



**CITY OF ALLEGAN
Historic District Commission Meeting
Allegan, MI 49010**

**Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
Tuesday, September 4th, 2018
7:00PM**

- 1. Call to Order**
- 2. Attendance**
- 3. Approval of Previous Meeting Minutes**
- 4. Public Comment**
- 5. Applications**
- 6. Staff Approvals**
- 7. Other Business**
 - 7A.1 – HDC Conflict of Interest Policy**
 - 7A.2 – HDC Vacancy Notice Review**
 - 7A.3 – HDC Goal Setting Session**
- 8. Staff/Commission Comments**
- 9. Adjournment**



HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
August 8, 2018

- I. Call to Order by Chair Jill Bentley at 7:05pm
- II. Attendance
Present: Chair Jill Bentley, Rob Way, Cassandra Howard, Eddie Quinones-Walker

Absent: Brad Burke, Mike Morton, Traci Perrigo

Also Present: Jordan Meagher, Community Development Coordinator, Lori Castello, PCI
- III. Approval of the Previous Meeting Minutes

Jill Bentley and Eddie Quinones-Walker were both absent from the previous meeting and chose to abstain from the vote. The vote to pass the minutes from the July 2nd meeting will be postponed to the next meeting if a quorum is present.
- IV. Public Comment

None.
- V. Applications
 1. **121 Locust**

The property owner of 121 Locust had applied to place signage decals on the front windows and front and back doors of the building. The decals would be white vinyl print and would be applied to the exterior side of the glass windows and doors.

The print was of a traditional script, and was not outlined by any shapes, which met Allegan's historic district standards.

Motion by Rob Way, supported by Eddie Quinones-Walker to approve a COA for the application of the agreed upon decals on the windows and doors of 121 Locust. Motion passed 4-0.

2. **124 Delano Street**

The applicant at 124 Delano Street had applied to replace a section of metal roof on his home with shingles that matched the rest of the roof. This was approved by Lori Castello as a staff approval since roof repair does not require HDC approval. However, during the replacement of these shingles, it was found that the crown molding and drip edge that were lining the roof would need to be replaced. These would be replaced with like materials.

Motion to approve the plan for replacing the crown molding and drip edge made by Rob Way, supported by Eddie Quinones-Walker. Motion carried 4-0.

VI. Staff Approvals

None.

VII. Other Business

1. **516 Trowbridge Street**

At their July, 2018 meeting, the HDC heard a request from 516 Trowbridge, where the owners had applied to repair and restore the front and rear/side porches of the home. The work had been completed prior to the approval of a COA, so the Allegan HDC voted in a 5-0 vote to postpone the decision to a later meeting after each member had a chance to inspect the work that was performed on the home.

Since the July meeting, each member was able to inspect the improvements that had been made. All improvements had followed the plan submitted in the application, as well as meeting the City of Allegan HDC guidelines.

Motion by Eddie Quinones-Walker, supported by Rob Way, to approve the front and rear/side porch repairs that were made at 516 Trowbridge in the form of a COA. Motion passed 4-0.

2. **201 Race Street**

At the July, 2018 meeting, the HDC heard a request from 201 Race Street to install vinyl siding on the exterior on the home, along with some repairs to the ceiling of the home's porch as well. Vinyl siding was requested to be used instead of painting the already installed wood, because the applicant had claimed that the cost for painting the entire home would create an undue financial hardship on the owner. This claim was not backed by cost estimates for painting the house. As a result, the HDC in a unanimous 5-0 vote chose to postpone the decision until the applicant could submit a few cost estimates to support their claim.

Since the July meeting, no effort had been made by the applicant to submit cost estimates for painting the house. The HDC also had concerns with the current and future conditions of the house if the applicant was unwilling to paint the siding.

Motion by Rob Way, supported by Cassandra Howard, to deny the request to place vinyl siding on the home and make alterations to the porch at 201 Race Street, as the project would not comply with standards 2, 3, 6, and 9 of the Secretary of Interior's Standards (36 CFR 67), along with standards 11, 12, 13, 14, and 16 of the City of Allegan's Preservation Standards (Sec. 13-57). Motion passed 4-0.

3. **SHPO CLG Re-Certification**

In 1996, the City of Allegan became certified by the State Historic Preservation Office as a Certified Local Government, which has allowed the City to be able to obtain grant funding for various important historic and cultural resources over the years, such as for the Old Regent Theatre and the Griswold Auditorium. In July of 2018, SHPO performed an evaluation of Allegan's historic preservation practices, and provided staff with a list of recommendations that needed to be met within 90 days in order to maintain CLG status. Recommendations included using Secretary of Interior standards to back COA approvals and denials, holding a three-year goal setting session for historic preservation, and passing a conflict of interest policy that aligned with the Secretary of Interior's standards.

Lori Castello provided a "finding of facts" sheet that will be used moving forward to make decisions concerning COA applications. This sheet uses secretary of interior standards, along with further standards that were adopted by the City of Allegan in their Code of Ordinances.

A goal setting session for the HDC will be scheduled in October of 2018 to plan for the following three years.

A conflict of interest policy was introduced by staff that met the requirements of the SOI. This would be placed on the September, 2018 agenda for a possible decision.

X. Staff/Commission Comments

XI. Adjournment

Motion by Eddie Quinones-Walker, supported by Rob Way, to adjourn. Motion passed 4-0.

Meeting was adjourned at 8:38 pm.

Respectfully Submitted

Jordan Meagher
Community Development Coordinator

MEMORANDUM

TO: Allegan Historic District Commission
FROM: Jordan Meagher, Community Development Coordinator
RE: HDC Conflict of Interest Policy
DATE: August 29, 2018

Summary

In 1996, the City of Allegan became certified by the Michigan State Historic Preservation Office (SHPO) as a Certified Local Government (CLG). This certification has allowed the City to obtain significant grant funding for various rehab projects over the years, such as for the Griswold Auditorium and the Regent Theatre. Allegan is one of the few cities in the State of Michigan that have achieved CLG status.

In order to become recertified as a CLG, SHPO has requested that the Allegan Historic District Commission adopt a conflict of interest policy that aligns with the policy set forth by the National Park Service. This is a requirement that all CLG's must adhere to.

Attached are the Allegan Historic District Bylaws, which include a proposed conflict of interest policy that has been modeled after the City of Ann Arbor's adopted policy. Ann Arbor is also one of the few communities that has achieved CLG status. Please refer to Exhibit A for this proposed policy.

Recommend

It is recommended that the Allegan Historic District Commission adopt the Allegan Historic District Commission Bylaws, which include the proposed conflict of interest policy that adheres to the CLG standard set by the National Park Service.

MEMORANDUM

TO: Allegan Historic District Commission
FROM: Jordan Meagher, Community Development Coordinator
RE: HDC Goal Setting Session
DATE: August 29, 2018

Summary

In 1996, the City of Allegan became certified by the Michigan State Historic Preservation Office (SHPO) as a Certified Local Government (CLG). This certification has allowed the City to obtain significant grant funding for various rehab projects over the years, such as for the Griswold Auditorium and the Regent Theatre. Allegan is one of the few cities in the State of Michigan that have achieved CLG status.

In order to become recertified as a CLG, SHPO has requested that the Allegan Historic District Commission establish a set of goals that can be achieved within three years for moving the community's historic preservation practices forward. Examples of goals that were suggested by SHPO include:

- Performing an intensive-level survey of historic resources and nomination to the National Register.
- Performing a survey of areas that have not been previously investigated through past surveys.
- Coordinating trainings for property owners that reside within a historic district.
- Scheduling future training sessions for commissioners and staff.
- Amendments to the HDC's bylaws, map, or guidelines

Recommend

It is recommended that the Allegan Historic District Commission hold a goal setting session to establish a list of goals that could be achieved within three years of January 1st, 2019.