



PUBLIC NOTICE

City of Boyne City
Founded 1856

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BOYNE CITY HISTORIC DISTRICT COMMISSION

Tuesday February 17, 2015, 7:00 p.m.
Boyne City Hall
319 North Lake Street

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF MINUTES**
Minutes of the October 21, 2014 special meeting.
3. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
4. **OLD BUSINESS**
 - A. Work definitions and Permit Procedures
5. **NEW BUSINESS**
 - A. Election of Officers
6. **ANNOUNCEMENTS**
7. **ADJOURNMENT**
8. **NEXT MEETING: April 16, 2013**



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agenda packets & minutes for each board

*INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES IN ORDER TO PARTICIPATE IN MUNICIPAL MEETINGS MAY
CONTACT THE BOYNE CITY HALL FOR ASSISTANCE:
CINDY GRICE, DEPUTY CLERK, 319 NORTH LAKE STREET, BOYNE CITY, MI 49712. (231) 582-0334.*

BOYNE CITY HISTORICAL
DISTRICT COMMISSION
MINUTES of the October 21, 2014 meeting

Present: Bandy, Martin, Glassford, Sheets.

Absent: Wellman

Staff: McPherson, Hewitt

1. Call to Order: 10:00 am

2. Approval of Minutes of June 19, 2014 meeting Bandy motioned, Martin second, all ayes.

3. Public Comments on Non-Agenda Items

None

4. Old Business:

None

5. New Business:

A. McPherson gave a brief explanation.

Motion by Bandy to table discussion pending review definitions of minor classes of work and to specific written standards for the delegation of responsibility to the planning department, be prepared to discuss this at our February meeting, second by Martin, all ayes.

B. 411 Pearl Street, review of Soil Erosion permit, work determined to be ordinary maintenance.

6. Communications

2015 Calendar dates set, third Tuesday of the month at 7:00 pm

February 17, 2015

May 19, 2015

October 20, 2015

7. Announcements

401 Pearl Street, exterior painting in progress, work is ordinary maintenance.

8. Adjournment, 10:28 am

9. Next Meeting

February 17, 2015

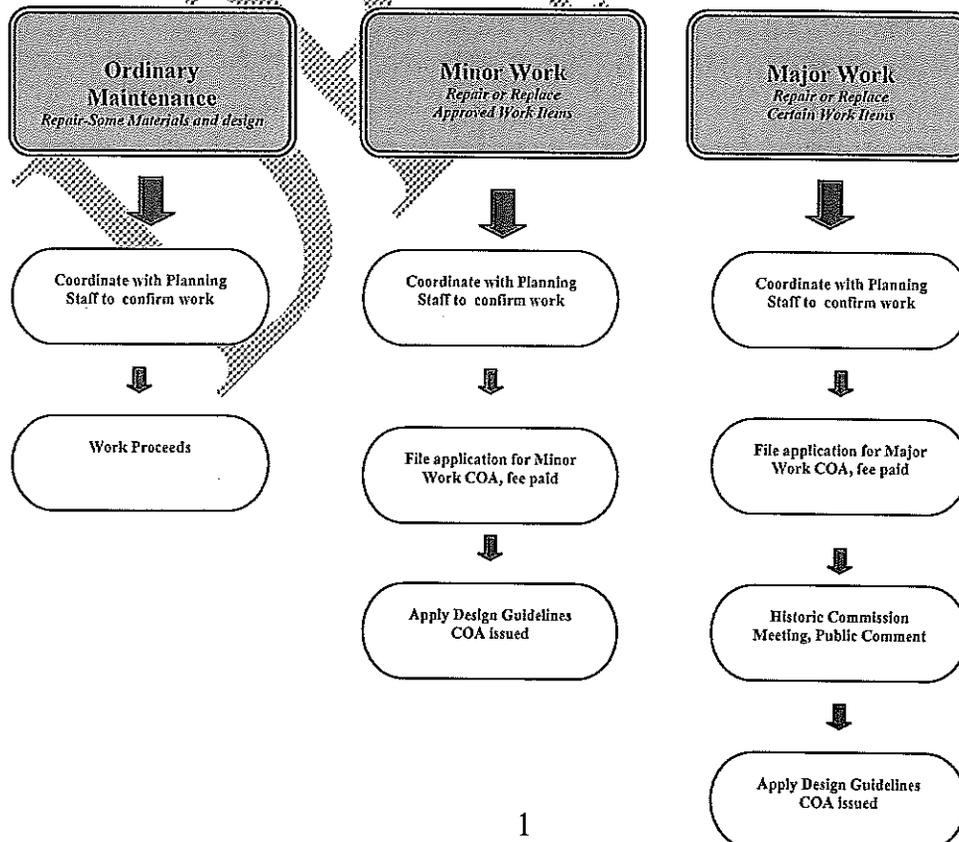
City of Boyne City Historic District Work Definitions and Permit Procedures

Types of Work in the Historic District

Work on properties in the historic district is considered *ordinary maintenance*, *minor work* or *major work*.

- **Ordinary Maintenance** is exterior work that is undertaken on frequent and routine bases to maintain the functional and structural integrity of an existing building, structure or architectural or appurtenant features. Ordinary maintenance is defined further as being repair work that maintains, and does not change, the architectural material, design, style, size and scale, arrangement, detailing or texture of the feature.
- **Minor Work** is exterior work that involves the repair and/or partial replacement of an architectural feature or building element, but does not involve a significant alteration or addition to the existing building or structure. All minor work shall be undertaken in accordance with the adopted design guidelines.
- **Major Work** is exterior work that involves a significant alteration, addition, reconstruction or demolition of an existing building or structure, or the erection of new buildings or structures.

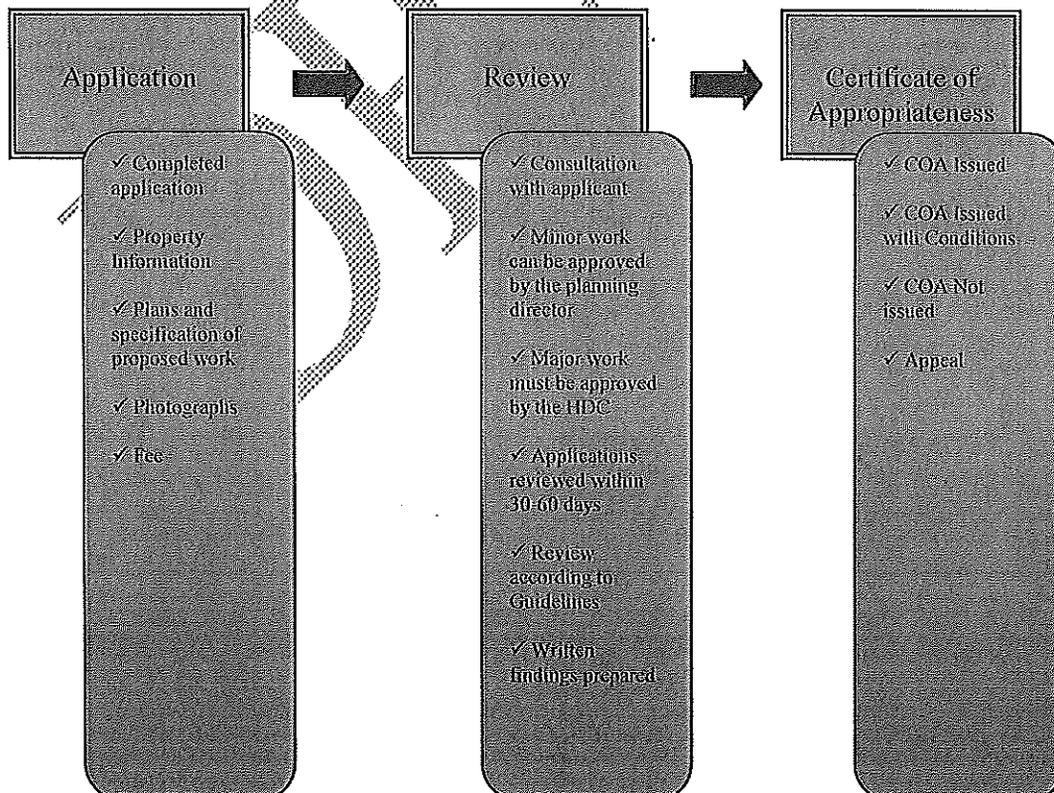
Historic District Work Type Processes



City of Boyne City Historic District Work Definitions and Permit Procedures

How work is reviewed in the Historic District

- **Ordinary Maintenance:** May be undertaken without special authorization from the Historic District Commission; however, coordination with the City Planning Department is encouraged to ensure that work meets the standards for ordinary maintenance and does not involve any change in architectural materials or design.
- **Minor Work:** A Certificate of Appropriateness (COA) can be approved by the City Planning Director prior to construction. All work is to be consistent with adopted design guidelines for rehabilitation, repair and reconstruction of architectural elements, buildings or structures. The Planning Director may determine that the minor work proposed is complex and refer the application to the Historic District Commission for review.
- **Major Work:** A Certificate of Appropriateness (COA) must be approved by the Historic District Commission.
- **Interior Construction** does not require review by the Historic District Commission.
- **All Minor and Major Projects:** All work in the historic district requires a Certificate of Appropriateness prior to undertaking work or to receiving other approvals or permits.



City of Boyne City Historic District

Work Definitions and Permit Procedures

Review Procedures for Minor and Major Works

In reviewing an application for a Certificate of Appropriateness, the Commission or designated representative considers the following:

- The appropriateness of the proposed alteration or construction on the character-defining features of the building, structure, landscape or district. This includes consideration of site context; building scale, mass and orientation, relationship to other buildings or elements; and the suitability of material, design, style, arrangement, scale, detailing, and texture.
- The work's consistency with the recommendations and standards established in the adopted design guidelines and (if applicable) the Secretary of the Interior Standards for the Treatment of Historic Properties.

Important Note: In addition to the requirements for the COA, there may be other applicable requirements set forth in the Boyne City Zoning Ordinance and the Charlevoix County Building Code that apply to construction. Applicants should check all code requirements and consult with City and County officials for applicable provisions and needed approvals.

Application Submittal and Review Process for Certificate of Appropriateness

Application Submittal: To undertake minor or major work in the historic district, an applicant must provide sufficient information and clearly describe the work to be done. There is an application form for minor and major work that must be completed. Depending on the work to be done, the application may also require all or some of the following:

- Clear, detailed description of the work to be done.
- Photographs
- Site Plan of property
- Elevation drawings of building and structures drawn to scale
- Specifications of work, materials, dimensions, color, design, profiles, textures, etc.
- Samples of proposed materials
- Application fee

City of Boyne City Historic District

Work Definitions and Permit Procedures

Minor Work Review Process - If the proposed work is a minor work, the Planning Director will review the application. Decisions will be based on the adopted design guidelines and other applicable code provisions. The Planning Director has the discretion to refer the application to the Historic Commission if there are questions or the work needs a more in depth review.

Major Work Review Process - If the proposed work is major work the Planning Director will consult with the applicant and review the application for completeness. Complete applications will be referred to the Historic District Commission for review and action. City staff will schedule the application for consideration at the next scheduled meeting. Special meetings may be schedule at the discretion of the Historic District Commission for review of an application.

Historic District Commission Meeting Procedures

- Introduction of the application and staff report.
- Applicant makes presentation to the Commission.
- Commission members ask questions to applicant to clarify work or design details.
- Floor is opened for public comments.
- Commission members will review the proposed work, application materials, public input, staff report, historic district architect design review and all other applicable information.
- Commission reviews compliance with the design guidelines
- Commission approves, approves with conditions, postpones or denies the COA.
 - ✓ For approved work a COA will be issued in writing following the meeting. If approved with conditions specific provisions and details of the conditions shall be provided. Upon receiving COA applicant may pursue other required permits. A COA is valid for one year.
 - ✓ For work needing additional information or revisions, the Commission may agree to postpone action on the application for up to 60 days if agreed to by the applicant.
 - ✓ For work not approved and a COA is not granted the applicant will be notified in writing following the meeting of the findings and the decision. Applicant may submit a revised application for future consideration or can appeal the decision in accordance with applicable appeal procedures.

City of Boyne City Historic District Work Definitions and Permit Procedures

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Preservation Standards Reference
Addition, New			<input checked="" type="checkbox"/>	
Building, New			<input checked="" type="checkbox"/>	
Deck				
New			<input checked="" type="checkbox"/>	
Replace		<input checked="" type="checkbox"/>		
Repair	<input checked="" type="checkbox"/>			
Demolition			<input checked="" type="checkbox"/>	
Doors				
New			<input checked="" type="checkbox"/>	
Replace		<input checked="" type="checkbox"/>		
Repair	<input checked="" type="checkbox"/>			
Fencing				
New			<input checked="" type="checkbox"/>	
Replace		<input checked="" type="checkbox"/>		
Repair	<input checked="" type="checkbox"/>			
Foundation				
New			<input checked="" type="checkbox"/>	
Replace		<input checked="" type="checkbox"/>		
Repair	<input checked="" type="checkbox"/>			
Garage				
New			<input checked="" type="checkbox"/>	
Replace		<input checked="" type="checkbox"/>		
Repair	<input checked="" type="checkbox"/>			
Gutters and Downspouts				
New		<input checked="" type="checkbox"/>		
Replace	<input checked="" type="checkbox"/>			
Repair	<input checked="" type="checkbox"/>			
Lighting, Exterior				
New		<input checked="" type="checkbox"/>		
Replace	<input checked="" type="checkbox"/>			
Repair	<input checked="" type="checkbox"/>			
Painting	<input checked="" type="checkbox"/>			
Driveway				
New		<input checked="" type="checkbox"/>		
Replace	<input checked="" type="checkbox"/>			
Repair	<input checked="" type="checkbox"/>			
Porch				
New			<input checked="" type="checkbox"/>	
Replace		<input checked="" type="checkbox"/>		
Repair	<input checked="" type="checkbox"/>			

City of Boyne City Historic District

Work Definitions and Permit Procedures

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Preservation Standards Reference
Roof				
New			<input checked="" type="checkbox"/>	
Replace Different Materials		<input checked="" type="checkbox"/>		
Replace Same Materials	<input checked="" type="checkbox"/>			
Repair	<input checked="" type="checkbox"/>			
Siding				
New			<input checked="" type="checkbox"/>	
Replace Different Materials		<input checked="" type="checkbox"/>		
Replace Same Materials	<input checked="" type="checkbox"/>			
Repair	<input checked="" type="checkbox"/>			
Walks, Patios				
New		<input checked="" type="checkbox"/>		
Replace	<input checked="" type="checkbox"/>			
Repair	<input checked="" type="checkbox"/>			
Vegetation				
Planting	<input checked="" type="checkbox"/>			
Pruning	<input checked="" type="checkbox"/>			
Tree Removal Under 10" dia.	<input checked="" type="checkbox"/>			
Tree Removal 10" and over dia.			<input checked="" type="checkbox"/>	

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