

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, March 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 March 4, 2010 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the February 4, 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 has been working on a Demolition Policy. A revised draft and forms were prepared and forwarded to the members to review. 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

MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: February 23, 2010

RE: March 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 last worksession. We have also worked on an application and other documents that can be used for the review process.

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

The Historic District Commission is charged with insuring 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.

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 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.

The City of Manistee Historic District Commission has determined that any building that is over fifty years of age shall be treated as a Contributing Building. Contributing Buildings may be issued a Notice to Proceed when a Demolition request is approved. Non-Contributing Buildings may be issued a Certificate of Appropriateness when a Demolition request is approved.

Applicants are to complete the Application for Demolition and provide any supporting documentation they feel will support their request to the Commission. The Commission will review the request and a Site Visit to review the structure will be scheduled as part of their regular meeting. The Historic District Commission will evaluate the request and structure. The Historic District Commission reserves the right to ask for additional information.

Demolition of a historic structure can only be approved after all preferable alternatives have been exhausted. If demolition is approved **before issuance of a permit:**

The applicant must complete all of the requirements of the Historical Record Information form that will become part of the Property Record File.

For empty lots the applicant must provide a landscaping and a maintenance plan to be approved by the Historic District Commission.

ADDITIONAL INFORMATION THE HISTORIC DISTRICT COMMISSION MAY REQUIRE

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 applicant 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.
- ▶ A report from a licensed structural engineer with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation. This report is required to be sealed.
- ▶ Estimated market value of the property both in its current condition and after completion of the proposed demolition, to be presented through an evaluation by a level 3 or higher assessor.
- ▶ An estimate from a licensed architect, contractor or appraiser experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.
- ▶ 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 three or more 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 three or more years.
- ▶ All appraisals obtained 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 three or more years.
- ▶ Copy of the most recent real estate tax bill.
- ▶ Name and 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.



Application for Demolition

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
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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.

r This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits or do not wish to pursue tax credits. If this box is not checked the application will not be processed.

Please Print or Type

Address of Subject Property: _____

Name of Property Owner: _____

Name & Address of all other persons, firms or corporations having a legal or equitable interest in the property: _____

Name of Applicant (if different): _____

Mailing Address: _____

Phone# & e-mail address: _____

Contractor/Builder/Architect: _____

Mailing Address: _____

Phone# & e-mail Address: _____

Proposed Work Start Date: _____ Proposed Completion Work Date: _____

A Current photo of all sides of the structure (as applicable) must be submitted with the application. If the photographs are not submitted electronically 12 copies of each photo will be required 4" x 6" or larger.

f. The public purpose or interest in the land or building(s) to be protected.

g. 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.

h. Whether the historic structure or site is capable of earning reasonable economic return on its value.

i. Whether or not the proposed demolition could potentially affect adversely other historic buildings or the character of the historic district.

As part of the review of the Application the Historic District Commission will schedule a Site Visit during the meeting to review the structure.

The Historic District Commission reserves the right to request additional information from the applicant prior to a final decision on requests.

Incomplete requests will be returned to the applicant to supply needed information for review.

This application must be received by the City at least 15 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

APPLICANT'S SIGNATURE: _____

PROPERTY OWNERS SIGNATURE: _____

Office Use Only:		
Date Submitted: _____	Application # _____	Meeting Date: _____
Notes: _____		

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



Historical Record Information

If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.

Check appropriate box

- Demolition of part of a building
- Demolition of all the building

Required information includes:

Address of Building: _____

Historical Name of the Building: _____

Photographs must be submitted that are 4" x 6" in size or larger. Photographs must be labeled (i.e. North Exterior wall, i.e. North interior wall first floor of building)

- Photographs of the exterior of the building (all sides available)
- Photographs of the interior of the building (all areas i.e. basement, first floor, second floor)

Drawings

- Measured drawings of the elevation and footprint of the structure must be submitted drawn to scale

As the owner of the building located at _____ the attached information is submitted for review by the Historic District Commission or their agent for review. If review shows the information to be complete a Notice to Proceed or Certificate of Appropriateness will be issued.

Signature: _____ Date: _____

Reviewed by: _____ Date: _____

- Approved
- Additional information required



Application Review Form Demolition Requests

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

Name of Applicant:

Meeting Date:

I APPLICATION REQUIREMENTS:

Current Photo of the structure as seen from the street and where proposed work is to take place.

Applicant completed all questions.

APPLICATION DETERMINED TO BE:

Complete

Deficiencies _____

DETERMINATION IF BUILDING IS:

Contributing (more than 50 years old)

Non-Contributing (less than 50 years old)

DETERMINATION BY BUILDING INSPECTOR (IF APPLICABLE)

Attached

II SITE REVIEW:

notes: _____

III. EVALUATION CRITERIA

SCORING CRITERIA

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

CATEGORIES

_____ IMPORTANCE

How does the building relate to the historical and current relationship of the Manistee Commercial Historic District.

_____ ARCHITECTURAL

Exemplifies a particular architectural type; is significant to the architectural period in which it was built and has distinguishing characteristics of an architectural style; is the last remaining example of its kind in the district

_____ CULTURAL

Character, Interest of value as part of the heritage of the City of Manistee; 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 or an historic event with significant effect upon the District or the City of Manistee.

_____ STRUCTURAL

Condition of the Structure; probable life expectancy of the structure; the Building Inspector has determined that the portion of the building is unsafe and creates a dangerous situation.

A score of 7 or more establishes a building of significant status. A building determined to be of Non-significant status may require less justification for demolition.

IV ADDITIONAL INFORMATION REQUIRED

- _____ 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.
- _____ A report from a licensed structural engineer with experience in rehabilitation as to the structural soundness of the structure and its suitability for rehabilitation. This report is required to be sealed.
- _____ Estimated market value of the property both in its current condition and after completion of the proposed demolition, to be presented through an evaluation by a level 3 or higher assessor.
- _____ An estimate from an architect, contractor or appraiser experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure.
- _____ 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 three or more 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 three or more years.
- _____ All appraisals obtained 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 three or more years.
- _____ Copy of the most recent real estate tax bill.
- _____ Name and 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.



Demolition Request Museum Director Report

The City of Manistee Historic District Commission is requesting information from the Manistee County Historical Museum in response to a demolition request for a building located within the Manistee Commercial Historical District. This request is requested for inclusion in the Historic District Commission meeting packets that will be mailed on DATE.

Application has been Made by: _____

For demolition of ALL or PART of a Building Located at: _____

Importance

Character, interest or value as part of the heritage of the City of Manistee.

Does the Building certain historic or scenic value significant to the area?

Is the Building essential to the integrity of the Manistee Commercial Historic District.

Other:

Architectural

Does the building exemplify a particular architectural type?

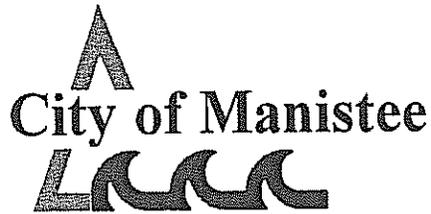
Is the building significant to the architectural period in which it was built and has distinguishing characteristics of an architectural style?

Is the building the last remaining example of its kind in the district?

Other:

Cultural

Contributes information of historical, cultural, or social importance.



PLANNING AND ZONING
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MEMORANDUM

TO: Historic District Commissioners

FROM: Jon R. Rose 
Community Development Director

DATE: February 12, 2010

RE: Book Mark Sign - 346/348 River Street

Commissioner, a question has been raised since the closing of the Book Mark, 346/348 River Street as to what can be done about the projecting sign. The sign does not conform to the Historic District Commissions Guidelines for Signage.

With the exception of "Lighted Open Signs", Internally illuminated signs are not permitted. Flashing, intermittent, rotating signs or signs that create the illusion of movement are prohibited.

"Plastic appearing materials are not allowed."

"Existing non-complying signage will be brought into compliance upon receipt of any application to the Historic District Commission."

There are several areas where a nonconforming sign is addressed in the City of Manistee Zoning Ordinance, Article 21 Signs.

Section 2101 Procedures, Item C. Permit Lapse. A sign permit shall lapse if the business activity on the premises is discontinued for a period of six (6) months, unless the business is a seasonal activity, in which case, the sign permit shall lapse if the business activity is discontinued through one (1) normal business season. A sign whose permit has lapsed shall be removed by the owner within 30 days of receipt of notice to remove from the City. If the event the owner fails to remove a sign in accord with such an order, the sign may be removed by the City, at the owner's expense, without notice or action from the City. The City shall reserve the right to place a lien on the property on which the sign exists to recover any expense associated with sign removal.

Section 2102 General Standards, Item E. Erection of New Signs Where Legal Nonconforming Signs Exist.

1. On lots where an existing on-premise sign exceeds the sign area allowed by this Article, and in that respect is a legal nonconforming sign, no new on-premise sign shall be erected until such existing legal nonconforming on-premises sign is brought into compliance with this Article.

Table of uses Section 2108, Use type 3, Commercial and Office (standards for the C-3 Central Business District:

Projecting signs are limited to one per parcel and no greater than sixteen (16) square feet in area.

Internally lit signs are prohibited in the Manistee Historic Commercial District.

It is the recommendation by Staff that the Historic District Commission make a motion that allows the removal of the projecting sign at 346/348 River Street.

JRR:djb



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

The Historic District Commission will meet on **Thursday, March 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, February 24, 2010 on the bulletin board at the south entrance to City Hall.

Signed:


Denise J. Blakeslee