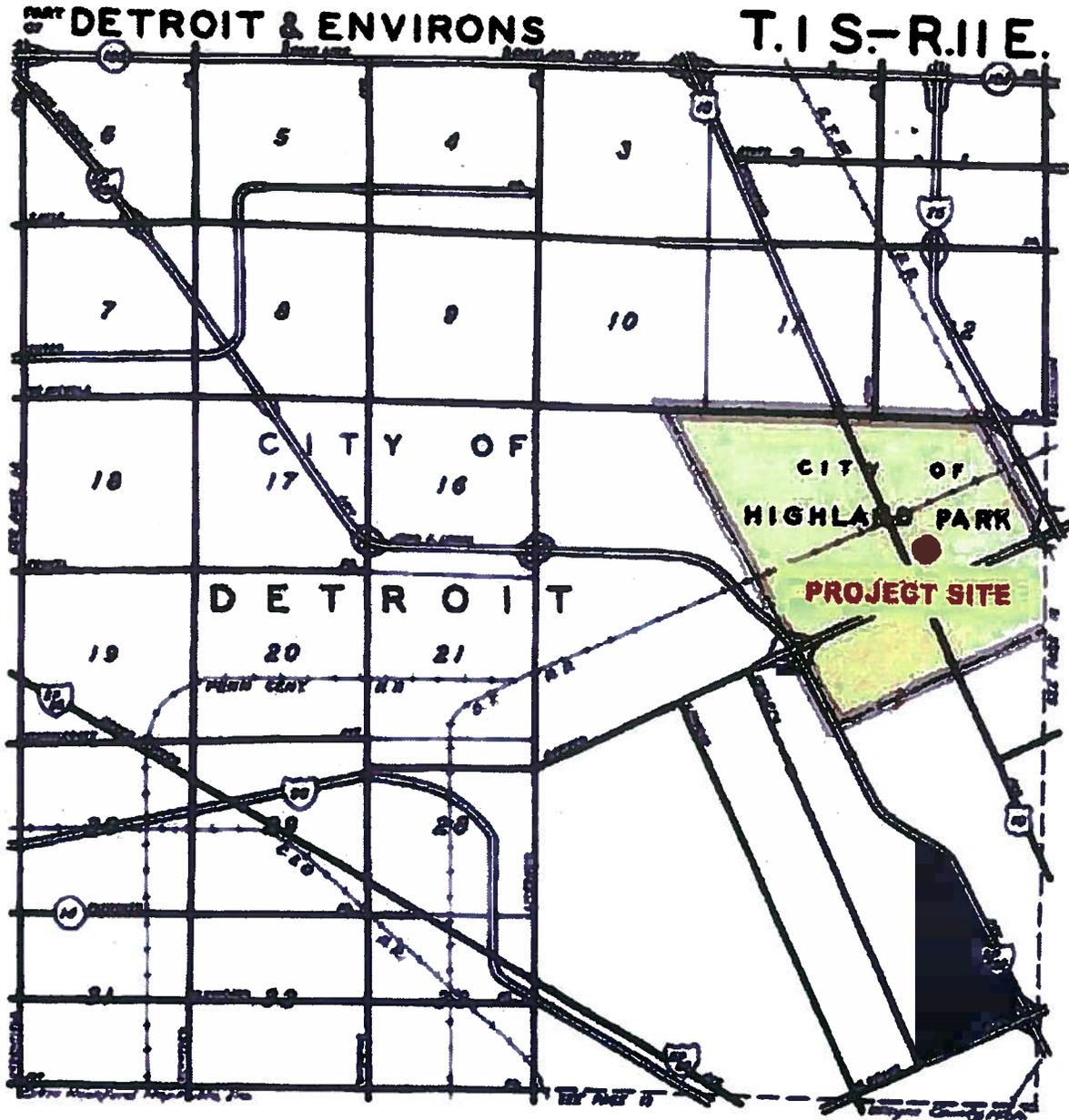


**APPENDIX A - FIGURES**

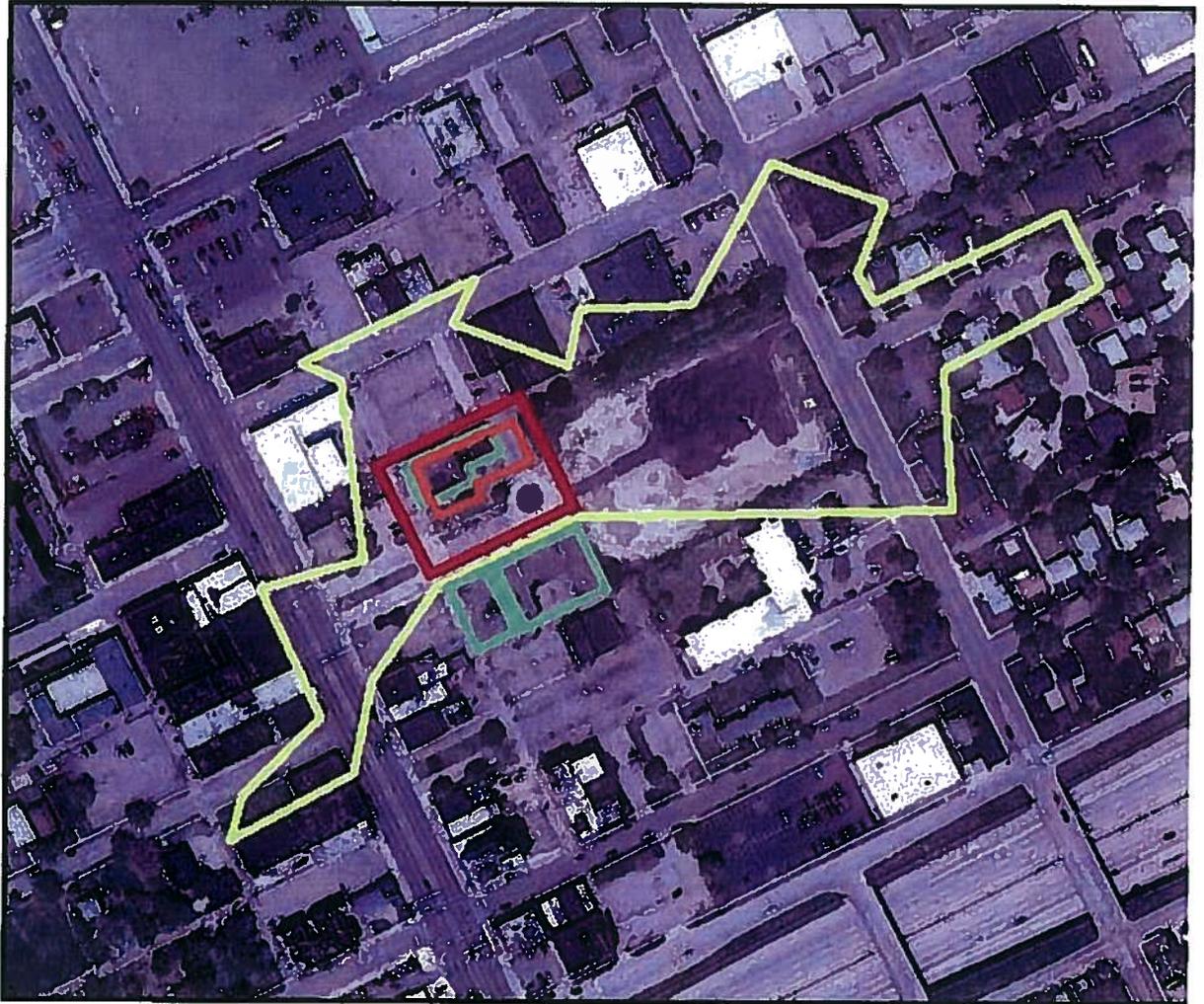
APPENDIX A Figures

Figure 1 Aerial View of project site (aerial view of project location within the city)



## Figure 1

Undertaking site / APE for direct effects marked in red. Historic municipal buildings in green. Approximate footprint of new building in orange. APE for indirect (visual) effects, marked in yellow.



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**APPENDIX B - SITE PHOTOGRAPHS**

**APPENDIX  
Figure 3**

**B**

**Site Photographs  
Photos of Police Station**



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**APPENDIX C -- PRELIMINARY PLAN SET**

APPENDIX C Preliminary Plan set  
Figure 4 Proposed Site Plan

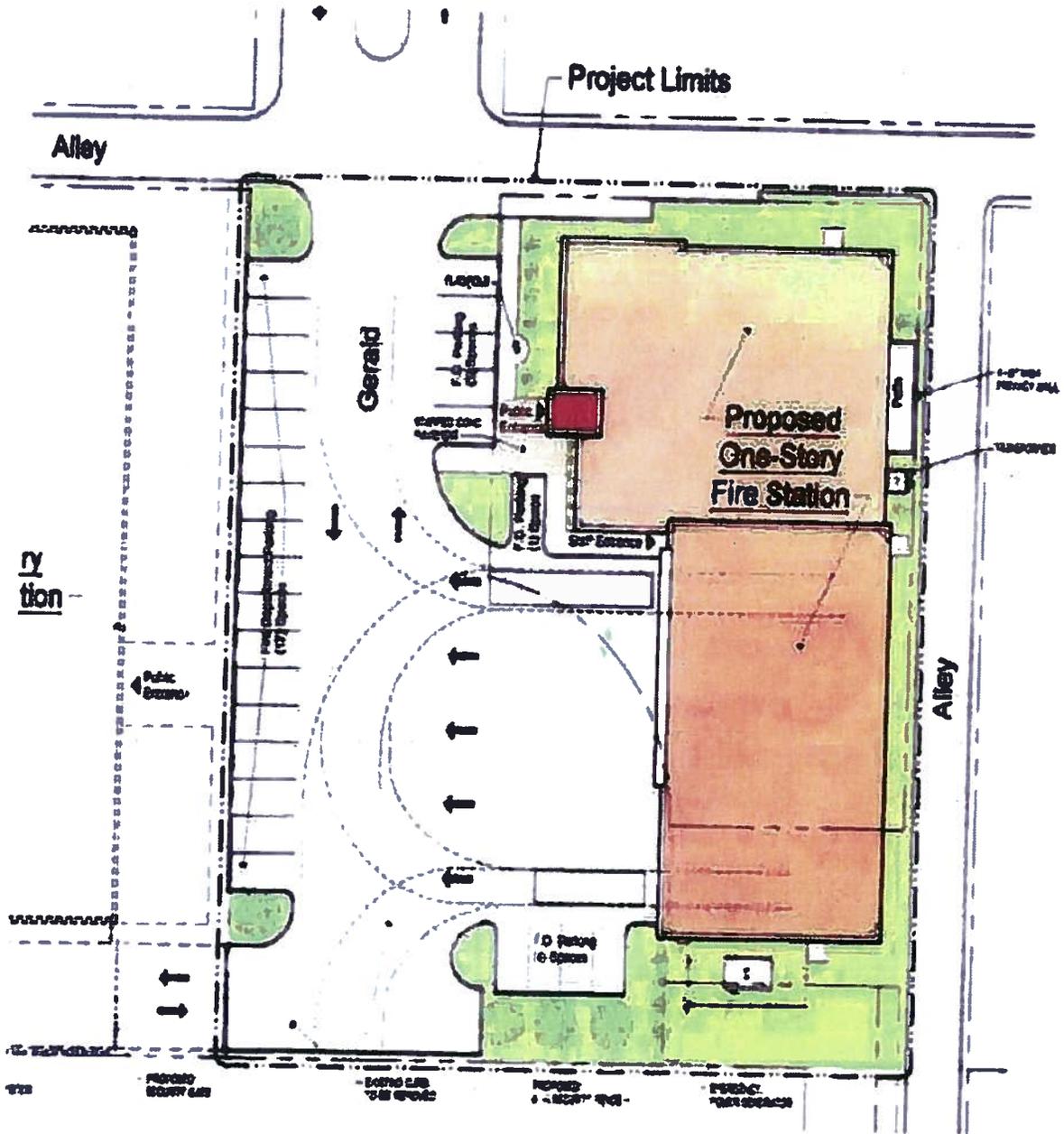
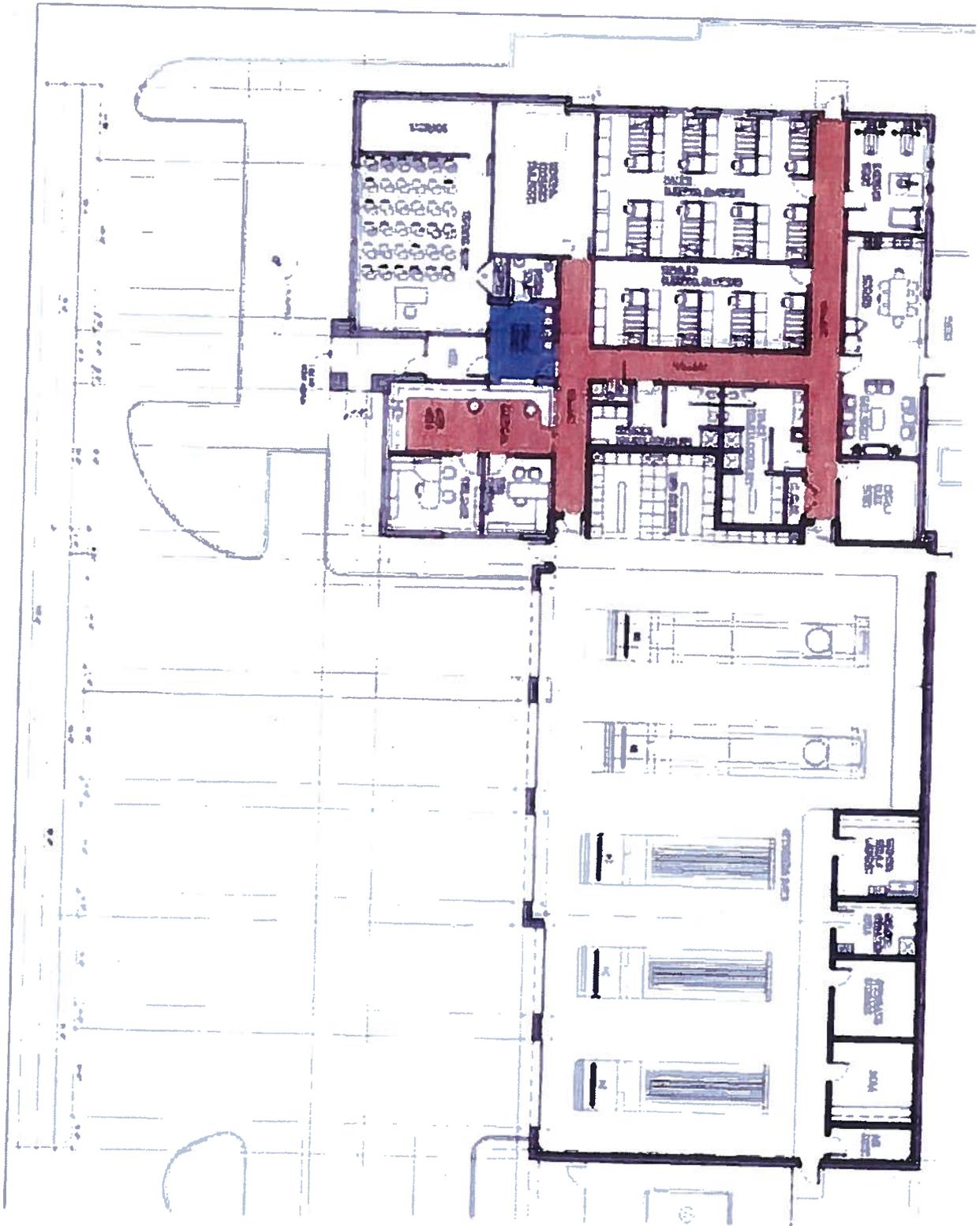


Figure 5

Proposed Building Layout (showing the footprint of building and other features)



**Figure 6**

**Proposed Front Elevation**



**Appendix D**  
**Agency Correspondence**

**MEMORANDUM OF AGREEMENT  
AMONG THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
THE MICHIGAN STATE HISTORIC PRESERVATION OFFICER AND  
THE CITY OF HIGHLAND PARK, MICHIGAN  
REGARDING THE CONSTRUCTION OF A NEW FIRE STATION  
AT 25 GERALD AVENUE  
IN THE CITY OF HIGHLAND PARK, WAYNE COUNTY, MICHIGAN**

**WHEREAS**, the Federal Emergency Management Agency (FEMA) - Department of Homeland Security proposes to provide Federal assistance through the American Reinvestment and Recovery Act administered by the FEMA Grants Program Directorate's Assistance to Fire Fighter's (AFG) Grant Program to the City of Highland Park (City) for the construction of a new fire station (Undertaking), grant number EMW-2009-FC-05139; and

**WHEREAS**, the project will result in the demolition of the former Highland Park Police Station Building, located at 25 Gerald Avenue, Highland Park Michigan, a property considered eligible for inclusion in the National Register of Historic Places as a contributing structure in the Highland Park Municipal Complex (Historic Property), and

**WHEREAS**, FEMA has consulted with the Michigan State Historic Preservation Officer (SHPO) pursuant to 36 CFR Part 800, the regulations implementing Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended;

**WHEREAS**, FEMA has determined in consultation with the SHPO that the Undertaking will have an adverse effect upon the Highland Park Municipal Complex, which is considered eligible for inclusion in the National Register of Historic Places, and

**WHEREAS**, FEMA has notified the Advisory Council on Historic Preservation (ACHP) regarding its intent to prepare a Memorandum of Agreement (MOA) to satisfy its Section 106 responsibilities pursuant to 36 CFR Part §800.6 (a)(1), and the ACHP has declined to participate, pursuant to 36CFR §800.6(a)(1)(iii); and

**WHEREAS**, FEMA has invited the City, as the Grantee of FEMA funds, to become a signatory (Signatory) to this MOA; and

**WHEREAS**, FEMA has invited the Detroit Historical Society, Michigan Historic Preservation Network, and the Woodward Avenue Action Association to participate in this consultation and execute this MOA as concurring parties (Concurring Parties), Preservation Wayne has accepted this invitation and

**WHEREAS**, federally-recognized non-resident tribes with ancestral interests in the area have been contacted, no federally-recognized tribes that may have an interest in this Undertaking have been identified,

**WHEREAS**, public notice of the project including demolition of this structure was provided through a public meeting held on August 25, 2010 providing an opportunity for interested parties and the public to provide views on the undertaking were provided, with no interested parties coming forward; and

**WHEREAS**, all references to time periods in this MOA are in calendar days; and

**NOW THEREFORE**, FEMA, the SHPO and City agree that the Undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the Undertaking on historic properties.

## **STIPULATIONS**

To the extent of its legal authority, and in coordination with the SHPO and City, FEMA shall ensure that the following measures are carried out:

### **I. TREATMENT MEASURES**

#### **A. Funding**

Funds in the amount of \$72,500 have been made available by the AFG program to implement the treatment measures established within this agreement. No additional funding shall be made available beyond this amount. Funds will be expended for each activity as outlined below.

#### **B. Recordation**

Prior to the dismantling and demolition of the Highland Park Police Station Building, the City through the use of professional services paid for with ARRA AFG funds not to exceed \$10,000 will document the Historic Property, in the form of photographs, a descriptive narrative, and a historical narrative, to create a permanent record of its existence. The City shall follow the SHPO Documentation Guidelines outlined in **Appendix A** of this MOA. The City shall submit the photographs of the Property to the SHPO for review and approval prior to demolition. The SHPO shall respond within 30 days. Upon SHPO approval of the photographs, the City may proceed with demolition. A draft documentation package shall be submitted to the SHPO for review and approval within three (3) months from the date the photos are approved. The SHPO will respond within 30 days, providing with its approval the name of a local repository suitable to receive a copy of the final report. This repository will be determined in consultation with the City. Within one month of SHPO approval of the draft documentation package, the City shall provide a complete original copy of the approved documentation package to the SHPO for placement in the State Archives of Michigan. The City shall also provide a complete original copy of the approved documentation package to the previously-identified local repository, and a copy to FEMA.

#### **C. Condition Assessment**

The City through the use of professional services paid for with ARRA AFG funds not to exceed \$10,000 will hire a historic architect who meets the Secretary of the Interior's Professional Qualifications (36 CFR Part 61) for historic architecture. The City shall consult with the SHPO for concurrence on the selection of the historic architect prior to entering into a contract for services. This historic architect will produce a condition assessment of the former Highland Park Fire Station and City Hall Buildings according to

the guidelines provided in **Appendix B**. The report shall include a prioritized list of recommended stabilization measures. Upon completion of the report the City shall submit draft copies to the SHPO and FEMA for review. The SHPO and FEMA shall provide recommended revisions of approval within 30 days. The City shall provide copies of the final report to all signatories and concurring parties to this MOA.

#### D. Mothballing

Upon the completion of the condition assessment, the remaining available treatment measure funding will be used to implement actions to secure, stabilize and preserve the former Highland Park Fire Station and City Hall Buildings as outlined in the prioritized list of recommended stabilization measures developed as part of the condition assessment. It is anticipated recommended measures will exceed available funding; all signatories to this agreement shall engage in a collaborative decision making process to determine which mothballing activities will be implemented.

## II. POST REVIEW DISCOVERIES AND UNANTICIPATED EFFECTS

- A. During the implementation of this MOA, if it appears that the Undertaking has affected a previously unidentified property, including archaeological deposits, or has unanticipated effects on any historic property, including the other buildings in the historic Municipal Complex, the City will require its demolition contractor to immediately stop all activities in the vicinity of the discovery and to take all reasonable measures to avoid or minimize harm to the property.
- B. The City shall immediately notify the SHPO and FEMA regarding the previously unidentified discovery or unanticipated effects.
- C. FEMA shall notify SHPO and other parties that may have an interest in the previously unidentified property or unexpected effects on any historic property at the earliest possible time, but no later than 72 hours after FEMA is notified by the City.
- D. FEMA will initiate consultation with the SHPO and other consulting parties to develop actions that will take into account the effects of the Undertaking.

## III. ANTICIPATORY ACTIONS

- A. FEMA shall not grant assistance to the City should it, or those acting on its behalf, engage in anticipatory actions with the intent to avoid the requirements of this MOA or any requirements of Section 106 of NHPA, significantly adversely affect a historic property to which the assistance would relate, or having legal power to prevent it, allow such significant adverse effect to occur.
- B. However, after consultation with the SHPO and ACHP, FEMA may determine that circumstances justify granting such assistance despite the adverse effect created or permitted by the City and shall complete consultation for the

Undertaking.

#### **IV. AMENDMENT AND DURATION**

- A. This MOA may be amended when such an amendment is agreed to in writing by all Signatories. The amendment shall be effective on the date of the signature by the final Signatory and a copy is filed with the ACHP.
- B. This MOA will be null and void if its terms are not carried out within two (2) year from the date of its execution.

#### **V. DISPUTE RESOLUTION**

- A. Should any Signatory or Concurring Party object in writing to FEMA within thirty (30) days to any plans, specifications, or actions proposed pursuant to this MOA, or to the manner in which the terms of the MOA are being implemented, or to any documentation prepared in accordance with and subject to the terms of the MOA, FEMA will notify the other consulting parties in writing, request their comments within 14 days after receipt of the notification, and consult with the objecting party for not more than 21 days thereafter to resolve the objection. FEMA may transmit its written notice by e-mail, and will accept e-mail comments from the consulting parties.
- B. If the objection is resolved within 21 days, the consulting parties will proceed in accordance with the resolution.
- C. If FEMA determines within 21 days that the objection cannot be resolved as described above, FEMA will forward all documentation relevant to the dispute, including the FEMA's proposed resolution, to the ACHP.
  - 1. The ACHP shall have forty-five (45) days after receiving adequate documentation to provide FEMA with its advice on the resolution of the objection. Prior to reaching a final decision on the dispute, FEMA shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, Signatories and Concurring Parties, and provide them with a copy of this written response within 14 days of receipt of the ACHP's response. The Signatories will then proceed according to this final decision. Any recommendation or comment provided by ACHP shall be understood to pertain only to the subject of the dispute; the Signatories' responsibilities to carry out all actions under this MOA that are not the subjects of the dispute will remain unchanged.
  - 2. If the ACHP does not provide its advice regarding the dispute within forty-five (45) days or elects not to comment, FEMA will make a final decision on the dispute within 14 days and proceed accordingly. Prior to reaching such a final decision, FEMA will prepare a written response that takes into account any timely comments regarding the dispute from the Signatories and Concurring Parties to the MOA, and provide them and the ACHP with a copy of such written response.

- D. Any recommendations or comments provided by any consulting party within an applicable time frame will pertain only to the subject in dispute. The Signatories will continue to implement all terms of the MOA that are not in dispute.
- E. At any time while the MOA is in effect, should a member of the public object in writing to FEMA regarding the MOA, its implementation or related documentation, FEMA will notify the other consulting parties in writing and take the objection into consideration. FEMA will consult with the objecting party, and if that party so requests, with any other consulting party for not more than 21 days thereafter to resolve the objection. Within 14 additional days, FEMA will provide all parties with a final written decision. In reaching its decision, FEMA will take into account all comments from the consulting parties. FEMA may transmit its written notice by e-mail, and will accept e-mail comments from the consulting parties.

## **VI. TERMINATION AND NONCOMPLIANCE**

- A. If any signatory to this MOA determines its terms will not or cannot be carried out, that party shall immediately consult with the other parties to develop an amendment in accordance with Stipulation IV above.
- B. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories. Termination of the MOA will require FEMA to either seek to resolve the adverse effects pursuant to 36 CFR § 800.6(b), or request and consider the comments of the ACHP in accordance with 36 CFR § 800.7. FEMA shall notify the signatories as to the course of action it will pursue.

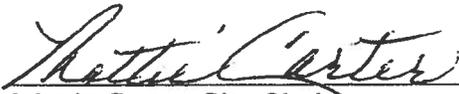
## **VII. EXECUTION**

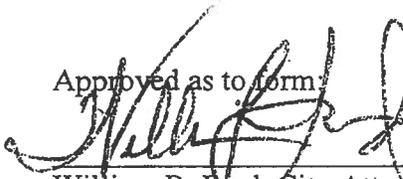
- A. This MOA shall become effective immediately upon signature of all Signatory parties and a copy filed with the ACHP. FEMA shall provide each Signatory party with a complete copy of this MOA, including original signature pages within 14 days of execution.
- B. Execution of this MOA by all Signatory parties and implementation of its terms evidences that FEMA has taken into account the effects of this Undertaking on historic properties, and that FEMA has satisfied its responsibilities under Section 106 of NHPA and its implementing regulations.

CITY OF HIGHLAND PARK

By:  \_\_\_\_\_

Date: 9/6/11

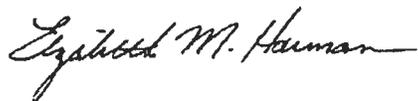
  
\_\_\_\_\_  
Mattie Carter, City Clerk

Approved as to form:  
  
\_\_\_\_\_  
William R. Ford, City Attorney

*Memorandum of Agreement  
Highland Park, Michigan  
EMW-2009-FC-05139*

**Signatories:**

FEDERAL EMERGENCY MANAGEMENT AGENCY



By: \_\_\_\_\_

Elizabeth M. Harman,  
Assistant Administrator, Grant Programs Directorate

Date: 11/4/2011

*Memorandum of Agreement  
Highland Park, Michigan  
EMW-2009-FC-05139*

MICHIGAN STATE HISTORIC PRESERVATION OFFICER

By: Brian D. Conway  
Brian D. Conway, Michigan SHPO

Date: 9/6/11

*Memorandum of Agreement  
Highland Park, Michigan  
EMW-2009-FC-05139*

## Appendix A - Recordation Report Requirements

### I. REPORTS - GENERAL INSTRUCTIONS

Reports should be printed on archival paper and be 8½ by 11 inches in size.

### II. DESCRIPTIVE AND HISTORICAL NARRATIVES

The report should contain a descriptive and historical narrative about the resource(s). The descriptive overview should concisely but thoroughly describe the resource, including discussion of its site and setting; overall design and form, dimensions, structural character, materials, decorative or other details, and alterations. The historical narrative should provide an account of the resource's history and explain its significance in terms of the national register criteria (information about the criteria for listing a resource in the national register may be found on the web at [http://www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15\\_2.htm](http://www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15_2.htm)). Published and unpublished sources should be used as needed to document the resource's significance. For bridges and public structures, public records and newspapers should be used for information concerning the historical background and construction of the resource and to identify those involved in its design and construction. All sources of information (including author, title, publisher, date of publication, volume and page number) should be listed in a bibliography.

### III. MAPS

Documentation for the historical narrative must include one or more maps that encompass the whole development, including:

- **USGS Map** – an original United States Geological Survey (USGS) topographical map indicating the location of the subdivision and listing its UTM coordinates.
- **Other Map(s)** - The maps must show the locations of all historic and non-historic features of districts and complexes. If more than one map is required to cover the entire district, a key map should illustrate the entire district and its boundaries.

#### **Information District Maps Must Provide**

- District or property name
- Name of community, county, and state
- Significant natural features such as lakes and rivers, with names
- All streets, railroad lines, old railroad grades, and any other transportation rights of way, labeled in bold print with their names
- Lot or property lines
- Outlines or representations for all surveyed properties
- Patterned coding of footprints or representations of all buildings to indicate whether they are contributing or non-contributing to the district's or complex's historic character and significance. The outlines or representations of contributing resources must be darkened, while they are left light for non-contributing resources.

- For districts, street addresses for all properties listed in the description's inventory section; if the properties have numbered street addresses, no other form of identification may appear on the map.
- Boundary of the property associated with the district or complex property.
- Key identifying any symbols used
- North directional arrow
- Scale bar (in case map is copied in larger or smaller format)

Do Not:

- Use color coding. Photocopying in black and white will render color coding unreadable.

### **Map Standards**

The final copies of maps must be printed on white paper meeting the national register's standards for archival stability – 20 pound acid-free paper with a two percent alkaline reserve. Two **original** copies must be provided of all maps and site plans. Tape, staples, and adhesive labels may not be used. Maps should be in 8 ½" X 11" format, if possible. Map sheets larger than 11" X 17" are not acceptable.

The district map should show both the lot lines and the outlines of the buildings. For business districts containing buildings that occupy most of their lots, the maps must show the building outlines. Outside of business districts, surveyed buildings can be shown by square boxes if maps showing building outlines are not available. Monuments and other objects may be represented by circles or dots.

## **IV. DRAWINGS - GENERAL INSTRUCTIONS**

Drawings should be drawn or printed on archival paper and folded to fit an archival folder approximately 8½ by 11 inches. Use coding, crosshatching, numbering, transparent overlays, or other standard graphic techniques to indicate the information. Do not use color because it can not be reproduced by microfilming or photocopying. Drawings should be used to document the existing condition of the resource, the evolution of a resource, alterations to a building or complex of buildings, floor plans of interior spaces. - Site plans should have a graphic north arrow and include locations and types of trees, shrubs and planting beds. All architectural and site plans should include dimensions indicating the overall size of buildings, sizes of major interior spaces and distances between major site features. If original drawings of the resource(s) exist, add a graphic scale the drawings and reproduce them to fit on 8½ by 11 inch archival paper. Photographic reductions are permissible provided they meet the photographic requirements specified in these guidelines.

## **V. PHOTOGRAPHS - GENERAL INSTRUCTIONS**

Submit clear and descriptive photographs and negatives in acid-free envelopes. Photographs should provide a clear visual representation of the historic integrity and significant features of the resource. The number of photographs needed will vary according to the project and the nature of the resource. The attached article by David Ames, *A Primer on Architectural Photography and the Photo Documentation of Historic Structures* (Vernacular Architecture Forum News, no date) provides helpful information for photographing buildings and structures. This article is available on the web at <http://dspace.udel.edu:8080/dspace/bitstream/19716/2831/1/A%20primer%20on.pdf>.

## **GUIDELINES FOR PHOTOGRAPHIC COVERAGE**

Photography should include at least two general views of each building to be demolished, each if possible showing two sides, so that all four sides are photographed, plus at least one streetscape view looking in each direction of the part of the street in which each building is located. Thus, for each building, six views, unless several buildings are in one short stretch of the same street. If there are any examples left of any of the same building form that retain a high state of integrity, photos should be taken of one sample building for each building form, two views of each together showing all four sides.

#### **Buildings, Structures and Objects**

- Submit one or more views to show the principal facades and the environment or setting in which the resource is located;
- Additions, alterations, intrusions, and dependencies should appear in the photographs;
- Include views of interiors, outbuildings, landscaping, or unusual details if the significance of the resource is entirely or in part based on them.

#### **Historic and Archaeological Sites**

- Submit one or more photographs to depict the condition of the site and any aboveground or surface features and disturbances;
- If they are relevant to the site's significance, include drawings or photographs that illustrate artifacts that have been removed from the site;
- At least one photograph should show the physical environment and configuration of the land making up the site.

#### **BASIC TECHNICAL REQUIREMENTS**

Photographs must be:

- at least 5 x 7 inches, preferably 8 x 10 inches, unmounted (do not affix the photographs to paper, cards, or any other material); photographs with borders are preferred;
- submitted in acid free envelopes; the envelopes should be labeled in pencil (see labeling instructions below).

#### **Envelope Labeling Instructions**

Neatly print the following information on the upper right corner of the envelope in soft lead pencil:

1. Name of the resource;
2. Street Address, township, county, and state where the resource is located;
3. Name of photographer;
4. Date of photograph;
5. Description of view indicating direction of camera;
6. Photograph number.

Do not use adhesive labels for this information.

## **Film Photography**

- Photographs must be printed on double or medium-weight black-and-white paper having a matte, glossy, or satin finish; fiber-based papers are preferred; resin-coated papers that have been processed automatically will be accepted provided they have been properly processed and thoroughly washed; we recommend the use of a hypo-clearing or neutralizing agent, and toning in selenium or sepia to extend the useful life of the photographs;
- The negatives must be submitted with the prints. Each strip of negatives should be submitted in acid free envelopes that have the following information submitted in soft lead pencil in the upper right corner of the envelope.
  1. Name of the resource;
  2. Name of the photographer;
  3. Date of photograph;
  4. Negative numbers

## **Digital Photography**

### **Camera:**

BEST: At Least 6 megapixel digital SLR Camera

Acceptable: Minimum 6 megapixel point-and-shoot digital camera

Acceptable: 2 – 5 megapixel SLR or point-and-shoot digital camera

Not acceptable:

- Camera phones
- Disposable or single-use digital cameras
- Digital cameras with fewer than 2 megapixels of resolution

### **Image format:**

BEST: First generation Tag image file format (TIFF) or RAW

Acceptable:

- Joint Photographic Experts Group (JPEG) converted to TIFF
- JPEG must not be altered in any way prior to conversion
- After the image has been saved as a TIFF, use the guidelines outlined in the section titled "Labeling the Image."

### **Capturing the Image:**

BEST: Minimum 6 megapixels (2000 x 3000 pixel image) at 300 dpi

Acceptable: Minimum 2 megapixels (1200 x 1600 pixel image) at 300 dpi

### **Printer paper and inks<sup>1</sup>:**

BEST Inks: Manufacturer recommended pigmented ink for photograph printing

- Some examples:
    - Epson UltraChrome K3
    - Kodak No. 10 Pigmented Inks
    - HP Vivera Pigment Inks
-

- Epson Claria “Hi-Definition Inks”
- Epson DuraBrite Ultra Pigmented Inks
- HP Vivera 95 dye-based inks

**BEST Papers:** Photographic Matte Paper

**Not acceptable:**

- Regular copy or printer papers
- Glossy photographic paper papers
- Paper or ink not equivalent to the examples listed above
- Disk only, without prints

#### **The Disk:**

**BEST:** CD-R - with patented Phthalocyanine dye and 24 Karat gold reflective layer.

- Examples:
  - Delkin's Archival Gold™ (also referred to as eFilm® Archival Gold)
  - MAM-A Gold™(also know as Gold-On-Gold™)
  - Verbatim UltraLife™ Gold Archival Grade CD and DVD-R

**Acceptable:** CD-R or DVD-R

**Not acceptable:** CD-RW or DVD- RW

#### **Labeling the Disk**

**BEST:** Labels printed directly on the disk by way of inkjet or laser printers

**Acceptable:** Labeled using CD/DVD safe markers,

- Examples:
  - Sharpies™
  - Prismacolor®

**Not acceptable:** Ammonia or solvent based markers

## **Appendix B - Condition Assessment Report Requirements**

The condition assessment report will review the current conditions of the historic fire station and city hall and provide recommendations for immediate stabilization measures for both buildings. The report must include the following information:

- I. Review and summary of existing reports and studies relating to the buildings and site condition
  
- II. Evaluation and Assessment
  - Location and Site
  - Exterior
  - Interior
  - Structural Systems
  - Mechanical Systems
  
- III. Summary of Condition
  
- IV. Recommended Stabilization Measures
  
- V. Opinion of Probable Cost for Stabilization Measures

# **LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

## **Ketegitigaaning Ojibwe Nation Tribal Historic Preservation**

*P.O. Box 249, E23857 Poplar Circle Watersmeet, MI 49969  
Phone: 906-358-0137 or 0138 Fax: 906-358-4850*



Date: June 17, 2010

REF: City of Highland Park Fire Station

Booshoo,

The Ketegitigaaning Ojibwe Nation THPO (Lac Vieux Desert Chippewa) received your requests for comments or interest concerning the National Historic Preservation Act, Section 106 request for review and comment to the effect on historic and cultural sites within the proposed project area. The LVD Tribal Historic Preservation Office has no interests documented at this time in the proposed project areas. It is LVD's belief that many prehistoric sites and Indian historic sites in the area have not yet been identified or documented. LVD is among the many Tribes initiating the process of assisting in this endeavor. LVD urges you to consult other Indian Tribes in your immediate area that may have interests in your project area, if you have not already done so.

If the scope of work changes in any way, or if artifacts or human remains are discovered, please notify LVD immediately so we can assist in making an appropriate determination. LVD urges you to consult other Indian Tribes in your immediate area that may have interests in your project area, if you have not already done so.

Please forward any future request for review of historic and cultural properties according to the National Historic Preservation Act Section 106 to *giiwegiizhigookway* Martin, Officer, Tribal Historic Preservation Office. Please keep us informed of future projects as LVD plans to increase our efforts to identify and document sites in the area.

Miigwetch,

/s/ *giiwegiizhigookway* Martin

*giiwegiizhigookway* Martin, THPO  
Ketegitigaaning Ojibwe Nation  
Tribal Historic Preservation Office  
P.O. 249  
E23857 Poplar Circle  
Watersmeet, Michigan 49969  
Phone: 906-358-0137  
Fax: 906-358-4850

email: [gmartin@lvdtribal.com](mailto:gmartin@lvdtribal.com)