

Meeting of the
City of Charlevoix
Historic District Commission
Friday, June 22, 2018
Minutes

Vicki Voisin, Interim Chair of the Historic District Commission, called the meeting to order at 11:04 am.

1) Roll Call

Present: Mary Adams, John Campbell, Kay Heise, Vicki Voisin

Absent: David Miles, Hans Wiemer

Attending as an observer: Paul Weston, potential commissioner awaiting confirmation by the City Council

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

2) Approval of Agenda

A quorum was present, and the agenda was unanimously approved with the correction of the date of the previous minutes to **2018** instead of 2017.

Motion made by Mary Adams and supported by John Campbell.

3) Inquiry Regarding Conflicts of Interest

none

4) Approval of Minutes

The minutes of the May 25, 2018 meeting were unanimously approved with a typo corrected to **of** instead of "if" in section 5a, line 3 and the addition of the last name **Adams** to "Mary" in section 8, line 3.

Motion made by Mary Adams and supported by John Campbell.

5) Old Business

a. Draft Letter to Property Owners in Potential 200 Block Historic District

Due to an increased work load for Lindsey Dotson, she has not had the opportunity to prepare the letter.

b. Potential National Register Historic District for the 200 Block of Downtown Update
Debra Ball Johnson from the State Historic Preservation Office (SHPO) is waiting for us to get written support from the property owners.

c. Historic District Commission Chair

The unanimous selection of Vicki Voisin as Chair of the Commission occurred after nomination by Mary Adams with support from John Campbell.

6) New Business

a. Update to legal property descriptions for Earl Young Local Historic District

Lindsey Dotson reported that no documentation was ever supplied to the equalization office as to the designation of the homes in the Earl Young Local Historic District. She is supplying that office with the property numbers and the descriptions of the properties affected.

b. Letter to current property owners in historic district

Vicki Voisin and Kay Heise agreed to prepare a letter to property owners in the 200 Block Downtown plus Van Pelt Alley, using as a guide the several examples from other communities which were provided by Lindsey Dotson.

7) Next Meeting Date

Friday, August 24th

8) Adjournment

The agreement to adjourn was unanimously approved.

Motion made by John Campbell and supported by Mary Adams.

Meeting adjourned at 11:23 am.

Submitted by: Kay Heise