

HISTORIC DISTRICT COMMISSION MEETING AGENDA

Judith Fouts, Commissioner
Monte Morrison, Commissioner
Karen Lindquist, Commissioner
Ellie O'Donnell, Commissioner

Don Curran, Commissioner
Suzell Eisenberger, Commissioner
Vacant, Commissioner
Blaine DeGrave Staff Liaison
Ronald Beauchamp, Council Liaison

Monday, January 20, 2014, 4:00 p.m.

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829

CALL TO ORDER

ROLL CALL

APPROVAL/CORRECTION(S) TO MINUTES– September, 3, 2013

APPROVAL/ADJUSTMENTS TO THE AGENDA

CONFLICT OF INTEREST DECLARATION

UNFINISHED BUSINESS - None

PUBLIC HEARINGS - None

NEW BUSINESS

1. Action - Election of Officers.

Explanation: As required by the by-laws of the Commission in accordance with paragraph 4. Subsection A, at the regular meeting in December of each year, the Historic Commission shall select from its membership a Chair, Vice-Chair and Secretary.

2. Action - Adoption of Meeting Schedule.

Explanation: The Historic District Commission will review and adopt the 2014 meeting schedule.

3. Discussion - Design Guidelines.

Explanation: City Administration will lead a discussion about the need to create a Historical Design Guideline which details, historic district standard requirements, the application process, and classes of work.

4. Discussion - Commission Vacancy and Recruitment.

Explanation: The Administration will lead a discussion about existing vacancies and the possibility of recruiting new members.

5. Discussion – 2014 Downtown Façade Program.

Explanation: City Administration will lead a discussion concerning the 2014 Downtown Façade project and how the Commission may be involved in the project.

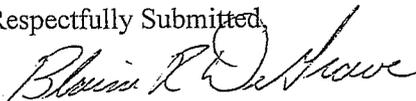
GENERAL PUBLIC COMMENT

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days' notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling City Hall at (906) 786-9402.

Respectfully Submitted,



Blaine DeGrave, Staff Liaison
Historic District Commission

HISTORIC DISTRICT COMMISSION

REGULAR MEETING MINUTES

September 3, 2013 at 4:00 p.m.

*Judith Fouts, Commissioner
Monte Morrison, Commissioner
Karen Lindquist, Commissioner
Ellie O'Donnell, Commissioner*

*Don Curran, Commissioner
Suzell Eisenberger, Commissioner
Betty Breclaw, Commissioner*

Blaine DeGrave, Staff Liaison

Judy Schroeder DDA/Secretary

Ron Beauchamp, Council Liaison

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829

September 3, 2013 4:00 p.m.

CALL TO ORDER:

Meeting called to order to order by President Don Curran

ROLL CALL:

Commissioners Present: Curran, Fouts, Lindquist, Breclaw, O'Donnell,

Commissioners Absent: Eisenberger, Morrison

DDA/City Staff Present: DDA Secretary Judy Schroeder and City Liaison Blaine DeGrave

APPROVAL/CORRECTIONS TO MINUTES:

Minutes stand as read.

APPROVAL/ADJUSTMENTS TO THE AGENDA:

Agenda stands as printed.

CONFLICT OF INTEREST DECLARATION

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

1. Membership Training

Under the Historic Commission By-Laws, Section 2, Membership, subparagraph D. each member is required to attend at least one training session per calendar year on historic preservation during the member's current term of office.

As per discussion staff is still pursuing avenues of financial assistance for training purposes.

2. Letter of Support in acquiring Michigan Certified Local Government Status

This matter was addressed in the March 25, 2013. The Commission stands ready to support the Michigan Certified Local Government Program when appropriate.

NEW BUSINESS

1. Resolution of Support

City Administration requested a "Resolution of Support" from the Historic District Commission for the National Register of Historic Places Nomination.

Motion was made by Commissioner O'Donnell, second by Commissioner Lindquist. Motion carried.

GENERAL COMMENT -- None

COMMISSIONERS/STAFF COMMENT AND ANNOUNCEMENTS - None

ADJOURNAMENT - 4:30 P.M.



Respectfully Submitted,

Don Curran, Chairman
Historic District Commission

Next Meeting: December 16, 2013



**NOTICE OF REGULAR PUBLIC MEETINGS
HISTORIC DISTRICT COMMISSION**

PLEASE TAKE NOTICE that the regular meetings for the Historic District Commission are scheduled for 4:00 p.m. in Room C101 the Council Chambers of City Hall, 410 Ludington Street, Escanaba on the following dates listed below:

**HISTORIC DISTRICT COMMISSION – 2014
ROOM C101, CITY HALL, 4:00 p.m.**

- January 21, 2014
- February 18, 2014
- March 18, 2014
- April 15, 2014
- May 20, 2014
- June 17, 2014
- July 15, 2014
- August 19, 2014
- September 16, 2014
- October 21, 2014
- November 18, 2014
- December 16, 2014

Public notice will be given regarding any changes in the above meeting dates. Minutes of the Historic District Commission are available at the City Clerk's Office, City Hall, 410 Ludington Street. Phone (906) 786-1194

Commission Contact Person:
Blaine DeGrave
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402

Mission Statement:

Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.

City of Escanaba Historic Commission

Adopted: Escanaba Historic Commission

Approved: April 5, 2010

Subject: Historic Commission By-Laws

CROSS REFERENCES:

- A. Ordinance No. 1100, Historic District Ordinance.
- B. Michigan's Local Historic District Act, P.A. 169 of 1970, as amended.
- C. The Secretary of the Interior Standards for Rehabilitation.
- D. Open Meetings Act, P.A. 267 of 1976, as amended.
- E. Freedom of Information Act, P.A. 442 of 1976, as amended.

Purpose: In order to carry out the duties and responsibilities conveyed under Ordinance No. 1100, there has been a Historic Commission created consisting of seven (7) members who are appointed by the Mayor of the City of Escanaba with the consensus of the Escanaba City Council. The Historic District Commission is the regulatory body that reviews work in local historic districts. It is the role of the Historic Commission to ensure that due process is fairly and equitably applied to all property owners living in a historic district and to pass on matters pertaining to historic preservation that maintains the historic integrity of the district at the level it was at when the district was created. The name shall be the Escanaba Historic District Commission, hereafter known as the "Historic Commission". These Bylaws are adopted by the Historic Commission to facilitate the performance of its duties as outlined in Ordinance No. 1100, as amended, being the Escanaba Historic District Ordinance.

1. Role of The Historic Commission.

The role of the Historic Commission include some functions in addition to the Ordinance duties and responsibilities. Though Historic Commissioners may face pressure from individuals – and sometimes government officials – to make a certain decision, Historic Commissioners must remember that their role is to protect the community's historic resources. There are seven (7) key responsibilities of the Historic Commission:

- 1. Know the Secretary's Standards for Rehabilitation.
- 2. Know the requirements of Ordinance No. 1100, The Historic District Ordinance and state enabling law.
- 3. Be familiar with architectural styles and their distinctive features
- 4. Be familiar with the Community's history.
- 5. Know the Opening Meetings Act and conduct business accordingly.
- 6. Avoid the appearance of conflict of interest and excuse them from voting on projects in which they have any involvement
- 7. Follow rules of procedures during the entire review process.

2. **Membership.**

- A. **Members.** Members of the Historic Commission are appointed by the Mayor of Escanaba with the consensus of the Escanaba City Council pursuant to the Escanaba Historic District Ordinance No. 1100, as amended.
- B. **Liaisons.** The purpose of liaisons is to provide certain City of Escanaba officials and quasi-officials the ability to participate in discussions with the Historic Commission, in addition to speaking and public participation, but nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with attendance requirements pursuant to Section 2.C of these bylaws. Liaisons, if not already appointed Historic Commission members, are:
 - 1. The Historic Commission's consultants.
 - 2. City Attorney.
 - 3. City engineering, electrical, water and wastewater department heads, or similar department heads, their agents and/or consultants.
 - 4. City Manager or designee.
 - 5. City Council persons other than the Council appointed liaison.
- C. **Attendance.** If any member of the Historic Commission is absent from three (3) consecutive meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Escanaba City Council to remove a member from the Historic Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Historic Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Escanaba City Council whenever any member of the Historic Commission is absent from three consecutive regularly scheduled meetings, so the City Council can consider further action allowed under law or excuse the absences.
- D. **Training.** Each member shall have attended at least one training session per calendar year in historic preservation during the member's current term of office.
- E. **Incompatibility of Office.**
 - 1. Each member of the Historic Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on historic district owned by him or her or which is adjacent to a historic district owned by him or her.
 - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.

- e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parent's in-law, grandparent's in-law, or members of his or her household.
 - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (1) an applicant or agent for an applicant, or
 - (2) has a direct interest in the outcome.
2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Historic Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Historic Commission.
 3. When a conflict of interest exists, the member of the Historic Commission shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - a. declare a conflict exists at the next meeting of the Historic Commission:
 - b. cease to participate at the Historic Commission meetings, or in any other manner, or represent one's self before the Historic Commission, its staff, or others, and
 - c. During deliberation of the agenda item before the Historic Commission, leave the meeting or remove one's self from the front table where members of the Historic Commission sit, until that agenda item is concluded.
 4. If a member of the Historic Commission is appointed to another office, which is an incompatible office with his or her membership on the Historic Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Historic Commission. If a member of another office is appointed to the Historic Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Historic Commission, that shall result in an automatic resignation from the other office.

3. Duties of all Historic Commission members.

A. *Ex Parte* contact.

1. Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the Historic Commission whenever possible.
2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should report to the Historic Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

- B. Site Inspections.
 1. If desired, no more than three (3) members of the Historic Commission may accompany the property owner, staff or others on a site inspection.
- C. Accepting gifts.
 1. Gifts shall not be accepted by a member of the Historic Commission or liaisons from anyone connected with an agenda item before the Historic Commission.
 2. As used here, gifts shall mean cash, any tangible item, or service, regardless of value.
- D. Public Deliberation and Debate.
 1. Free and open debate should take place on issues before the Historic Commission. Such debate shall only occur at meetings of the Historic Commission.
 2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Historic Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Historic Commission.

4. **Officers.**

- A. Selection. At the regular meeting in December of each year, the Historic Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for re-election. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Historic Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, a new Secretary must be selected by the Historic Commission.
- B. Tenure. The Chair, Vice-Chair and Secretary shall take office January 1 following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Historic Commission. The Chair shall:
 1. Preside at all meetings with all powers under parliamentary procedure;
 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Historic Commission;
 3. Restate all motions as pursuant to Section 5.E of these Bylaws;
 4. May call special meetings pursuant to Section 5.B of these Bylaws;
 5. Appoint an Acting-Secretary in the event the Secretary is absent from a Historic Commission meeting.
 6. Review with the Secretary or staff, prior to a Historic Commission meeting, the items to be on the agenda if he or she so chooses;
 7. Represent the Historic Commission, before the Escanaba City Council.

- D. Vice-Chair's Duties. The Vice-Chair shall:
1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence;
 2. Perform such other duties as may be ordered by the Historic Commission.
- E. Secretary's Duties. The Secretary shall:
1. Execute documents in the name of the Historic Commission;
 2. Be responsible for the minutes of each meeting, pursuant to section 6.A of these Bylaws if there is not a recording secretary.
 3. Review the draft of the minutes, sign them, and submit them for approval to the Historic Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Historic Commission prior to the next meeting of the Historic Commission (the Secretary may delegate this duty to City staff);
 4. Receive all communications, petitions, and reports to be addressed by the Historic Commission, delivered or mailed to the Secretary in care of the City Manager's Office;
 5. Keep attendance records pursuant to Section 2.C of these Bylaws;
 6. Provide notice to the public and members of the Historic Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 *et seq.* (the Secretary may delegate this duty to City staff);
 7. Prepare an agenda for Historic Commission meetings pursuant to Section 5.K of these Bylaws (the Secretary may delegate this duty to City staff);
 8. Perform such other duties as may be ordered by the Historic Commission.
- F. Staff Duties. Staff shall not be a member of the Historic Commission and shall:
1. At each meeting assist in taking minutes pursuant to section 6.A of these Bylaws for review and signature by the Secretary; and
 2. Perform such other duties as may be mutually agreed on by the Historic Commission.

5. Meetings.

- A. Regular meetings. Meetings of the Historic Commission will be held at least quarterly or more frequently at the call of the Historic Commission, or at the call of the Chairperson of the Historic Commission. An annual notice or regularly scheduled Historic Commission meetings shall comply with P.A. 267 of 1976, as amended. The Historic Commission shall assume no meeting will be scheduled unless notified by the Administration.
- B. Special Meetings. Special meetings shall be called in the following manner:
1. By the Chair.
 2. By any three (3) members of the Historic Commission.
 3. By the City Manager.
 4. Notice of special meetings shall be given by the Secretary to members of the Historic Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff).

In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).

- C. Recess. The Chair, or the Historic Commission, after the meeting has been in session for two hours (not including site inspections), shall suspend the Historic Commission's business and evaluate the remaining items on its agenda. The Historic Commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Historic Commission will reconvene. If more than 18 hours will pass before the reconvened Historic Commission, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The Historic Commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
- D. Quorum. More than half the total number of seats for members of the Historic Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Historic Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions.
 - 1. Motions shall be restated by the Chair before a vote is taken.
 - 2. Findings of Fact. All actions taken in an administrative capacity shall include each of the following parts.
 - a. A finding of fact, listing what the Historic Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
 - b. Conclusions to list reasons based on the facts for the Historic Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - c. The Historic Commission's action; recommendation or position, approval, approval with conditions, or disapproval.
- F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Historic Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Historic Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
- G. Historic Commission Action. Action by the Historic Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

- H. Parliamentary Procedure. Parliamentary procedure in Historic Commission meetings shall be informal. However, if required to keep order, Historic Commission meetings shall then be governed by *Roberts Rules of Order* for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.
- I. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
1. All public comment on all agenda items should be presented where provided in the printed agenda as the agenda item is discussed. After that point during the meeting, public comment is normally not allowed; however, sometimes the Historic Commission may direct questions to members of the public. Public comment is during the course of the deliberation so the Historic Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
 2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Historic Commission meeting. Petitioners and aggrieved party comment to an agenda item can be restricted to fifteen (15) minutes unless amended by the Chairperson. General public comment shall be restricted to two (2) minutes unless amended by the Chairperson. The Chairperson may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson.
- J. Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:
- (A) Call to order.
 - (B) Roll Call.
 - (C) Approval and/or Correction to Minutes of Previous Meeting.
 - (D) Approval and/or Adjustment to the Agenda.
 - (E) Unfinished Business and Report Presentation.
 - (F) Public Hearings.
 - (G) New Business.
 - (H) Public Comment.
 - (I) Member/Staff Announcements.
 - (J) Adjournment.

Delivery of Agenda. The agenda and accompanying materials shall be mailed/hand delivered to Historic Commission members so that it might be perceived prior to the weekend prior to the regular meeting date.

- K. Placement of Items on the Agenda.
1. The City Manager's Office shall be the office of record for the Historic Commission.
 2. The City Manager may receive items on behalf of the Historic Commission between the time of the adjournment of the previous Historic Commission meeting and five (5) business days prior to the next regularly scheduled Historic Commission meeting.
 3. Items received by the Administration four (4) or less business days prior to the next regularly scheduled Historic Commission meeting shall be set aside to be received by the Historic Commission at its next regularly scheduled Historic Commission meeting. The Historic Commission may act on those items of a minor nature or table action to the subsequent regular or special Historic Commission meeting. Those items of a major nature or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Historic Commission meeting.
 4. The deadline to add items to the Historic Commission's meeting agenda shall be five (5) business days prior to the next regularly scheduled Historic Commission meeting.

6. Record.

- A. Minutes and Record. The Historic Commission Secretary shall keep, or cause to be kept, a record of Historic Commission meetings, which shall at a minimum include an indication of the following:
1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et. seq.*)
 2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order.
 - b. Attendance.
 - c. Indication of others presents (listing names if others choose to sign in and/or a count of those present).
 - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
 - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
 - f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 1. Who testified and a summary of what was said.

2. A statement of what is being approved
 3. The location of the property involved (tax parcel number and description, legal description is best).
 4. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
 5. What evidence was considered (summary of discussion by members at the meeting).
 6. The administrative body's findings of fact.
 7. Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
 8. The decision (e.g. approves, deny, approve with modification).
 9. A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
 10. List of all changes to the district submission(e.g. "...attached to the original copy of these minutes as appendix 'A', and made a part of these minutes...").
- g. Who called the question.
 - h. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
 - i. That a person making a motion withdrew it from consideration.
 - j. All the Chair's rulings.
 - k. All challenges, discussion and vote/outcome on a Chair's ruling.
 - l. All parliamentary inquiries or point of order.
 - m. When a voting member enters or leaves the meeting.
 - n. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
 - o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
 - p. The start and end of each recess.
 - q. All Chairs' rulings of discussion being out of order.
 - r. Full text of any resolutions offered.
 - s. Summary of announcements.
 - t. Summary of informal actions, or agreement on consensus.
 - u. Time of adjournment.
3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

- B. Retention. Historic Commission records shall be preserved and kept on file according to the following schedule:
1. Minutes, bonds, oaths of officials, other records of decisions. Historic Commission or department publications: Permanent.
 2. General ledger: 20 years.
 3. Account journals: 10 years.
 4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
 5. Correspondence: Permanent.

7. **Committees.**

- A. Ad-Hoc Committees. The Historic Commission or Chair may establish and appoint ad-hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad-hoc committee at any given time.
- B. Citizen Committees. The Historic Commission, Chair, or City Manager may establish and appoint citizen committees with the consent of the Historic Commission. Membership can be any number, so long as less than quorums of the Historic Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Historic Commission and to better represent various interest groups in the City of Escanaba.

8. **Rules of Procedure for All Historic Commissioners.**

- A. Subservient to the Historic Commission. All Historic Commissioners are subservient to the Historic Commission and report their recommendations to the Historic Commission for review and action. The Historic Commission can overrule any action of any committee.
- B. Same Principles. The same principals of these Bylaws for the Historic Commission also apply to all Historic Commissioners of the Historic Commission including, but not limited to:
1. Officers. Officers of the Historic Commission are appointed by the Chair of the Historic Commission at the time the Historic Commission is created, or are elected by the Historic Commissioner's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary-Vice-Chair.
 2. Quorum. A Historic Commission's quorum shall be at least half the total appointed membership of the Historic Commission.
 3. Voting. Only those appointed members of a Historic Commission, who are present at the time of a vote, shall be eligible to cast a vote.
 4. Attendance. If any member of the Historic Commission is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Historic Commission to request the removal any member from the Historic Commission. The Historic Commission Secretary-Vice-Chair or acting Historic Commission Secretary in the absence of the elected Historic

Commission Secretary-Vice-Chair shall keep attendance records and notify the Historic Commission of any Historic Commission member who is absent from three consecutively scheduled meetings so the Historic Commission may consider removal of the individual from the Historic Commission or excuse the absence(s).

5. Minutes. The Secretary-Vice-Chair of the Historic Commission shall keep minutes of the Historic Commission meetings in the same format used by the Historic Commission and filed in the City Manager's Office.
6. Staff. Historic Commissioners have reasonable use of staff time and assistance and direction for performing the work of the Historic Commission.
7. Public. All Historic Commission meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in P.A. 267 of 1976, as amended, (being Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*).
8. Subcommittees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

9. **Hearings.**

- A. Plan Hearings. Before the adoption of any part of a district plan, as defined in the Ordinance No. 1100, or any amendment to a district plan, or recommending approval of an amendment to the Escanaba City Council, the Historic Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than fifteen (15) days prior to such hearing, by at least one (1) publication in each newspaper of general circulation.
- B. Special Hearings. Notice of special hearings for the purposes of presenting preliminary district plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested.
- C. Notice of Decision. A written notice containing the decision of the Historic Commission will be sent to petitioners and originators of a request for the Historic Commission to study a special problem.

10. **Historic District Study Committee and the Study Committee Report.**

Before establishing an Historic District(s), the City Council shall appoint an Historic District Study Committee. A majority of the persons appointed to the Study Committee shall have a clearly demonstrated interest in or knowledge of historic preservation. The Study Committee shall contain representation of at least one member appointed from one or more duly organized local historic preservation organizations. The Study Committee shall do all of the following:

- A. Conduct a photographic inventory of resources within each proposed historic district following procedures established by the State Historic Preservation Office of the Michigan Historical Center.
- B. Conduct basic research of each proposed historic district and historic resources located within that district.
- C. Determine the total number of historic and non-historic resources within a proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the United States Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 CFR part 60, and criteria established or approved by the State Historic Preservation Office of the Michigan Historical Center.
- D. Prepare a preliminary Historic District Study Committee report that addresses at a minimum all of the following:
 - 1. The charge of the Committee.
 - 2. The composition of the Committee membership.
 - 3. The historic district(s) studied.
 - 4. The boundaries of each proposed historic district in writing and on maps.
 - 5. The history of each proposed historic district.
 - 6. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.
 - 7. Transmit copies of the preliminary report for review and recommendations to the local planning body, the State Historic Preservation Office to the Michigan Historical Center, the Michigan Historical Commission and the State Historic Preservation Review Board.
 - 8. Make copies of the preliminary report available to the public pursuant to Section 399.203 (4) of Public Act 169 of 1970, as amended.
- E. Not less than sixty (60) calendar days after the transmittal of the preliminary report, the Historic District Study Committee shall hold a public hearing in compliance with Public Act 267 of 1976, as amended. Public notice of the time, date and place of the hearing shall be given in the manner required by Public Act 267. Written notice shall be mailed by first class mail not less than fourteen (14) calendar days prior to the hearing to the owners of properties within the proposed historic district, as listed on the most current tax rolls. The report shall be made available to the public in compliance with Public Act 442 of 1976, as amended.
- F. After the date of the public hearing, the Committee and the City Council have not more than one year, unless otherwise authorized by the City Council, to take the following actions:
 - 1. The Committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the local planning body to the City Council as to the establishment of an Historic District(s). If the recommendation is to establish an Historic District(s), the final report shall include a draft of the proposed ordinance(s).

2. After receiving a final report that recommends the establishment of an Historic District(s), the City Council, at its discretion, may introduce and pass or reject an ordinance(s). If the City Council passes an ordinance(s) establishing one or more Historic Districts, the City shall file a copy of the ordinance(s), including a legal description of the property or properties located within the Historic District(s) with the City Clerk. The City Council shall not pass an ordinance establishing a contiguous historic district less than 60 days after a majority of the property owners within the proposed historic district, as listed on the tax rolls of the local unit, have approved the establishment of the historic district pursuant to written petition.
- G. A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function of the Historic District Commission should be made available to the public in compliance with Public Act 442 of 1976, as amended.

11. Other Matters to be Considered by the Historic Commission.

- A. Historic Commission Action. The following matters shall be presented for consideration at a meeting of the Historic Commission:
1. At least annually, the adoption of priorities for the Historic Commission's plan of work.
 2. Annually, preparation of an annual report of the Historic Commission.
 3. Office, or Administrative Policy and ruling of interpretation of regulations by the Historic Commission or its staff.
 4. The general character, extent and layout of the replanning and redevelopment of historic districts.
 5. All address changes pursuant to the City of Escanaba. Address Ordinances, as amended.
 6. Historic Commission's budget requirements for the fiscal year and request for appropriation.
 7. Selection of consultants.
 8. Such other matters as the City Manager shall find it advisable or essential to receive consideration by the Historic Commission.

12. Adoption, Repeal, Amendments.

- A. Upon adoption of these Bylaws of _____, they shall become effective and all previous Bylaws shall be repealed.
- B. The Historic Commission may suspend any one of these Bylaws, for a duration of not more than one (1) agenda item or meeting.
- C. These Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

City of Escanaba Boards and Commissions

LAST	FIRST	ADDRESS	HOME	OFFICE	LENGTH	YEAR APPT	TERM ENDS	TERM
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ESCANABA CITY COUNCIL

MEETING DATE 1st & 3rd Thursday of month, 7:00 p.m., City Hall, Room C101

Barbeau	Patricia	A	403 2nd Avenue South	0532	4 year	3/24/2008	2017	2
Beauchamp	Ronald	J	528 South 32nd Street	7222	4 year	11/14/2011	2015	1
Blasier	Ralph	B	700 Lake Shore Drive	553-3644	4 year	11/5/2013	2015	0
Evans	Leo	J	212 South 12th Street	233-0179	4 year	4/8/1996	2017	5
Tall	Marc	D	624 9th Street	4798	4 year	6/28/2013	2017	2

Board of Appeals

MEETING DATE 4th Wednesday of month - 6:00 p.m., City Hall, Room C101

Blasier	Ralph	B	Council Liaison	553-3644				
Klem	Joe		619 South 8th Street		3 years	3/7/2013	2014	0
LaCosse	Judi		3001 3rd Avenue South	6876	3 years	4/18/2013	2015	1
Liss	Jon		815 South 10th Street	7947	3 years	11/5/2009	2015	2
O'Toole	James	V	Administrative Liaison					
Renken	Dennis	P	1900.24th Avenue South	5270	3 years	6/20/2013	2016	1
Strom	Philip		913 South 15th Street	241-2450	3 years	9/2/2010	2015	1
VACANCT					3 years		2016	

Board of Equalization and Review

MEETING DATE 1st Tues. following 1st Mon. in March Each Year City Hall

LaMarch	William	A	329 North 15th Street	1870	2 years	12/4/2003	2015	
Neumeier	Jason		418 South 14th Street	2065	2 years	7/6/2006	2015	
Norden	Daina		Administrative Liaison					
Pearson *	Dennis	J	2527 2nd Ave So	0769	2 years	1/15/1987	2015	
Schroeder VC	Judith		1203 Willow Creek Road	9-1125	2 years	8/17/2006	2015	
Tall	Marc	D	Mayor					

LAST	FIRST	ADDRESS	HOME	OFFICE	LENGTH	YEAR APPT	TERM ENDS	TERM
Board of Library Trustees								
MEETING DATE 4th Monday of month, 5:00 p.m., City Hall, Room C101								
Baribeau	Patricia A	Council Liaison	0532					
Green	Priscilla	2001 10th Avenue South	9618	474-6037	3 years	10/6/2011	2014	1
Hallett	Janice	404 South 13th Street	1029		3 years	6/21/2012	2014	0
Keller	Elizabeth	314 South 3rd Street	9-1735		3 years	2/21/2013	2015	1
Lynch *	Phillip B	322 South 16th Street	2396		3 years	12/16/2010	2016	2
Stacey	Carolyn	Administrative Liaison		9-7323				
VACANT								

Brownfield Redevelopment Authority

MEETING DATE 2nd Wednesday of Month, 10:00 a.m., City Hall, Room C101

Blasier	Ralph B	Council Liaison	553-3644					
Connor	Patrick	3405 8th Avenue South	789-6298	399-2787	3 years	11/2/2006	2014	2
Godlewski *	Randy	508 1/2 South 13th Street	399-4315		3 years	11/2/2006	2014	2
Kaplan	Joseph	2721 Lake Shore Drive	370-1231		3 years	2/21/2013	2015	1
Norden	Daina	Administrative Liaison		9402				
Sviland VC	Matthew D	1121 Lake Shore Drive	3412	420-4461	3 years	3/7/2013	2016	1
Vande Water	Glenn	429 Ogden Avenue		399-6267	3 years	3/7/2013	2015	1

Citizens' Environmental Advisory Committee

MEETING DATE Meets at the call of the Chair

Beauchamp	Ronald J	Council Liaison	7222	8749				
Farrell	Bill	Administrative Liaison		1842				
Haller	Rhiannon	800 South 11th Street Apt.	280-2359	9234	3 years	12/5/2013	2016	1
Hawn	Steve	710 Lake Shore Drive	233-7475	398-9660	3 years	12/5/2013	2016	1
VACANT								
VACANT								
VACANT								
VACANT								

LAST	FIRST	ADDRESS	HOME	OFFICE	LENGTH	YEAR APPT	TERM ENDS	TERM
Downtown Development Authority								
MEETING DATE 1st Wednesday of month, 7:30 a.m., City Hall, Room C101								
Bender	Dan	1017 Ludington Street	399-0748	4772	4 years	3/15/2012	2014	0
Crispigna	Andrew J	305 12th Street	399-7553	6-1213	4 years	3/21/2013	2014	0
Deno	Tara L	1217 Ludington Street	280-5377	9-1224	4 years	9/20/2012	2017	1
LeGault	Ed	DDA Director		9-8696				
O'Toole	James V	City Manager			Indefinite			
Parker *	Suzanne	414 Delta Avenue Gladston	428-1918	5033	4 years	10/20/2011	2015	1
Tall	Marc D	Mayor		9-9700	Indefinite			
Taylor	Mitch	8170 N.3 Lane Gladstone	280-8467	6967	4 years	11/7/2013	2016	0
VACANT					4 years		2014	0
VACANT					4 years		2017	0

Electrical Advisory Committee

MEETING DATE 2nd Wednesday of month, 6:00 p.m., City Hall, Room C101

Anthony	John	1011 Lake Shore Drive	9-0261		Indefinite	12/3/2009		0
Arkens	Larry	608 South 14th Street	9-1842		Indefinite	9/1/2005		
Beauchamp	Ronald J	Council Liaison	7222	8749				
Bissell	Ann	306 Lake Shore Drive	3058	5802x1228	Ind	9/4/2003		
Brown VC	Glendon	630 Lake Shore Drive	2401		Ind	8/16/2007		
Furmanski	Mike	Administrative Liaison		0061				
VACANT		Power Plant Liaison						
VACANT					Indefinite			
VACANT					Ind			
Wilson *	Tim	1611 Lake Shore Dr	280-4835		Indefinite	3/15/2007		

Escanaba Building Authority

MEETING DATE Meets at the call of the Chair

Dewar	Michael	410 Ludington Street		0605	3 years		2016	
O'Toole	James V	410 Ludington Street		9402	3 years		2015	
Peterson	Ralph B.K	517 Ludington Street		9402	3 years		2014	

LAST FIRST ADDRESS HOME OFFICE LENGTH YEAR APPT TERM ENDS TERM

Harbor Advisory Committee

MEETING DATE 2nd Tuesday of month 5:00 p.m., City Hall, Room C101

Ammel *	Mark	320 S 11th St	280-5142		3 years	8/21/2008	2016	2
Baribeau	Patricia A	Council Liaison	0532					
Buckbee	Robert	1209 8th Avenue South	6-5054		3 years	8/1/2013	2015	0
Cipolla	Henry J	819 Lake Shore Drive	789-0334		3 years	9/22/2011	2016	1
Gravatt	Larry	Administrative Liaison	4141					
Hurley	Todd	1125 Lake Shore Drive	6167	553-6249	3 years	1/7/2010	2015	2
Pinozek Jr.	David	2514 S 21st St	4452	8147	3 years	12/3/2009	2014	1

Historic District Commission

MEETING DATE Every Mar/June/Sept/Dec, 3rd Monday, 4:00 p.m., Room C101

Beauchamp	Ronald J	Council Liaison	7222	8749				0
Curran *	Don	620 South 12th Street	280-2279	9-9700	3 years	10/15/2009	2014	2
DeGrave	Blaine	Administrative Liaison	9402					0
Eisenberger	Suzell	223 Ludington Street	280-4713	6-6300	3 year	10/15/2009	2013	1
Fouts VC	Judith	1037 South 30th Street	9-1905		3 years	10/15/2009	2015	2
Lindquist	Karen E	317 South 6th Street	6-3122		3 years	1/17/2013	2014	0
Morrison	Monte	1012 7th Avenue South	9-0424	399-2096	3 years	10/15/2009	2015	2
O'Donnell	Ellie	601 Ogden Avenue	9-9034	280-1787	3 years	10/15/2009	2014	2
VACANT					3 year		2016	0

Housing Commission

MEETING DATE 2nd Tuesday of month, 4:30 p.m., Harbor Tower

Bennett	Sandra	510 1st Ave So - 1409	553-3515		5 years	6/1/2013	2018	1
Bennett *	Diane	3301 7th Avenue South	4069		5 years	5/15/2008	2017	2
Evans	Leo J	Council Liaison	233-0179	3604				
Hansen	Hope	510 1st Ave So - 1810	280-3042		5 years	5/25/2005	2015	2
LaCosse	Judi	Administrative Liaison	6229					
Moyle	David	1501 1st Avenue South	233-9736	233-8427	5 years	8/4/2011	2014	0
Smith	Cheryl A	3110 4th Avenue South	7431	233-1289	5 years	4/7/2011	2016	1

LAST FIRST ADDRESS HOME OFFICE LENGTH YEAR APPT TERM ENDS TERM

Liquor License Review Board

MEETING DATE When called, City Hall, Room C101

Evans	Leo J	Council Member	233-0179	3604				
Richards	Robert	Administrative Liaison		1194				
Schroeder	Judith	1023 Willow Creek Road	9-1125	9-8696	7/3/2013	2016	1	
VACANT						2015	0	

Loan Administration Board

MEETING DATE Every Jan/Apr/July/Oct, 3rd Thursday, 8:00 a.m., Room C102

Beaudoin	Roni	1921 3rd Avenue North	4613	0220x119	3/16/2000	2014	2	
Dagenais	Jeanine	2007 Lake Shore Drive	1860	420-0011	2/7/2008	2018	2	
Economos	Chris	1652 16th Avenue South	5720	420-1212	6/15/2006	2018	2	
Evans	Leo J	Council Liaison	233-0179	3604				
Kobasic *	Timothy	814 3rd Avenue South	399-9298		6/3/2013	2014	0	
VACANT						2016	0	
Valentine	Robert	Administrative Liaison		0552				

Local City Officers Compensation Commission

MEETING DATE Every Odd-Numbered Year - Nov., City Hall, Room C102

O'Toole	James V	City Manager		9402				
Richards	Robert R	Recording Secretary		1194				
VACANT						2014	0	
VACANT						2015	0	
VACANT						2017	0	
VACANT						2015	0	
VACANT						2018	0	

LAST FIRST ADDRESS HOME OFFICE LENGTH YEAR APPT TERM ENDS TERM

Planning Commission

MEETING DATE 2nd Thursday of month, 6:00 p.m., City Hall, Room C101

Beauchamp	Ronald J	Council Liaison	7222	8749				
Black	Brian	1222 8th Avenue South	9-3537	217-4051	3 years	2/7/2013	2015	1
Connor VC	Patrick	3405 8th Avenue South	9-6298	399-2787	3 years	6/4/2009	2015	2
Milkiewicz	Todd	809 South 18th Street	7847		3 years	4/15/2010	2014	1
O'Toole	James V	Administrative Liaison		9402				
Smyth	Kelvin	1018 6th Avenue South	6021	280-8946	3 years	8/16/2012	2015	1
VACANT					3 years		2016	0
VACANT					3 years		2016	0
Warstler*	Thomas P	118 1st Avenue South	553-9020	217-4009	3 years	3/1/2012	2014	1
Webber	Roy P	206 North 19th Street	9-1366		3 years	8/20/2009	2014	1
Williams	Christine	2721 Lake Shore Drive	553-4111	217-4077	3 years	2/21/2013	2016	1

Public Safety Retirement Board

MEETING DATE 4th Tuesday of month, 8:00 a.m., City Hall, Room C102

Cowen	Blake P	2120 23rd Avenue South	4857		Indefinite	6/19/2003		
Evans	Leo J	Council Liaison	233-0179	3604				
LaPlant*	Anthony	1900 3rd Avenue North		5911	4 years	4/16/2013	2014	
Nault	Brad	1900 3rd Avenue North		5911	4 years	11/25/2013	2016	
Schaaf VC	David	623 South 8th Street	3818		Indefinite	7/19/2001		
Valentine - Secretary	Robert J	410 Ludington Street		0552	Indefinite			

Recreation Advisory Board

MEETING DATE 2nd Tuesday of month, 6:30 p.m., City Hall, Room C101

Blasier	Ralph B	Council Liaison	553-3644					
Harris	Jonathan	1102 10th Ave S	241-7088	9-6220	3 years	8/2/2012	2015	1
Kleiman	Randy	1515 7th Ave S	1136		3 years	8/2/2012	2014	0
Moore*	Karen	2010 13th Ave South	8105		3 years	8/8/2008	2014	2
Penegor	Tom	Administrative Liaison		4141				
VACANT					3 years		2016	0
VACANT					3 years		2016	0

LAST FIRST ADDRESS HOME OFFICE LENGTH YEAR APPT TERM ENDS TERM

Traffic Safety Advisory Committee

MEETING DATE 3rd Tuesday of every other month, 6:00 p.m., City Hall, Room C101

Baribeau	Patricia	A	Council Liaison	0532					
Connelly VC	John	P	2530 1st Avenue South	6-9470	3 years	1/17/2013	2015	1	
Economopoulos *	John		2022 13th Avenue South	6-2253	3 years	9/6/2012	2016	1	
Good	Nicole		1321 1st Avenue South	553-2540	3 years	9/1/2011	2016	1	
Hardwick	Wayne	A	2417 8th Avenue South	1529	3 years	10/6/2011	2014	1	
VACANT					3 years		2016	0	
Vanderlinden	Ken		Administrative Liaison	5911					

Wells Sports Complex Authority

MEETING DATE

Kirby	James		2121 19th Avenue South		3 years	4/19/2004	2010	
Zuidema	Mike		1501 Lake Shore Dr.	3137	3 years	2/15/2007	2010	

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY DEVELOPMENT INITIATIVES

The Michigan Strategic Fund (MSF), in cooperation with the Michigan Economic Development CorporationSM (MEDC), administers the economic and community development portions of the Community Development Block Grant (CDBG) program. CDBG is a federal grant program utilizing funds received from the U.S. Department of Housing and Urban Development (HUD).

Each year, Michigan receives approximately \$30 million in federal CDBG funds, out of which various projects are funded through the state.

WHO IS ELIGIBLE?

Funds are used to provide grants to eligible counties, cities, villages, and townships, usually with populations under 50,000, for economic development, community development, and housing projects. This fact sheet provides a broad overview of the community development portions of the program that the MEDC administers, including Blight Elimination, Façade Improvements, Downtown Public Infrastructure and Signature Building Acquisition. More specific information, including match and program requirements, can be found within the CDBG Application Guide that was approved by the Michigan Strategic Fund in June 2012.

GENERAL PROJECT REQUIREMENTS

Blight Elimination Grants

Use of the Blight Elimination Program provides communities with financial assistance to remove and improve areas anywhere within the community that is designated a slum or blighted area, as defined by the Brownfield Redevelopment Financing Act 1996 P.A. 381, MCL 125.2652 (e)(i-iv) and (vii). Eligible under this activity would be property acquisition, clearance/demolition, historic preservation, and building rehabilitation (only to the extent necessary to eliminate specific conditions detrimental to public health and safety), as identified in Section 105(a) of Title I of the Housing and Community Development Act of 1974 (HCDA). Ineligible activities for this initiative include privately-owned structures (unless related to renovation), exclusively residential structures, demolition of historic structures and state-owned buildings, except for Land Bank properties.

Façade Improvement Grants

The Façade Improvement Program is structured to provide commercial/mixed-use building façade improvements to minimize deterioration of traditional downtowns. This program is based on the premise that the exterior improvements will stimulate additional private investment in the buildings and the surrounding area, and attract additional customers, thereby resulting in additional downtown economic opportunities. Eligible under this activity would be rehabilitation and reconstruction of buildings.

Proposed projects are expected to meet the national objective of either benefiting a population of individuals of whom at least 51% reside in Low and Moderate Income (LMI) households, or projects that will result in the creation of full-time equivalent (FTE) positions of which at least 51% of the created positions will be held by persons living in LMI. Preference will be given to projects with job creation commitments.

Examples of Eligible Grant Funded Activities: Permanent exterior improvements, including masonry repairs and tuckpointing; repair/replace/preserve historically significant architectural details; removal of historically inappropriate materials from façade; window restoration/replacement; storefront reconstruction; cornice repair; awnings, etc.

Examples of Eligible Match Activities: Roof repairs; attached, hanging or projecting signs unrelated to the architecture of the building; maintenance items, interior improvements and furnishings (major renovations may be considered); landscaping; utility/trash enclosures; private parking lots and site improvements, etc.

Examples of Ineligible Match/Grant Activities for this program: Exclusively residential structures, government-owned buildings, except for Land Bank properties, and renovations on properties with delinquent taxes.

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY DEVELOPMENT INITIATIVES

Downtown Infrastructure Grants

The Downtown Infrastructure Program enables a community to improve its downtown's infrastructure quality and reduce redevelopment costs to make a project feasible. This program is restricted to downtown infrastructure improvements tied to new commercial/mixed-use development activities that require additional infrastructure to create new economic opportunities and will result in the creation of full-time equivalent (FTE) positions, of which at least 51% of the created positions will be held by persons living in a LMI household.

Examples of Eligible Grant Funded Activities: Roads; curbs and gutters; storm sewers; water mains; sanitary sewer mains; sidewalks; bike paths; lighting; landscaping; boardwalks; park/seating areas and public parking. Public infrastructure also includes demolition necessary to undertake the above activities. Infrastructure activities must be publicly-owned and maintained, unless it is a privately-owned utility.

Signature Building Acquisition Grants

The Signature Building Acquisition Program is available for the acquisition and rehabilitation of vacant, partially vacant or substantially vacant and underutilized buildings located in their traditional downtown districts. The community receiving the grant can assist in funding the acquisition of the building, allowing the developer to lower his overall project costs and devote more capital to the rehabilitation of the building. It is expected that the end user will spend at least the amount of the acquisition cost to improve the inside of the building and will result in the creation of full-time equivalent (FTE) positions, of which at least 51% of the created positions will be held by persons living in a LMI household.

CDBG funding can only be utilized for property acquisition activities. No more than 75% of appraised value, based on a recent appraisal that has been confirmed, will be granted.

Ineligible activities for this initiative include exclusively residential structures; government-owned buildings, except for Land Bank properties, in-kind donations, renovation of building, appraisals, and structural analysis or other soft costs.

PROCESS FOR CONSIDERATION

The typical process for approval of CDBG funds can take between three to five months until actual funds can be spent or contracts signed. *Please note: The following steps are offered as general guidelines only to provide some guidance to communities on typical steps, timelines and responsibilities.*

1. Contact your CATeam specialist for review and evaluation of the project.
2. If the project is determined to meet the criteria of the program desired, the community will be asked to complete a CDBG Part I Application.
3. Following submission of the Part I Application, the CATeam specialist will present the project to staff for support.
4. If supported, the community will be required to complete a Part II Application and also an Environmental Review.
5. Once complete, the project will be placed on the MSF Board Agenda for consideration.
6. If the project is approved by the MSF Board, the community will be provided a Grant Agreement.
7. Upon all documents being signed and approved, the CDBG Project Manager will give the community authorization to incur costs and start project work.

In order to not jeopardize the project, it is critical that no work starts and that no contracts are signed until the applicant is given authorization by the CDBG Project Manager. Please refer to the Application for specific requirements regarding incurring costs.

CONTACT

In order to receive consideration for CDBG approval, initial contact should be made with the appropriate CATeam member. For more information, contact the MEDC Customer Contact Center at 517.373.9808 or visit our website at www.michiganbusiness.org.

Properties being considered for Façade Program

1. Weight Watchers-Jade
613-615 Ludington Street
2. Family Eye Care
812 Ludington Street
3. Dish Network
922 Ludington Street
4. Ludington Center
1100 Ludington Street
5. Gamers
1107-1109 Ludington Street
6. Ludington Grill
1110 Ludington Street
7. Beautiful Beginnings
1206 Ludington Street
8. Paulson CPA
1214 Ludington Street
9. Jims Music
1513 Ludington Street
10. Babaloons
1700 Ludington Street

Zimbra**bdegrave@escanaba.org**

RE: info

From : Bill Rutter <wrutter@bbande.com>

Fri, Nov 22, 2013 01:35 PM

Subject : RE: info**To :** Blaine Degrave <bdegrave@escanaba.org>

Hi Blaine,

Bob is back in the office and says he can SEE again (maybe we were lucky to have finished Escanaba BEFORE he could?!?!?!?).

Bob stated the last of the information related to the information went to NPS in October and he is hoping to get the listing by January 1. I've said all along it would be really cool to achieve the listing during this Escanaba Sesquicentennial year.

Let me know if you need anything else,

Bill

From: Blaine Degrave [bdegrave@escanaba.org]
Sent: Friday, November 22, 2013 9:43 AM
To: Bill Rutter
Cc: Don Curran
Subject: Re: info

Thanks Bill

Blaine R. DeGrave
Code Official
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402

----- Original Message -----

From: "Bill Rutter" <wrutter@bbande.com>
To: "Blaine Degrave" <bdegrave@escanaba.org>
Sent: Friday, November 22, 2013 7:35:40 AM
Subject: RE: info

Hi Blaine,

I'll try to get ahold of Bob Christensen at SHPO. Based on previous experience, it takes NPS a while to formally approve a nomination and I'm not expecting any notice until late December. When there is a listing, SHPO does a news release.

I might not have any update from Bob for you for a while, he may still be on medical leave, was having minor surgery.

Will let you know as soon as I do,

Bill

From: Blaine DeGrave [bdegrave@escanaba.org]
Sent: Thursday, November 21, 2013 3:43 PM
To: Bill Rutter
Subject: info

Good Afternoon Bill,

Would you have any info/update on the NRHP or could you let me know where to look..... I did try at the NRHP site and did not find anything for Escanaba... Hope all is well in either case.

Thanks, Blaine

Blaine R. DeGrave
Code Official
410 Ludington Street
Escanaba, MI 49829
(906) 786-9402

**Village of Calumet
Civic and Commercial Historic District
- DESIGN GUIDELINES -**



**Historic District Commission
Village of Calumet, Michigan**

**Village of Calumet
Civic and Commercial Historic District
▪ Design Guidelines ▪**

Village of Calumet Historic District Commission
2006

Joseph Mihal, Chairman

Chris Green Jo Urion
Sandy Johnson Abe Voelker

Jim Johnson, Commission Coordinator
John Kirk, AIA, Project Inspector

Assistance in developing and preparing this document
was provided by
Lynn Bjorkman, Historic Preservation Planner
John Rosemurgy, Historical Architect
Keweenaw National Historical Park

This document represents the Historic District Commission's best effort to illustrate the standards by which building projects are reviewed. The Village of Calumet and its Historic District Commission are not responsible for any errors or inconsistencies contained herein.

Village of Calumet, Michigan
Historic District Commission
Adopted December 20, 2006

Unless otherwise noted, photos and illustrations by: John Rosemurgy, Keweenaw National
Historical Park

Historic photos courtesy of Keweenaw National Historical Park Archives, Calumet, Michigan; and
Michigan Technological University Archives and Copper Country Historical Collections,
Houghton, Michigan

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Introduction

Under the authority of the Village of Calumet's Historic District Ordinance, the Village Council, on January 15, 2002, established the Civic and Commercial Historic District to safeguard the historic and architectural heritage of the village's downtown area. The district designation set into place a process of review for all exterior alterations to properties within the historic district, including demolition and new construction.

The Historic District Ordinance also established a Historic District Commission composed of five village residents to administer the review process. The Commission receives applications from property owners for proposed work, holds public hearings to review the applications, and issues a "Certificate of Appropriateness" upon approval of applications. The Commission's appointed Coordinator assists with the application process.

The purpose of this document is to provide guidance to property owners undertaking work within the Civic and Commercial Historic District that is subject to review by the Commission. In addition, it is intended to assist the Historic District Commission in considering whether the proposed work is appropriate and maintains the historic character of the district.

The guidelines for the Civic and Commercial Historic District follow the *Secretary of the Interior's Standards for Rehabilitation*, a set of rules that is widely used to direct work on historic buildings. Michigan's *Local Historic Districts Act* requires commissions to review proposed work based on these standards, but allows them to adopt additional standards and guidelines that more specifically address local design characteristics.

This document was developed by the Village of Calumet Historic District Commission to show how the *Secretary of the Interior's Standards for Rehabilitation* applies to historic properties, particularly commercial buildings, within the downtown district. As required by law, the guidelines have been officially adopted by the Calumet Historic District Commission, and have also been reviewed by the Michigan State Historic Preservation Office.

If you are a property owner in the district and are contemplating a work project, it is important that you contact the Historic District Commission before you begin. For further information, and an application for review of proposed work, please call Village of Calumet Offices at (906) 337-1713.

The Secretary of the Interior's Standards for Rehabilitation

- (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- (3) Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- (4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- (5) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- (6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- (7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- (8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- (9) New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- (10) New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

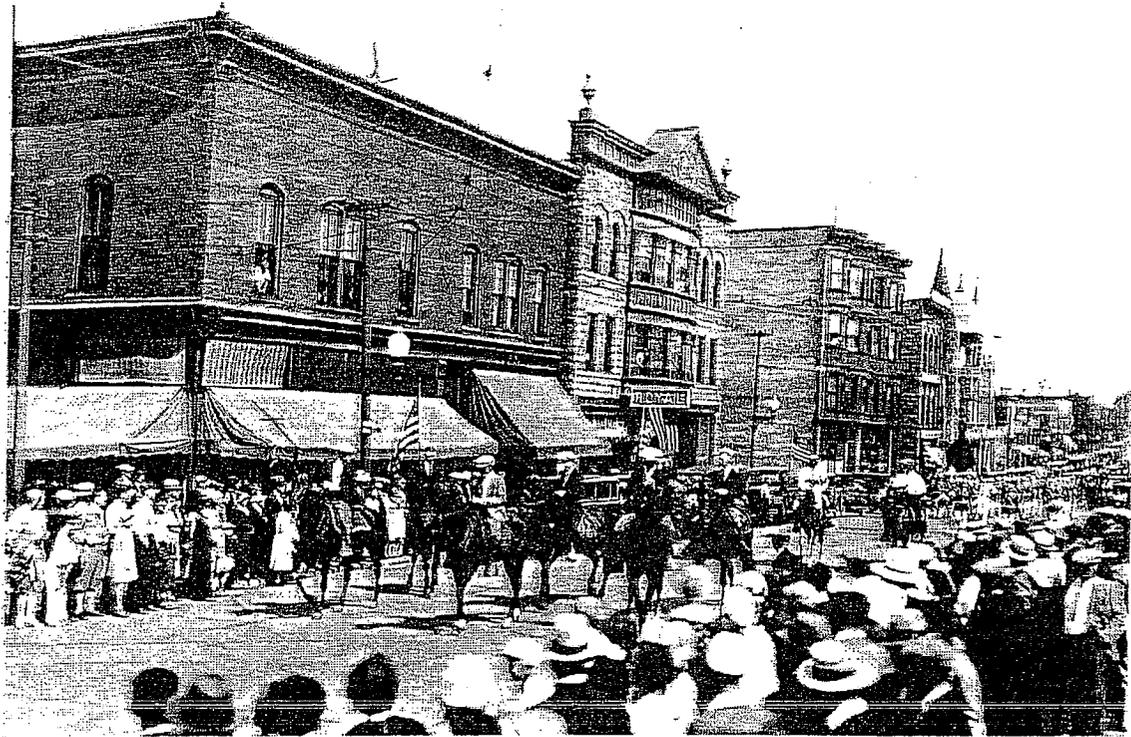
*only District
heights*

*NRHP
Boundaries*

District Boundaries

The official boundaries of the Civic and Commercial District were established with the designation of the district on January 15, 2002. The following map details the district's boundaries. All exterior work done on properties within the boundaries is subject to design review by the Historic District Commission.





Fourth of July Parade on the 300 Block of Sixth Street, 1920, Keweenaw NHP Archives. Curto Collection.



The 100 Block of Fifth Street, ca. 1950s. Keweenaw NHP Archives. Curto Collection.

Historical Background & Architectural Character

The Village of Calumet's Civic and Commercial District reflects important aspects of the history of copper mining on the Keweenaw Peninsula during a period of industrial growth and community prosperity, ca. 1890-1910. For more than a century, the village's downtown area has served as the center of commerce and culture for the community that grew up around the mines of the Calumet and Hecla Mining Company, Michigan's largest copper producer. The buildings and streetscapes that remain from this period tell the story of daily life in a turn-of-the-century Michigan copper mining town.

Although it has seen many changes over the years, Calumet's downtown area still retains much of its historic appearance and feeling. For these qualities, and its importance to the history of the region, state, and nation, the district has been listed in the National Register of Historic Places and as a National Historic Landmark. In addition, the entire downtown area is included within the boundaries of Keweenaw National Historical Park, established in 1992.

Calumet's Civic and Commercial Historical District has also been given local historic district status under Michigan's *Local Historic District Act* because of its historical significance and distinctive design characteristics. By regulating work on properties within the district, the Historic District Commission seeks to maintain and enhance the character-defining features that contribute to the district's significance. An understanding of the district's history and architecture is key to this preservation effort.

Brief History of the District

Land surveyor Edwin Hulbert laid out a pattern of streets and lots for the townsite he named Red Jacket in 1868. A few years earlier, Hulbert had begun to mine copper in the area and he developed the settlement to support his mining operation. In 1875, only seven years after the sale of its first lots, the town had grown to more than a thousand residents and was officially incorporated as a village. Later, in 1929, Red Jacket was renamed Village of Calumet.

The copper lodes near the village proved to be the richest in the region, giving rise to several important mining companies, the Calumet and Hecla (C&H) being the most significant among them. The growth and development of Red Jacket was closely tied to C&H: the mines and surface plant lay immediately to the east, with areas of company-owned land devoted to worker housing adjoining the village on the south, west, and north.

Since C&H policy prohibited commercial development on company land, most of the area's business activity was channeled to Red Jacket. As a result, the village's downtown became the commercial hub for the entire Calumet mining district. In 1900, when the number of the area's mining company employees was at its peak, the village population stood at about 4,500 residents. However, at the same time, the entire Calumet area—including the Village of Laurium and company-owned housing areas—had more than 30,000 people. Thus, the commercial district's important role in the regional economy explains why the downtown is so large relative to the size of residential areas of the village.

The type of activities that centered in the business district—primarily the buying and selling of goods and services—began in the earliest years of the village. Red Jacket's first commercial buildings were built in the 1860s, including a number of stores and a bank. A brush fire destroyed two-thirds of the settlement's buildings in 1870, but the town was quickly rebuilt. Photographs and maps show that by the early 1880s, commercial buildings had pushed out houses to concentrate along Fifth Street—in fact, by 1885, virtually all buildings occupying the street had a commercial use.

As the lots on Fifth Street filled, business development spilled over onto Sixth Street along Portland, Oak, Elm and Pine. The building of a new fire station in 1898, together with the enlargement of the Town Hall and addition of the Opera House one year later, created a new civic and cultural zone at Sixth and Elm. In 1900 the location of streetcar tracks along Sixth from Scott to Pine encouraged further commercial growth along that corridor.

Reflecting the success of local mining companies, the two decades between 1890 and 1910 were economic boom years for Red Jacket. Most of the buildings remaining in the historic district date from that period. Depressed business conditions after a 1913-14 miners' strike brought new construction in the commercial district to a halt. By that time, however, nearly every available lot in the district was occupied.

Though there was relatively little new building during the 1910s and '20s, the downtown landscape continued to evolve, perhaps most notably in response to the growing presence of the automobile. For example, former stables and warehouses were converted to garages, and at this time the district saw its first service station and auto dealership. During the 1930s, another period of severe economic depression, a post office, funded under a federal work relief program, was the district's sole building project. The late 1940s saw several new construction projects that represented the last new building activity in the district until the 1960s.

Building Types, Architectural Styles and Streetscape Features

While most buildings from the first period of the village's growth in the mid 1800s are no longer present, a few examples of an early commercial type, the two-story

shop-house, still remain. Shown in early historic photographs and illustrations, this front-gabled, wood-frame building combined a shop-level entrance with living quarters above. Built as individual units, these buildings were customarily sited closely together; frequently they were combined with rear-yard structures like barns and storage sheds to form larger complexes.

A variation of this type is the false-front building with a facade extending above the roof gable to give the impression of a more substantial structure. At street level, large display windows, and most often a central entry, were framed in wood. Two examples of the wood-frame shop-house type dating from the 1880s remain on the 400 block of Fifth Street (412 and 414 Fifth Street).

From these beginnings, an expanding range of building types developed within the commercial district to accommodate the increasing volume and variety of goods and services. A turn-of-the-century Polk's city directory lists sellers of agricultural implements, cigar tobacco, fur coats, and carriages—as well as dressmakers, lawyers, veterinary surgeons, undertakers, and insurance agents—all with business locations in the Red Jacket downtown district.

To meet this growing commercial activity, beginning in the late 1880s, the district's small, wood-frame structures were replaced with larger, more architecturally sophisticated buildings of brick and stone construction. More specialized in function, these buildings included department stores (P. Ruppe and Sons, 211 Fifth Street), theaters, and office buildings (V. Coppo Block, 215-217 Sixth Street). Most are rectangular in plan with flat-roofs and masonry bearing-wall construction. Some, such as the Vertin Department Store (216-220 Sixth Street), were remodeled and enlarged in response to the expanding local economy.

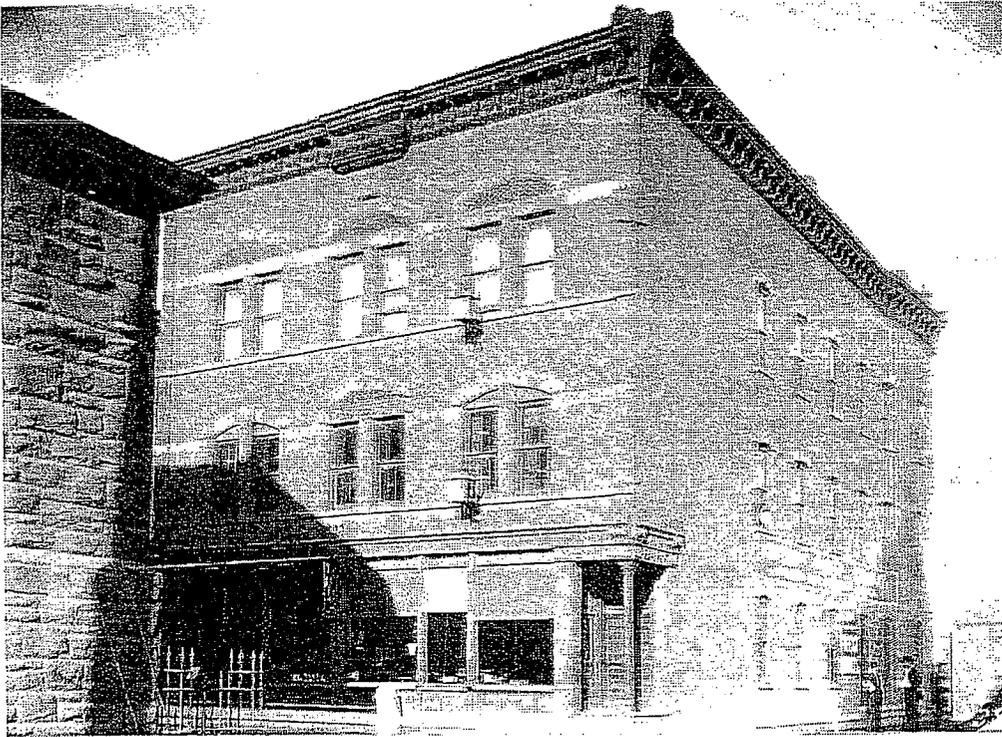
Like the frame shop-house, the larger buildings have a two-part facade that reflects different interior uses. Public commercial activity usually occupied the street level space, while more private functions—professional offices, meeting rooms for social organizations, and apartments, for example—were accommodated on the upper levels.

In contrast, a number of commercial buildings in the district contain only one story. Some were originally built as such, including the Paine, Webber, and Company Building (303 Fifth Street), while others were reduced from a taller structure, typically after a fire.

While the facades of the early commercial structures received simple architectural treatment—often only moldings or a bracketed wood cornice—larger masonry buildings were more ornate and varied in terms of materials and design features. Stock elements from catalogs such as pressed metal cornices, terra cotta trim, molded brick, and cast iron piers and columns were frequently used to create architectural interest.

The civic buildings of Calumet village, including the Village Hall and Theatre, the Red Jacket Fire Station, and the U.S. Post Office, share similar characteristics of location, scale and setting. They are all relatively large, free-standing buildings located on Sixth Street. The Village Hall and Theatre, together with the Fire Station, employ lavish materials and ornamentation to form an impressive civic complex. The Depression Era post office is simpler in design and materials, reflecting its later building period.

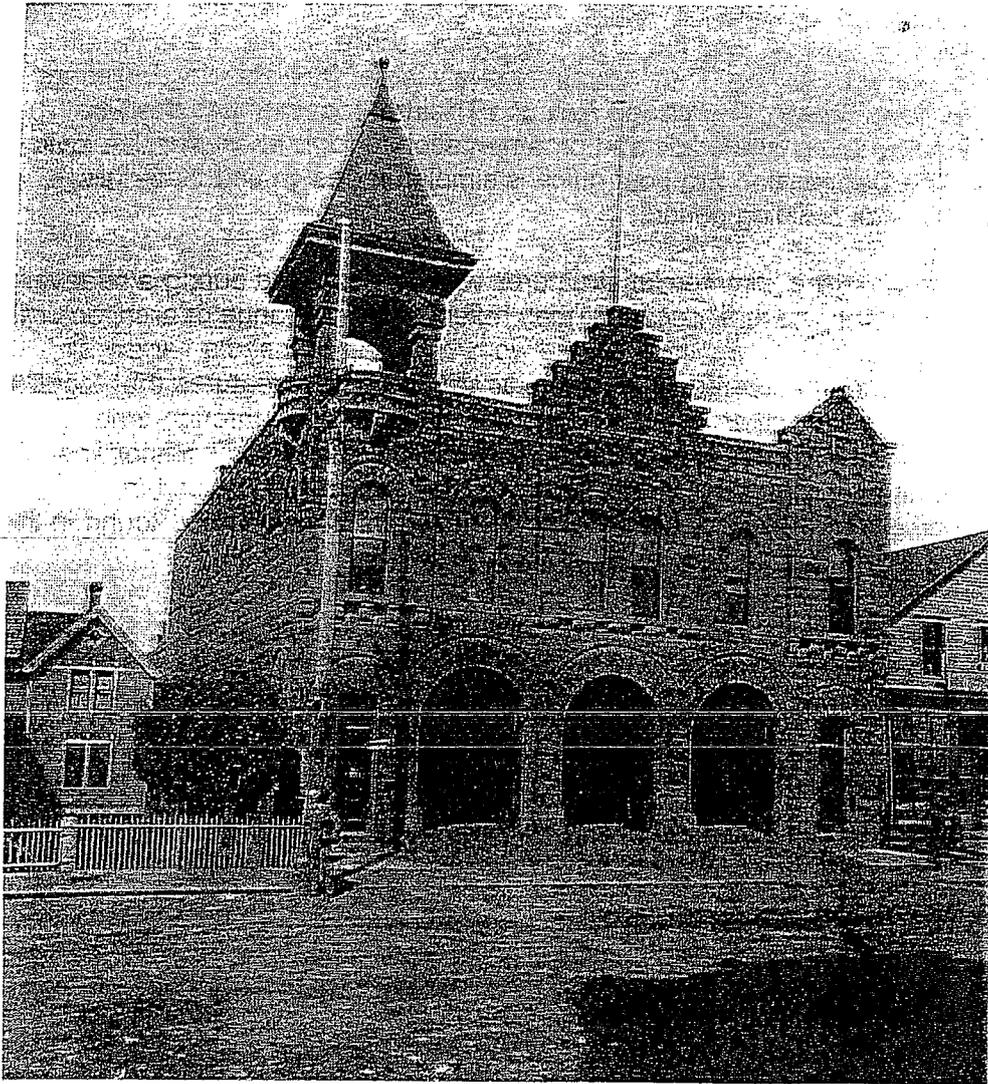
Because the village's commercial structures were constructed during a relatively short period of only several decades, they reflect a narrow range of architectural styles. When applied to architecture, the word *style* can be used a variety of ways, but essentially, it refers to a particular combination of features that together give a building a particular *look*. Like fashions, styles change through time, reflecting changes in taste and innovations in building technology. Historians have given names to particular architectural styles that can be helpful in understanding a building's design. Buildings of several styles can be found in the Civic and Commercial District, as illustrated below:



Union Building, Keweenaw NHP Archives, Peterman Collection.

Italianate

- Built primarily during the 1870s and '80s
- Looked to the buildings of the Italian Renaissance for inspiration
- Tall, narrow, upper-story windows with decorated window caps
- Prominent, bracketed cornice



Red Jacket Fire Hall, Keweenaw NHP Archives, Jack Foster Collection.

Richardsonian Romanesque

- Built between 1890 and 1900
- Named for the Boston architect, Henry Hobson Richardson
- Often constructed of rough-faced sandstone
- Heavy, often low, round-arched window and door openings
- Deep-set windows
- A peaked form frequently tops a cornice or parapet wall



333 Fifth Street, Michigan Technological University Archives and Copper Country Historical Collections.

Renaissance Revival

- Built after 1900
- Usually constructed of brick
- Symmetrical facades and prominent cornices
- Pilasters on the upper-story facade to resemble columns
- Arched windows on the upper story



400 Block Fifth Street Looking South (414 Fifth Street at far left), Michigan Technological University Archives and Copper Country Historical Collections.

Commercial Vernacular

- Built primarily between 1865 and 1885
- Front gable faces the street
- Double-hung windows on the second story
- Wood clapboard siding typical
- Traditional storefront proportions

When analyzing architectural styles in the historic district it is important to note that many buildings, termed *eclectic*, blend aspects of several styles. Other buildings called *vernacular*, show few, if any, features that relate it to a design period. In addition, many buildings in the downtown area have experienced major changes, making it difficult to identify their original style.

The civic and commercial buildings of Calumet Village—stores, saloons, the Village Hall, banks, and business blocks—play a central role in defining the community's image. Their number, size, styles, and dense concentration give these buildings prominence in shaping the overall physical character of the village. However, other features also contribute to the village's appearance. For example, the gridiron road pattern, light poles, and reddish-colored concrete sidewalks are also important in defining Calumet's sense of place.

Work on Existing Buildings (EB)

The primary goal of historic preservation is to keep what remains of the historic character of a building or district. The character of a building's exterior is expressed through surviving original features such as roof type, doors and windows, cladding, trim, and ornamentation. Maintaining the historic integrity of a building involves the process of identifying, retaining, and preserving those features and qualities that define a building's historic appearance. Where all or most of these features have been changed, the building's integrity is effectively lost.

When working on old buildings, two common mistakes actually damage historic value rather than preserve it. One mistake is to add historic features to a building that never were there. The other common error is to make an old building look new or modern.

Even in cases where some of the original features of a building have been altered or lost, there are ways to re-establish the building's historic appearance. Reproducing the building's original features or developing a new, compatible design are strategies that can meet historic preservation standards.

The following general guidelines apply to all exterior work and/or interior work that affects the exterior of an existing historic building.

Guidelines

- EB (1) If the original feature is intact, retain it as is without altering or covering it.
- EB (2) When the original feature is in need of repair, do the repair work in place if possible, using the gentlest methods available to avoid damaging the original materials.
- EB (3) If the original feature has deteriorated beyond repair and must be replaced, replace it with materials that duplicate as closely as possible the original in size, shape, and texture.
- EB (4) Do not replace missing features with conjectural or falsely historic reconstructions, or with newly designed elements that are incompatible with the building's size, scale, and materials.
- EB (5) Where paint is required, consider colors that are appropriate to the historic building or district.



Original second floor detailing restored.

New storefront replicates original features, materials, and proportions.

■ The original storefront of this building had deteriorated beyond repair. Based on historic photos and remaining physical evidence, the new storefront replicates original design features and uses materials that closely match those of the original (see EB 3).



Inappropriate window type and placement.

Here residential windows are not compatible with historic storefront design.

The door hood and shingled roof construction are not compatible with historic storefront design.

■ This facade alteration was not based on the building's actual historic appearance. The new design does not maintain the historic character of a traditional storefront; instead, the design introduces new features that are incompatible with the historic design (see EB 4).

Masonry (MA)

Masonry refers to building materials—stone, brick, concrete block, tile, terra cotta, or stucco—that are used to construct and ornament building walls and architectural elements, such as chimneys, parapets, and steps. As construction material, masonry consists of individual units of brick, block, or stone, and mortar, a bonding material. Mortar primarily plays a structural role, but also contributes to the visual character of the building.

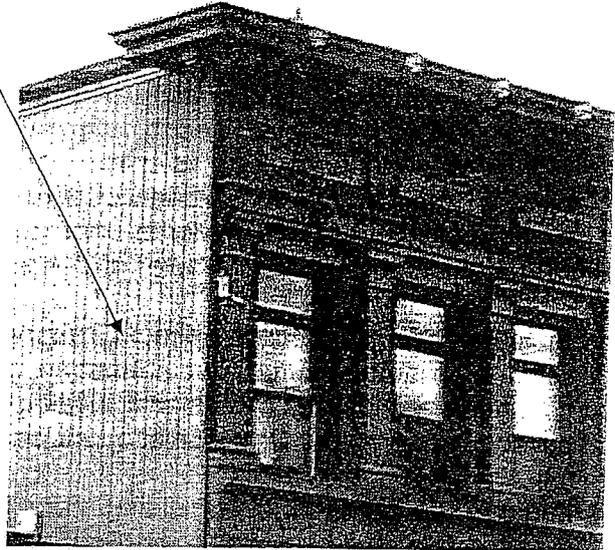
Brick of a dark red color is the most frequently used masonry building material within the historic district. Red sandstone quarried in nearby Jacobsville was also commonly employed for walls and building trim. The use of this locally produced building material gives the district a unique sense of place.

Masonry is a highly durable building material, but it is particularly vulnerable to inappropriate cleaning and repair. Proper assessment of underlying problems, particularly those related to water damage, is critical before deciding on repair and treatment.

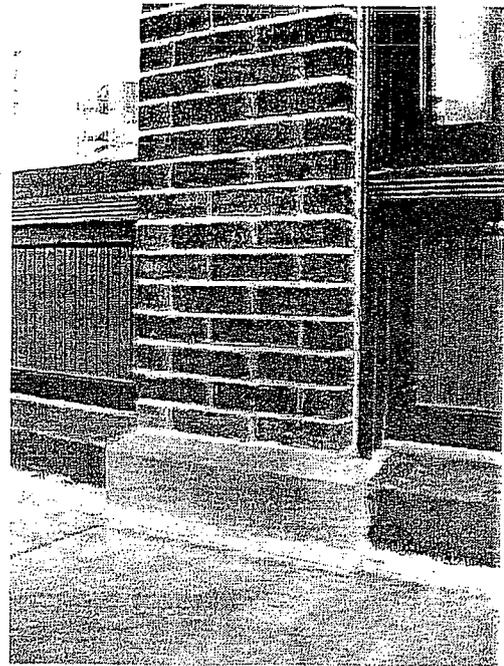
Guidelines

- MA (1) Retain original masonry and mortar whenever possible without the application of any surface treatment. Concealing original masonry is not recommended.
- MA (2) Clean masonry only when necessary to halt deterioration or remove heavy soiling. Use gentlest means possible to prevent damage to masonry surfaces.
- MA (3) Apply paint only to areas that have been previously painted.
- MA (4) Where there is evidence of deterioration, duplicate old mortar in strength, composition, color, and texture. Replace old mortar joints in width and in joint profile.
- MA (5) Sandblasting brick or stone surfaces using dry or wet grit or other abrasives is prohibited.
- MA (6) High pressure water cleaning methods are prohibited.
- MA (7) When necessary, replace masonry units or features of brick, stone, terra cotta, and/or concrete using the same materials, or one that is a compatible substitute material, matching the original in size, color, texture, density, and profile.

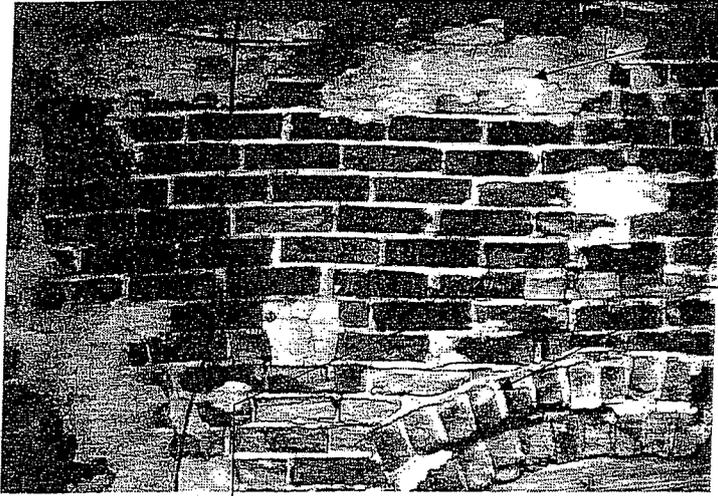
Covering original masonry with cladding material adversely affects a building's historic appearance (see MA 1).



■ *Here brick has been severely damaged by inappropriate sandblasting and painting (see MA 3, 5).*



■ *A deteriorated portion of the original sandstone sill was replaced with a new a sandstone unit that matches the surrounding material (see MA 7).*

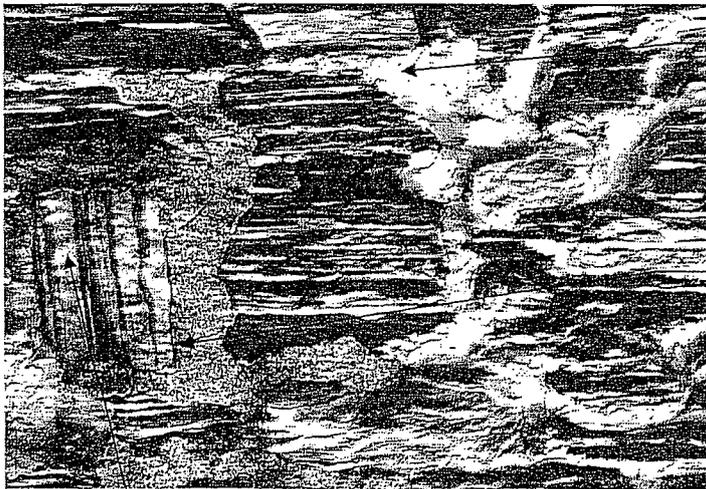


Careless application of mortar obscures the bond pattern of the brick.

Joints not filled with appropriate mortar.

■ Repointing with a modern mortar mix containing a high Portland cement content causes original brick to crumble, because the brick units are softer than the replacement mortar. Expansion and contraction causes them to break down.

Inappropriate Sandstone Wall Repair (see MA 4)



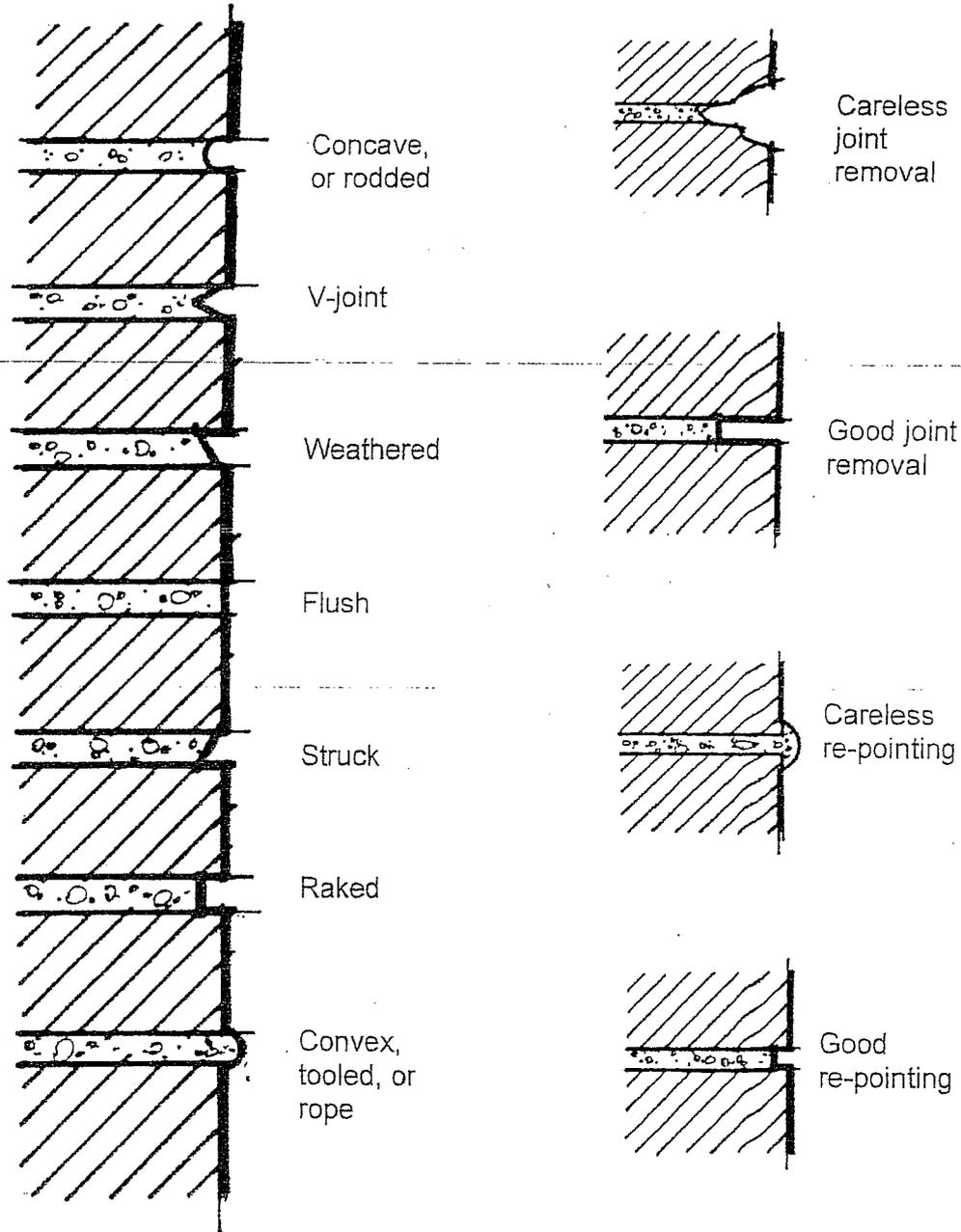
Unsuitable use of synthetic caulking.

Incorrect use of concrete mortar.

Improper alignment of replacement stone.

Typical Mortar Joints
(See MA 4)

Masonry Repointing
(See MA 4)



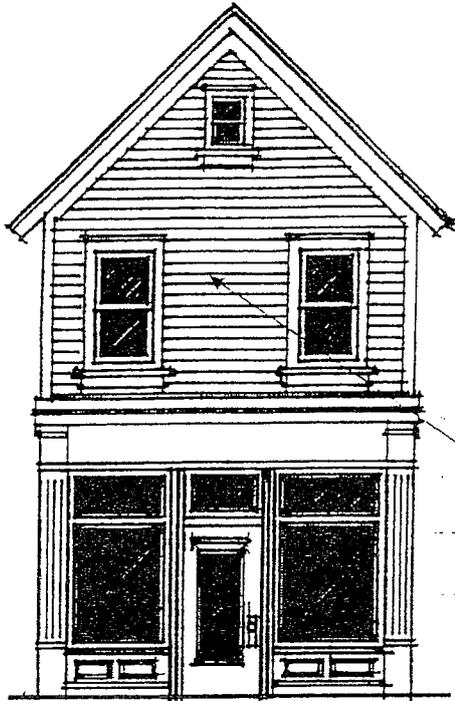
Wood (WO)

In the late 1800s, brick and stone replaced wood as the most common construction material for commercial buildings in Calumet Village. However, wood still appears frequently as functional components and decorative features of many buildings in the district, including clapboard siding, cornices, windows, and storefront framing.

Wood is especially susceptible to the destructive effects of weathering; exposure to moisture and sunlight are particularly damaging. Historically, this is the primary reason all wood was painted, and because of this precedent, all new wood should be painted.

Guidelines

- WO (1) Do not replace missing wood features with new elements that do not have historic precedent in the district.
- WO (2) Do not resurface wood buildings with new materials that are inappropriate or were unavailable when the building was constructed, such as artificial stone, metal, vinyl siding, or the siding material T-111.
- WO (3) Consider using new wood siding when replacement of siding material is required. Match proportions and profiles of new material to existing siding, and use smooth-faced, knot-free material.
- WO (4) Install any siding material in a way that does not obscure or damage historic ornament, such as fish scale shingles, window casings, sills, hoods, and cornerboards.
- WO (5) Paint surfaces to protect wood from deterioration. Opaque stain is permissible on new wood siding; use paint on new wood trim.



Appropriate Wood Trim and Siding Replacement

■ *The scale, proportions, and detailing of the original design are preserved (see WO 3).*

New wood siding is integrated with existing architectural details.

Inappropriate Wood Trim and Siding Replacement

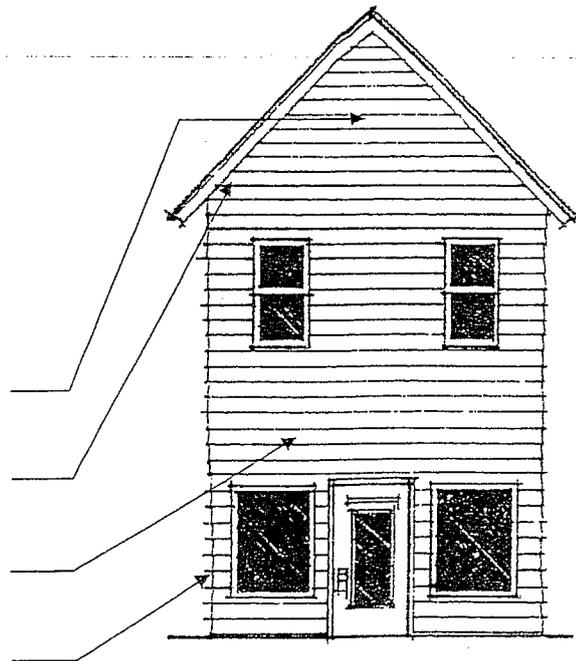
■ *Avoid covering wood trim and architectural features with new siding (see WO 4).*

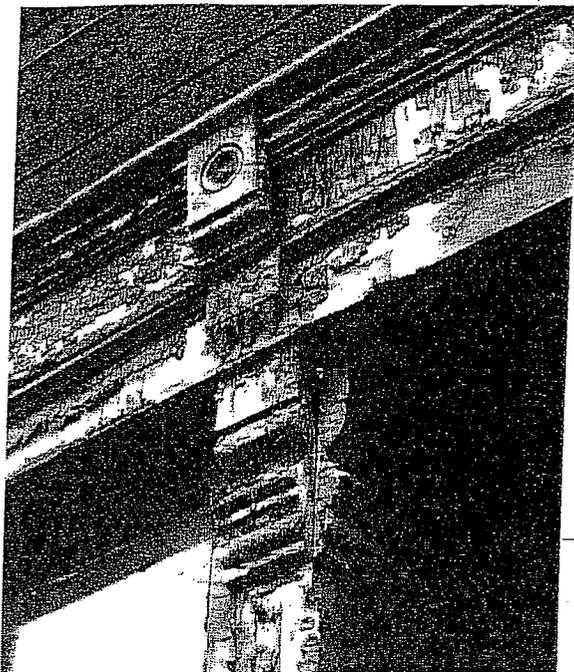
Third-story window covered over.

Fascia detailing covered.

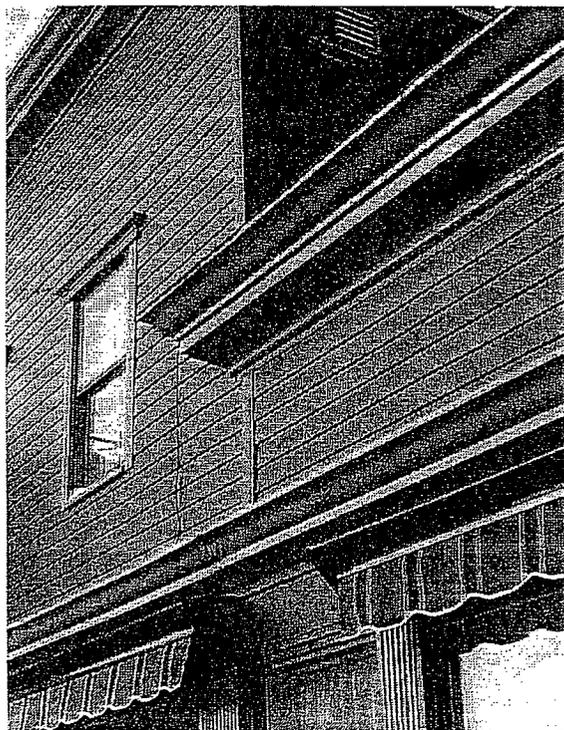
Corner boards and cornice removed.

Replacement siding too wide.





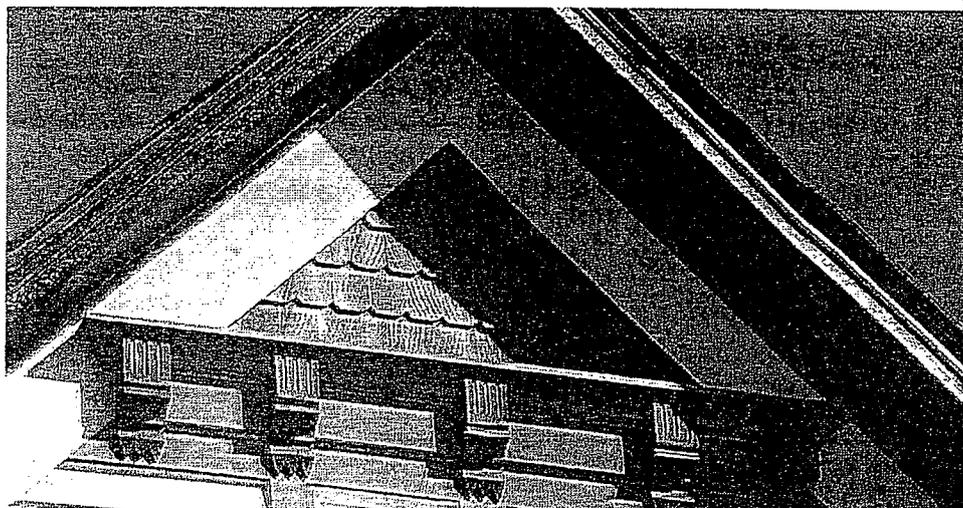
■ *Retain original wood elements whenever possible. Paint exposed wood surfaces to avoid weathering and irreversible damage (see WO 5).*



■ *Here new wood clapboard siding was installed to match the proportion and profile of the original material (see WO 3).*



■ In this gable end, "ghosting" reveals the size and configuration of missing trim pieces that were later reproduced as part of the facade rehabilitation pictured below (see WO 1).



■ Based on analysis of historical photographs and remaining physical evidence, decorative trim, fascia, soffits, and fish scale shingles were installed to replicate original architectural details (see WO 1).

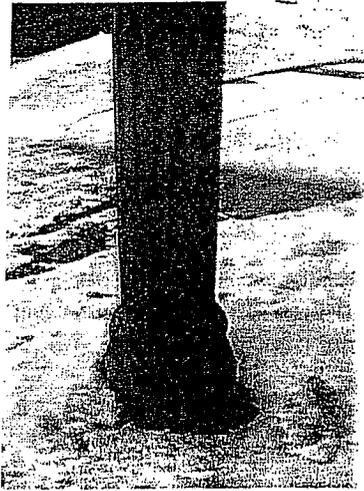
Metal (ME)

Architectural metals include both cast and sheet metals. In the district, cast metal was generally used for storefront columns and display window framing systems. Pressed sheet metal was frequently used to form cornices—at the roofline and storefront levels—and window hood moldings.

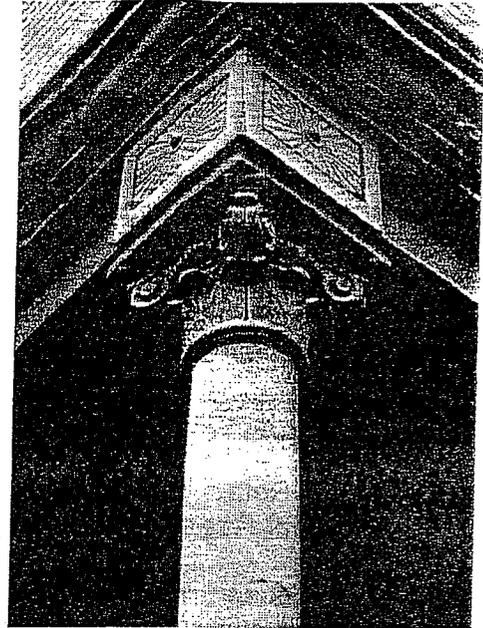
While cast iron pieces are difficult to repair, sheet metal elements can be repaired fairly easily through patching. For those iron-based materials that will rust, regular painting of metal elements is an essential maintenance technique.

Guidelines

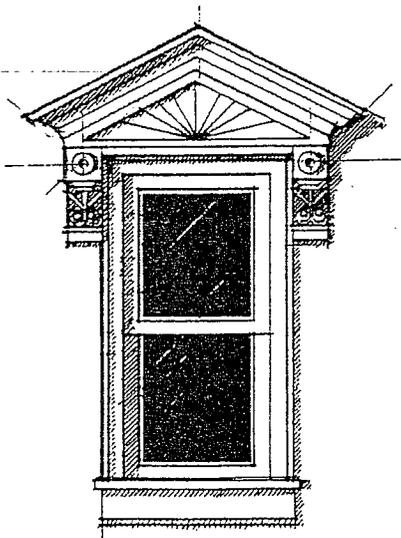
- ME (1) Retain and repair original metal architectural features such as pressed metal cornices, window hoods, and cast iron columns.
- ME (2) Clean metal features only where such cleaning will not damage historic color, texture, or patina. Any cleaning treatment should use the gentlest means possible, using methods that do not abrade the surface.
- ME (3) Do not expose to the elements metal types that require protection. Paint metal types such as cast iron or pressed tin. Do not apply paint or other coatings to metals that were historically meant to be exposed, such as copper.
- ME (4) When replacing missing metal architectural features, consult historical photographs or comparable structures in the district for scale, design, and proportion of new features.



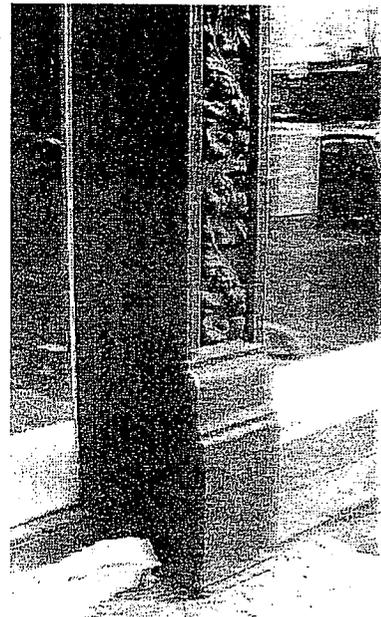
■ *The use of cast iron is common throughout the district. Cast iron requires painting to provide protection from the effects of weather (see ME 3).*



■ *Here a cast iron column supports cast iron lintels at a corner entry.*

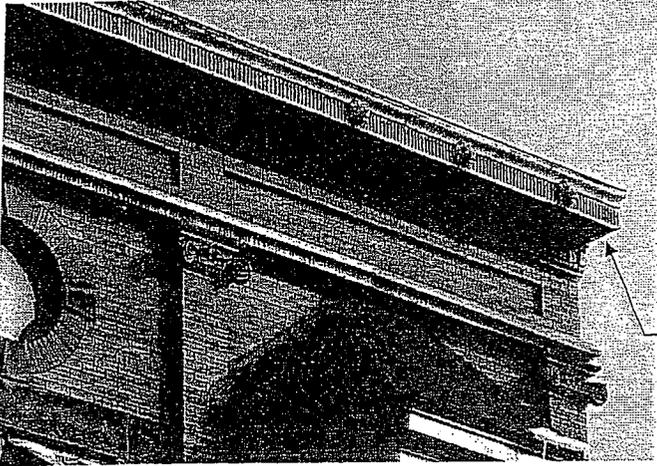


■ *Decorative pressed metal window hoods should be retained and protected from deterioration through proper cleaning and painting, where appropriate (see ME 1, 2).*



■ *Cast iron columns are an important feature of storefront assemblies.*

■ *Copper elements, such as cornices, were typically exposed and should remain unpainted (see ME 3).*

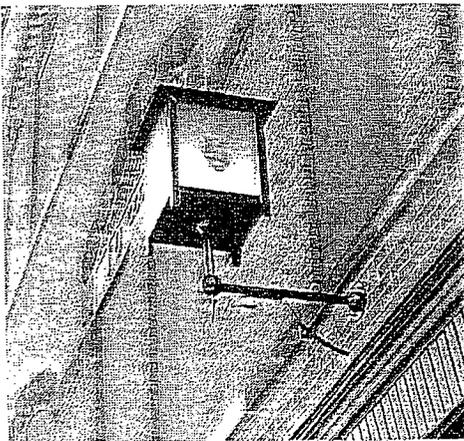
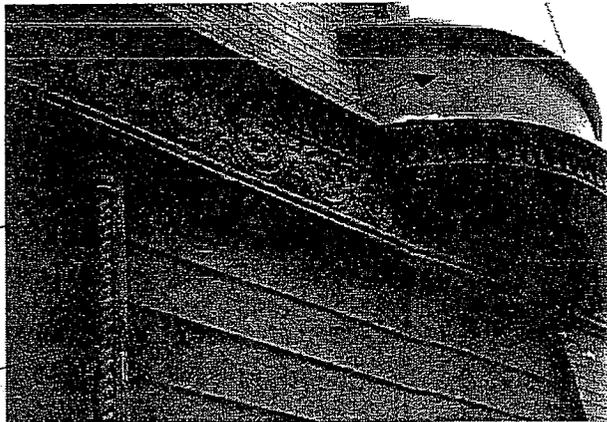


This copper cornice has developed a rich patina and should be preserved without painting.

■ *Pressed galvanized metal requires painting for proper maintenance (see ME 3).*

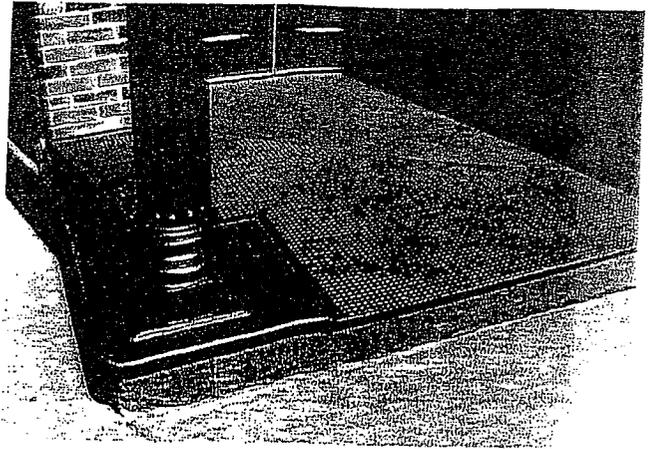
Pressed metal forms the lower cornice and curved bay.

A cast iron colonette supports the cornice.



■ *The design and placement of this new metal lantern was based on historic photographs (see ME 4).*

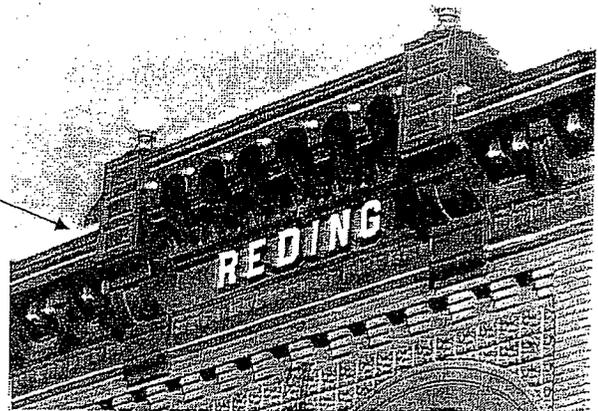
■ *Cast iron platforms are a component of some storefronts in the district and should be primed and painted regularly (see ME 2, 3).*



■ *Metal balconies and metal fire escapes require painting for proper maintenance (see ME 3).*

Metal balconies painted an appropriate dark color.

This galvanized metal cornice has been carefully primed and painted (see ME 3).



DOORS (DO)

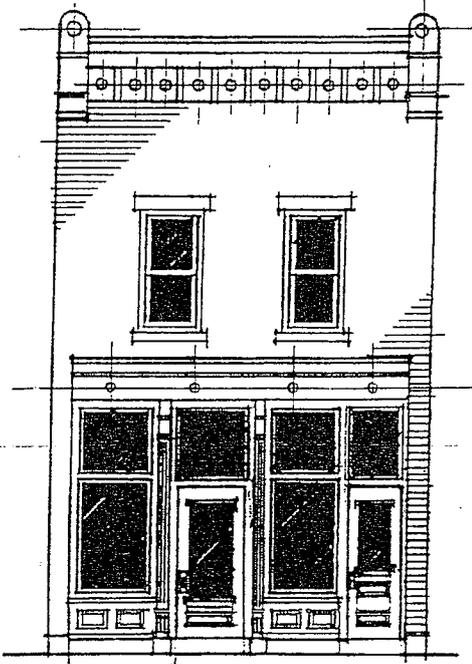
Doors are often a visual focus of commercial and civic buildings; thus, the appearance of an entry can be very important in defining the overall character of a building. As with windows, doors are architectural elements that are frequently subject to replacement—often needlessly, when simple repair can make them sound and functional.

In the district, doors are of two primary types. Historically, storefront doors almost always had full-height panes of glass, while the doors to residential units or offices on a building's upper floors often had half-height glass panels.

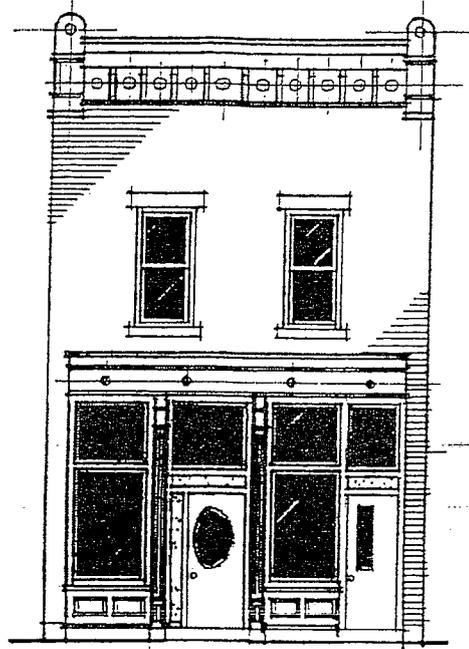
Guidelines

- DO (1) Retain original doors and door hardware whenever possible.
- DO (2) If the replacement of an existing original door is necessary, select a manufactured door or have a new door built with the same design, materials, and proportions as the original.
- DO (3) When no evidence of the original door exists, choose a replacement that is compatible with the proportions, design, and materials of the building. Wood paneled doors with full-height glazing are preferred for storefront door openings. Wood paneled doors with half-height glazing are generally preferred for second floor entrances.
- DO (4) Select replacement door hardware that is consistent with historic hardware in design and finish.
- DO (5) Do not reduce the size or proportions of original door openings to install smaller doors.

Storefront with Original
Doors



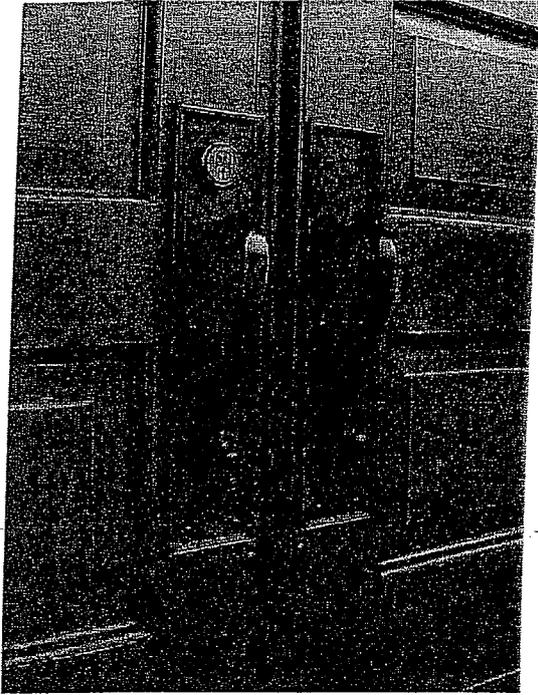
Storefront with Inappropriate
Replacement Doors



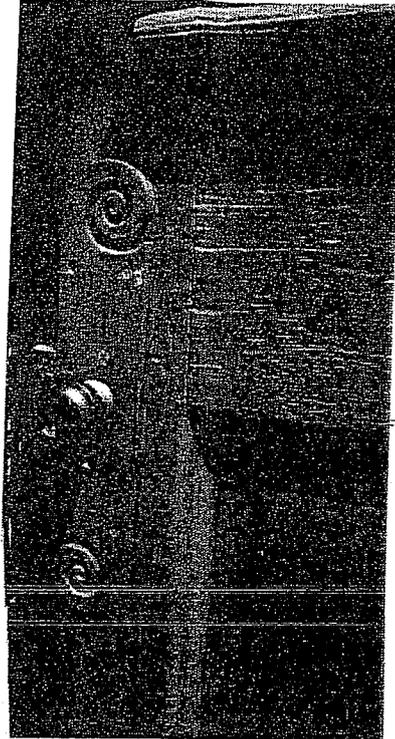
■ Here replacement doors do not match the historic storefront design. In addition, the original openings have been reduced to allow for the installation of smaller doors (see DO 2, 3, 5).



■ The middle door here serves as an entrance to the building's second-floor apartments. Doors to upper level apartments or business offices often differ in design from those associated with first-floor storefronts. Historically, doors to upper floors frequently include several panels and a window in the upper half of the unit.



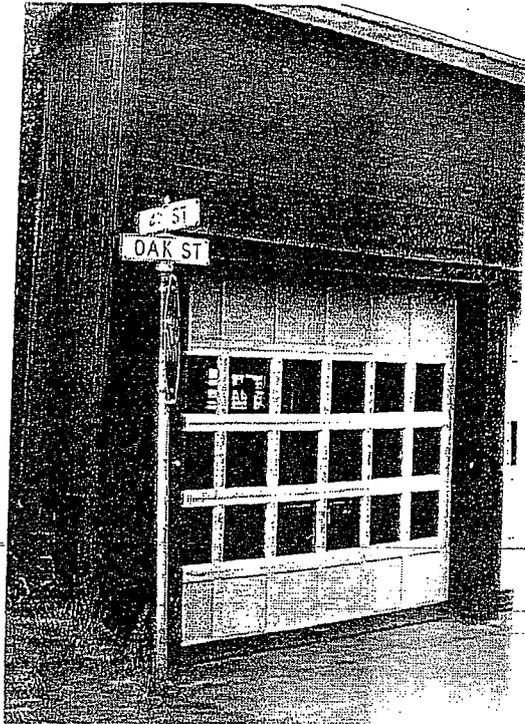
■ Replacement door hardware should replicate the design of the original in size and scale (see DO 4).



■ Hardware (such as knobs, plates, and hinges) represents an important element of the overall door design and should be retained whenever possible (see DO 1).



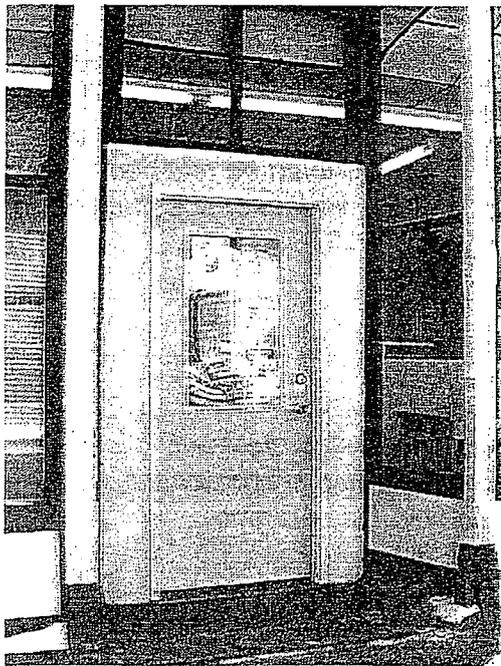
■ Here a new wood door with half-height glazing is appropriate for a second-floor entrance (see DO 3).



■ An overhead door with glazing is appropriate for this garage structure. Where garage-type doors are required, glazed windows in the doors are preferred (see DO 1).



■ This historic wood storefront door with full-height glazing has been retained and reconditioned, a preferred approach when an original door is intact (see DO 1).



■ Here the original storefront door opening was inappropriately altered to accommodate a smaller door. In addition, the half-height glazing is inappropriate for a storefront door (see DO 5).

Windows (WI)

Within the district, most commercial buildings were designed with large, plate glass display windows on the lower story and smaller, double-hung windows above. Upper-story windows often received decorative treatment—original hoods and moldings are still evident on many buildings.

Windows are major design features that frequently have been altered due to the harsh climate of the Copper Country and a lack of maintenance. In a number of cases, window replacement has seriously compromised the historic appearance of buildings within the district.

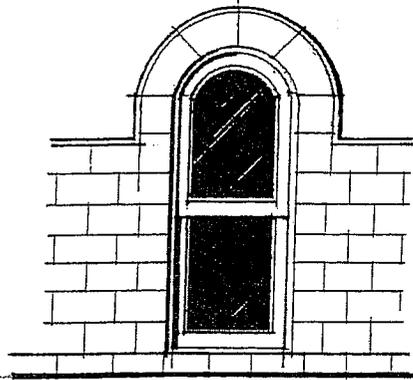
Older windows can often be repaired or retrofitted to match the thermal and operational performance of new windows. However, when replacement windows are needed, new windows are available that replicate the visual qualities of historic windows.

Guidelines

- WI (1) Do not alter original window openings either to block-in a window, or to install a window that is larger or smaller than the original opening.
- WI (2) Any new window openings required by building code should be located, whenever possible, on secondary facades.
- WI (3) Whenever possible, retain and repair existing windows including the window sash, glass, lintels, sills, hoods, and hardware.
- WI (4) Replace deteriorated window parts by duplicating the materials, design, and hardware of the original window, including the molding, casing, trim, and sash.
- WI (5) Retain and repair existing original windows wherever possible. If windows are beyond repair, then replacement windows must match the design, size, proportions, and profile of the existing original windows. Wood replacements are recommended. Metal-clad replacements with a painted finish are acceptable.
- WI (6) Do not install inappropriate new window features such as fixed awnings or imitation shutters that detract from the historic character and appearance of the building.

- WI (7) Use sheets of clear, non-reflective and non-tinted glass when replacement is necessary. Double-paned thermal glass is acceptable.
- WI (8) Do not install new floors or dropped ceilings that block the glazed area of historic windows.
- WI (9) Install storm windows that match the shape of the original window.
- WI (10) Vinyl window replacements are not permissible.
- WI (11) Wood or wood-clad storm windows are preferred. Aluminum combination storm windows are allowed. However, when windows of this type are installed over historic windows, they must be attached within the blindstop of the original window. Unpainted aluminum storm windows are prohibited.

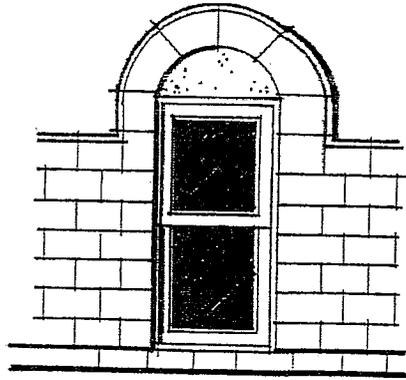
Original Window



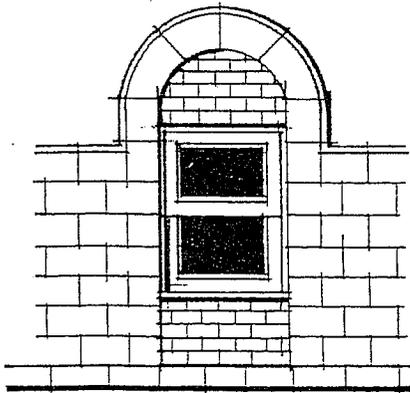
■ *The original window frame and sash fits the arched opening.*

Inappropriate Replacement

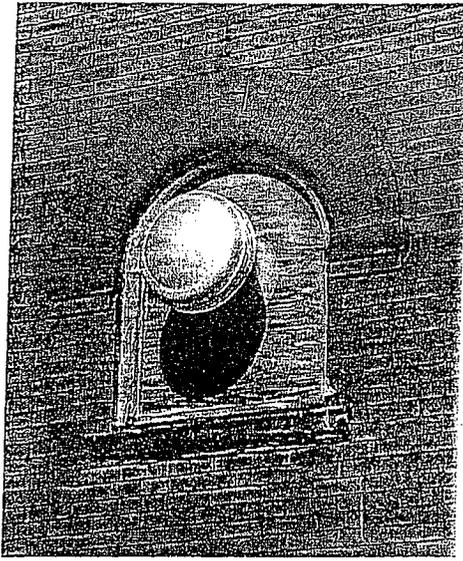
■ *The rectangular shape of the upper replacement sash does not fit the original arched window opening (see WI 5).*



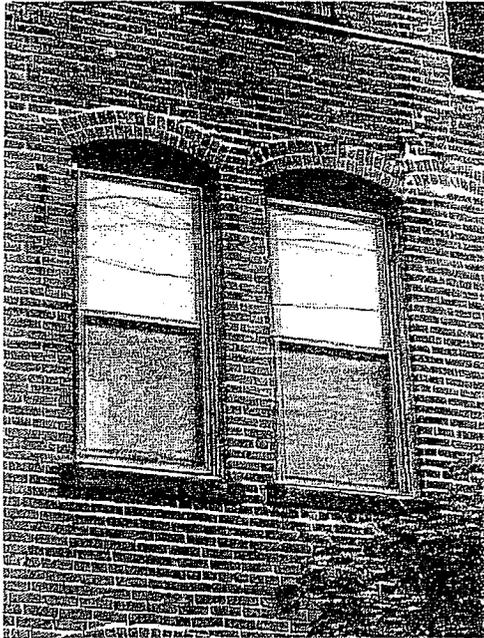
Inappropriate Replacement



■ *The replacement window is too small for the original opening. Do not fill in the original opening to accommodate a smaller-sized window (see WI 1).*



■ *Window openings should not be filled in or converted for other uses where visible from the street (see WI 1).*

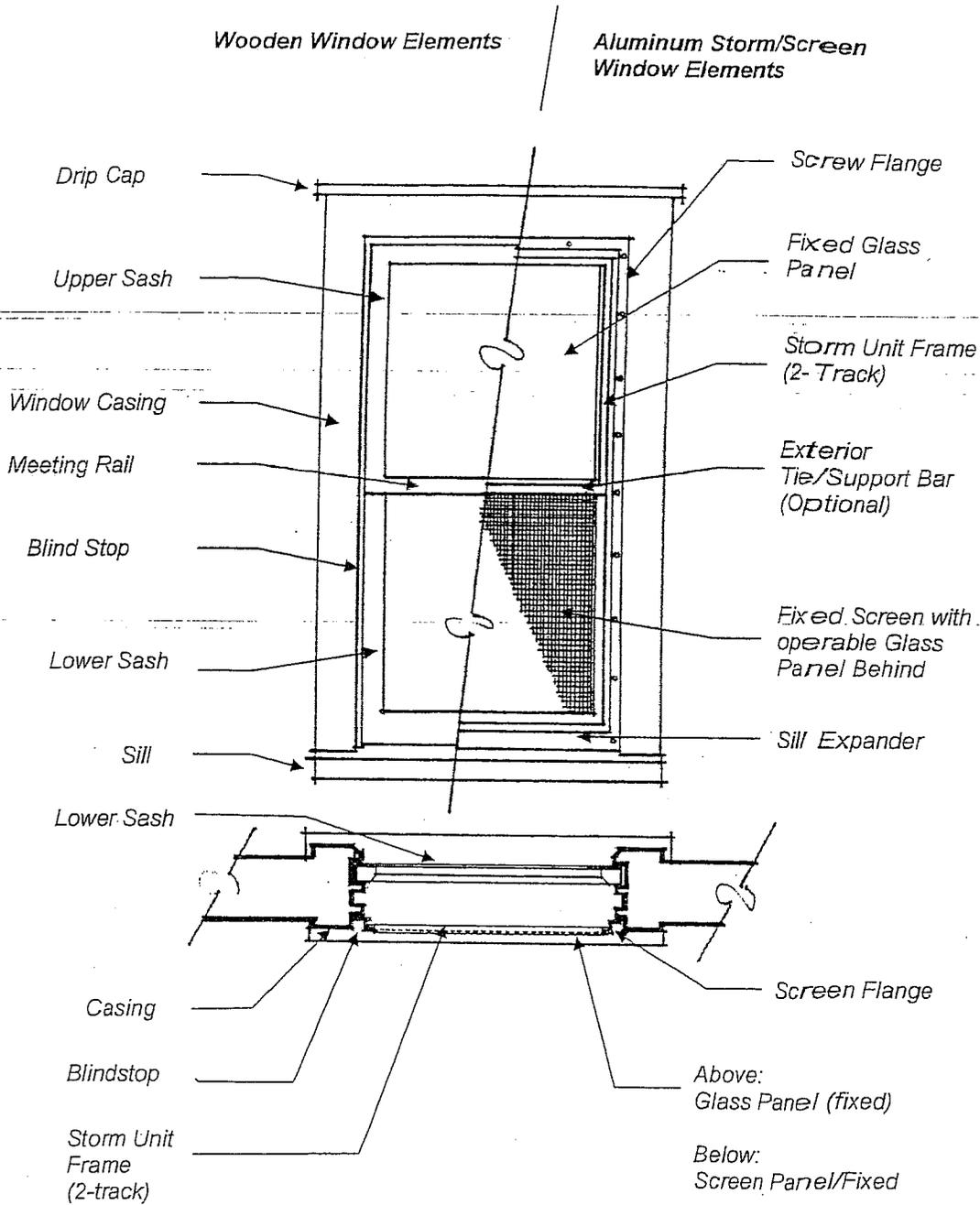


■ *In this example, the window casing was retained and repaired. Sashes that were beyond repair were replaced with new sashes that closely match the original sashes (see WI 5).*



■ *Here window casing and sashes were retained and repaired—the preferred method of window rehabilitation (see WI 3).*

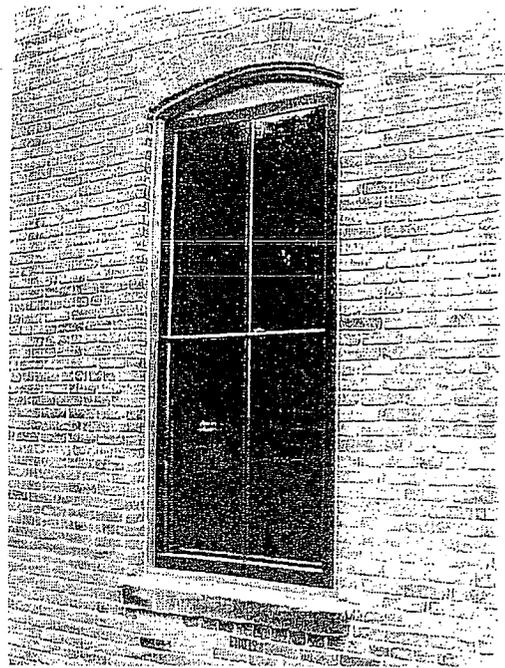
Proper Combination Storm Window Installation
(see WI 11)



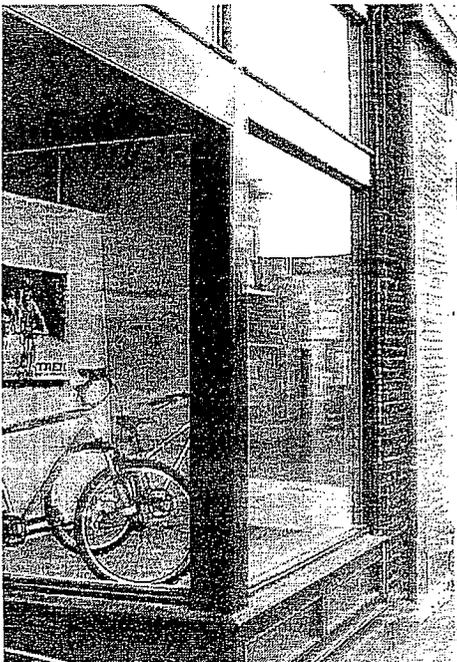
Adapted from Standards and Guidelines for Rehabilitation, Kalamazoo Historic District Commission, City of Kalamazoo



■ Existing second-story bay windows should be retained and repaired.



■ This new wood storm window has been fabricated to match the existing opening (see WI 9).



■ Use non-reflective and un-tinted glass for all glass replacement (see WI 7).

Cornices (CO)

A cornice is the uppermost protective portion of a wall that is often treated in a decorative manner. In addition to a primary cornice crowning the top of a facade, commercial buildings often have a secondary, or storefront, cornice that provides a horizontal division between street-level and upper stories.

In the historic district, brick or stone buildings were usually constructed with pressed metal cornices. Surviving wood structures generally have simpler cornices with fewer decorative details.

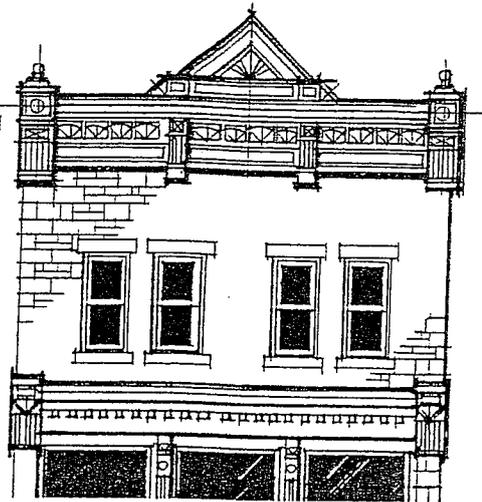
Guidelines

- CO (1) Repair and retain original cornices whenever possible.
- CO (2) If an existing cornice has deteriorated beyond repair and must be replaced, reconstruct the original design as closely as possible.
- CO (3) When reconstructing a cornice that has been previously removed, consult historical photographs or comparable structures in the district for scale, design, and proportion.

■ The individuality of a building is often expressed in its cornice design. Retain and maintain original cornices (see CO 1).

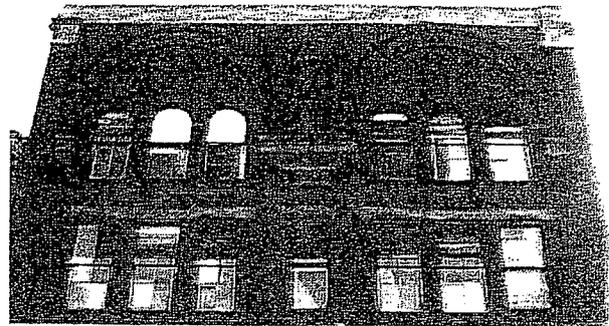
Upper primary cornice

Lower, or storefront, cornice



■ The scale and proportions of this new pressed metal cornice were based on historical photographs (see CO 3).

■ The upper cornice of this building is missing, diminishing its appearance and leaving the top of the facade wall unprotected from the elements. Historic photographs and physical evidence could be used to design an appropriate new replacement (see CO 3).



Roofs (RO)

Most of the district's masonry commercial buildings have roofs that are flat or slightly sloped in profile and are not visible behind parapet walls. Buildings of wood construction frequently have gabled roofs with the end facing the street. Since the surfaces of a gabled roof are visible from the street, replacement roofing for this roof type should be compatible with the original material.

Additional historic roof features present in the district include chimneys, skylights, and roof ventilators. Retaining these existing features is also a preservation goal.

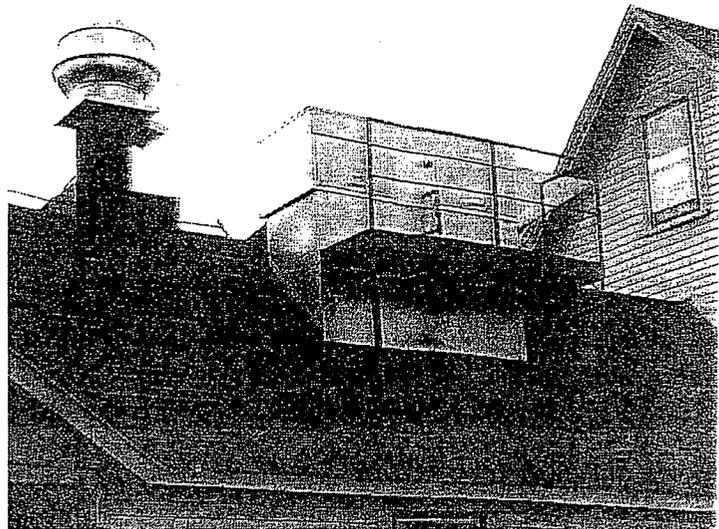
Guidelines:

- RO (1) Do not alter the form of the roof and/or change its character by adding inappropriate features, such as dormers or skylights on a gabled roof.
- RO (2) Replace deteriorated roof coverings that are visible from the street with new roofing that is compatible with historic precedents in the district.
- RO (3) A rubber membrane covering for a flat roof is acceptable. When installing white or light-colored membrane roofing on a flat roof, avoid wrapping the membrane over the top and sides of parapet walls so that the material is visible from the street. Use a dark-colored metal cap, or dark-colored fasteners to secure the membrane.
- RO (4) Take every effort to reduce the visual impact of new roof features such as antennae, satellite transmitters, skylights, and air conditioning units.



■ *Flat or slightly sloped roofs are the most common roof type in the historic district (see RO 2).*

■ *The mechanical equipment installed along the ridge of this gable roof diminishes the historic integrity of the structure. When possible, locate mechanical equipment where it will not be visible from the street (see RO 3).*



Storefronts (ST)

Street-level storefronts play a dominant role in conveying the historic appearance and feeling of Calumet's downtown district. Appropriate storefront design is also key to the success of businesses in the downtown area. The commercial district has a variety of storefronts, but many show a similar arrangement of these standard components: display windows, bulkheads (the area beneath the display window), recessed entry doors, transoms, and cornices.

In converting downtown buildings to new uses, a number of the village's historic commercial storefronts have been closed in, covered over, or greatly altered. A better approach to accommodating a new first-floor use is through a sensitive rehabilitation that retains the storefront's character-defining features. If needed, interior screens, blinds, curtains, or other materials set back from the window can create privacy without removing display windows or other important storefront elements.

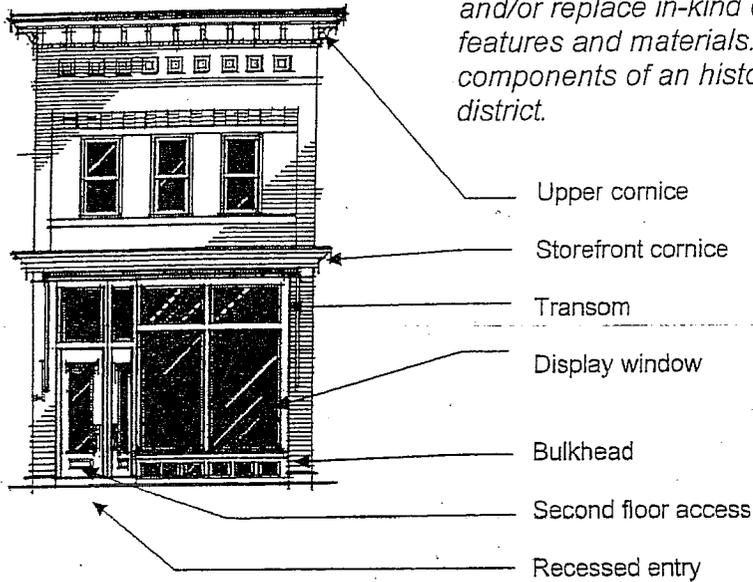
Guidelines

- ST (1) Retain and repair significant historic storefront elements and materials.
- ST (2) Attempt to return the storefront to its historic appearance. Do not add architectural details that were not part of the original design.
- ST (3) Do not block in large display windows or reduce the size of the original window area with smaller, inset windows.
- ST (4) Maintain the commercial character of the storefront, even if its use has changed.
- ST (5) If a new storefront design is required, incorporate traditional storefront components that harmonize with the rest of the building and neighboring structures.
- ST (6) Contain new storefront construction within the first floor or portion of the facade, maintaining the distinct yet visually compatible relationship with the building's upper stories.
- ST (7) When original elements are missing and/or historic materials are deteriorated, the use of comparable substitute materials may be considered. However, the use of extruded aluminum storefront window framing is not preferred.

- ST (8) Retain historic storm enclosures. New enclosures should be constructed of wood and composed primarily of glass. New enclosures must be removable and their design should be based on historic precedents.
- ST (9) Installation of storefront awnings is encouraged. Awnings must be mounted below the storefront cornice and above display and transom windows. Awnings must be retractable and constructed of woven material.

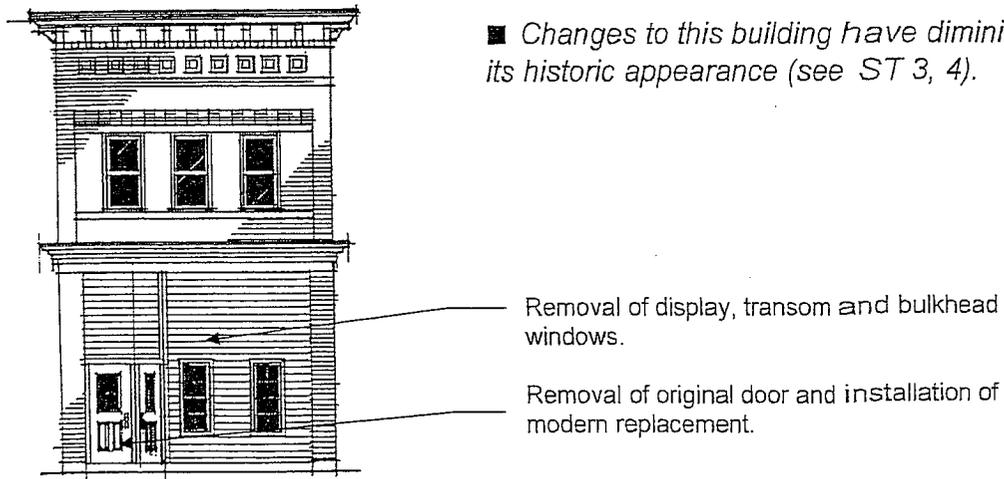
Historic Storefront Design

■ *Rehabilitation work should preserve and/or replace in-kind character-defining features and materials. Following are components of an historic storefront in the district.*

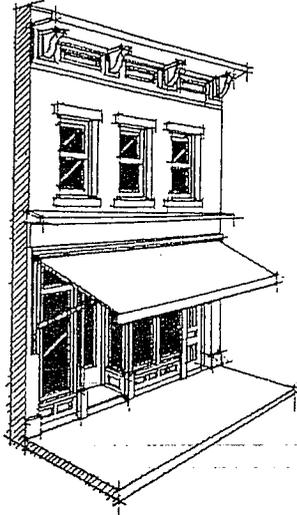


Inappropriate Storefront Modifications

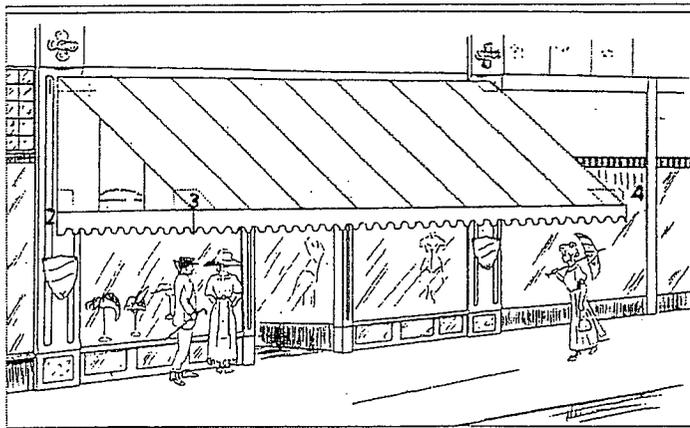
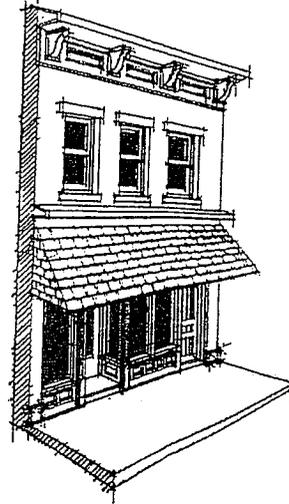
■ *Changes to this building have diminished its historic appearance (see ST 3, 4).*



Approved Retractable
Awning (See ST 9)

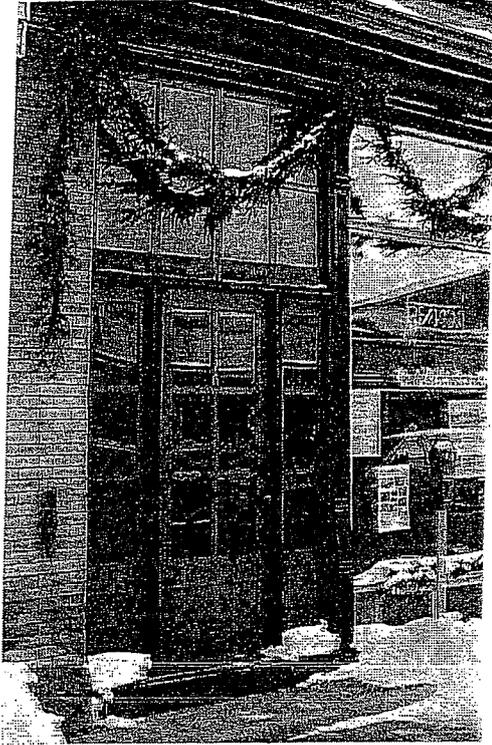


Inappropriate Fixed
Awning (See ST 9)



Keweenaw NHP, Quincy Mining Company Records.

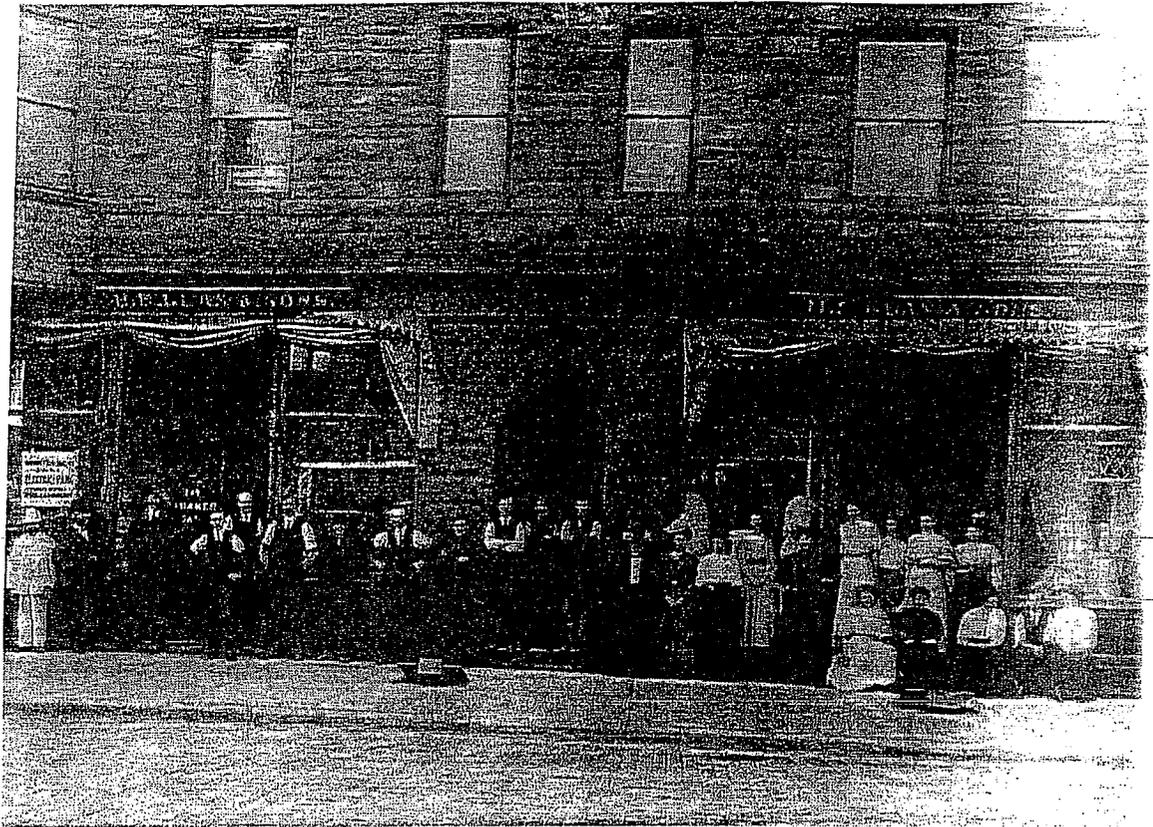
■ *Sheltering pedestrians from the sun and rain, storefront awnings were an important feature of commercial districts in the early 20th century, as seen in this period advertisement for retractable awnings.*



■ Storm enclosures at storefront entrances provide protection from harsh weather. They must be compatible with the design of the storefront and should be removable (see ST 8).



■ This successful rehabilitation incorporates elements of traditional storefront design (see ST 5, 6).



101 Sixth Street, Keweenaw NHP Archives.

■ *The Kinsman Block at 101 Sixth Street, shown in this photo circa 1905, has retained its historical arrangement of two storefronts separated by a second-floor arched entrance in the center of the facade.*

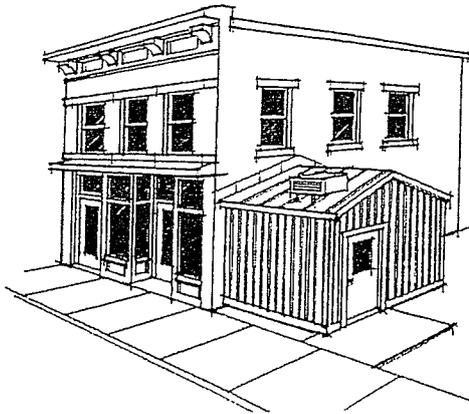
Additions (AD)

When additional space is required in a building, it is possible to design an addition that maintains the structure's historic character. First, however, it should be determined that an addition is definitely needed—that extra space cannot be gained through a reorganization of the interior.

In designing additions, make certain that the original historic structure remains the primary building block with the addition seen as a subordinate component. A passerby on the street should be able to determine where the original structure ends and where the addition begins. The goal is to make the addition compatible with the original building but identifiable as new construction. This can be achieved by using similar materials, design elements, and proportions.

Guidelines

- AD (1) Make it visibly clear that the addition is a secondary component. The existing building must remain dominant.
- AD (2) If the proposed addition cannot be located at the rear of the building and/or is large in relation to the original structure, the addition should conform to the guidelines for new construction.
- AD (3) Building additions should be compatible with the size, scale, material, and character of the original building.
- AD (4) Do not use decorative architectural details and ornamentation that borrow from historical periods not represented in the district, such as "gingerbread" spindles or exterior window shutters.
- AD (5) Wherever possible, new additions or alterations to structures should be constructed in such a manner that, if removed in the future, the form and historical integrity of the structure would be unimpaired.

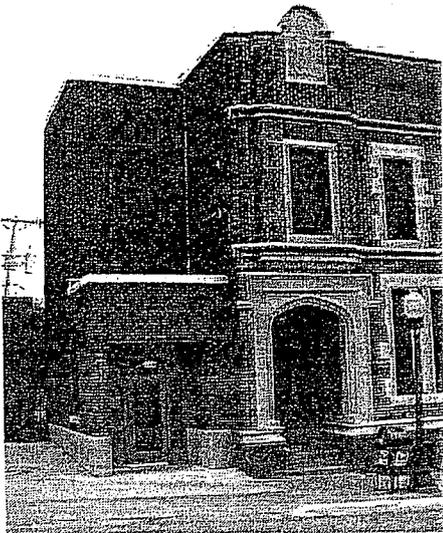
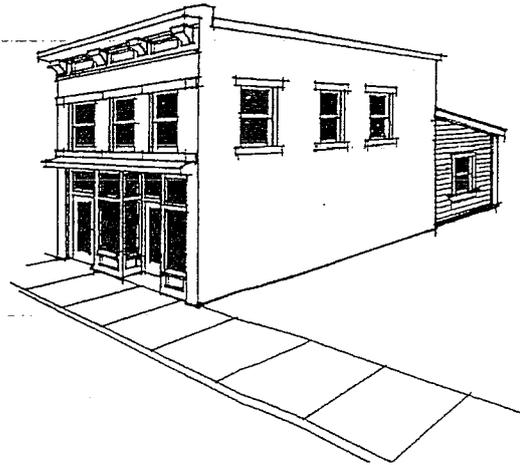


Inappropriate New Addition

■ *This new addition—attached to the side wall of the existing historic building—does not relate well to the design character of the district. It differs in materials, scale, and roof type, and presents a blank wall to passers-by on the sidewalk and street.*

Appropriate New Addition

■ *As seen from the street and sidewalk, the visual impact of this new addition is reduced by situating it to the rear of the existing historic building. The new construction features elements typical of early additions found in the district including lap siding and a shed roof (see AD 1, 2, 3).*



Appropriate New Addition

■ *The alteration of this building to accommodate an elevator was handled appropriately. The new addition does not exactly replicate the design features of the original building, but is similar in materials and scale (see AD 1, 2, 3, 5).*

New Construction (NC)

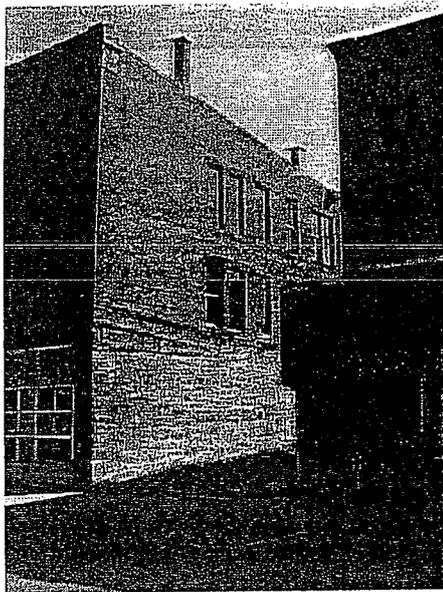
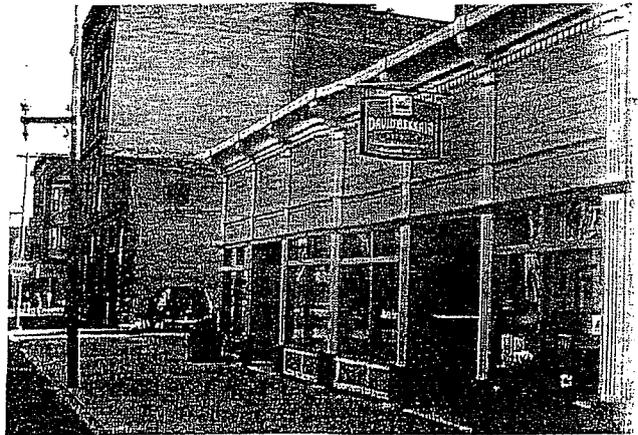
Loss of historic buildings due to demolition and fire has opened a number of vacant lots within downtown Calumet. New infill construction on these parcels if sensitively designed will complement and enhance the visual qualities of the district.

New buildings constructed on open lots should be compatible with neighboring historic buildings and with the general character of the civic and commercial district. In the downtown, individual structures form a continuous row of facades that define the street. Any new building should fit into this framework and be particularly sensitive to the design qualities of adjacent buildings.

Guidelines

- NC (1) Make certain that the intended use and design of the proposed building meets all applicable regulations, including the *Village of Calumet Zoning Ordinance*.
- NC (2) Design new construction to be compatible with adjacent historic buildings maintaining consistency in size, proportion, and building materials.
- NC (3) Do not introduce historical architectural styles not found in the district. New designs based on, or inspired by, the architectural styles present in the district are encouraged.
- NC (4) Do not add features that might appear historic but were never found on buildings within the district including, for example, applied ornamental shutters and small-paned windows.

■ *This new building compliments the character of neighboring buildings while adding to the commercial vitality of downtown Calumet (see NC 2).*



■ *Calumet's commercial district has a number of vacant lots that would be suitable for appropriate infill construction.*

■ *While the new infill building is shorter in size than its next-door neighbor, other important design characteristics—including the flat roof, three-part storefront, and shaped cornice—are compatible with historic building patterns in the area (see NC 2).*



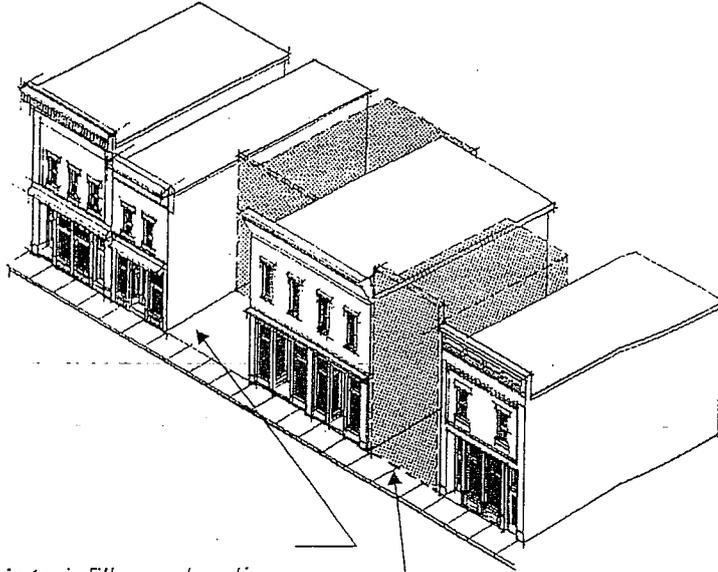
Site Planning (NSP)

The term "site planning" refers to the location and arrangement of a building on its associated property, or lot. Historically, within the downtown district, buildings align along the street edge of their lots, covering the entire front area of the parcel. This arrangement—with buildings adjacent to public sidewalks and parking along the street—retains the district's pedestrian orientation.

Guidelines

- NSP (1) A new building should fill the width of its parcel.
- NSP (2) Maintain the line of storefronts at the sidewalk edge by locating the front facades of new construction in the same vertical plane as the facades of adjacent buildings.
- NSP (3) Locate parking areas and loading docks to the rear of properties. Do not locate parking areas in the front area of the lot. Reserve street frontage for building facades.

■ *New construction should be built to fit the width of the parcel extended to the sidewalk edge to align with existing buildings (see NSP 1, 2, 3).*



***Inappropriate** infill construction is shown situated at the back of its parcel. In this position the continuous wall of storefronts is broken and the building is removed from the direct path of pedestrians on the sidewalk.*

***Appropriate** new construction meets the sidewalk at the front lot line and extends across the entire front width of the lot. New construction is not required to extend back to the rear lot line.*



■ *Since buildings are not required to extend to the rear lot line, space for parking and loading docks can be made behind the building, with access via the public alley (see NSP 3).*

Building Scale (NBS)

Calumet's downtown is composed of buildings ranging from one to four stories in height. The height of new construction must attempt to correspond with neighboring buildings. The overall size, or mass, of a new building must conform to the pedestrian orientation and sense of scale that is a defining feature of the district.

The apparent bulk of a large new building can be reduced through the use of design elements that visually break up large wall expanses. Such elements based on historic precedents in the district could include: vertical columns, arches, cornices, and changes in color or materials to break up large wall expanses.

Guidelines:

- NBS (1) Design buildings to be compatible in height and massing with their historic neighbors.
- NBS (2) Break large building forms into the smaller, varied masses that typically compose the streetscape pattern found in the district.
- NBS (3) Repeat the established rhythm of building widths in the block and minimize long expanses of unbroken horizontal building elements.
- NBS (4) Avoid low horizontal building masses.



Inappropriate infill

■ *The small scale of the new construction on this block breaks up the wall-like effect of continuous facades established by the existing buildings. Also, the new building's roof shape, door and window types, and siding material do not harmonize with the character of the adjacent historic buildings. (See NBS 1).*



Appropriate infill

■ *Although the new building is shorter in height than adjacent existing buildings, overall, it is compatible in mass and scale, reinforcing the continuous wall of building facades and preserving the historic character of the block (see NSB 1).*

Facade Design (NFD)

The organization of a new building's architectural elements—windows, doors, and storefronts, for example—should be compatible with the design of nearby historic buildings.

Appropriate design features and details such as trim moldings, doors and windows, hardware, and light fixtures will enhance the compatibility of a new building with its older neighbors in the district.

Guidelines

- NFD (1) Maintain the visual distinction between upper and lower floors.
- NFD (2) Reinforce the established pattern of upper-story windows. Use windows that are similarly proportioned windows to those in historic adjacent buildings.
- NFD (3) Reinforce horizontal facade elements present in the block such as windowsills, window headers, and cornices.
- NFD (4) Align cornices, upper story windows, and storefront windows with adjacent buildings.
- NFD (5) Maintain historic patterns of door proportion and placement.
- NFD (6) New commercial construction must incorporate elements of historic storefront design with an emphasis on pedestrian orientation. Traditional storefront features include: a recessed entry, bulkhead construction, and display and transom windows.
- NFD (7) Use details and features such as doors, hardware, moldings and trim, and light fixtures that are compatible with the proportion and materials of those found on nearby historic buildings.



■ *Historic commercial buildings in the district show a strong visual distinction between the ground floor and upper stories. New construction should maintain that distinction, and also keep to the proportions and spacing patterns set by existing cornices, doors, and windows (see NFD 1-6).*



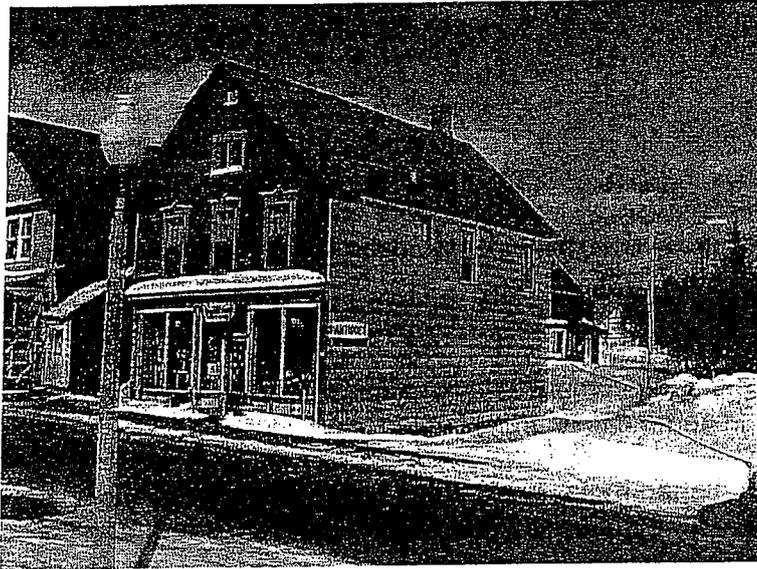
Appropriate infill design

Roofs (NR)

In designing a roof for a new building, follow historic precedents established in the district. Most roofs within the district are either flat or gabled with the gable end facing the street. Near existing historic buildings with gabled roofs, make certain that a new roof is comparable in pitch, gable orientation, and surface appearance. Where the predominant form is flat, flat roofs are preferred.

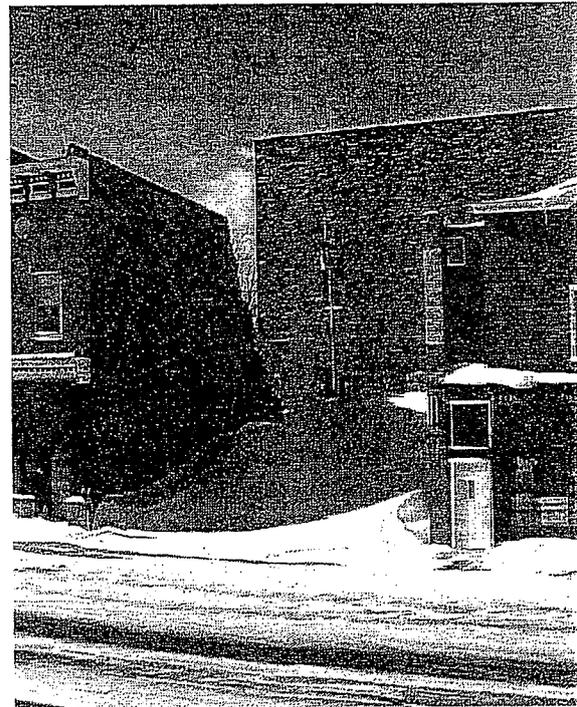
Guidelines:

- NR (1) Design roofs to be compatible with adjacent roofs that may either be flat, or in some cases, front-gabled.
- NR (2) In general, hipped roofs, side-gabled, and mansard roofs are not compatible with the predominant historic roof forms found in the district.
- NR (3) Where visible, new roof materials must be compatible with historic roofing materials present in the district. Ribbed metal roofing is not considered appropriate.
- NR (4) Wherever possible, install modern roof accessories, such as ventilators, mechanical equipment, and satellite dishes in locations where they are not visible from the street.



■ A new building with a front-gabled roof would be appropriate on the lot adjacent to this gabled-roof building (see NR 1).

■ On this lot, an infill building with a flat roof would best complement the existing buildings on this commercial block (see NR 1).



Exterior Materials (NEM)

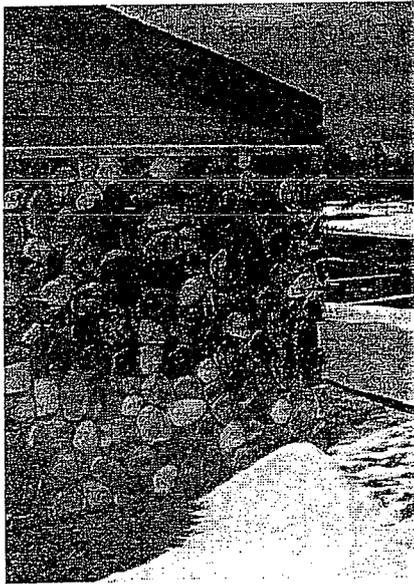
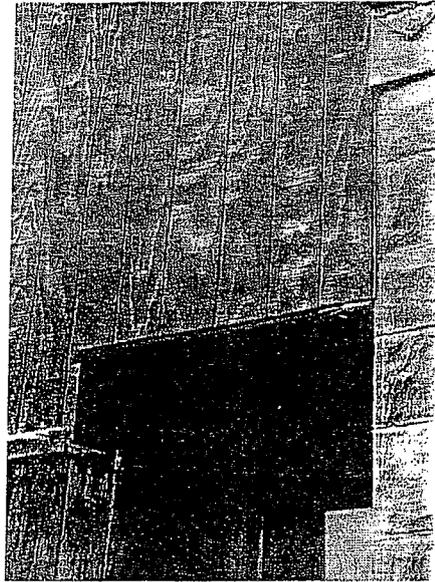
Architects and builders working during the district's historic period employed a rather limited range of exterior materials. Some of these materials—such as locally-quarried sandstone or cast iron—are either no longer available or prohibitively expensive.

While wood, brick, and certain architectural metals are still readily available and are encouraged as materials for new construction, some new building products can be successfully substituted for historic materials. However, other new materials are inappropriate and may diminish the district's overall historic appearance.

Guidelines

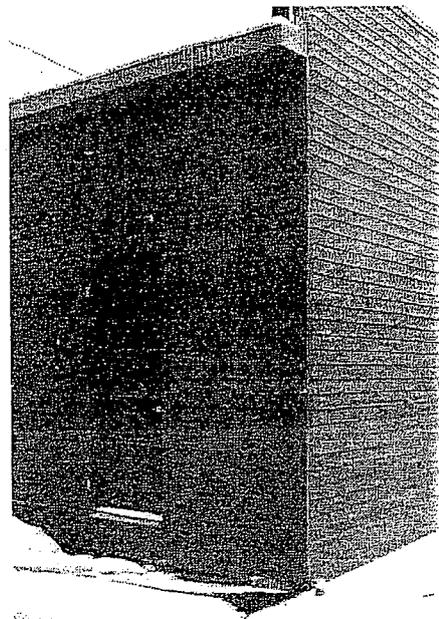
- NEM (1) Use exterior wall and trim materials that are similar to those of neighboring historic buildings. Some newer materials—including cement fiberboard siding and fiberglass for trim moldings—may be allowed depending on their application.
- NEM (2) The Historic District Commission requires a review of newly developed building products and their methods of installation.
- NEM (3) Construction materials that are not permitted include: prefabricated brick panels; vinyl siding; cultured fieldstone; ribbed metal panels; and T-111.

■ A contemporary product, T-111 siding has been used in the district to replace or conceal original building material, as shown on this historic building facade. Installation of T-111 is not permitted in the district.



■ Although some building foundations in the district were constructed of randomly laid mine rock, fieldstone masonry was not historically used. The cultured fieldstone shown here is not compatible with the district's historic character.

■ A successful application of fiber cement board siding is shown on the side and rear elevation of this commercial building. Smooth-faced fiber cement board is preferred because it more closely replicates the appearance and texture of historic wood clapboard siding.

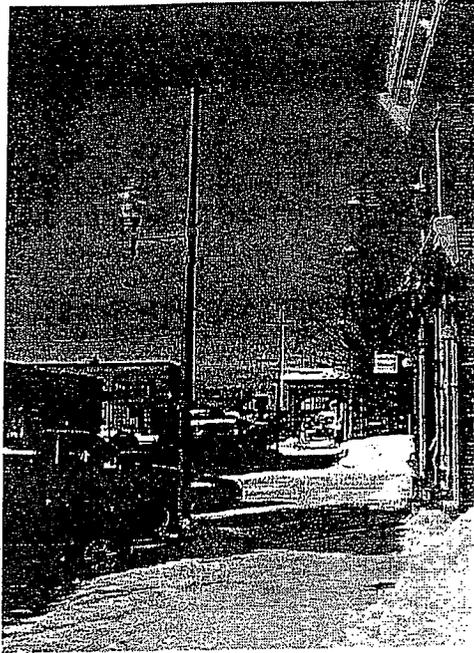


Streetscape Features (SF)

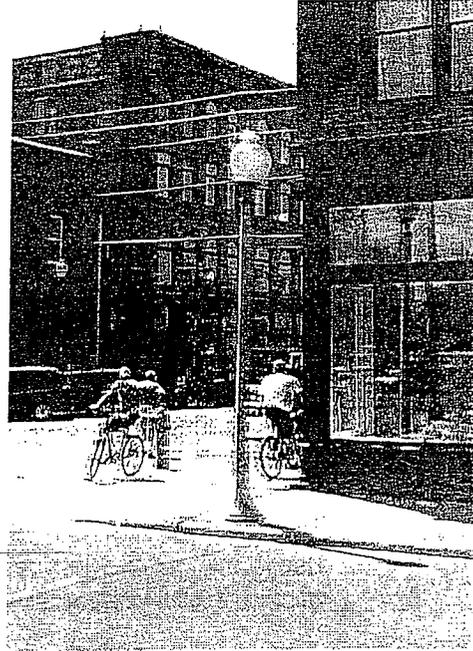
Buildings are not the only components of Calumet's downtown district. Features such as paving materials, fences, and streetlights also contribute to the historic qualities of the area. Temporary structures, such as performance platforms and works of art, are not subject to regulation.

Guidelines:

- SS (1) Maintain original curbing and sidewalks whenever feasible. Replacement concrete should blend with existing in color and texture.
- SS (2) Retain historic street paving materials when possible. Otherwise, use paving materials that are compatible with the district's architectural character.
- SS (3) Retain historic fixtures, such as streetlights. If new fixtures are required, their design should be based on historic precedent in the district.
- SS (4) Design fencing to be compatible with historic precedent in material, height, and detail.
- SS (5) Placement and selection of permanent plantings such as trees and shrubs should be based on historic precedent in the district.

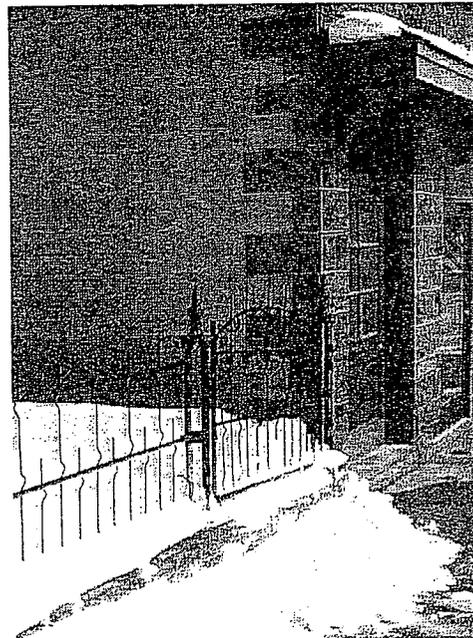


■ *These replacement streetlights on Sixth Street were designed and fabricated to match closely those installed in the district circa 1920.*



■ *This new streetlight closely matches the existing fixtures that were first installed on Fifth Street circa 1930 (see SS 3).*

■ *Fencing was not extensive in Calumet's commercial district at its peak period of development, since buildings were sited on the front of lots and undeveloped parcels were rare. New fencing should be compatible with historic fence types in materials, height, and detail (see SS 5).*



Signage (SG)

Whether extending from a building elevation, mounted on a building facade, painted on a window, or incorporated into an awning, signs greatly impact the visual environment of a commercial area.

The Village of Calumet includes sign regulations in its zoning ordinance. Before installing a new sign, a building owner must show that the sign complies with these regulations. Since the regulations focus primarily on size and safety issues, additional signage guidelines dealing with the sign's placement and design qualities are needed to protect and enhance the character of the downtown district.

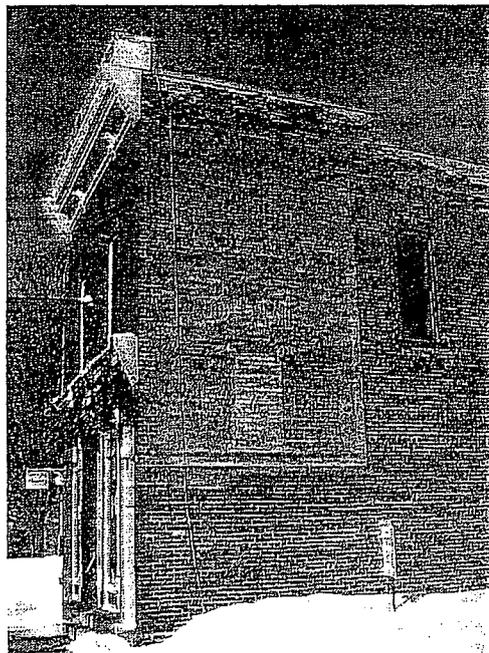
A property's allowable sign area, established by the Village Zoning Ordinance, may be distributed among several signs located on the storefront.

Guidelines:

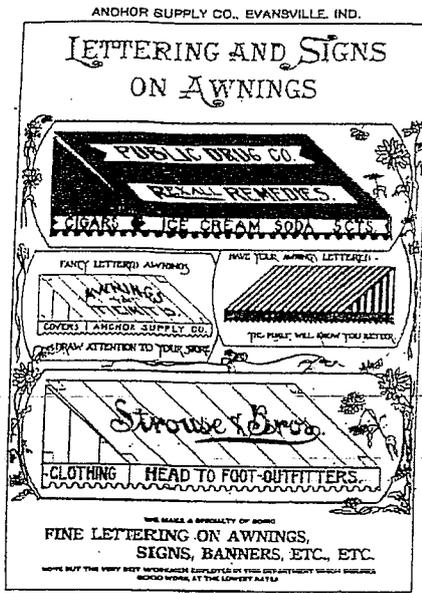
- SG (1) Signs must be integrated into the architectural design of the building and must not obscure significant architectural features.
- SG (2) Do not install internally lit signs or awnings on the exterior of the structure.
- SG (3) Design signs to be compatible with the historic character of the district. Lettering styles, graphic elements, and sign configuration should complement the district's visual qualities.
- SG (4) Design, proportion, and install window signs so that they do not obscure display areas. Retractable awnings provide opportunities for additional signage.
- SG (5) Appropriately designed and located neon signs can be compatible with the historic character of the district.
- SG (6) Sensitive restoration of existing painted wall graphics is permitted.



■ The proportions, graphic style, and placement of this new sign complement the building's visual qualities and the district's historic appearance (see SG 1, 3).



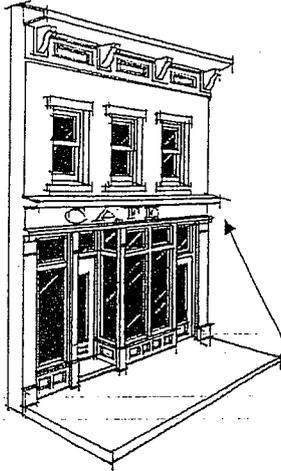
■ A number of buildings in the downtown district have retained ghosts of painted signs on their side walls. The presence of these messages from the past adds to the authentic historic feeling of the commercial district (see SG 7).



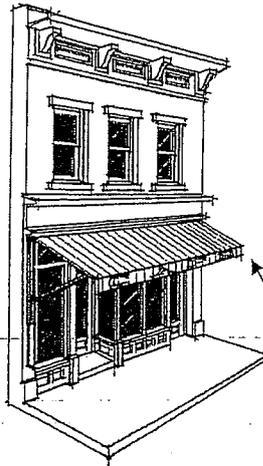
Keweenaw NHP Archives, Quincy Mining Company Records.

■ Historically, many different sign types were displayed in the district. This period advertisement shows the popularity of signs on awnings.

■ Shown here are three different acceptable approaches to signage:
Each example shows how signage can be both functional and decorative
without compromising the design qualities of the original building (see SG 4).



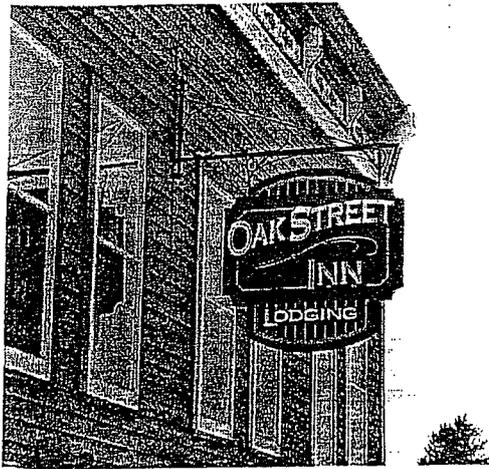
A painted sign installed flush with a building's lower cornice.



Lettering printed on a retractable fabric awning.

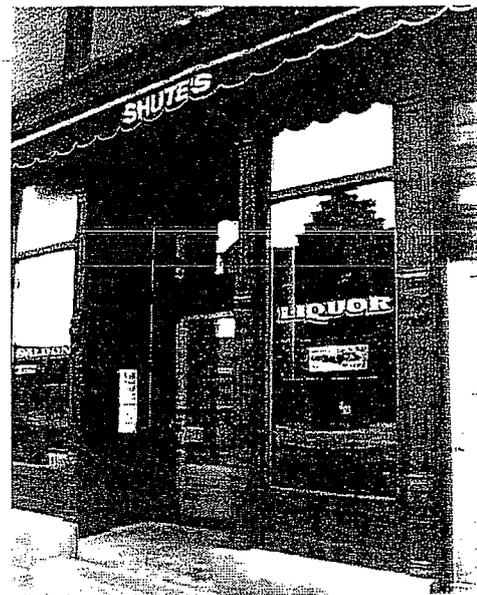


An externally lit sign hung on a bracket that is perpendicular to the building's facade.



■ This painted sign and its decorative bracket enhance the historic character of the building (see SG 1).

■ This storefront shows both an awning sign and lettering painted on a front window. The painted sign occupies a small area of the display window and does not block a view to the interior (see SG 5).



■ The lettering style, scale, and placement of this sign is appropriate both to the building and the district. Painted on the display window, the sign attracts attention to the building, and directs interest to the interior without obscuring the view (see SG 5).

Appendix

Glossary

- appropriate:** Suitable or compatible; in reference to alterations or additions to a historic building or an historic district.
- awning:** A covering or housing above a door or window to provide shelter and/or a decorative element. Awnings in the commercial district are typically a retractable canvas-type mounted over the storefront.
- baluster:** A vertical support post for a railing.
- balustrade:** An entire railing system, as along the edge of a porch, balcony, or roof deck. Includes a top rail and balusters.
- bargeboard:** Ornamental trim piece along a roof at the gable.
- bay window:** A window or series of windows that protrude from a wall, usually segmental, semicircular, or square-sided in plan; typically one story in height, although sometimes higher.
- bracket:** A projecting member, often decorative, that supports an overhanging element such as a cornice.
- bulk:** The size of a building, measured not only by its volume, but also by the magnitude of its external dimensions; in a design context, the apparent size of a building from different viewing points.
- bulkhead:** The area below the display window in a commercial storefront.
- capital:** The top part or head of a column.
- casement window:** A window that swings inward or outward on side hinges.
- casing:** The exposed framework or trim around a wall opening.
- cast iron:** Iron formed into building products, such as posts, through a molding process.

clapboard:	One of several forms of beveled siding, thin at the top and thicker at the lower edge. Also called bevel siding or lap siding.
classical:	An approach to design based on the forms and principles of ancient Greek and Roman art.
column:	A vertical support member, usually with ornamentation or stylistic treatment; it may be fluted or smooth.
compatible:	Suitable or harmonious; in reference to alterations or additions to an historic building or an historic district.
corbel:	A bracket or support produced by courses of wood or masonry extending in successive stages from a wall surface.
cornerboard:	A vertical, flat, wood element, sometimes with beading or other ornamentation, used to cover or abut siding at a frame building's corners.
cornice:	The projecting uppermost portion of a wall often treated in a decorative manner with brackets or other ornamentation.
dentil:	One of a row of small, tooth-like blocks used as a part of the ornamentation in a frieze or cornice.
dormer:	An upward projection in a roof surface, usually gabled and containing one or more windows.
double-hung window:	A window with two balanced sashes, each sliding vertically over the other so that either the upper or the lower portion of the window can be left open.
eave:	The lower part of the roof that projects beyond the wall.
elevation:	The perpendicular view of the side of a building.
facade:	The face or main elevation of a building.
fascia:	A flat, horizontal, wood member covering the ends of roof rafters or placed in a cornice area.
fenestration:	The arrangement of windows.

flashing:	Sheet metal used to keep water from penetrating the joint between a roof and a projection or interruption such as a chimney or change in pitch.
foundation:	The part of a structure that is in direct contact with the ground and serves to transmit the load of the structure to the earth; typically of masonry construction.
frame building:	A type of building construction in which the loads are carried to the ground through a wood structural framework rather than through load-bearing walls.
gable:	The vertical surface on a building usually adjoining a pitched roof, commonly at its end and triangular-shaped.
hood molding:	The projecting element placed over a window; it may extend down the sides of the window as well as over the top.
infill:	New construction on a vacant lot; within a dense, built-up area.
integrity:	Authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic period.
Italianate:	An architectural style based on Italian buildings of the 16 th and 17 th centuries, popular in the U.S. in the 19 th century.
joist:	Horizontal framing members that run parallel to each other from wall to wall. Joists can support a floor or a ceiling.
load-bearing wall:	A wall capable of supporting a structural load in addition to its own weight.
lights:	Openings between the mullions of a window, usually glazed.
lintel:	A horizontal structural support that spans an opening, such as over a door or window.
mansard:	A hipped roof that is double-pitched on all four sides, the lower slope being much steeper.
masonry:	Construction using brick, stone, or other similar materials bonded together by mortar.

massing:	A composition of several masses combined to create a building volume; the organization of the shape of a building.
molding:	A decorative band or strip of material with a profile. Generally used on cornices and as trim around window and door openings.
mortar:	A mixture of cement-type materials with water and sand to bond brick and stone.
mullion:	A vertical divider between adjacent doors or window units.
muntin:	A framing bar or strip (horizontal, vertical, or slanted) that holds individual panes in a window sash.
ornamentation:	Architectural elements not necessary for structural or practical purposes which are added to provide visual variety and interest to a design.
parapet:	The portion of an exterior wall that rises above the roof. Usually in the form of a low wall, a parapet may be shaped, stepped or plain.
pediment:	The triangular space formed by the two slopes of a gable roof. Also, a triangular cap used over a door or window.
pier:	A column, masonry support, or other structural member used to support a structural load, generally represented as a integral thickened section of a wall; usually set at intervals along the wall.
pilaster:	An engaged or attached column or pillar on the wall of a building. Like a column, it may have a base and a capital and may be smooth or fluted, sometimes to provide added strength and sometimes merely for ornamentation.
pillar:	Any vertical structural member that is capable of providing major vertical support; such as a column, post, or pilaster.
post:	A strong, stiff, vertical structural member or column, usually of wood, stone, or metal, capable of supporting a framing member of the structure above it. Typically smaller than a pillar, posts may be round as in turned posts.
prism glass:	Small panes of glass usually set in a metal framework in the transom over a storefront; the glass is molded in a special pattern that projects daylight into the building's interior.

- projecting sign:** A sign, other than a wall sign, which is affixed to a building and which extends in a perpendicular manner from the building wall, often suspended from a metal bracket.
- proportion:** The relation of one part to another or the whole with respect to magnitude, quantity, or degree.
- quoins:** Bricks or stones laid in alternating directions to form the exterior corner of a building.
- rehabilitation:** The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those features of the property which are significant to its historic, architectural, and cultural values.
- Renaissance Revival:** An architectural style that makes use of elements developed in 15th century Italy.
- retrofit:** To furnish with new materials, components, or equipment not available at the time of construction.
- Richardsonian Romanesque:** A building style practiced by American architect Henry Hobson Richardson and his followers in the late 19th century.
- sash:** The framework of a window that supports the glass; if the sash is multi-paned, muntins provide support for the individual panes. The sash may be fixed, sliding, hinged, or pivoted.
- sheet metal:** A thin metal product that is often embossed in a decorative pattern.
- sign:** The use of any words, numerals, pictures, figures, graphic elements, or trademarks by which anything is made visible to the general public, and used to advertise an individual, firm, profession or business.
- sill:** The lowest horizontal structural member. A foundation sill rests directly on the foundation. A windowsill is the lowest member of a window opening. Floor joists rest on a sill plate.

- soffit:** The downward-facing or underside of a projecting element such as an eave or cornice.
- transom:** A glass panel, either fixed or moveable, placed over a door or window to provide additional natural light to the interior.
- vernacular:** Architecture that draws on common traditional forms and materials. Vernacular architecture is usually functional, modest, and unpretentious, and often a mixture of several architectural styles.
- window sign:** A sign affixed to, or inside of, a window in view of the general public.

Selected Sources for Further Information

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Calumet, Michigan, Village Centennial Committee. "Village of Calumet, Michigan, 1875-1975, Souvenir Centennial Book." Calumet: Village of Calumet, 1975.

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Information on Historic Rehabilitation Available at the Calumet Public Library, Main Street Calumet Collection:

Harris, Cyril M. *American Architecture: An Illustrated Encyclopedia*. New York: W.W. Norton & Company, Inc., 1988.

Jakubovich, Paul J. and Les Vollmert. *Good for Business: A Guide to Rehabilitating the Exteriors of Older Commercial Buildings*. Milwaukee: Department of City Development, 1995.

Poppeliers, John C., S. Allen Chambers, and Nancy B. Schwartz. *What Style Is It?* New York: John Wiley & Sons, 1983.

McAlester, Virginia and Lee McAlester. *A Field Guide to American Houses*. New York: Alfred A Knopf, Inc., 1984.

On-Line Resources:

Preservation Magazine
www.nationaltrust.org/magazine

Traditional Building Magazine and Supplier Links
www.traditional-building.com

Old House Journal Magazine
www.oldhousejournal.com

Preservation Magazine (National Trust for Historic Preservation)
www.nationaltrust.org/magazine

National Main Street Center (National Trust for Historic Preservation)
mainstreet.org

National Park Service Technical Preservation Services
www.cr.nps.gov/hps/tps

National Park Service Preservation Briefs
www.cr.nps.gov/hps/tps/briefs/presbhom

Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Properties
www.cr.nps.gov/hps/tps/standguide/rehab/rehab_index.

Michigan State Historic Preservation Office
www.michigan.gov/shpo