



# THE CITY OF MT. PLEASANT, MICHIGAN

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**CITY HALL**  
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**MARCH 12, 2019 (RESCUED FROM FEBRUARY 12, 2019)**

## **AGENDA – HISTORIC DISTRICT COMMISSION**

5:00 p.m. at City Hall (Conference Room E - Downstairs)

Candace Johnson	12/31/2020	Colleen Schoenfeld	12/31/2020
Gary Mark	12/31/2021	Anne Swift	12/31/2019
Lara Raisanen, Chair	12/31/2019	Julie Taylor, Vice Chair	12/31/2021
George Ronan	12/31/2019	Michelle Sponseller, Secretary	N/A

- I. CALL TO ORDER
- II. ROLL CALL AND INTRODUCTIONS
  - a. Introductions
- III. CHANGES/ADDITIONS TO AGENDA
- IV. HDC MINUTES – April 2018
- V. RECEIPT OF COMMUNICATION
- VI. PUBLIC COMMENT
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
  - a. Election of Officers
  - b. Bylaws Update
  - c. 2019 Meeting Schedule
- IX. OTHER/ADDITIONS TO THE AGENDA
- X. ADJOURNMENT



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## **FEBRUARY 12, 2019 AGENDA – HISTORIC DISTRICT COMMISSION**

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Lara Raisanen, Chair	12/31/2019	Julie Taylor, Vice Chair	12/31/2021
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**Date:** February 8, 2019  
**To:** Historic District Commission (HDC)  
**From:** Michelle Sponseller, Downtown Development Director  
**Re:** February 2019 HDC Report



### Minutes – April 2018

Review and approval of minutes from April 2018.

### ELECTION OF OFFICERS

New officers are needed for 2018.

#### **Requested Action:**

Nominate and consider approval of new slate of officers.

### BYLAWS UPDATE

Updates to the bylaws from 2006 are as follows:

- Change “shall” to “should” for:
  - At least two members of the HDC ~~shall~~ should possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36 C.F.R. Part 61.
- Change from three years to four years as the standard HDC members serve based on city commission decision.
  - HDC Members are appointed for staggered terms of ~~three~~ four years, commencing February of a calendar year, so that no more than three appointments shall expire in a given year.
- Change made to eliminate language to hearing applications as we have no districts where this is necessary.
  - Generally, the HDC will meet ~~once a month to hear applications quarterly~~.

#### **Requested Action:**

Review and approve bylaw changes as presented.

### 2019 MEETING SCHEDULE

Suggested quarterly meeting schedule for 2019 is as follows:

- February 12
- May 14
- August 13
- November 12

#### **Requested Action:**

Review and consider approval of quarterly meeting schedule.

## **HISTORIC IMPROVEMENT AWARDS**

The application for the Historic Improvement Awards was updated last month and both a social media promotion will continue along with traditional marketing such as press releases and coverage in the city newsletter.

These will continue through the deadline for applications, March 31.



# THE CITY OF MT. PLEASANT, MICHIGAN

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## April 10, 2018 Minutes – Mt. Pleasant Historic District Commission

Meeting called to order at 5:03 p.m. at City Hall

### ROLL CALL AND INTRODUCTIONS

<b>P</b>	Lara Raisanen (12/31/2019)	<b>P</b>	Candace Johnson (12/31/2020)
<b>P</b>	Julie Taylor (12/31/2021)	<b>A</b>	Aimee Goudreau (12/31/2018)
<b>P</b>	George Ronan (12/31/2019)	<b>P</b>	Anne Swift (12/31/2019)
<b>A</b>	Colleen Schoenfeld (12/31/2020)	<b>P</b>	Michelle Sponseller, Secretary

*A = Absent without notification    P = Present    E = Excused Absence    N/A = Not Applicable*

Guests: None

**ADDITIONS / CHANGES TO AGENDA:** None

**PUBLIC INPUT:** None

### HDC MINUTES

Approve April 2018 minutes.

M = Taylor    S = Johnson    Approved

### RECEIPT OF COMMUNICATION

Secretary Sponseller's report for April 2018.

### NEW BUSINESS

#### **A. Election of Officers**

Nomination of Lara Raisanen for chair and Julie Taylor for vice-chair.

M = Taylor    S = Johnson    Approved

#### **B. 2018 Historic Improvement Awards**

Selection of 201 South University for 2018 award.

M = Johnson    S = Swift    Approved\*

\* *George Ronan recused himself from this vote.*

### OLD BUSINESS

**A. None**

### OTHER

### ADJOURNMENT

Meeting adjourned 5:19 p.m.

# Bylaws of the Mt.Pleasant Historic District Commission

## ARTICLE I

### **Purpose**

The purpose of the Mt.Pleasant Historic District Commission (HDC) is to safeguard the heritage of the City of Mt.Pleasant by preserving one or more districts which reflect elements of the cultural, social, economic, political, or architectural history of the City, and to preserve historic landmarks in the City; stabilize and improve property values in such districts; foster civic beauty; strengthen the local economy; and promote the use of historic districts for the education, pleasure, and welfare of the citizens of the City.

### **Creation**

LOCAL HISTORIC DISTRICTS ACT (Act 169 of 1970)

An act to provide for the establishment of historic districts; to provide for the acquisition of certain resources for historic preservation purposes; to provide for preservation of historic and non-historic resources within historic districts; to provide for the establishment of historic district commissions; to provide for the maintenance of publicly owned resources by local units; to provide for certain assessments under certain circumstances; to provide for procedures; and to provide for remedies and penalties.

## ARTICLE II

### **Commission Membership**

Section 1. By statute, the HDC consists of seven members appointed by the mayor and confirmed by the City Commission. All seven members of the HDC shall be residents of the City of Mt. Pleasant. Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. At least two members of the HDC ~~shall~~should possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36 C.F.R. Part 61.

Section 2. HDC Members are appointed for staggered terms of ~~three~~four years, commencing February- of a calendar year, so that no more than three

appointments shall expire in a given year. HDC members are eligible for reappointment.

Section 3. Members of the HDC are appointed by the City Commission. Vacancies are filled for the remainder of an expired term in the same fashion.

Section 4. The HDC shall elect, from its membership, a chairperson and vice chairperson. The terms of the chairperson and vice chairperson shall be for one year, with eligibility for reelection. Staff assistance is provided by the City of Mt. Pleasant for the role of Secretary / Historic Preservation Staff.

### **ARTICLE III**

#### **Duties of Officers/Historic Preservation Staff**

Section 1. Chair - Presides at meetings, executes agenda, coordinates and directs operation of the HDC, confirms HDC decisions, in writing, to applicants, assigns drafting of majority opinions explaining decisions, maintains effective liaison with Public Works and Planning and Zoning Departments of the City, as well as with the technical assistance and consultant sources within the HDC operation.

Section 2. Vice-Chair - Acts as Chairman in the absence of the latter.

Section 3. Secretary / Historic Preservation Staff - Assistance provided by the City of Mt. Pleasant. Staff carries out the actions required in record keeping, application process, advertising, notification, certification, and general coordination of HDC paperwork, including distribution of all correspondence and reports to HDC members.

### **ARTICLE IV**

#### **Hearings and Meetings**

Section 1. Four members of the HDC constitute a quorum. The vote of the majority present shall be necessary for a decision.

Section 2. The Chair may require attendance of witnesses, testimony under oath and the production of documents on matters relating to the business of the HDC.

Section 3. Generally, the HDC will meet ~~once a month to hear applications~~ quarterly. The HDC may schedule special meetings as deemed necessary.

Section 4. Subject to the statutory 45-day limitation or agreement by the applicant, any four members may require an application to be held over until the next meeting.

Section 5. Any four members may require the Chair to call a special meeting which shall be held within 10 days of the request.

Section 6. Robert's Rules of Order, latest edition, shall govern the proceedings of this HDC in all cases not otherwise provided for in these Bylaws or the Rules of Procedure as adopted by this HDC.

Section 7. Agendas will be completed and sent 48 hours in advance of meetings.

Section 8. Public meeting notices will be posted 5 days in advance of meetings.

## **ARTICLE V**

### **Commissioner Duties**

Section 1. Each member of the HDC will familiarize himself or herself with the applications under consideration.

Section 2. HDC members shall avoid any conflict of interest and even the appearance of such a conflict. In cases where a potential conflict appears, the member should remove themselves from the case, entirely, and cause such action to become part of the official record of the HDC. Examples include, but are not limited to:

- Members having a direct or indirect financial interest in the outcome of the matter at issue. A direct interest shall include, but are not limited to, circumstances in which the member is an applicant, a provider of professional or business services to the applicant, serves on the board of directors, or receives any form of remuneration or benefit from the applicant. Indirect financial interest shall include, but is not limited to, issues in which a member's partner, employee, client, immediate family relative or close personal friend has or is likely to have a direct financial interest in the outcome of the matter.
- If the matter at issue involves the member's own official conduct
- If participation in the matter might violate the letter of spirit of a member's code of professional responsibility, or HDC bylaws adopted.
- If a member has such a close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.

Section 3. The review process carried out by the HDC requires judgment of each application based upon architectural guidelines, historical, archival, and archaeological information as well as technical and consultant assistance.

Section 4. As necessary, the Chair may assign commissioners to special duties that relate to HDC business, on a pro-tem basis.

Section 5. Commissioners serve on the HDC without compensation, in a volunteer status.

Section 6. Members having 3 unexcused absences in 6 months will warrant removal from HDC. Chair will be notified in advance of any meeting absences.

## **ARTICLE VI**

### **Amendments**

Section 1. These Bylaws shall be amended by a majority vote of all seven members of the HDC at the regular meeting following that at which the proposed change was introduced.

Section 2. Changes in the Mt. Pleasant City Code that relate to the HDC shall become at the time of their adoption by the City Commission and amendments to the Bylaws or Rules of Procedure as may be appropriate.

Section 3. The HDC, by unanimous vote of all seven commission members, may vote to waive the requirement under Section 1 of Article VII that a proposed change shall be introduced at a regular meeting and voted on at the next regular meeting.

| *Adopted May 24, 2006*



**MARCH 31, 2019**

## **HISTORIC PRESERVATION IMPROVEMENT AWARDS**

### **SEEKING NOMINATIONS**

The City of Mt. Pleasant's Historic District Commission (HDC) is seeking nominations for its Historic Preservation Improvement Awards for 2019.

The Historic Preservation Improvement Awards are presented each year to honor exterior improvements to residential and commercial property in the City of Mt. Pleasant in four areas – Preservation, Restoration, New Construction or Downtown Historic District Choice. The nominated property must be at least 25 years old and the improvements must have been completed between January 1 – December 31, 2018.

The HDC will evaluate applications that best reflect the Secretary of Interior's Standards for the Treatment of Historic Properties, which can be found at <http://www.nps.gov/tps/standards.htm>. Winners will be announced by May 13 as part of National Historic Preservation month.

The standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The guidelines offer general design and technical recommendations to assist in applying the standards to a specific property. Together, they provide framework and guidance for decision-making about work or changes to a historic property.

This is your chance to recognize and express appreciation to people who take care of their property and who make your neighborhood a great place to live.

### **PRESERVATION**

Focusing on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

### **REHABILITATION**

Buildings that have had the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

### **NEW CONSTRUCTION**

Any new building that is consistent with the original architectural style of the neighborhood or district or that utilizes historic materials and techniques.

### **DISTRICT CHOICE**

Preservation, Rehabilitation or New Construction that is located within the Downtown Historic District.

### **HAVE QUESTIONS?**

Contact Michelle Sponseller,  
Downtown Development  
Director at (989) 779-5348 or  
[msponseller@mt-pleasant.org](mailto:msponseller@mt-pleasant.org).



**City of Mt. Pleasant  
Historic Preservation Improvement Award  
Nomination Form**

**ADDRESS OF NOMINATED PROPERTY:** \_\_\_\_\_

Please check the category the property is being nominated for. Properties can be nominated for more one of the following categories.

- Preservation
- Rehabilitation
- New Construction
- Downtown Historic District Choice

**PROPERTY TYPE:**       Residential               Commercial

Other – please explain: \_\_\_\_\_

Briefly describe the project for which the nomination is being submitted.

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**SUPPORTING DOCUMENTS:**

Please attach or send electronically and supporting documents (e.g. photos, newsclippings, brochures, letters of support, etc.) that may help support your nomination. Any photograph submitted of the nominated property may be used for publicity and promotion.

**PROPERTY OWNER:**

<b>Name</b>	<b>Signature</b>	<b>Date</b>

If different than owner, contact information for nominator:

<b>Name (printed)</b>	<b>Signature</b>	<b>Date</b>

**Mailing Address**

Applications are due annually no later than 4:30pm on March 31.

*The HDC reserves the right to disqualify any nomination that is incomplete or does not meet requirements. Please submit your nomination to: City of Mt. Pleasant, Historic District Commission, Attention Michelle Sponseller, 320 West Broadway, Mt. Pleasant, MI 48858*