

Joint Meeting of the  
City of Charlevoix  
Historic District Commission and the  
Historic District Study Committee  
Friday, May 25, 2018  
Minutes

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

1) Roll Call

Present for the Historic District Commission: Mary Adams, John Campbell, Kay Heise, David Miles, Kenneth Polakowski, Vicki Voisin

Absent: Hans Wiemer

Present for the Historic District Study Committee: Mary Adams, John Campbell, Kenneth Polakowski, Vicki Voisin, Paul Weston

Absent: Hugh Mason, Jeannine Wallace

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

In the audience: Kathy Egan, Community Planner, Networks Northwest

2) Approval of Agenda

A quorum was present, and the agenda was unanimously approved with addition # aa.

Motion made by John Campbell and supported by David Miles.

3) Inquiry Regarding Conflicts of Interest

Two participants acknowledged their relationship with the Charlevoix Historical Society (owner of the Charlevoix Train Depot): Kay Heise is a board member, and Lindsey Dotson is a volunteer.

4) Approval of Minutes

The minutes of the September 22, 2017 meeting were unanimously approved.

Motion made by David Miles and supported by Paul Weston.

5) New Business

aa. Remote participation meeting requirements

Lindsey Dotson reported that the City has adopted a new policy which states that as long as a physical quorum is in place for a commission meeting, other members can participate and vote by phone.

a. Charlevoix Train Depot Application

Lindsey Dotson presented printed materials (attached) which delineated the responsibilities of our commission in regard to properties in historic districts which will be undergoing restoration and/or repairs. Members spent a few minutes reviewing the material including the "The Secretary of the Interior's Standards for Rehabilitation."

An Application for Certificate of Appropriateness was submitted on behalf of the Charlevoix Historical Society, owner of the Train Depot built in 1892. Photos were reviewed and discussion ensued regarding the work to be done.

Mary Adams offered the following motion:

**I move that the Commission issue a Certificate of Appropriateness for application number one (1). The work as proposed meets standards 1, 2, 3, 5, and 6 of “The Secretary of the Interior’s Standards for Rehabilitation.”**

David Miles seconded; John Campbell offered an amendment as follows:

**Paint choices reflecting the original historic color palette are strongly encouraged by the Commission.**

Paul Weston seconded. The motion and the amendment passed unanimously.

b. Dissolution of Standing Historic District Study Committee

Lindsey Dotson explained that since the work of the Study Committee is finished, it needs to be dissolved. If another possible historic district needs to be studied, a new committee will be formed. Agreed by consensus. Lindsey Dotson will thank Hugh Mason and Jeannine Wallace for their service, and inform them of the dissolution of the Study Committee.

c. Historic District Commission Chair

Ken Polakowski’s term on the Commission is ending, and he will not seek reappointment, resulting in the necessity of replacing his position and the selection of a new chair. Since Paul Weston has been serving on the Study Committee, now dissolved, it was suggested by Kay Heise and agreed by John Campbell that he apply for the vacant spot on the Commission. He agreed to apply, and his application will be sent to City Council for appointment. Vicki Voisin agreed to serve as interim chair.

6) Old Business

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

Lindsey Dotson reported that letters are in the draft stage and will be emailed to the Commission for review.

b. Potential National Register Historic District for the 200 Block of Downtown

The research done by Kay Heise and Vicki Voisin on the Van Pelt Alley properties (attached) was presented. The State Historic Preservation Office (SHPO) will now consider those properties as contributing resources to the 200 block of downtown Charlevoix. The next step is to be determined by Debra Ball Johnson from SHPO.

7) Next Meeting Date

Friday, June 22<sup>nd</sup>

8) Adjournment

John Campbell thanked Ken Polakowski for his service on the Commission.

The agreement to adjourn was unanimously approved.

Motion made by Mary and supported by David Miles.

Meeting adjourned at 11:52 am.