of Agenda: A quorum was present, and the agenda was unanimously approved. Motion made by John Campbell and supported by Mary Adams.

3) Inquiry Regarding Conflicts of Interest: none

4) Approval of Minutes: The minutes of the June 22, 2018 meeting were unanimously approved. Motion made by Paul Weston and supported by David Miles.

5) Old Business

a. Draft Letter to Property Owners in Potential 200 Block Historic District

The letter was reviewed and approved. Lindsey Dotson will now print and mail to the property owners.

b. Update to legal property descriptions for Earl Young Local Historic District

Lindsey Dotson has placed the historic designation language into the tax records of all of the properties in the **Earl Young Local Historic District**. Additionally she has notified the Zoning Administrator of those properties, and they have been noted on a map so that they can be appropriately flagged when/if a property owner wishes to get permission to make any exterior changes.

6) New Business

a. Letter to current property owners in historic district

Kay Heise agreed to prepare a draft letter to current property owners in the **Earl Young Local Historic District** informing (or reminding) them of the requirements for maintaining their historic structures. Lindsey Dotson will mail.

b. Practical Preservation Workshop – September 5th at 5:30pm

Members were encouraged to attend a community workshop at the Train Depot to participate in a discussion of historic preservation. The workshop, the third of three, is being sponsored by the Michigan Historic Preservation Network. Lindsey Dotson reported that the previous two sessions included many ideas and suggested resources for maintaining old homes. Paul Weston asked that a list of those resources be added to the city's website. Lindsey Dotson agreed to do that.

7) Request for Future Agenda Items

8) Adjournment: Meeting adjourned at 11:31. Members signed the new city Code of Ethics.

Next Meeting: Friday, September 28th