



**HISTORIC DISTRICT COMMISSION
REGULAR MEETING AGENDA
March 17, 2014, at 4:00 p.m.**

*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
James V. O'Toole, City Manager
Ron Beauchamp, Council Liaison*

Escanaba City Hall, Council Chambers, 410 Ludington Street, Escanaba, MI 49829
March 17, 2014 at 4:00 p.m.

CALL TO ORDER
ROLL CALL
APPROVAL/CORRECTION(S) TO MINUTES– January 20, 2014
APPROVAL/ADJUSTMENTS TO THE AGENDA
CONFLICT OF INTEREST DECLARATION

UNFINISHED BUSINESS

1. Discussion-Historical Façade Design Guideline.

Explanation: Administration will provide an overview of the DRAFT Historical Façade Design Guideline. More specifically, Section 1 "Introduction" and Section 2 "Historical Background and Architectural Character" will be discussed.

NEW BUSINESS

1. Discussion – Certified Local Government Program.

Explanation: Jessica Flores of State Historic Preservation Office will lead a discussion about the "Certified Local Government" program and the many benefits communities such as Escanaba could realize by being certified.

2. Project Updates.

- a. 2014 MEDC Downtown Façade Improvement Program.
- b. MEDC Redevelopment Ready Community Initiative.
- c. National Registry of Historic Places Nomination Update.
- d. Commission Vacancy and Recruitment Update.

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
January 20, 2014 at 4:00 p.m.**

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

*Don Curran, Commissioner
Suzell Eisenberger, Commissioner
Blaine DeGrave, Staff Liaison
(one Vacancy)*

Ron Beauchamp, Council Liaison

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

January 20, 2014 4:00 p.m.

CALL TO ORDER:

Meeting called to order to order by President Don Curran

ROLL CALL:

Commissioners Curran, Fouts, Lindquist, and Eisenberger, Secretary Judy Schroeder, Staff Liaison Blaine DeGrave, Councilman Ron Beauchamp, and Executive Director (DDA) Ed Legault.

APPROVAL/CORRECTIONS TO MINUTES:

Motion to approve by Commissioner Eisenberger, 2nd by Commissioner Lindquist, motion carried.

APPROVAL/ADJUSTMENTS TO THE AGENDA:

Agenda stands as printed.

CONFLICT OF INTEREST DECLARATION

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Election of Officers

As required by the by-laws, the Commission in accordance with paragraph 4, Subsection A, at the regular commission meeting in December each year, shall elect from its membership a Chairperson, Vice Chair and Secretary. The election was not held in December as directed due to lack of quorum at the December meeting.

Nominations were opened and closed for each position. Chairperson Curran for Chairman; Vice Chair Fouts for Vice Chair and Suzell Eisenberger for Secretary.

Motion made to appoint Commissioner Curran as Chairperson, Commissioner Fouts as Vice Chair and Commissioner Eisenberger as Secretary by Commissioner Lindquist, 2nd by Commissioner Eisenberger, motion carried.

2. Adoption of Meeting Schedule

Each year boards and commissions are required to adopt the current year's meeting schedule.

Motion to adopt the 2014 Regular Public Meetings of the Historic District Commission by Commissioner Lindquist, 2nd by Commissioner Eisenberger.

3. Design Guidelines

The Historic District Commission is required to create Design Guidelines which detail historic district standard requirements, the application, process and classes of work. This continues to be work in progress. The Commission agreed to start developing the design guidelines by working on a section of the guidelines at each regularly scheduled Historic District Commission meeting.

4. Commission Vacancy and Recruitment

The Commission will have vacancies in the near future. The commissioners were asked to recruit volunteers.

5. 2014 Facade Program

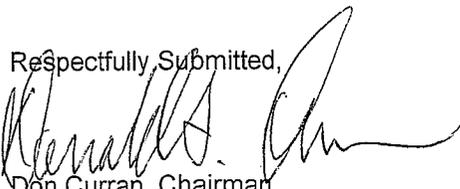
An update regarding the 2014 DDA/City Facade Program was given. The DDA has hired a firm to submit preliminary drawings of the ten properties in this year's facade program. Upon completion an application for funding will be made through MEDC. It was suggested that commission should review the documents as well.

GENERAL COMMENT -- Comments from Councilman Beauchamp regarding training for the Commission and questions regarding the 2014 Facade Program.

COMMISSIONERS/STAFF COMMENT AND ANNOUNCEMENTS - None

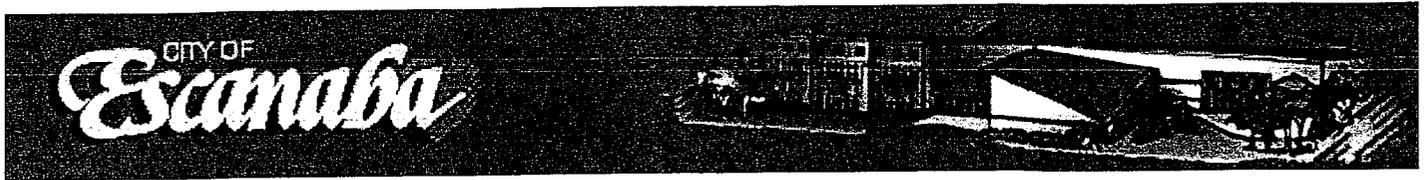
ADJOURNAMENT - 4:40 P.M.

Respectfully Submitted,


Don Curran, Chairman

Historic District Commission

Next Meeting: February 17, 2014 (may have to be postponed due to Presidents Day)



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

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

**HISTORIC DISTRICT COMMISSION MEETINGS – 2014
Room C101, City Hall, 4:00 p.m.**

January 20, 2014
February 17, 2014
March 17, 2014
April 21, 2014
May 19, 2014 **(C102)**
June 16, 2014
July 21, 2014
August 18, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014

Public notice will be given regarding any changes in the above meeting dates. Minutes of the Historic District Commission Meetings 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
(906) 786-9402

(WORKING DRAFT)

City of Escanaba

Historical Facade Design Guidelines



**Historic District Commission
City of Escanaba, Michigan**

City of Escanaba Historical Facade Design Guideline

City of Escanaba Historic District Commission
2014

Don Curran, Chairman

Suzell Eisenberger, Commissioner
Monte Morrison, Commissioner
Judy Fouts, Commissioner
Ed Legault, Executive Director DDA

Karen Lindquist, Commissioner
Ellie O'Donnell, Commissioner
Blaine Degrave, Commission Liaison

Assistance in developing and preparing this document was provided by
The Village of Calumet
Bill Rutter

The purpose of this document is to provide guidance to property owners undertaking work within the established Historic Districts that are subject to review by the Historic District Commission or work undertaken as part of the City of Escanaba Façade Incentive Program which maintains the historic character of the community. In addition, the Historic District Commission considers whether the proposed work is appropriate and maintains the historic character of the district.

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

City of Escanaba, Michigan
Historic District Commission
Adopted March XX, 2014

LUDINGTON STREET, ESCANABA, MICH.
"FOURTH OF JULY CELEBRATION."



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Introduction

Design guidelines are a consistent set of criteria used to evaluate proposed changes in the appearance of the built environment of a designated area. The criteria help communities decide whether new buildings or alterations to existing buildings and landscapes are desirable and appropriate at a particular location. They are typically created to protect the features that contribute to the community's identity.

Design guidelines are usually developed for neighborhoods with distinct architecture and ambience, whether fine or humble, ceremonial or uncomplicated. They may be areas with buildings and streetscape features that capture the essence of some important aspect of community character. The erosion of the character, hence viability of such district, represents a costly, inefficient, and sometimes irreplaceable loss of community resources. These areas can be particularly vulnerable to changing development pressures, economic downturns, and neglect. Design guidelines stabilize and secure by protecting the character-defining traits of an area, shielding it from inappropriate development, and protecting district properties from harmful neglect or insensitive alterations. By maintaining what was significant and worthwhile from the past, design guidelines safeguard a valuable community resource and help sustain or revitalize commercial viability.

Under the authority of the City of Escanaba's Historic District Ordinance, the City Council, on October 5, 2009, established the Civic and Commercial Historic District to safeguard the historic and architectural heritage of the city's downtown area. The district designation sets into place a process of review for all exterior alterations to properties within the historic district, including demolition and new construction. Additionally, as part of the City of Escanaba Façade Incentive Program, this guideline sets into place a process of review for all exterior alterations to properties that are funded by the City of Escanaba Façade Incentive Program.

The Historic District Ordinance also established a Historic District Commission composed of seven city 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 purpose of this document is to provide guidance to property owners undertaking work within the established Historic Districts that are subject to review by the Commission or for those programs that are being funded under the City of Escanaba Façade Incentive Program. In addition, the Historic District Commission considers whether the proposed work is appropriate and maintains the historic character of the district.

The guidelines 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 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 Historic District Commission of Escanaba, *(Place holder when guidelines are accepted)* and have also been reviewed by the Michigan State Historic Preservation Office. All exterior work that is done under the Facade

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 City of Escanaba Offices at (906) 786-9402.

The Secretary of the Interior's Standards for Rehabilitation

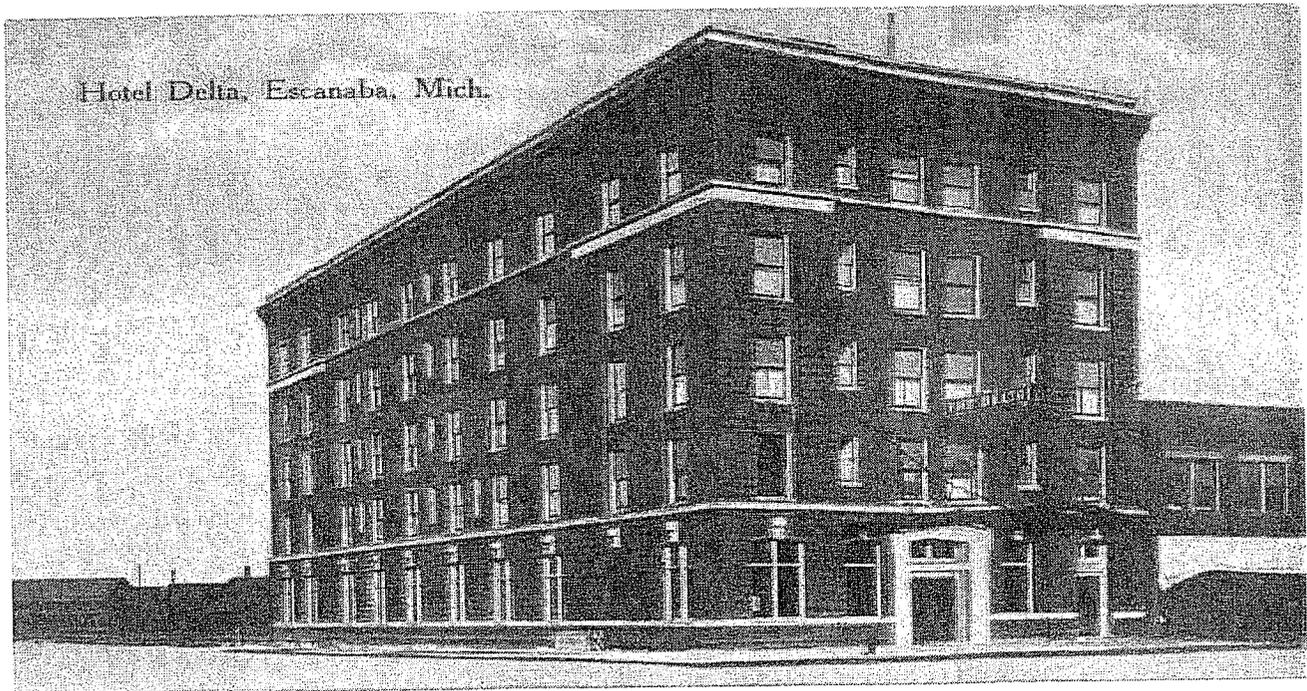
- (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- (2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration 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.

The official boundaries of the Civic and Commercial District were established with the designation of the district on XXXXXXXX, 2008. 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.

Project location map to be inserted



Fair Savings Bank on Ludington Street, ca 1910s. Escanaba Postcard Museum



The 700 Block of Ludington Street, ca 1920s. Escanaba Postcard Museum

Historical Background & Architectural Character

The City of Escanaba's Civic and Commercial District was initially occupied because of the lumber industry, but the primary catalyst of its growth and built environment was the Upper Peninsula iron industry. The establishment of the N. Ludington and I. Stephenson mills near the mouth of the Escanaba River provided the initial boost in the third quarter of the nineteenth century. However, the construction of rail connections linking Escanaba's fine natural harbor northward to the Marquette Iron Range and then westward to the Menominee Range by the last quarter of the century determined the city's future. Ore docks dominated the city's lakeshore and the city developed along Ludington Street, which paralleled the ore docks and rail yards. Development spread westward and buildings that survived fire and demolition reveal a general progression in age from east to west, anchored by the House of Ludington, portions that date to the 1860's, in the 200 block on the east, to early twentieth century small-scale commercial buildings in the 1600 block on the west. Exceptions to this trend are larger complexes that developed on what was then the edge of the commercial district, such as the Richter Brewery in the 1600 block and Stegath Lumber in the 1800 block.

The Escanaba Central Historical District is located at the core of the current city, which has grown outward from this core area. Industrial and port facilities extend north of the district from 1st Avenue North, and residential neighborhoods extend southward from it from 1st Avenue South.

Escanaba'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

The linear footprint of Escanaba's business district has long been recognized by locals and visitors as providing a distinctive streetscape. The commercial core extended a single block deep, or less, from Ludington Avenue. Promoters talked about the heart of Escanaba as being comprised of a mile of business, and after electrification was initiated at the turn of twentieth century, likened the strip as reminiscent of Chicago's Great White Way. The lengthy and linear nature of the district is highly distinctive among Michigan communities of similar size.

The most notable characteristic of Escanaba is the linearity of the business district. The primary business artery, Ludington Street, extends west from near the Sand Point Lighthouse on Bay De Noc to the junction of M-35 and U.S. 2/U.S. 41 and beyond. The entire business district is well over a mile and more than two dozen blocks long.

The Escanaba Central Historic district contains 183 buildings that exemplify economic and social trends and architectural styles in northern Michigan during the early 1900s. The small city feel of the district is emphasized by the consistency of the scale and setback seen in the buildings comprising the primary commercial corridor along Ludington Street. It represents the development from the 1890s through 1920. The architecture illustrates both the rapid development during these years and its function as a commercial and retail market and industrial service center. It also expresses the influence of both the lake and the railroad, related primarily to the mining industry, which fostered its growth, prosperity and evolution during the late nineteenth and early twentieth centuries. The buildings constructed during this period ranged from modest to substantial and were constructed of brick, sandstone, and wood.

The commercial blocks in the Escanaba Central Historic District provide material expression of the city's aspirations during this period. The substantial business blocks demonstrate the success and status of Escanaba's commercial interest. The quality of life is realized through the elaborate buildings housing substantial retail stores, state-of-the-art hotels, and religious denominations. The old City Hall, Carnegie Library, U.S. Post Office and Delta County Building embody public architecture in the district. The character of the district is established by the type and style of the buildings.

Commercial architecture ranges from late nineteenth and early twentieth century one-part and two-part commercial blocks representing Late Victorian commercial style. Later types, such as the Commercial Brick and enframed window wall, are represented and are associated with early twentieth retail and automobile-related design. Some of the buildings have been renovated and attain interest as examples of mid-twentieth century commercial facades, providing diversity to the district. The vast majority of the historic district predates 1930, although several notable buildings date to the post-World War II period, including several examples of Mid-Century Modern.

Ludington Street comprises the historic commercial core of the city. Although 1st Avenue South, Platted as Wells Street, was envisioned to be the city's primary thoroughfare, Ludington evolved and developed as the anchor street. It ran south of the parallel to the N. Ludington Co. docks, the Chicago & Northwestern Railroad yards, the ore docks and commercial harbor, extending to Stephenson Avenue, which ran north along the expanding port and rail facilities. It lay north of the developing residential neighborhoods of the city. As the city prospered and became the largest ore shipping port for the Marquette and Menominee Ranges, the business district grew and expanded westward along Ludington. Sanborn maps document this expansion, with successive editions from the 1870s through 1929 recording new plats and cross streets with lots filling up with new structures. The character of the buildings present also changed, evolving through time from primarily wood to brick and stone. These maps also document the maturing of the business district, with the initial occupation characterized as a scatter of structures replaced by dense development presenting a constant street scape.

Building Types, Architectural Styles and Streetscape Features

The 1884 Sanborn map reveals the densely occupied blocks concentrated in 2nd through 7th streets, extending from warehouse and industrial related buildings across from the Ludington Hotel through a number of dry goods stores, druggists, saloons and more specialized shops. Coverage indicating developed areas extends westward only to 10th Street, and west of 7th Street buildings are separated by vacant lots and were occupied by livery stables, saloons and other concerns. Perhaps reflecting proximity to the port and its workers, by 1888 the majority of businesses on the north side of Ludington in the 300 block are saloons, while commercial blocks offering a variety of goods and services have filled in the streetscape up through 8th Avenue. Coverage at this time to 11th Street, but except for a single saloon and a grocery, occupation was by dwellings and boarding houses. By 1894 densely developed commercial still is indicated generally through 8th Avenue, but scattered commercial frame buildings are indicated in blocks further west. By then, the Sanborns cover west through 14th Street, with the 1300 block less than half occupied and characterized as primarily residential.

The 1899 Sanborn reveals additional infill of commercial buildings through the 1200 block, but west of 13th Street the block has barely changed from the earlier edition, and although coverage had been extended to 15th Street, only two dwellings are indicated and the entire north side of the block is unoccupied. The 1906 edition reveals the continuation of infill and development of the eastern blocks of Ludington.

This edition extends coverage west past Stephenson Avenue, but the sparse occupation is primarily by dwellings, and other than a small bottling works and saloon, the commercial component is virtually non-existent. As would perhaps be expected on the outskirts of a commercial district, industrial and manufacturing use is indicated in the 1700 block with Richter Brewing Co., Escanaba Electric Street Railway and R. P. Linn Co. a sleigh manufacturer. The primary changes observed in the ensuing editions up through the 1920s are the appearance of automobile-related buildings such as service stations along Ludington, and the construction of automobile dealerships that occur in the previously less densely developed blocks of the western portion of the district, such as northern Motors in the 1400 block, or further to the east, the Wolverine Delta motors at the corner of 9th Street.

Since its founding, the city has based its economy on extractive industries – wood and iron and to a lesser extent, fisheries. The mills of N. Ludington and Issac Stephenson provide the initial economic spark, complemented by commercial fishing and followed by ore shipping through the Chicago & north Western Railroad and ore docks. The population of the city grew very rapidly, generally doubling or more in every census between 1860 and 1920, and the material composition of the city, its building stock, experienced a commensurate expansion. Since the 1920s the city's population has remained fairly stable at about 14,000 residents for nearly half a century, with a slow expansion resulting from encouragement of recreation and tourism by city boosters that have been a theme as early as the 1880s. While iron ore transport and the railroad remain significant contributors to the economy of the Escanaba area, tourism is also an essential component.

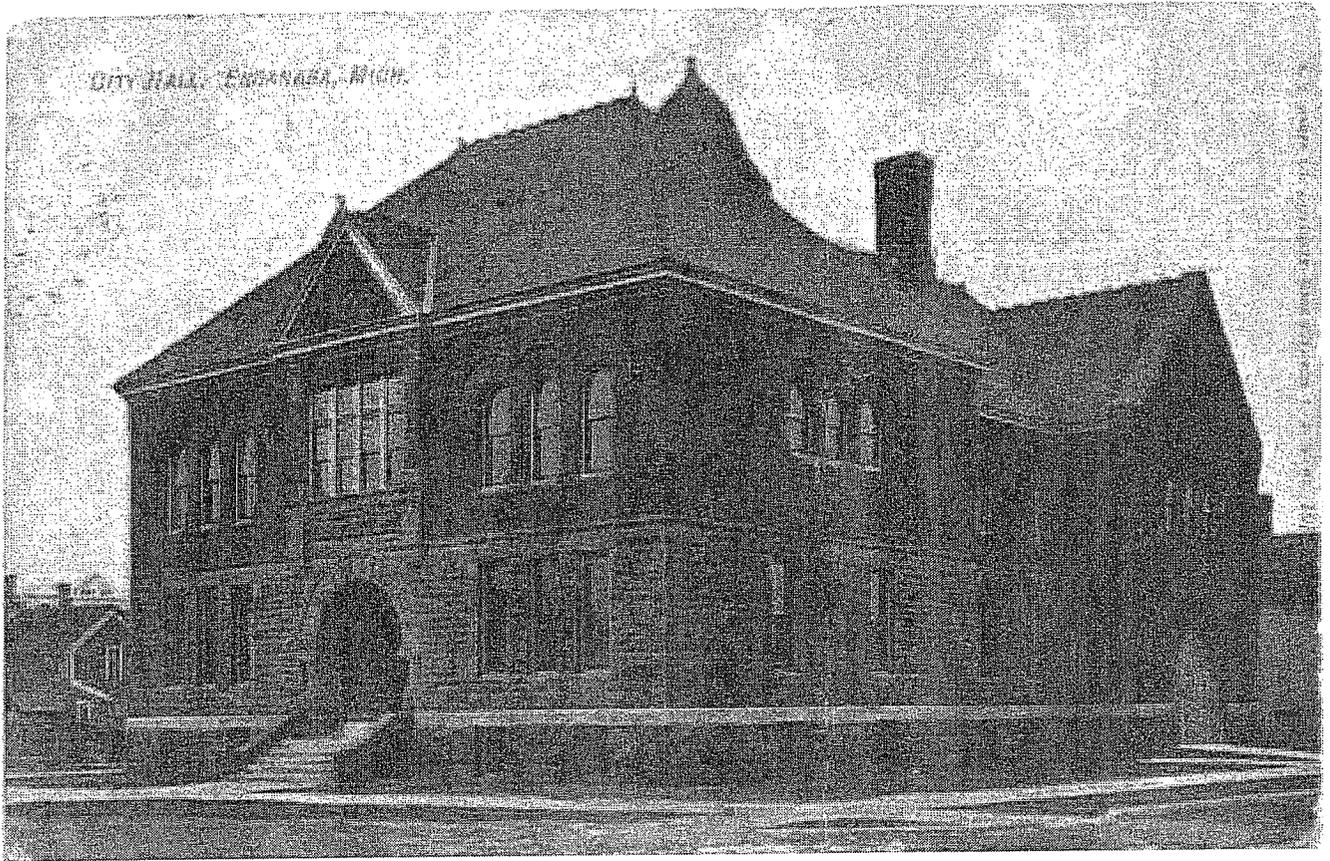
The Escanaba Central Historic District is predominately commercial in composition, with several government buildings and religious properties, and residential occupation confined to a senior housing complex and a few apartments in the upper stories of several buildings. The oldest buildings in this district date to the third quarter of the nineteenth century, but the majority were built between 1890 and 1920, when they were constructed on bare lots or replaced the initial wave of modest frame buildings comprising the business district. The earlier buildings either burned or were demolished as prosperity encouraged construction of the more substantial masonry structures. However, several buildings in the district are of frame construction. The buildings are generally two or three stories in height, and less commonly single story.

When Elijah Royce platted the city in 1864, Ludington Street was made 100 feet wide and other streets 80 feet in width. However, it was anticipated that 1st Avenue South would be the city's primary thoroughfare, and was designed to be 120-foot wide. When Ludington developed as the primary commercial corridor, 1st Avenue South was redesignated to the standard 80-foot width, with fronting properties awarded the vacated 20 feet, resulting in lots along the street of 160-foot depth rather than the standard 140-foot dimension prevalent elsewhere in the commercial district.

The scale and continuity of the buildings in the business blocks present a consistent streetscape with common setbacks that foster a solid commercial character. Typical of urban plats, the lots are narrow, but are not of consistent width. The lots are consistently 50 feet in width in the Original Plat and subsequent Proprietor's Addition and 1st Addition Plats. However, the S.H. Seldon Addition, the last plat involving the historic district involving its western blocks extending west from about 15th Street, records very narrow lots ranging from 33 to 36 feet wide.

About 90% of the historic district buildings are of brick or masonry construction. The vast majority of the buildings in the district are two-story, two-part brick commercial blocks, restrained in architectural expression. Style, when referenced is confined to elements associated with the cornice, with motifs revealing vague affinities to the Classical or Colonial Revival. Essentially they are Late Victorian buildings that, at most, confined ornamentation to bracketed metal cornices and window hoods.

Lake Superior Red Sandstone, a distinctive building material used in many buildings in the Upper Peninsula and nationally during the late nineteenth and early twentieth centuries, is well represented in the historic district. The two most prominent examples actually occur one block south of Ludington Street. The Neo-Classical Carnegie Library is located at 201 South 9th Street, and the former Escanaba City Hall and hose House No. 1 is at 121 South 11th Street. Both employ the stone in masonry wall planes and in decorative details. Many other buildings in the district use the sandstone prominently, from structural components such as piers through a continuum down to use in details and accents such as column capitals. The Michigan Building at 614 Ludington employs the stone in both walls and minor elements, while more typical is the use of the stone in piers and courses or sills and lintels in buildings along Ludington such as at 413, 613-615 (Daley Block), 616-619 (Masonic Building), 623 (Rathfon Building), 701 (Stack Block), 720 (Erickson Building), 808 (Citizen's Bank), 813-815 (Cleary block), 918-920 (Buchholtz Block), and 1214 (Peterson Shoe Building).



Old Escanaba City Hall

Architectural Style 1

- 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



House of Ludington

. Architectural Style 2

- 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

WM. ANDREW'S FURNITURE STORES, SOUTH CHARLOTTE STREET,
ESCANABA, MICH.



WM> Andrews Furniture Stores

Architectural Style 3

- 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



Ludington Street

Architectural Style 4

- 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

The civic and commercial buildings of the City of Escanaba—stores, saloons, the City 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 city. However, other features also contribute to the city’s appearance. For example, the linear main street, light poles, and sidewalks are also important in defining Escanaba’s sense of place.

NB #1
H.C. 3/17/14

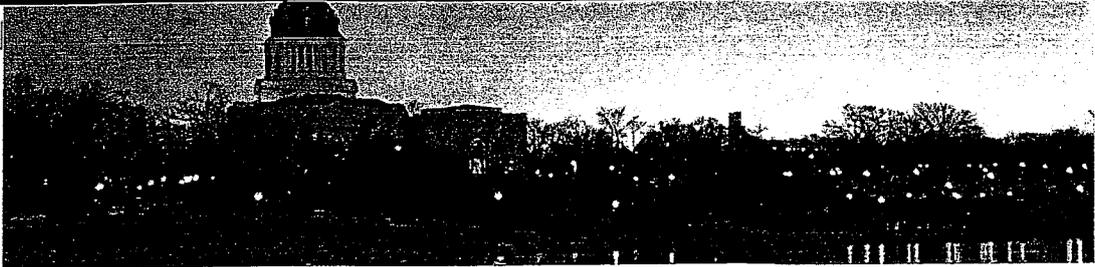
National Park Service

National Park Service
U.S. Department of the Interior



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- Program
- Search nps.gov



Certified Local Government Program

CERTIFIED LOCAL GOVERNMENT PROGRAM

The Certified Local Government Program is a preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. The program is jointly administered by the National Park Service (NPS) and the State Historic Preservation Offices (SHPOs) in each state, with each local community working through a certification process to become recognized as a Certified Local Government (CLG). CLGs then become an active partner in the Federal Historic Preservation Program and the opportunities it provides.

Why become a CLG? There are many reasons that are described in depth in the links provided, but the key reason is the access certification provides to the expert technical advice of the State Offices as well as the NPS. Partnerships with the **National Alliance of Preservation Commissions**, **Preserve America**, the **National Trust for Historic Preservation**, and the **National Main Street Center** are also networks that CLGs have an opportunity to tap into. Of course, access to Federal funding is another benefit, making certified communities able to access the portion of Federal funds set aside by each SHPO for just CLGs annually. Being a CLG also shows your community's commitment to keeping what is significant from the past for future generations. As a certified town, city, or county seeking other opportunities, it becomes easy to demonstrate a readiness to take on a preservation project and be successful.

Announcements:

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National heritage
area
Representatives
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Fans:
2663

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Certified Local Government Program

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Certified Local Government Opportunities

The 1,600 local governments that participate in the CLG program are eligible to apply to their State Historic Preservation Officer (SHPO) for annual funding. Each state is required to allocate ten percent of their annual Federal appropriation to CLG activities. On average, CLGs receive a total of approximately \$3 million in HPF funds through subgrants from the states.

Types of activities that can be funded include: architectural, historical, archeological surveys; nominations to the National Register of Historic Places; staff work for historic preservation commissions; design guidelines and preservation plans; public outreach materials such as publications, videos, exhibits, and brochures; training for commission members and staff; and rehabilitation or restoration of National Register listed properties.

Funding decisions are made by the states, thus each program can have varied requirements and fund different types of eligible activities.

Locate your **State Historic Preservation Office**.

CLGs are also eligible to become **Preserve America** Communities and apply for funding opportunities associated with the program. Click here for more information on the **Preserve America grant program**.

To learn more and review case studies see below:

Preserving Your Community's Heritage through the Certified Local Government Program

Michigan Window Rehab Training Creates "Preservation and Rehabilitation Ambassadors"

The training program was funded in part by Certified Local Government grant.

Grants Training
Audit Information
Site Map
History & Culture
Contact Us

National Park Service

National Park Service
U.S. Department of the Interior



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- Program
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Certified Local Government Program

Frequently Asked Questions

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Frequently Asked Questions

1. What are the Benefits of Being a CLG?
2. Where does funding for CLG grants come from?
3. What types of projects are eligible for CLG funding?
4. What other criteria govern whether a local historic preservation project is eligible for funding?
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1. What are the Benefits of Being a CLG?

The benefits to local governments from participating in the CLG program are numerous. While CLG grants generally represent a relatively small amount of funds, they have often been used as seed money to attract funding from local government or other sources. Also, in many cases, the products generated by CLG grants have provided credibility to a fledgling local historic preservation program. Beyond being just a source of funds, the CLG program has helped institutionalize historic preservation and give it legitimacy as a function of local government. Since the local government staff working in the Program are often in the local planning office, the CLG program has helped forge critical connections between historic preservation and land use planning. Similarly, the CLG program has led to increased cooperation between local preservationists and the State Historic Preservation Office and resulted in a strengthened statewide preservation network.

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2. Where does funding for CLG grants come from?

Funding for grants to Certified Local Governments comes from the Historic Preservation Fund (HPF), a Federal grants program appropriated by the U.S. Congress and administered by the National Park Service (NPS), which provides financial support to State Preservation Offices (SHPOs). Under the provisions of the National Historic Preservation Act, as amended, SHPOs are required to award at least 10% of their annual HPF monies to CLGs in their State. (Some States have additional State funds for CLGs.)

3. What types of projects are eligible for CLG funding?

HPF grants to Certified Local Governments have funded a wide variety of local historic preservation projects. Projects eligible for funding and the criteria used to select them are developed yearly by each SHPO. CLG project types that have been funded include the following:

- architectural, historical, archeological surveys, and oral histories
- preparation of nominations to the National Register of Historic Places
- research and development of historic context information
- staff work for historic preservation commissions, including designation of properties under local landmark ordinances
- writing or amending preservation ordinances
- preparation of preservation plans
- publication information and education activities
- publication of historic sites inventories
- development of publication of walking/driving tours
- development of slide/tape shows, videotapes
- training for commission members and staff
- development of architectural drawings and specifications
- preparation of facade studies or condition assessments
- rehabilitation or restoration of properties individually listed in the National Register of Historic Places or contributing to a National Register historic district

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4. What other criteria govern whether a local historic preservation project is eligible for funding?

There are two other factors: all CLG grants must result in a completed, tangible product and/or measurable result; and all must be carried out in accordance with the applicable Secretary of the Interior's Standards for Archeology and Historic Preservation (a copy may be obtained from the SHPO).

5. How much money is there in a CLG grant?

The amount of money in a CLG grant must be large enough to have tangible results. Otherwise, there are no specific Federal requirements regarding the amount of money SHPOs make available in individual grants to CLGs. Consequently, the dollar amount of the grant depends primarily on the funding policy set by each SHPO. Some States try to award a grant to each CLG in the State every year. In general, the dollar amount of grants in these States tend to be small, particularly if there are numerous CLGs. On the other hand, other States award relatively few but larger grants. On a nationwide basis, CLG grants in 2001 ranged in size from \$500 to \$60,000.

6. Do CLG grants require a financial contribution from the CLG?

In most states, CLG grants are matching grants, i.e. recipients must provide a certain amount of cash or in-kind services to be used in carrying out the grant project. Each SHPO determines how much, if any, match is to be required. In most States, a 50/50, or "dollar-for-dollar" match is required. This means that for every dollar received the recipient must provide a matching dollar in services, cash, or volunteer hours, as specified by State policy. (See "How can the grant be matched?" below for more information.)

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7. How do SHPOs notify CLGs of the availability of CLG grants?

SHPOs makes an annual mailing to each CLG, and each local government whose application for certification is pending, notifying them of the availability of CLG grant funds. Potential CLG applicants are informed of the total amount of funds available. State priorities for funding, criteria to be used in selecting proposals to be funded (see below), a deadline for submitting requests, and a written description of what must be included in applications for CLG grants.

8. What are the application procedures?

Although application procedures and time frames vary from State to State, in general, the SHPO solicits grant proposals from its CLGs in the Fall. Applicants then submit a Grant Application (or Subgrant or Project Proposal), which describes the project and why it is needed, how the project is to be carried out and what its goals are, who will be doing the proposed work and their professional qualifications, a proposed budget and project schedule, and the specific products to be generated by the project. Applications are generally due at the end of the calendar year. Contact your SHPO and the specific deadlines in your State. (Applicants should also determine what local procedures and requirements, if any, must be satisfied prior to submitting a CLG grant application.)

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9. Who decides which applications are funded?

Each SHPO sets its own funding priorities. In some States, greater weight may be given to one type of a project over another. Among the factors typically used to rate grant proposals are compatibility with the broad goals of the SHPO, urgency of the project, significance of the historic properties, geographic distribution of grant funds, education and public awareness potential, and the administrative and financial management capability of the applicant.

10. On what grounds may SHPOs decline to fund an individual CLG grant request?

CLG grants are competitive. While all CLGs are entitled to submit proposals, not all may get funding. SHPOs may decline to fund a proposal that does not adequately address the State's funding priorities, meet its selection criteria, have access to necessary professionals, or be achievable within the time period allowed or the budget proposed. However, States must base grant award decisions on the selection criteria included in the application instructions and notice of grant availability. Additionally, SHPOs may choose not to fund a proposal if they have reason to believe that the applicant does not have the necessary experience or financial resources to carry out the project or has not performed satisfactorily on a previous CLG grant.

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11. When are proposals selected?

While time frames vary, successful applicants usually receive notification in the Spring that their proposal will be funded. In some States, recommendations about which proposals should receive funding by the professional staff of the SHPO must be approved by the State Review Board or the State Historical Commission. An agreement between the SHPO and the CLG stipulating the terms of the grant is generally signed in the Spring or Summer.

12. When can work begin?

Applicants for CLG funds must wait until the grant agreement between the SHPO and the CLG's chief elected local official, or his or her legal representative, is signed before starting work on any project. Unless specifically authorized in writing by the SHPO, costs incurred prior to execution of the written agreement will not be paid.

13. How long does the grant last?

The schedule for completing the project will be outlined in the grant agreement. Most CLG grant projects are completed within 9 to 18 months. Projects undertaken with CLG grant funds must be completed in no more than two years from October 1, the start of the Federal fiscal year of the year the funds are appropriated by Congress. Since the grant agreement usually is not signed until the Spring after the start of the Federal fiscal year (depending upon when Congress makes its appropriation), there is usually less than two years in which to complete the work. Multi-year projects require applying for separate grants in successive years and performing the work in phases.

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14. Can the time be extended?

If circumstances outside of the control of the CLG make the terms of the grant agreement unachievable, the agreement may be modified or cancelled by mutual agreement between the SHPO and the CLG. For example, if inclement weather interferes with field survey and prevents completion of the work specified in the grant agreement within the time period stipulated, a limited time extension may be granted or the scope of work and budget amended. However, extensions may not stretch the grant period beyond the two-year limit on the expenditure of HPF monies. (See question above.)

15. When are the grant funds actually transferred to the CLG?

Most CLG grants are reimbursable grants. CLGs must first pay the project costs and then submit a request to the SHPO for reimbursement. Consequently, the CLG must have enough money "up-front" to be able to carry the project (including paying contractors) until it gets reimbursed. CLGs should learn the requirements and timing of the State's reimbursement procedures before the project begins.

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16. Does the CLG have to complete the project before being reimbursed?

Not always. Depending on the type of project funded, many SHPOs allow CLGs to submit reimbursement claims on an interim "milestone achieved" basis.

17. Why is matching share required?

In establishing a partnership between Federal, State, and local governments, the National Historic Preservation Act requires that HPF grants be matching grants. Underlying this requirement is the need for each of the partners to share the costs of historic preservation. Matching grants ensure that there is strong State and local commitment to projects and result in more historic preservation work being performed than if Federal funds alone were involved.

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18. How can the grant be matched?

Grants can be matched in two ways: in cash or through in-kind services (often called "soft match") necessary to achieve the required product. Generally, CLGs can combine these two types of match to meet the total amount required. Match requirements, however, vary by State.

19. Can the time spent by CLG staff on the project be counted as match?

Yes. In most States, work on the project performed by the staff of the local government is considered part of the overall cost of the project and can be counted as part of the CLG's match. Copies of time sheets and payroll printouts are required as documentation of employee time devoted to the project. CLGs must include staff time in the project budget, like any other cost, if they plan to claim it as match.

20. Can the services of volunteers be counted as in-kind match?

Yes. Many States allow services provided by volunteers, both professional and nonprofessional, to be counted as match by CLGs. The work performed by volunteers must be a necessary part of achieving the products expected from the project and cannot be more than half its total cost.

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21. When used as match, how are volunteer services valued?

In order to claim volunteer services as in-kind match, CLGs must first establish the rate of pay for the type of work performed by the volunteers. Often SHPO pay scales establish the maximum rate allowed for professionals. If a volunteer performs services outside his or her profession, the volunteer time must be valued at the Federal minimum wage rate (for example, an archeologist stuffing envelopes would be valued at minimum wage rate). Also, as evidence that volunteers contributed to the project, time records documenting each volunteer's time must be submitted to the State.

22. If a CLG chooses not to count volunteer services as match, does it still have to provide time records?

No. In most States, documentation of volunteer time spent on a project is only required when the CLG wishes this contribution to count as part of its matching share.

23. What other types of in-kind services can be counted as match?

Most States allow CLGs to claim as match in-kind services such as supplies (i.e., paper or film), developing photographs, photocopying, office rent, clerical support, or certain administrative costs when these are donated to the project by either the local government or a third party. When a CLG chooses to count these supplies or services as match, documentation is required. If grant funds could have been used to pay for a particular item had it not been donated, then the donation will usually be allowable as a matching share contribution.

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24. What sort of reports must be turned in?

Progress reports are usually required on an interim basis. These reports must include a description of what has actually been accomplished and spent to date. SHPOs set the format for these reports and require preliminary products, as appropriate. A final project report is also required upon completion of the grant.

25. What sort of procedures must be followed when a local government uses CLG grant funds to pay for consultants or contractors?

Hiring consultants or contractors to perform part of the project must be done in accordance with acceptable State-established competitive procurement procedures compatible with Federal requirements (and with whatever local procedures apply). Frequently, existing State and local government procedures that meet these requirements are used. A certain number of qualified firms or individuals must be contacted to ensure a fair, open, and competitive selection process. Generally, at least three price quotations or bids must be obtained and the process must be documented. Architects, historians, or other professionals must meet qualification standards set by NPS. Selection may be based on experience, qualifications and cost, rather than cost alone. In many States, the SHPO requires that the CLG consult with it before consultants or contractors are selected.

26. Can CLG grant funds be used to buy supplies or equipment?

Yes. Most local, State, and Federal regulations require price comparisons and a competitive selection process in purchasing equipment, negotiating a lease, or procuring nonprofessional services. Generally, State and local procurement regulations apply. Some SHPOs require grantees to request prior approval for purchases greater than \$500 in value.

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27. How long must records on grant expenditures be kept?

The grant agreement usually specifies records requirements. Documentation relating to the fiscal aspect of any grant project usually must be kept for a minimum of three years after the date of receipt of the last payment (i.e. reimbursement under a CLG grant), or until an audit for the grant period is accepted.

28. Where can I find additional information on CLG grants?

Your SHPO can answer any questions you might have. Many SHPOs have a grants manual describing the procedures used in that State for applying for and administering CLG grants (including any additional State requirements beyond those described in this brochure). Click here to find the **STATE HISTORIC PRESERVATION OFFICE** in your State.

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Last updated: 02/24/2014

MICHIGAN REDEVELOPMENT READY COMMUNITIES PROGRAM

The Redevelopment Ready Communities® (RRC) Program is a state-wide certification program that supports communities to become development ready and competitive in today's economy. It encourages communities to adopt innovative redevelopment strategies and efficient processes which build confidence among businesses and developers. Through the RRC program, local municipalities receive assistance in establishing a solid foundation for redevelopment to occur in their communities – making them more attractive for investments that create places where people want to live, work and play.

Once engaged in the program, communities commit to improving their redevelopment readiness by undergoing a rigorous assessment, and then work to achieve a set of criteria laid out in the RRC Best Practices. Each best practice addresses key elements of community and economic development, setting the standard for evaluation and the requirements to attain certification. The program measures and then certifies communities that actively tap the vision of local residents and business owners to shape a plan for their future while also having the fundamental practices in place to be able to achieve that vision. The six RRC best practices include:

- Community Plans and Public Outreach
- Zoning Policy and Regulations
- Development Review Process
- Education and Training
- Redevelopment Ready Sites®
- Community Prosperity

Through the RRC best practices, communities build deliberate, fair and consistent development processes from the inside out. RRC provides the framework and benchmarks for communities to strategically and tactically ask “What can we do differently?” By shifting the way municipalities approach development, they're reinventing the way they do business – making them more attractive for investment and job growth to occur.

The RRC program also has an advisory council consisting of public and private sector experts to assist in guiding the development of the best practices, provide feedback and recommendations on community assessments, and consider new opportunities to enhance the program. In addition to Michigan Economic Development Corporation (MEDC) assistance, communities receive comments from multiple perspectives from experts working in the field, tapping into a broader pool of talent.

RRC certification formally recognizes communities for being proactive and business friendly. Certified communities clearly convey the importance of redevelopment. Through the program, MEDC provides evaluation support, expertise and consultation, training opportunities, and assist certified communities market their top redevelopment sites. When a community becomes a certified Redevelopment Ready Community, it signals that it has effective development practices and many more compelling sites for developers to locate their latest projects.

For more information email RRC@michigan.org or contact the MEDC at 517.373.9808.

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 tuck pointing; 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.

NB # 2, a

1. 613-615 Ludington
Weight Watchers & Jade Room
2. Family Eye Care
812-814 Ludington
3. Dish Network
922 Ludington Street
4. 1100 Ludington Street
Ludington Center
5. 1107-1109 Ludington
Gamers
6. 1110 Ludington Street
Ludington Grill
7. 1206 Ludington Street
Beautiful Beginnings
8. 1214 Ludington Street
Paulson CPA
9. 1513 Ludington Street
Jim's Music
10. 1700 Ludington Street
Bobaloons

Zimbra

bdegrave@escanaba.org

RE: NRHP

From : Bill Rutter <wrutter@bbande.com>

Mon, Mar 10, 2014 03:44 PM

Subject : RE: NRHP

To : Blaine Degrave <bdegrave@escanaba.org>

Hi Blaine,

The nomination was received during the week before February 22 - it's on the Pending List for that week. I imagine it will take them a month or so from the date of receipt to reply/respond/offer comments to the Michigan SHPO.

What is it, six months and counting from my State Review Board presentation in Lansing?

I'm sorry for the delay, and let's hope they move on to approval quickly,

Bill

From: Blaine Degrave [bdegrave@escanaba.org]

Sent: Monday, March 10, 2014 2:36 PM

To: Bill Rutter

Subject: NRHP

Good Morning Bill,

Do you have any info on the City's NRHP status? I looked on the web site and did not see anything....Thanks, Blaine

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