



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT JANUARY 1, 2020 – DECEMBER 31, 2020

The Michigan State Historic Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each year. SHPO uses the provided information to stay up to date on historic preservation activities across the state, identify ways that SHPO can be more responsive to the needs of CLGs, and evaluate local CLG programs.

SHPO has developed a standard template for use by all CLGs in order to streamline the collection/presentation of information and supporting documentation. Each CLG will receive a fillable digital (PDF) copy of the template. Hardcopies can be mailed upon request.

### INSTRUCTIONS

Use the annual report template to describe your CLG's program during the last calendar year.

The reporting period for this report is: **January 1, 2020 – December 31, 2020**.

A complete report consists of:

- Completed annual report checklist
- Completed annual report template
- Applicable attachments and supporting documents

### SUBMISSION

CLGs can complete their report electronically or by hand. CLGs completing the digital report can save and email their report and supporting documentation to Alan Higgins, Certified Local Government Coordinator, at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov).

CLGs completing their report by hand can scan the completed documents and email them as indicated above, or they can mail the hardcopy and supporting documentation to SHPO at the following address:

Attn: Alan Higgins  
Michigan State Historic Preservation Office  
300 N. Washington Square  
Lansing, Michigan 48913

### DEADLINE

Annual reports are due from each CLG by: **March 1, 2021**.

### QUESTIONS?

Have questions or need clarification on assembling your report? Contact Alan Higgins, Certified Local Government Coordinator, at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov).



CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT  
JANUARY 1, 2020 - DECEMBER 31, 2020

Community: Niles Michigan  
CLG Representative: Wendy Halder  
Title/Organization: Chair, Niles Local Historic District  
Mailing Address: 333 N 2nd Street ,Niles MI 49120 Phone: 269-683-4700  
 Email: NilesHDC@nilesmi.org  
  
CLG/HDC Website: nilesmi.org - still in progress

CHECKLIST

Please indicate below those items that you have included with your submission.

REQUIRED

- 1. Completed Annual Report
- 2. Minutes from two HDC meetings (if not available on website)

SUPPORTING DOCUMENTATION, IF APPLICABLE

- 3. Amended or revised ordinances, by-laws, or other regulations with changes highlighted
- 4. Study reports and/or survey data
- 5. Attachment A: New Commissioner Resume Form
- 6. Attachment B: HDC and Staff Training Record Supplement
- 7. Attachment C: Completed Surveys Supplement
- 8. Attachment D: Public Education Activities Supplement

SIGNATURE

I hereby certify that the information in this report is accurate and correct to the best of my knowledge.

Wendy Halder  
CLG Contact

3/1/2020  
Date

SHPO USE

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_  
Signature: \_\_\_\_\_



1. DESIGNATION AND PROTECTION OF HISTORIC PROPERTIES

A. Did the CLG keep its ordinance in effect for the entire year?

Yes  No

If **no**, briefly explain.

B. Did the CLG amend, revise, or suspend its historic preservation ordinance, by-laws, design guidelines, or other regulations or procedures during the year?

Yes  No

If **yes**, briefly explain and submit a copy of the document(s) with changes highlighted.

C. Were any National Register-listed or locally designated contributing properties relocated or demolished during the year?

Yes  No

If **yes**, identify the properties, including name/address, associated district or National Register property, and a brief explanation.

D. Identify study report and district designation activities during the year. If associated reports were not previously provided to SHPO, submit a copy with this report. If there were no local designation activities during the year, indicate so by checking the box below.

The CLG had no such activities during the year.

STUDY REPORTS UNDERW Y OR CONSIDERED BY COUNCIL	
DISTRICT N ME	DR FT REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

NEW DISTRICTS OFFICI LLY EST BLISHED	
DISTRICT N ME	FIN L REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

LOC L DISTRICTS OFFICILLY MODIFIED OR DE-DESIGN TED	
DISTRICT N ME ND BRIEF EXPL N TION FOR CH NGE	FIN L REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 2. DEQU TE ND QU LIFIED HISTORIC DISTRICT COMMISSION

- A. Identify active historic district commission (HDC) members. Submit a resume or **Attachment A** for each **new commissioner** appointed during the year.

NAME	ROLE ON COMMISSION*	DATE APPOINTED	TERM ENDS
Fredda Zeiter	Retired Architect	06/11/11	12/31/21
Charles Spilman	Historic Home owner	6/10/19	12/31/21
Wendy Halder	Historic Home owner	3/11/2013	12/31/21
Mary Ellen Drolet	Local Historian	3/11/2013	12/31/22
Steve Arseneau	Historic Preservationist	01/11/16	12/31/21
Jessica Nelson	Historic Home owner	09/23/19	12/31/22
Brian Thomas	Craftsman	02/11/19	12/31/21

\* (e.g., architect, archaeologist, historian, district resident, etc.)

If the HDC attempted to fill a vacancy during the year, identify how the CLG sought federally qualified professionals (architects, historians, and archaeologists) to fill vacancies. Submit a copy of announcements, advertisements, and other means used to seek qualified members.

Are there presently any HDC vacancies?

Yes  No If **yes**, how many?

Did new HDC members receive training materials and information on local districts?

Yes  No  Not Applicable

B. Identify the months in which your HDC met at least once.

MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?
January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
June	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
October	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. **If not available on your website, submit minutes for two meetings.**

D. Provide information on design review applications received for review during the year.

PPLIC TION TOT LS	
# of applications received:	6
# of applications reviewed by staff only:	1
# of applications reviewed by the HDC:	5

PPLIC TIONS REVIEWED BY THE HDC	
# of applications that received a final decision during the first review:	6
# of applications that came before the HDC more than once:	0

RESULTS OF REVIEWS	
# of COAs issued:	6
# of Denials issued:	0
# of Notices to Proceed issued:	0

PPE LS	
# of HDC decisions appealed:	0
# of decisions overturned by State Review Board:	0
# of decisions affirmed by State Review Board:	0

E. Did any HDC members and/or HDC staff participate in training (e.g., conferences, webinars, and in-person workshops) during the year?

Yes  No

If **yes**, identify the training. Use **Attachment B** for additional training if necessary.

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

If **no**, explain why no one participated in training during the year and identify any preliminary plans to participate in training next year.

COVID. The board did attend a 3.5 hour HDC Board training February 17th, 2021 given by Sharon Ferrero. We have joined the Michigan Preservation Network and will be looking for additional opportunities for commission members to attend on-line trainings.

### 3. SURVEY AND INVENTORY OF HISTORIC PROPERTIES

- A. Identify new survey plans, progress on existing plans, and/or changes to existing survey plans, including changes in priorities or processes, implemented during the year.

Alan Higgins was planning to attend a meeting to help us get started last March, and then COVID. It is our intent to work plan this project at the March 2021 meeting and get started updating the Residential 4th Street District information, including pictures as our first project.

- B. Did the CLG **actively work on or complete** historic resource surveys (windshield, reconnaissance, or intensive) during the year?

Yes  No

If **yes**, identify them. If the survey was completed but data and reports were not previously provided to SHPO, submit a copy with this report. Use **Attachment C** for additional surveys if necessary.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



C. Do you have any historic resource surveys tentatively planned for next year?

Yes  No

If **yes**, identify the survey(s) below.

NAME OF SURVEY	REASON FOR ANTICIPATED SURVEY (E.G., PART OF WORK PLAN, DEVELOPMENT PRESSURE, CONSIDERING DESIGN TION, ETC.)
Update of Residential 4th Street District and Downtown Historic District.	time to update

D. Was any municipal-sponsored archaeological survey undertaken during the year?

Yes  No

If **yes**, identify the survey(s) below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE ARCHAEOLOGIST'S SURVEY STANDARDS?
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

#### 4. PUBLIC PARTICIPATION IN THE LOCAL HISTORIC PRESERVATION PROGRAM

- A. Identify how the HDC worked with property owners to remind them of their responsibilities and the process for obtaining Certificates of Appropriateness and/or to provide technical assistance on historic preservation issues or projects.

We had hoped to complete this in 2020, but did not. After learning about the reinstated Michigan State Historic Tax Credit at the February training, we are planning to connect with each property owner to inform them about it to open the door to conversation about working with the commission when working on their property.

- B. Did the community provide public educational activities (e.g., walking tours, lectures, Preservation Month activities, historical marker programs, etc.) or formal training on historic preservation?

Yes  No

If **yes**, identify the activities. Use **Attachment D** for additional items if necessary.

ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			

C. Were all HDC meetings publicly announced and held in accordance with the Open Meetings Law, P.A. 267 of 1976?

Yes  No

D. Was information about the HDC, its procedures, and meeting activities actively maintained on the local government's website during the last year?

Yes  No

E. Beyond a website, how does the HDC provide information about meetings and project activities (agendas, public notices, etc.) to the public?

Mailings  Newspapers  Postings at municipal building  On-site project signs  
 Email  Electronic listserv or bulletin board  Local access channel  
 Other, as described:

F. Beyond a website, how does the HDC provide information procedures, guidance, documents (design guidelines, COA applications, etc.) to the public?

Mailings  Postings at municipal building  Email  
 Electronic listserv or bulletin board  Door-to-door fliers/conversations  
 Community events  Working with other municipal departments  
 Other, as described:

F. Did the CLG review any National Register of Historic Places nominations during the year?

Yes  No

If **yes**, identify the nominations below.

PROPERTY NAME/ ADDRESS	COMMENTS SUBMITTED TO SHPO?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 5. CLG PROGR M GO LS

A. Describe how you have met the goals your CLG had for the last year.

<p><b>GO L 1:</b> We had planned to work on digitizing our records of the homes in our residential historic district.</p>	
<p>Did you meet this goal?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>If <b>yes</b>, describe how it was met. If <b>no</b>, describe why it was not met.</p>	<p>COVID limited our ability to work with resources held at the library.</p>
<p><b>GO L 2:</b> We had planned to work on a new photo survey of our residential historic district, first, and the commercial (downtown) historic district once that was complete.</p>	
<p>Did you meet this goal?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>If <b>yes</b>, describe how it was met. If <b>no</b>, describe why it was not met.</p>	<p>Again, we were limited due to covid. While we could have safely walked around and photographed, we were limiting contact with people and so interacting with the homeowners was a limiting factor.</p>
<p><b>GO L 3:</b></p>	
<p>Did you meet this goal?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If <b>yes</b>, describe how it was met. If <b>no</b>, describe why it was not met.</p>	
<p><b>GO L 4:</b></p>	
<p>Did you meet this goal?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If <b>yes</b>, describe how it was met. If <b>no</b>, describe why it was not met.</p>	

The CLG did not have specific goals for the last year.

B. What are your top goals for the local preservation program for next year (2021)? CLGs must identify at least one goal.

<b>GO L 1:</b> <i>Work to digitize the file of property information for the 4th street residential historic district.</i>	
Do you intend to complete this in 2021 or is it part of an ongoing project?	<input type="checkbox"/> 2021 <input checked="" type="checkbox"/> Ongoing
Do you need SHPO assistance in meeting this goal? If so, describe.	<i>We would love to explore what assistance is available, if any.</i>

<b>GO L 2:</b>	
Do you intend to complete this in 2021 or is it part of an ongoing project?	<input type="checkbox"/> 2021 <input type="checkbox"/> Ongoing
Do you need SHPO assistance in meeting this goal? If so, describe.	<i>Again, we were limited due to covid. While we could have safely walked around and photographed, we were limiting contact with people and so interacting with the homeowners was a limiting factor.</i>

<b>GO L 3:</b>	
Do you intend to complete this in 2021 or is it part of an ongoing project?	<input type="checkbox"/> 2021 <input type="checkbox"/> Ongoing
Do you need SHPO assistance in meeting this goal? If so, describe.	

<b>GO L 4:</b>	
Do you intend to complete this in 2021 or is it part of an ongoing project?	<input type="checkbox"/> 2021 <input type="checkbox"/> Ongoing
Do you need SHPO assistance in meeting this goal? If so, describe.	

## ADDITIONAL ITEMS OF INTEREST TO SHPO (OPTIONAL, BUT APPRECIATED!)

A. SHPO is compiling a digital resource library for CLGs that includes original content as well as example templates (e.g., COA applications, letters to property owners, violation notices, etc.). Would you be willing to share example documents from your community for potential sharing through this resource library?  Yes  No

B. How does your CLG coordinate enforcement/violations? For example, is enforcement coordinated by the HDC staff liaison in collaboration with other municipal staff (e.g., building inspector)? Is it coordinated directly by the HDC? Other ways?

Thankfully, we did not have any enforcement conflict during the 2020 year. In general, enforcement is mainly coordinated by the HDC staff liaison in collaboration with other municipal staff.

C. Are there particular issues (e.g., windows, infill, additions, murals, etc.) your HDC struggles with for which additional information would be useful?

Knowledge and resources for repairing rather than replacing. This is especially an issue for windows, but not limited to windows.

D. Are there any particular successes or accomplishments from the past year that you'd like to highlight or share?

E. Are there any issues or challenges your community needs assistance within in 2021, or is there anything else you would like to share with SHPO?

F. All local CLG points of contacts are added to SHPO's CLG e-mail list. Are there any other members of your community (e.g., DDA/Main Street staff, HDC commissioners, city planners, etc.) that would like to be added to the list? If so, please provide their information below.

# COMMENT . NEW HDC COMMISSIONER RESUME FORM

## CONTACT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## EDUCATION

Degree	Field	University	Year
_____	_____	_____	_____
_____	_____	_____	_____

## RELATED WORK EXPERIENCE

Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Work Description:

Position: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Work Description:

## OTHER EXPERIENCE/DEMONSTRATED INTEREST IN HISTORIC PRESERVATION

[FOR SHPO USE] Meets NPS Qualifications ([https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)):

History    Architectural History    Architecture    Historic Architecture    Archaeology



## TR INING SESSION: ND ST FF TR INING SUPPLEMENT

Identify training completed by HDC members and/or HDC staff during the year.

<b>TR INING SESSION:</b>	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

<b>TR INING SESSION:</b>	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

<b>TR INING SESSION:</b>	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

<b>TR INING SESSION:</b>	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

## ATTACHMENT C. COMPLETED SURVEYS SUPPLEMENT

Identify above-ground historic resource surveys actively worked on or completed during the last year. If the survey data and reports were not previously provided to SHPO, submit a copy with your report.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
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		<input type="checkbox"/>

## TT CHMENT D. PUBLIC EDUC TION CTIVITIES SUPPLEMENT

Identify public education activities (e.g., walking tours, lectures, Preservation Month activities, historical marker programs, etc.) or formal training sessions that the community provided for historic district property owners or the general public.

CTIVITY		SPONSORING ORG NIZ TION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
CTIVITY		SPONSORING ORG NIZ TION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
CTIVITY		SPONSORING ORG NIZ TION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
CTIVITY		SPONSORING ORG NIZ TION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			