

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, February 4, 2010  
3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,  
Manistee, Michigan

## AGENDA

### I Call to Order

### II Roll Call

### III Approval of Agenda

At this time the Historic District Commission can take action to approve the February 4, 2010 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the January 7, 2010 meeting Minutes.

### V New Business

#### Travis Alden, Main Street/DDA Director -Update

Travis Alden, Main Street DDA Director will give an update on the Activities in the District.

### VI Old Business

#### Demolition Policy

The Historic District Commission began reviewing a Demolition Policy at their worksession on January 20, 2009. A revised draft was prepared and forwarded to the members to review prior to today's meeting. The Commission will continue their discussion and can take action if needed.

### VII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

### VIII Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: January 26, 2010

RE: February 4, 2010 Historic District Commission Meeting

Commissioners, we will continue discussion on the development of a Demolition Policy. An updated draft is enclosed that reflects the changes from the worksession.

If you are unable to make the meeting please call or leave a message. See you Thursday!!

djb



# Manistee Commercial Historic District Policy #14 Demolition

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

The Historic District Commission is charged with the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building. The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation of a building. This policy shall apply to demolition requests.

The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. Copies are available through the National Park Service on line [www.nps.gov/history/hps/TPS/briefs/presbhom.htm](http://www.nps.gov/history/hps/TPS/briefs/presbhom.htm), at the Manistee County Historical Museum and in the Planning & Zoning Department at City Hall.

Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to demolition to determine if the demolition may jeopardize tax credits.

## EVALUATION CRITERIA

Structures are evaluated in the following four categories:

1. Contextual merit
  - ▶ Character, interest or value as part of the heritage of the City of Manistee
  - ▶ Provides certain historic or scenic value significant to the area.
  - ▶ Is essential to the integrity of the Manistee Commercial Historic District
2. Architectural merit
  - ▶ Exemplifies a particular architectural type.
  - ▶ Is significant to the architectural period in which it was built and has distinguishing characteristics of an architectural style
3. Cultural merit
  - ▶ Contributes information of historical, cultural, or social importance.
  - ▶ Is the site of a significant historic event.
  - ▶ Is identified with a person(s) or Group(s) who significantly contributed to the culture of the City of Manistee.
  - ▶ Is associated with the life of an outstanding historical person or persons or an historic event with significant effect upon the District.

4. Structural merit
  - ▶ Condition of the Structure
  - ▶ Probable life expectancy.
  - ▶ Is the last remaining example of its kind in the district.

## SCORING PROCESS

Structures will be scored from 0 - 3 in whole numbers in each category.

- 0 - Doesn't meet criteria
- 1 - Partially meets criteria
- 2 - Mostly meets criteria
- 3 - Fully meets criteria

A score of 6 or more establishes a building of significant status. If the building or portion of the building slated for demolition is determined to be of significant status the applicant must demonstrate in detail the justification for demolition.

## DEMOLITION CRITERIA

**Demolition of all or a portion of a non-contributing building.** The Historic District Commission may consider the demolition of all or a portion of a building under the following circumstances:

~~▶ The portion of the building slated for demolition is not facing a public street.~~

- ▶ Determined by the Historic District Commission not of architectural or aesthetic significance.
- ▶ The Building Inspector has determined that the portion of the building is unsafe and creates a dangerous situation.

If approved by the Historic District Commission a **Certificate of Appropriateness** will be issued.

**Demolition of all or a portion of a contributing building.** The decision by the Historic District Commission for the demolition of all or any portion of a building shall be guided by:

- ▶ The historic, scenic, cultural, aesthetic or architectural significance of the building, structure, or site.
- ▶ The importance of the historic structure or site to the ambiance of the district.
- ▶ The difficulty or the impossibility of reproducing such a building, structure or site because of its design, texture, material, detail, or unique location.

- ▶ Whether the historic structure or site is one of the last remaining examples of its kind in the district.
- ▶ Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.
- ▶ Whether reasonable measures can be taken to save the historic structure or site from collapse.
- ▶ Whether the historic structure or site is capable of earning reasonable economic return on its value
- ▶ The condition of the structure and its probable life expectancy.
- ▶ Whether or not the proposed demolition could potentially affect adversely other historic buildings or the character of the historic district.
- ▶ The reason for demolishing the structure and whether or not alternatives exist.
- ▶ Whether or not relocation of the structure would be a practical and preferable alternative to demolition.
- ▶ The public necessity of the proposed demolition.
- ▶ The public purpose or interest in the land or building(s) to be protected.

If approved by the Historic District Commission a **Notice to Proceed** will be issued.

[Changes made by the Historic District Commission at their worksession on January 20, 2010 are highlighted in green. This is the point where the Worksession ended. Discussion will continue at the meeting/worksession on February 4, 2010. An additional worksession will be scheduled if needed].

## GUIDELINES

- ▶ Demolish a historic structure only after all preferable alternatives have been exhausted.
- ▶ Document the building thoroughly through photographs and measured drawings. Copy is to become part of the building's permanent record.
- ▶ Empty lots are to be maintained appropriately so that they are free of hazards and trash and are well tended if the site is to remain vacant for any length of time.

## APPLICATION REQUIREMENTS

The City of Manistee Historic District Commission may prepare its own evaluation of the property's value, feasibility for preservation, or other factors pertinent to the case. To afford the Commission the ability to consider the economic factors of demolition, the application shall submit the following information when required by the Commission:

- ▶ Estimate of the cost of the proposed demolition and an estimate of any additional costs that would be incurred to comply with recommendations of the Historic District Commission for changes necessary for the issuance of a Notice to Proceed or Certificate of Appropriateness.
- ▶ A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation.
- ▶ Estimated market value of the property both in its current condition and after completion of the proposed demolition, to be presented through an appraisal by a qualified professional appraiser.
- ▶ An estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.
- ▶ For property acquired within twelve years of the date an application for a Certificate of Appropriateness is filed: amount paid for the property, the date of acquisition, and the party from whom acquired, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was acquired, and any terms of financing between the seller and buyer.
- ▶ If the property is income-producing, the annual gross income from the property for the previous two years; and the depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
- ▶ Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.
- ▶ All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
- ▶ Any listing of the property for sale or rent, price asked, and offers received, if any, within the previous two years.
- ▶ Copy of the most recent real estate tax bill.
- ▶ Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other method.
- ▶ Any other information that would assist the Historic District Commission in making a determination as to whether the property does yield or may yield a reasonable return to the owners, e.g. perform a financial analysis.



JENNIFER GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

KEITH MOLIN  
EXECUTIVE DIRECTOR

December 14, 2009

The Honorable Ilona Haydon, Mayor  
City of Manistee  
70 Maple Street  
P.O. Box 358  
Manistee, MI 49660-0358

Dear Mayor Haydon:

We wish to inform you that the Manistee Iron Works Machine Shop, 254 River Street, Manistee, Manistee County, Michigan, will be considered for nomination to the National Register of Historic Places by the Michigan Historic Preservation Review Board at the meeting to be held on January 15, 2010, at 10:00 a.m., in the Lake Erie Room, 1st floor, library side, Michigan Historical Center, 702 West Kalamazoo Street, Lansing.

The National Register of Historic Places is the federal government's official list of properties deemed worthy of preservation because of their importance in American history and culture. Listing in the National Register provides recognition and assists in preserving our national heritage.

Listing in the National Register provides the following benefits to historic properties:

- Recognition that a property is significant to the nation, the state, or the community.
- Consideration in the planning for federal or federally assisted projects.
- Eligibility for federal tax incentives and other preservation assistance.

Listing in the National Register does not interfere with a private property owner's rights to alter, manage, or dispose of property. Listing does not mean that limitations will be placed on the properties by the federal or state government. Public visitation rights are not required of owners. Neither the federal nor state government will attach restrictive covenants to the properties or seek to acquire them. Attached please find a notice that explains in greater detail the results of listing in the National Register.

You are invited to attend the review board meeting at which the nomination will be considered, or to comment in writing concerning this National Register nomination. All written correspondence should be mailed in time to be received prior to the date of the review board meeting.

Any comments and questions you may have concerning this nomination and the National Register program may be directed to Robert Christensen, National Register coordinator, by phone at 517/335-2719, by e-mail at christensenro@michigan.gov, or by mail at the above address.

Sincerely yours,

Brian D. Conway  
State Historic Preservation Officer  
Enclosure



RIGHTS OF OWNERS TO COMMENT AND/OR TO OBJECT TO LISTING IN  
THE NATIONAL REGISTER OF HISTORIC PLACES

Owners of private properties nominated to the National Register have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a *notarized* statement certifying that the party is the sole or partial owner of the private property and the party objects to the listing. Each owner or partial owner of private property has one vote regardless of the portion of the property that the party owns. If a majority of private property owners objects, a property shall not be listed. However, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility of the property for listing in the National Register. If the property is determined eligible for listing, although not formally listed, Federal agencies will be required to allow for the Advisory Council on Historic Preservation to have an opportunity to comment before the agency may fund, license, or assist a project which will affect the property. If you choose to object to the listing of your property, the notarized objection must be submitted to the State Historic Preservation Officer at the address shown in the attached letter by the date of the review board meeting.

If you wish to comment on the nomination of the property to the National Register, please send your comments to the State Historic Preservation Officer before the review board considers this nomination. A copy of the nomination and information on the National Register and federal tax provisions are available from the State Historic Preservation Office, Michigan Historical Center, upon request.

# **NOTICE OF Meeting of the Historic District Commission**

The Historic District Commission will meet on **Thursday, February 4, 2010 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

## **New Business**

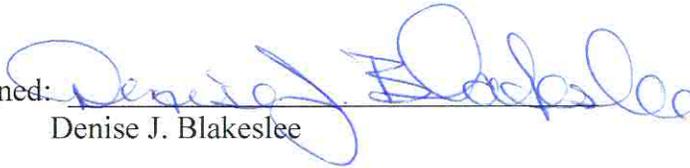
Travis Alden, Main Street/DDA Director -Update

## **Old Business**

Demolition Policy

All meetings are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Wednesday, January 27, 2010 on the bulletin board at the south entrance to City Hall.

Signed: 

Denise J. Blakeslee