



# CITY OF MARINE CITY

## Historical Commission Meeting Agenda

Marine City Fire Hall, 200 South Parker, Marine City

Regular Meeting: Tuesday, January 16, 2018; 5:00 PM

---

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Chairperson Kim Turner; Commissioners Frederick Babchek, William Beutell, Suzanne Jenken, Margaret Micoff, Rosalie Skwiers, Scott Tisdale; City Manager Elaine Leven
4. **APPROVE AGENDA**
5. **APPROVE MINUTES**
  - A. Historical Commission Regular Meeting – April 18, 2017
  - B. Historical Commission Special Meeting – August 15, 2017
6. **COMMUNICATIONS**
7. **PUBLIC COMMENT** *Residents are welcome to address the Historical Commission. Please state name and address. Limit comments to five (5) minutes.*
8. **UNFINISHED BUSINESS**
  - A. Marine City Historical Commission Rules & Procedures – Approve Updates
9. **NEW BUSINESS**
  - A. Responsibilities of renting in a Historic District.
10. **ADJOURNMENT**



**City of Marine City  
Historical Commission Meeting  
April 18, 2017**

A Regular Meeting of the Historical Commission was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, April 18, 2017, and was called to order by Chairperson Kim Turner at 5:03 pm.

**Present:** Chairperson Kim Turner; Commissioners Frederick Babchek, William Beutell, Suzanne Jenken, Margaret Micoff, Scott Tisdale; City Manager Leven; City Clerk Kristen Baxter

**Absent:** Commissioner Rosalie Skwiers

**Approve Agenda**

Motion by Commissioner Tisdale, seconded by Chairperson Turner, to amend the Agenda and add the following:

New Business #8-B: Selection of Field Liaison

All Ayes. Motion Carried.

**Approve Minutes**

Motion by Commissioner Tisdale, seconded by Commissioner Babchek, to approve the Minutes of the Special Historical Commission Meeting held March 21, 2017. All Ayes. Motion Carried.

**Communications**

There were no Communications presented.

**Public Comment**

Jim Turner, 361 N. Main, thanked the Board for the great job that they do.



Dan Micoff, 237 N. Second, commented that the Board was a wonderful group and the city was lucky to have them in the community.

## **Unfinished Business**

### ***Marine City Historical Commission Rules & Procedures, Certificate of Appropriateness, and Certificate of Appropriateness/Notice to Proceed***

Motion by Commissioner Micoff, seconded by Commissioner Babchek, to approve and adopt the proposed Marine City Historical Commission Rules & Procedures, Application for Certificate of Appropriateness, and Certificate of Appropriateness/Notice to Proceed, as presented. All Ayes. Motion Carried.

### ***Selection of Field Liaison***

Commissioner Jenken suggested Judy White as a Field Liaison, due to her knowledge of the city's history and architecture requirements.

Commissioner Beutell offered his services as Field Liaison and said his background warranted the position.

Motion by Commissioner Tisdale, seconded by Commissioner Babchek, to select Commissioner William Beutell as Field Liaison for the Historical Commission.

## **New Business**

### ***Style Guidelines for Historic District***

Motion by Commissioner Tisdale, seconded by Commissioner Beutell, to adopt the Style Guidelines for Historic District, as presented. All Ayes. Motion Carried.

### ***Application for Certificate of Appropriateness – Plaque at 300 Broadway***

Chairperson Turner advised that she had gone on a field trip to the manufacturer of the sign and was very impressed with the technique used. She said it was high time that the building had a marker due to it being on the historic register for over 40 years. She reported the plaque would be funded through Friends of City Hall at an approximate cost of \$3,000 and was maintenance free for the first ten years.



Commissioner Tisdale commented that he had concerns of attaching the sign to the building, but found that it was common practice to attach signs to historic buildings.

Motion by Commissioner Beutell, seconded by Commissioner Babchek, to approve the Application for a Certificate of Appropriateness, Historical Commission File Number 002, as presented. All Ayes. Motion Carried.

### **Adjournment**

Motion by Commissioner Babchek, seconded by Chairperson Turner, to adjourn at 5:43 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk



**City of Marine City  
Historical Commission Meeting  
August 15, 2017**

A Special Meeting of the Historical Commission was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, August 15, 2017, and was called to order by Chairperson Kim Turner at 5:05 pm.

**Present:** Chairperson Kim Turner; Commissioners Frederick Babchek, William Beutell, Suzanne Jenken, Rosalie Skwiers, Scott Tisdale; City Manager Leven; City Clerk Kristen Baxter

**Absent:** Commissioner Margaret Micoff

Motion by Chairperson Turner, seconded by Commissioner Tisdale, to excuse Commissioner Micoff from the meeting. All Ayes. Motion Carried.

**Approve Agenda**

Motion by Commissioner Beutell, seconded by Commissioner Babchek, to approve the Agenda, as presented. All Ayes. Motion Carried.

**Approve Minutes**

None.

**Communications**

There were no Communications presented.

**Public Comment**

Judy White, 8757 Anchor Bay Drive, Clay Township, spoke about the requested revised location for the lamp post, due to the roots of a nearby oak tree. Instead of being 5 feet north of the capstan, the new location would be 5 feet south of the capstan, making it closer to the source for electricity.

**Unfinished Business**



None.

## **New Business**

### ***Application for Certificate of Appropriateness – Light Post at 300 Broadway***

The late 19<sup>th</sup> century light post, previously used as a street light in the city, was acquired by Hubert Smith, who later gave it to Friends of City Hall with the hope that it would stand again on city property.

Commissioner Skwiers said she was concerned about approving the application due to the Historical Commission not being a governing board. She said the request should go in front of the City Commission prior to the Historical Commission. She also questioned if the light was going to affect neighboring properties.

A discussion ensued on the illumination of the light post and the possibility of using smaller bulbs, if necessary.

Motion by Commissioner Babchek, seconded by Commissioner Tisdale, to approve the Application for Certificate of Appropriateness, File No. 003, as presented. Ayes: Turner, Babchek, Beutell, Tisdale. Nays: Skwiers. Abstain: Jenken. Motion Carried.

## **Adjournment**

Motion by Commissioner Skwiers, seconded by Commissioner Beutell, to adjourn at 5:31 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk



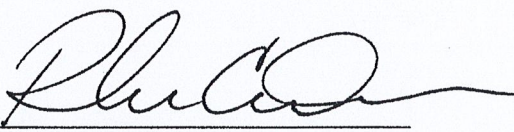
**ROBERT CHARLES DAVIS**  
City of Marine City Attorney

TO: Elaine Leven, City Manager  
FROM: Robert Charles Davis, City Attorney  
RE: Historical Commission Rules and Procedures  
DATE: January 31, 2017

---

Attached are proposed Rules and Procedures as requested. These Rules and Procedures are required by a shall standard at Ordinance provision 155.101(D). This draft is consistent with the City Ordinance requirements and the provisions of the Local Historic Districts Act, MCL 399.201 et seq.

Please let me know if modifications are suggested.

  
Robert Charles Davis

/emm  
Attachment



## City of Marine City Historical Commission

**Rules and Procedures****March 21, 2017**

## Statement of Purpose:

Historic preservation is a declared public purpose. It is the mission and the purpose of the Marine City Historical Commission ("Historical Commission") to identify, document and protect Marine City's identified historic resources, to increase public knowledge of Marine City's heritage, to educate the public about the value of historic preservation to foster civic beauty, and to function as a resource of information on preservation. The purpose of the Historical Commission is further defined in Marine City Ordinance No. 14-4 found at 155.095. This Historical Commission is enabled by the Local Historic Districts Act, Act 169 of 1970, MCL 399.201 et. seq. The Historic District is defined by Ordinance at 155.130 as required by MCL 399.203. The public purpose of the Historical Commission is consistent with MCL 399.202.

## I. Organization of the Historical Commission

## A. Membership

1. The members of the Historical Commission shall be appointed by the Marine City Commission based on submitted applications. Each member shall reside within Marine City. The Historic Commission shall comply with Ordinance provision §155.100(A). There shall be seven (7) members of the Historical Commission. The term of each member shall be three (3) years. Any vacancy shall be filled within sixty (60) days. The historical Commission shall strive to appoint a member who has two (2) years of architectural experience.

## B. Officers and duties

## 1. Chairman

The Chairman will preside at all meetings and hearings of the Historical Commission and the Chairman shall:

- Be elected by the Historical Commission appointed members by majority vote at an open meeting
- Submit the agenda for a meeting with the City Clerk one week before the scheduled meeting
- Make arrangements with the City Clerk and City Manager for special meetings, if required
- Execute and issue certifications of appropriateness or denial after actions taken by the Historical Commission



- Comply with the Open Meeting Act with respect to all meetings.

## 2. Vice Chairman

The Vice Chairman of the Historical Commission shall act for the Chairman in the Chairman's absence and shall have the authority to perform duties prescribed for that office.

- The Vice Chairman will be elected by the Historical Commission members by majority vote at an open meeting

## 3. Clerk

The clerk (or a secretary under the supervision of the Clerk) shall be the Marine City Clerk who shall:

- Keep the minutes and records of the Commission including certificates of appropriateness (permits)
- Arrange proper legal notice of regular and special meetings in accordance with the Open Meetings Act
- Attend to necessary correspondence

## 4. Field Liaison

The Field Liaison will act as a representative of the Historical Commission and shall:

- Be elected by the Historical Commission membership by majority vote at an open meeting
- Meet with Individuals contemplating work governed by the Historical Commission
- Observe work in progress of projects approved by the Historical Commission
- Make timely reports to the Chairman of the Historical Commission

## 5. Committees

The Historical Commission may form committees as deemed necessary. All committees shall comply with the Open Meetings Act.

## 6. Historic District Study Committee

Should the Historical Commission receive a request from the City Commission to research additional historic districts, the Historical Commission will assemble a list of appropriate expertise representing, where possible, the Historical Society of Marine City, the Historical Commission, the Marine City Pride and Heritage



Museum and local or regional history, architecture or preservation experts to recommend to the City Commission for appointment to a formal study committee.

C. Resignations

Resignation from the Historical Commission will be in writing to the City Commission and to the Historical Commission chairman. Any member who misses three (3) meetings in one (1) year may be asked to resign.

II. Administrative Procedures

A. Legal notices

Any required legal notices will be published by the City Clerk as required and in accordance with the Open Meeting Act.

B. Agenda

The Chairman will prepare an agenda for each meeting and submit it to the City Clerk one week in advance of the meeting date. The agenda process shall comply with the Open Meetings Act.

C. Minutes

The minutes will be recorded by the City Clerk at regular and special meetings. The minutes will record business covered and votes of members on resolutions, transactions and determinations. The minutes shall be completed in accordance with the Open Meetings Act.

D. Regulation enforcement

The Historical Commission will take action to prevent violation of any rule or procedure contained herein or in any section of Marine City Ordinance No. 14 - 4 (155.095).

E. Rules and procedures revisions

Review of the rules and procedures revisions will take place at regular public meetings. Adoption of changes will require a majority vote of the Historical Commission.

F. Conflict of Interest

Any asserted conflict of interest on any issue before the Historical Commission shall be resolved in accordance with the current law.

G. FOIA

The Historical Commission shall comply with the disclosure requirements set forth in Michigan's Freedom of Information Act.



#### H. Records.

The Historical Commission shall keep a record of its resolutions, proceedings and actions. All public records are subject to disclosure under the Michigan's Freedom of Information Act.

### III. Conduct of Meetings

#### A. Regular meetings

The Historical Commission shall meet at least quarterly at meetings published by the City Clerk. All meetings will require a quorum which consists of four (4) members.

Closed sessions shall only be conducted in accordance with the Open Meetings Act. Each Agenda shall include a listing of each permit application to be reviewed or considered by the Historical Commission.

The business of the Historical Commission shall be conducted at public meetings in compliance with the Open Meetings Act.

The order of business shall be as follows:

- Roll call
- Pledge of Allegiance
- Communications
- Public comment
- Approval of minutes
- Unfinished business
- New business
- Presentations
- Adjournment

#### B. Special meetings

The Historical Commission will hold special meetings as needed. The Chairman will submit the agenda to the City Clerk not less than 48 hours prior to such meeting, and no business other than that posted will be transacted. A special meeting may be convened at the request of the City Commission, the Chairman or three (3) concurring members.

### IV. Certificates of Appropriateness (Notice to Proceed)

#### A. Application

Application forms for a certificate of appropriateness are available at the Marine City offices. A complete application shall include all requested information. With respect to signs, the application will state the size, materials, and proposed location for any signage.



The Historical Commission will hold public hearings on filed applications and take action within 60 days of the completed filing date. Any public hearing shall be pursuant to notice and shall otherwise comply with the Open Meetings Act.

#### B. Building Permit

Applicants must also apply for and be granted a building permit where any construction is required. The Building Inspector will forward the completed and approved application to the Historical Commission. Any and all resolutions, proceedings and actions of the Historical Commission shall be provided to the Building Inspector.

#### C. Standards for determining appropriateness

- No building, structure or improvement will be erected, altered, restored, moved or demolished within the Historic District until an application for a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the Historical Commission. A certificate of appropriateness will be required whether or not a building permit is required.
- For purposes of these regulations, *erected* means constructed, built, *installed* or enlarged; *altered* means changed, modified, rebuilt, removed, demolished, restored, razed, moved, reconstructed or enlarged; *building* means a combination of materials forming a shelter for persons, animals or property; and *structure* shall include, but is not limited to any material or combination of materials, other than a building that is affixed to the land and shall include, but not be limited to, signs, fences, walls, sidewalks, streets, parking lots, curbs, bridges, dams, monuments, lampposts, bandstands, docks, outdoor fireplaces, swimming pools, statuary, and any other features that are affixed to the land.
- Exterior architectural features will include such portion of the exterior of a structure as is open to view from a public street, way or place. The style, material, size and location of outdoor permanent signage will also be under the jurisdiction of the commission.
- No area within the Historic District will be used or expanded for industrial, commercial, business, home industry, or occupational parking whether or not such area is zoned for such use until after an application for a certificate of appropriateness as to parking has been submitted and approved by the Historical Commission.
- Ordinary maintenance or repair of any exterior feature that does not involve a change in design or material may be performed without a certificate of



appropriateness. In addition, no certificate is required for work certified by the building inspector as necessary for public safety.

- If a building or structure, artifact or monument is to be demolished, no demolition will occur for 90 days from the issuance of a demolition permit if, during such time, the Historical Commission, or the City of Marine City, or the Historical Society of Marine City is attempting to find a purchaser who will retain or remove such building or who will present a reasonable alternative to demolition. At the conclusion of the 90 days, demolition may occur as requested and in accordance with the permit.
- No application for a certificate of appropriateness for an exterior architectural feature such as a solar system designed for the utilization of renewable resources will be denied unless the commission finds that the feature cannot be installed without substantially impairing the historic character and appearance of the Historic District. A certificate of appropriateness for such a feature may include stipulations requiring design modifications that do not significantly impair its effectiveness.
- The Historical Commission will follow and enforce the Secretary of the Interior's Standards for Rehabilitation as found on the following page and at 36, Code of Federal Regulations, Part 67. Those regulations are available at the Marine City offices and are incorporated by reference herein.

#### 1. Buildings and Structures

In determining the appropriateness of exterior architectural features, the Historical Commission will consider, in addition to any other pertinent factors, the following:

- Historical and architectural value
- Architectural style
- Scale
- General design
- Arrangement
- Texture and materials of the architectural feature
- Type and style of exterior windows, doors, light fixtures, signs, above ground utility structures, mechanical appurtenances and the type and texture of building materials
- Relationship thereof to the exterior architectural style
- Contributing artifacts preservation and maintenance



## 2. Signs

### a. Permanent signs

Any new sign or change in an existing sign must conform to the sign regulations of Marine City as to size, number and placement. A certificate of appropriateness must be obtained from the Historical Commission as to the design of the sign and materials used.

### b. Temporary signs

Signs placed in the Historic District advertising events shall observe the following timeframes:

- For one time or annual events the signs may be up for three weeks prior to the event.
- Signs must be removed within 72 hours of the close of an event.
- Temporary signs need no approval of the Historical Commission.
- No adhesives, nails, tape, etc. may be used to attach temporary signs to the resource.

## 3. Parking areas

The Historical Commission will consider the location, materials used, visibility of cars and closeness of such area to adjacent buildings.

## 4. Variations

Where, by reason of topography or other unusual circumstance, strict adherence to the standards would impose exceptional practical difficulty or undue hardship on the applicant, the commission may vary or modify its standards so as to relieve such difficulty or hardship. Provided such variation remains in harmony with the general character of the Historic District.

At its discretion, the Historical Commission may waive any of these requirements if it deems appropriate to do so.

## C. Actions by the Historical Commission

After its deliberations, the Historical Commission will act on each application by majority vote.

### 1. Approval

If the Historical Commission approves the application, it will issue a Certificate of Appropriateness. The certificate may contain stipulations in regard to materials, color, texture or other details deemed pertinent by the decisions of the Historical Commission.



A copy of the Certificate of Appropriateness will be mailed or hand delivered to the applicant for efficiency. Additional copies will be kept by the Historical Commission, including the original application, and the Building Inspector.

Certificates of Appropriateness will be valid for one (1) year from date of issue. Extensions may be granted upon request from the Historical Commission.

## 2. Denial

A Certificate of Appropriateness may be denied by the Historical Commission when, in the opinion of the Historical Commission by majority vote at a public meeting, the issuance of such a Certificate of Appropriateness would be detrimental to the interests of the Historic District.

Written notice of the denial will be mailed to the applicant and the Building Inspector. The notice will specify the reason(s) for denying the application. This notice must be sent within 48 workday hours of rendering such a decision.

## 3. Appeals

Any individual who has been severally or jointly aggrieved by a decision of the Historical Commission concerning any action by the Historical Commission may file an appeal with the State Historic Preservation Review Board within 60 days after the decision is given to the applicant. For further appeals see: Ord. 14 - 4, 155.09 A. and B.

Approved by the Historical Commission at a public meeting on the 21 day of March, 2017.

City of Marine City  
Clerk Certification

  
Dated: March 21, 2017