

5:30 P.M.

CITY OF COLDWATER DOWNTOWN
HISTORIC DISTRICT COMMISSION
Wednesday April 12, 2023

AGENDA

ATTENDANCE

MINUTES

1. Historic District Commission regular meeting of December 14, 2022

PUBLIC COMMENTS

PROJECT REVIEW

OLD BUSINESS

NEW BUSINESS

2. **Certified Local Government Unit (CLG) application update** – Audrey Tappenden, Main Street Director
3. **Main Street Project Updates** – Audrey Tappenden, Main Street Director
4. **Upcoming Training Opportunities** – Jake VanBoxel, Neighborhood Services Director

ADJOURNMENT

Next meeting – Wednesday May 10, 2023

Council Chamber
Henry L. Brown Municipal Bldg.
One Grand Street
Coldwater, Michigan



December 14, 2022
5:30 p.m.
(517) 279-9501
www.coldwater.org

HISTORIC DISTRICT COMMISSION

REGULAR MEETING

MEMBERS PRESENT: Chairman Randall Hazelbaker called the meeting to order at 5:30 p.m. with the following members present: Sarah Zimmer, Michael Caywood, Jenny Rakocy and Tracy Kelley.

MEMBERS ABSENT: Tamara Barnes, Flip Johnson, and Don Shemel.

OTHERS PRESENT: Dean Walrack, Audrey Tappenden, Shauna Chávez and Katie Higgs.

PUBLIC COMMENTS

- Audrey Tappenden DDA Director announced Shemel's Carpet & Interiors will receive approximately \$9,000 in grant money from the Match on Main program and also announced that the City of Coldwater is currently working on and application to become a Certified Local Government.

1. Approval of the Regular Minutes of April 13, 2022 and the Special meeting Minutes of November 16, 2022.

Commission Action: Motion by Commissioner Rakocy, seconded by Commissioner Zimmer, to approve and place on file the Regular Minutes of April 13, 2022 and the Special meeting Minutes of November 16, 2022 with the following correction: Tracy Kelley was present at the November 16, 2022 meeting, as presented.

Ayes: 4

Nays: 0

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

2. Presentation Katie Higgs: Final Report CEDAM Fellowship.

Commission Action: None, presentation only.

COLDWATER CITY HISTORIC DISTRICT COMMISSION MINUTES
December 14, 2022

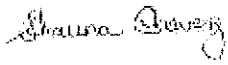
ADMINISTRATOR'S REPORT

3. Planning & Zoning Administrator Report- December 2022.

Commission Action: None, presentation only.

ADJOURNMENT – Next meeting Wednesday, January 11, 2023.

There being no further business to come before the Historic District Commission, Chairman Randall Hazelbaker declared the meeting adjourned at 5:46 p.m.



Shauna Chávez
City Clerk

SHPO + NAPC Virtual Training

Join the Michigan State Historic Preservation Office (SHPO) and the National Alliance of Preservation Commissions (NAPC) for two nights of virtual training for Michigan's Historic District Commissions (HDC) and municipal staff. Through NAPC's Commission Assistance and Mentoring Program (CAMP), nationally recognized leaders in local preservation provide practical best practice guidance for historic district commissions and municipal staff through presentations, hands-on exercises, group discussions, and networking opportunities via live training.

Topics:

- Preservation Planning
- Mid-century Resources
- Enforcement and Violations
- Alternative Materials
- Infill Design
- Public Outreach and Community Engagement

Dates: April 13, April 20

Time: 5:00 – 8:30 PM (will be recorded to viewing at later dates if scheduling conflicts arise)

Register: <https://medc.cventevents.com/event/dff90e9b-53b1-4197-9deb-0c6c98eb45e0/summary>

Agenda available on the following pages.

Main Street Spring Training: Downtown Redevelopment Workshop (in person)

As a Michigan Main Street community, we are invited to participate in a spring workshop focused on the topic of Downtown Redevelopment. Our local DDA board is encouraged to bring downtown stakeholders to these free, day-long workshops. Given your role in our downtown community, Economic Vitality committee invite you to attend the spring workshop in Milan, MI.

There is no cost to attend the workshop, and transportation will be coordinated

Date: Tuesday, May 9

Location: Milan, MI

Timeframe: [leave Coldwater ~ 7 am; estimated return ~5:45 pm.]

Agenda available on the following pages.

Michigan Downtown Association Summer Workshop (virtual)

A conference room will be reserved to live stream the workshop.

When: Friday, June 2nd

Time: varies by session; full agenda to come

Session topics:

- Building Relationships with Downtown Stakeholders
- Creating a Healthy Business Mix
- Art- You Got to Have It!
- Nurturing the Entrepreneur Pipeline
- Planning for Streetscapes AND Maintaining



Michigan Main Street Program's

Workshop

Milan – May 8-9, 2023

Highly recommended for all Main Street Directors, board and committee members, property and business owners, local stakeholders, and other interested volunteers.

Tuesday, May 9, 2023 (Open to all volunteers, boards, staff)

Location: TBD
Milan, MI 48160
Coffee and snacks provided

Real Estate Redevelopment 101 Training

8:30am-9:00am **Welcome and Intros**

9:00am-9:15am **Why Do Real Estate Redevelopment?**

Why should Main Streets get involved in real estate redevelopment? This quick primer looks at several key reasons Main Street orgs should get involved.

9:15am-10:30am **Understanding the Real Estate Redevelopment Process**

This session will focus on the steps necessary for successful real estate redevelopment. From planning to pre-development to construction, we will break down the process to understand how it all works.

10:30am-10:45am Break

10:45am-11:45am **Evaluating Potential Sites + Real Estate Marketing 101 Review**

What makes a good potential site or building for redevelopment? This session will go through the various factors from location to building components to help attendees understand what a property's assets and liabilities are in assessing potential redevelopment. This session will also do a basic review of the Marketing 101 webinar.

11:45am-1:00pm Lunch

1:00pm-2:30pm **Pro Forma 101 + Understanding Incentives**

This session will give attendees the basic understanding of what pro formas are, how they work, and why they're important. This session will also touch broadly on evaluating the need for incentives and the different potential incentives that can be used here in Michigan.

2:30pm-3:30pm **MEDC Pro Forma Tool**

MEDC's Redevelopment Services Team will go over the guidelines and how to use the MEDC pro forma tool as well as explain how the incentive process works.

3:30pm-4:00pm Q & A

Speaker: Joe Borgstrom, Place + Main

Please RSVP by Friday, April 17, 2023:

- Audrey Tappenden



CAMP Michigan
Agenda Pt. I -
April 13, 2023
5:00 - 8:30 pm EST

5:00 - 5:15

Welcome and Introduction

5:15 - 6:15

Preservation Planning: Planning for the resource, the commission, and the community. *Monica Callahan*

6:15 - 7:15

Mid-Century Resources: An overview of why the Mid-Century/Post- War Architecture and social history is significant from urban centers to small towns. Understand and articulate effective cases for saving these resources. *Michael Houser*

7:15 - 7:30

Break

7:30 - 8:15

Enforcement and Violations: You've passed a historic preservation ordinance and developed design guidelines, but how do you enforce them? What is your process for reviewing work that has already been completed? Discuss the challenges of enforcement and methods to address them. *Robin Zeigler*

8:15 - 8:30

Wrap-up



CAMP Michigan
Pt. 2 - April 20, 2023
5:00 - 8:30 pm EST

5:00 - 5:15

Follow-up Questions from Pt. 1

5:15 - 6:15

Alternative Materials: As fewer original materials are available to replace deteriorated or missing features, commissions need to consider alternative materials. *Sharon Ferraro*

6:15 - 7:15

Envisioning Infill Design: Explore how to envision new construction and how to find the appropriate balance for your community between the goals of compatible yet differentiated. *Chris Wand*

7:15 - 7:30

Break

7:30 - 8:15

Public Outreach and Community Engagement: How you run your program can go a long way in bolstering the image of your design review board and preservation in general. Learn a few tips to managing a consistent and user-friendly process and explore ways to provide public outreach and garner public input. *Robin Zeigler*

8:15 - 8:30

Wrap-up