

**Washtenaw County, Office of Strategic Planning
Historic Preservation – Chelsea Center for the Arts – CLG Grant Proposal**

1. Project Name

Rehabilitation Master Plan & National Register Nomination
Chelsea Center for the Arts
400 Congdon Street
Chelsea, MI 48118

2. Project Coordinator

Melissa Milton-Pung, Principal Preservation Planner
Washtenaw County Office of Strategic Planning
110 N. Fourth Avenue
P.O. Box 8645
Ann Arbor, MI 48104
Phone: 734-222-6878 Fax: 734-222-6573
Email: miltonpungm@ewashtenaw.org

3. Grant Recipient

Washtenaw County, a Certified Local Government
Office of Strategic Planning
Anthony VanDerworp, Director
110 N. Fourth Avenue
P.O. Box 8645
Ann Arbor, MI 48104
Phone: 734-222-6888 Fax: 734-222-6573
Email: vanderworpa@ewashtenaw.org

4. Congressional District

13th Congressional District
State Senate Districts: 17, 18
State House Districts: 52, 53, 54

5. Federal Identification

Washtenaw County
38-6004894

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6. Federal Funding Request and Match

Federal Funding Request: \$22,000.00
 Total Matching Share: \$14,994.35
 Total: **\$36,994.35**

Donors:

Washtenaw County Government

Source: General Fund
 Kind: In Kind
 Amount: **\$10,860.35**

Chelsea Center for the Arts

Source: Non-Profit Funding
 Kind: In Kind
 Amount: **\$4,134.00**

7. Budget

MATCH

Washtenaw County

	<u>Match</u>
WC Project Coordinator: 150 hours/\$30.77/hr	4,615.00
Administrative Assistant: 50 hours/\$19.21/hr	960.50
Accountant II: 24 hours at \$29.02/hr	696.48
Fringes FICA, Unemployment, Medicare, Workers Comp, Life, Health and Dental Insurance, Retirement: 35% of \$6,272.48	2,195.37
Volunteer Intern for NR Nomination: 180 hours/value of \$12/hr	2,160.00
Mileage for WC Staff Site Visits:	82.50
Photography Costs for NR Nomination:	150.00

Chelsea Center for the Arts

CCA Project Coordinator: 200 hours/\$20.67/hr	4,134.00
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Sub-Total:	14,994.35
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FEDERAL

Rehabilitation Master Plan	22,000.00
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Sub-Total:	\$22,000.00
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Federal Total	\$22,000.00
Match Total	\$14,994.35
Total Grant Value	\$36,994.35

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8. Match Certification

Washtenaw County will provide a **\$10,860.35** in kind match of personnel and other services from the FY 2009/10 Budget for the purpose of this project. The Chelsea Center for the Arts will provide **\$4,134.00** in kind match of personnel from the FY 2009/2010 Budget for the purpose of this project. The accompanying grant application is signed by the Washtenaw County Administrator and will be ratified by the Washtenaw County Board of Commissioners in February 2009. An additional resolution of support will be provided from the Board of the Chelsea Center for the Arts in February 2009. We will send you the resolution numbers, as presented in item #17 at that time.

9. Indirect Costs

No indirect costs are anticipated at this time.

10. Financial Certification

See letter from Peter Collinson in Appendix A.¹

11. Scope of Work/Project Narrative

Summary

Washtenaw County Government, a Certified Local Government, and the Chelsea Center for the Arts, a 501(c)(3) non-profit, seek to oversee the creation of a Rehabilitation Master Plan and a National Register Nomination for the former St. Mary's Parish School. Located in Chelsea, Michigan, this site is presently owned and occupied by the Chelsea Center for the Arts (CCA). The building also houses a community preschool and rehearsal space for the Purple Rose Theater. The Board and current benefactors of the CCA are presently focused on the programmatic goals of the organization, and while a Building Committee exists, they have not formed a clear plan for the care, use, and future maintenance of this 1920s brick school building. A thorough investigation of the site's existing conditions, historical development and significance, maintenance issues, and action steps for rehabilitation would provide direction for the CCA's future maintenance of the site. Additionally, a National Register nomination for the St. Mary's Parish School would underscore its historic and architectural significance as it relates to the community of Chelsea, Michigan, and provide endorsement of the site for future fund-seeking.

Background

The Chelsea Center for the Arts building was constructed in 1925, in a restrained, academic gothic revival style. This brick building with limestone accents is located at 400 Congdon Street. It is one block west of South Main Street, on the southwest corner of Summit Street between a former industrial complex fronting South Main Street and the surrounding neighborhood. This neighborhood contains a variety of modest residences dating from the late nineteenth century through the early twentieth century. The former industrial complex, located directly across the street, is presently under contract for a Planned Unit Development (PUD), slated for mixed use commercial/residential.

¹ NOTE: Items highlighted in gray indicate that additional information or documents are forthcoming to complete this application.

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This school served as a parish school for Our Lady of the Sacred Heart, and was a replacement for the parish's first school building, which had burned in 1924. The school and parish later became known as St. Mary's, and served a large group of German and Irish families for several decades through the twentieth century. It is presently unclear when classes ceased at this school. In 1998, St. Mary's constructed a new parish center, and no longer needed the building for religious education. The school was offered for sale, and was considered by the famed Purple Rose Theater for rehearsal space. At the time, theater owner and actor Jeff Daniels was looking to expand the Purple Rose Theater's capacity or use the facility for an acting school, but zoning concerns kept him from buying the building. Daniels reconsidered when Reverend David Dupuis, who was a priest of St. Mary's at the time, wrote him a letter saying the breakdown of the deal was a loss for children in the community.

Jeff Daniels and his wife, Kathleen, donated the building to the Chelsea Center for the Arts (CCA) in July 1998, giving the previous nomadic organization a permanent home to house its music and arts program. The building is now owned and maintained by the CCA, and the former gymnasium serves as rehearsal space for the Purple Rose Theater. The school remains largely intact, with historic terrazzo flooring and woodwork, few replacements to double-hung and casement windows, a moderate amount of visible mortar re-pointing, and no substantial loss of integrity. The former gymnasium has sustained the most alteration over time, mainly concentrated on interior finishes and space reallocations. The CCA offices and program rooms occupy the main level, while a community preschool occupies the lower level.

The new space allowed the Center's programming to grow and supported annual fundraising and participation in community festivals and events. Visual arts classes for all ages moved into the Center in 1999. The Center's energy was due to the dedication of Founding Director Steve Hinz and Music Director Lisa Hinz-Johnson and the team of Board members and other community members who led the organization on a volunteer basis. The Center's first paid, part-time Executive Director was hired in 2001 and the position became full-time in 2003. Its current Executive Director, Aubrey Thornton Martinson, came to the Center in October 2007 bringing experience in music performance, visual arts programming development, and arts management. Today, the Chelsea Center for the Arts offers a rich array of visual arts classes and workshops, private and group music instruction, gallery exhibitions, summer youth art camps, community public art collaborative projects, free family programming, and other activities geared to provide meaningful arts and cultural experiences for people of all ages in Chelsea and its surrounding area.

The Washtenaw County Historic District Commission and its staff have conducted several historic preservation projects, spanning nearly three decades of identification, documentation, and analysis. This office offers professional expertise to 28 units of local government in Washtenaw County, and particular historic preservation assistance to all local units outside of the CLG cities of Ann Arbor, Ypsilanti, and Saline. For more than a decade, a number of these projects have been partially funded by grants provided by the State Historic Preservation Office's CLG grant program. These include the Washtenaw County Thematic Survey, 1996-1997; and the HistWeb projects, 2002 to 2007. This organization was twice the recipient of the Michigan Historic Preservation Network's Government/Institution Award (2004 and 2008), for projects funded by CLG grants. Few historic preservation projects have taken place in Chelsea, however, and this office is pleased at the opportunity to form positive relationships with community members related to historic preservation and the arts.

The proposed Rehabilitation Master Plan for the CCA is clearly in alignment with several goals set forth by the Michigan State Historic Preservation Office in *Preservation Shore to Shore: Making Michigan Competitive Through Historic Preservation, 2007-2012*. This proposed project is in direct accordance with *Goal 1 - Create greater public awareness of the importance and value of Michigan's built environment*, by "promot[ing] sense of place in Michigan communities and demonstrat[ing] that historic resources are unique and irreplaceable."

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This proposed project is also compatible with *Goal 4 – Build alliances and broaden partnerships*, specifically, its objective to “encourage the unification of history, arts, and cultural groups at the ... local level to create a louder voice and increased support for preservation.” This proposed project is most certainly in alignment with the goal to “Retain Historic Schools,” as part of the strategy for Making Michigan Competitive. While the current and future use of the school is not as a traditional neighborhood or parochial school, it is a fitting and appropriate adaptive reuse which retains the historic character and a portion of its original function to serve and educate children.

This proposed project also meets goals set forth by the Washtenaw County Comprehensive Plan (2004).

This plan’s overarching goal for historic preservation seeks “*to protect, preserve, and restore the historic resources of Washtenaw County, including . . . schoolhouses.*” Objective 1 makes it a County priority to “support local units of government in seeking protection and preservation of historic resources through local, state, and national programs,” and makes recommendations for historic district collaboration to “develop a strategy for protecting resources listed under the National Register of Historic Places.” Furthermore, Objective 3 seeks to “promote the benefits of historic resource protection to Washtenaw County residents, land and business owners and decision makers.”

Additionally, this proposed project would further the objectives of two plans recently released in Washtenaw County, the Arts Alliance’s *Washtenaw County Cultural Master Plan* (2008) and the Washtenaw County Office of Strategic Planning’s *Ann Arbor Region Community Success Strategy* (2008). As reflected in these plans, the Arts Alliance, a community non-profit serving all of Washtenaw County, and Washtenaw County Government Office of Strategic Planning worked in concert together to issue mutually affirming goals for arts and culture in the Washtenaw region. Both local plans place an emphasis on making cross-sectoral collaborations, such as between historic preservation and the arts, and call for support of cultural facilities, among other actions. Specifically, the Arts Alliance Cultural Plan’s Cultural Facilities Action #2 encourages the “*use of existing buildings for arts and cultural purposes through collaborative partnerships, incentives, and redevelopment projects.*” The County’s Community Success Strategy underscores the need for cultural facilities with a focus on “Third Places” which offer places of community interaction located within traditional downtowns, accessible by foot, bike, bus, or other forms of alternative transit. The CCA acts as a true third place, located in a neighborhood immediately southwest of Chelsea’s core downtown. It is ideally located and offers a variety of publicly accessible programs, setting the stage for cultural learning and social interaction in a historic school setting.

In conclusion, the products proposed for this grant project would effectively implement the goals and objectives of both the State Historic Preservation and County Comprehensive plans, as well as the two local plans for Arts and Culture and Community Success.

Scope of Work

This proposed project will result in the production of two distinct documents:

- Rehabilitation Master Plan (RMP) for the Chelsea Center for the Arts, also known as the former St. Mary’s Parish School
- National Register Nomination for St. Mary’s Parish School

The RMP will be contracted out to a qualified professional consultant, one which meets the standards of 36 CFR 61, the qualifications which define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. This consultant will be solicited through a Request for

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Proposals (RFP) issued by the Washtenaw County Office of Strategic Planning, and selected in agreement with the Chelsea Center for the Arts and the SHPO.

The RMP should include the following information and should include all historically relevant structures and features on the site:

- a. Management Summary
- b. Developmental History
 - i. Including historical background and context; chronology of development and use
- c. Condition and Systems
 - i. Including physical description and systems analysis
- d. Treatment and Use
 - i. Including ultimate treatment, use and requirements for treatment
- e. Support Documents

The National Register Nomination will be completed by Washtenaw County staff. Initial research and drafting will be performed by a volunteer intern possessing at least a bachelor's degree in history, planning, or a related field. Oversight, editing, and direction will be provided by the Principal Preservation Planner, who meets the standards of 36 CFR 61. The National Register Nomination will be completed according to the guidelines set forth in NR bulletins, specifically *How to Apply the National Register Criteria for Evaluation* and *How to Complete the National Register Registration Form*.

The proposed Rehabilitation Master Plan would provide a guiding document for the Chelsea Center for the Arts, assist that organization in appreciating its built assets and in implementing a plan for its long-term care and use, and help the organization to remain as a fixture in the community by maintaining its building. The National Register Nomination for the St. Mary's Parish School would validate the school's historic and architectural significance according to National Register criteria, provide historic resource protection at the Federal level, and honor its importance in the community of Chelsea, Michigan. Finally, the two products of this proposed project would put into place the historic resource documentation, evaluation, and implementation plan necessary to assist the Chelsea Center for the Arts in seeking funding for future rehabilitation projects.

12. Draft Work Schedule

	<u>Due By</u>
• Notification of Grant Awards	May 2009
• Grant agreement signed	June 1, 2009
• Grant Cycle begins	June 1, 2009
• Engage Historic Preservation Intern	June 15, 2009
• Create RFP for Qualified Consultants	June 15, 2009
• Intern evaluates existing information in CCA files and other local history resources	June-July 2009
• Intern drafts NR Nomination, with oversight	June-August 2009
• Meet with CCA Coordinator to review project proposals	July 15, 2009
• Quarterly report due	July 15, 2009
• Select consultant, in conference with CCA and SHPO	July 30, 2009
• Preliminary walk-through with Consultant	August 30, 2009
• Produce preliminary NR Draft for SHPO review	August 30, 2009
• Complete NR Nomination revisions	September-October 2009
• Quarterly report due	October 15, 2009
• Review Rehabilitation Master Plan with SHPO	November 1, 2009

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- Submit NR Nomination to SHPO for final review November 1, 2009
- Quarterly report due January 15, 2010
- Post completed NR Nomination and Rehabilitation Master Plan online February 1, 2010
- Final Grant Report due March 15, 2010

13. Products and Deliverables

1. Historic Property Rehabilitation Plan, including:
 - Existing Conditions Assessment
 - Site History and Evaluation of Significance
 - Photo-documentation
 - Measured Drawings
 - Consideration of Building Current and Future Uses
 - Specific Recommendations for Rehabilitation
2. National Register Nomination
 - Standard form submission
 - Photographic documentation according to current NPS standards

14. Professional Staffing

The Washtenaw County Project Coordinator, Melissa Milton-Pung, Master of Historic Preservation from The University of Kentucky, serves as the Principal Preservation Planner for Washtenaw County Office of Strategic Planning, in the role of liaison between the Washtenaw County Historic District Commission and the Office of Strategic Planning. She was formerly employed at the firm of Commonwealth Cultural Resources Group (CCRG), working on above-ground historic/architectural resources in the Great Lakes Region. Her work included the National Register Nomination of Rosedale Park, a 1500+ resource National Register Historic District located in Detroit, Michigan; and the Section 106 Review of the I-69 Interstate Expansion in south-central Indiana. As demonstrated by the resume in Appendix D, Ms. Milton-Pung meets federally defined qualifications set forth by 36 CFR 61.

The Chelsea Center for the Arts Project Coordinator, Aubrey Thornton Martinson, serves as the Executive Director for the Chelsea Center for the Arts. She brings a revitalizing energy to the organization and actively seeks community partnerships with area organizations. Ms. Martinson was formerly employed as Managing Director of Dance Gallery Foundation, located in a historic ball-bearing factory near downtown Ann Arbor. While there, she renovated a former office space into a new space for dance, adding a third dance studio. Prior to Dance Gallery, she was the Program Coordinator of the Chelsea Center for the Arts, increasing the visual arts program revenue by over 400% in two years. Since becoming Executive Director of the Chelsea Center for the Arts in 2007, she has overseen two capital improvement projects – a HVAC installation project and is currently overseeing a window restoration project of 24 historic wood windows. Ms. Martinson served on the steering committee for the Washtenaw County Cultural Plan and is co-chair of the Chelsea implementation team. Ms. Martinson has a B.F.A. in Visual Arts and English from Albion College.

Please see the resumes of Melissa Milton-Pung and Aubrey Thornton Martinson, included in Appendix D.

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Assistance on this proposed project will be provided by Mary Kowalski, Administrative Assistant, and Xiaohong Wu, Accountant. With the approval of the SHPO, a Historic Preservation intern will be engaged to conduct research and assist in drafting the National Register Nomination. This intern will be overseen by Milton-Pung and, at minimum, will possess a bachelor’s degree in history, planning, or an associated field, and will have previous experience with research and writing at the graduate or professional level. Due to budget constraints, this intern will serve in a volunteer capacity. In accordance with the 2009 CLG Manual, “Chapter 5 – Allowable and Unallowable Costs,” the value of this intern’s labor will be calculated at the standard Washtenaw County Rate for Planning/Historic Preservation interns of similar experience. (See budget as presented in #7.)

15. Historic District Commission Support Letter

See letter from Nancy Snyder, Chair of the Washtenaw County Historic District Commission, in Appendix E.

[An additional letter of support will also be submitted by Tamara Real, Executive Director of the Arts Alliance, a community non-profit which serves artists across Washtenaw County.]

16. Federal Fund Administration

“Washtenaw County currently manages over \$24 Million in Federally funded grants and is considered a “low risk” auditee. In addition, the County received the Government Finance Officers (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Reports for the last eighteen consecutive years.”

17. Resolution and Bylaws of Governing Body

To be submitted in February 2009.

18. Civil Rights Compliance & EOO

Please see Appendix F for appropriate forms related to compliance procedure.

19. Certification Debarment

Please see Appendix G for the appropriate form.

20. Signatures

We, the undersigned, fully support the Chelsea Center for the Arts Rehabilitation Master Plan and pledge to dedicate the above proposed matching grant resources on behalf of the Washtenaw County Government.

Signed on January 22, 2009, in the City of Ann Arbor, Washtenaw County, Michigan.

Robert E. Guenzel, County Administrator

Melissa Milton-Pung, Principal Preservation Planner