

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, November 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 November 4, 2010 Agenda.

IV Approval of Minutes

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

V New Business

Design Guidelines, 383 River Street

The Manistee Main Street DDA has reached an agreement with the Bankruptcy Trustee handling the Vogue Theater. Travis Alden will be discussing repairs that need to be made to the building prior to winter.

At this time the Historic District Commission could discuss repairs to the Vouge Theater, 383 River Street.

Routine Repair & Maintenance Policy & Application Form

The Historic District Commission discussed the development of a policy and application form for Routine Repair and Maintenance Projects in the District. Draft documents have been prepared for the commissions review.

At this time the Historic District Commission could take action on the proposed Routine Repair & Maintenance Policy and Application Form.

VI Old Business

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.

IX Reports

Main Street/DDA Director
Museum Director
Community Development Director

X Members Discussion

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

XI Worksession

XII Adjournment



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: October 27, 2010
RE: Historic District Commission Meeting November 4, 2010

Commissioners, attached is the November 4, 2010 Historic District Commission meeting agenda, the following items are on the agenda:

Design Guidelines, 383 River Street

The Manistee Main Street DDA has reached an agreement with the Bankruptcy Trustee handling the Vogue Theater. Travis Alden will be discussing repairs that need to be made to the building prior to winter.

Routine Repair & Maintenance Policy & Application Form

The Historic District Commission discussed the development of a policy and application form for Routine Repair and Maintenance Projects in the District. Draft documents have been prepared for the commissions review.

Travis also forwarded a copy of an excerpt from the National Trust Main Street Center featuring our fair city.

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

djb



Request for Design Guidelines

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

www.ci.manistee.mi.us

Please Print or Type

This Is Not a Formal Request to the Historic District Commission. An Application for a Certificate of Appropriateness Is Required for All Projects in the District.

Address of Affected Property: 387 RIVER STREET - VOGUE THEATER

Name of Property Owner: MANISTEE THEATER, INC.

Name of Applicant: TRAVIS ALDEN - MANISTEE MAIN STREET DDA

Mailing Address: 70 MAPLE ST. MANISTEE, MI 49660

Phone# & e-mail Address: 231-398-3262 talden@manisteedowntown.com

Description of Work proposed (Use additional sheets if necessary):

THE MANISTEE MAIN STREET DDA (MSDDA) HAS REACHED AN AGREEMENT WITH THE BANKRUPTCY TRUSTEE HANDLING THE VOGUE THEATER TO PURCHASE THE PROPERTY. WE ARE AWARE OF CERTAIN CRUCIAL MAINTENANCE ITEMS THAT MUST BE COMPLETED PRIOR TO WINTER, SPECIFICALLY REPAIR OF THE ROOF TO STOP WATER INFILTRATION AND REPAIR OF THE FAILING STUCCO ON THE EAST FACADE OF THE BUILDING. WE WOULD LIKE TO ACCOMPLISH THIS BY MEANS OF TEMPORARY, SHORT-TERM + LOW-COST PATCHES AS POSSIBLE, AS THE MSDDA WILL BE AGGRESSIVELY RECRUITING A DEVELOPER FOR THE PROJECT OVER THE NEXT FEW MONTHS.

This request must be submitted at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

Any information such as photos and sketches would be appreciated.

APPLICANT'S SIGNATURE:  10/25/10

PROPERTY OWNER'S SIGNATURE: PENDING - COURT APPROVAL

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.

Adopted 9/3/09

Manistee Commercial Historic District Policy #15 Routine Repair & Maintenance

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

The Historic District Commission is sensitive to the desire for property owners to enhance their Buildings in the Manistee Commercial Historic District. The Historic District Commission has developed this policy to assist in the requests for routine repair and Maintenance in the district.

Approved Routine Repair & Maintenance projects will post a copy of the application in the window of the building. Once a permit is issued the permit will be posted in its place until work is completed.

If a commissioner sees or is informed of work that may be amiss the procedure is as follows:

- ▶ Call Staff
 - ▶ Community Development Director at 398-2805
 - ▶ Museum Director at 723-5531.
 - ▶ In the event that neither is available call the Building Inspector at 398-2806.
- ▶ In the roll of Commissioner on the Historic District Commission do not discuss the issue with the property owner, employees or contractors. This preserves your neutrality and avoids confrontations. Staff will handle all inquiries if needed.
- ▶ To avoid the appearance of a violation of the Open Meetings Act do not discuss the potential problem with another voting member of the Historic District Commission.
- ▶ If you are unable to contact Staff you may take pictures or otherwise document the work in question. Always avoid confrontations with the owner/contractor/employees.

DRAFT

By Signing this form the Applicant/Owner agrees that in the event Historical Elements are uncovered /discovered during this maintenance the element must be left in place. Removal may be allowed with the prior approval of the Museum Director or the Community Development Director. The applicant is responsible to contact either of them for assistance before removing any historical element. (The applicant may wish to contact the Museum Director or Community Development Director before proceeding with the maintenance to determine the potential value of the discovery and/or potential resources for and benefits of restoration of the element.)

[i.e. Old glass is discovered behind an added wood panel that is being replaced as part of an approved maintenance project.

1. The old glass must be left in place.
2. The finding must be documented (photographed from all angles).
3. The prior approved maintenance may proceed.
4. The Museum Director or Community Development Director must be informed of the finding and provided with the documentation for file.

This allows documentation of the existing element for future reference in event of Redevelopment/Restoration or sales to prospective buyers interested in historic restoration/tax credits.]

A copy of this application will be posted in the window of the building. Once a permit is issued the permit will be posted in its place until work is complete

PROPERTY OWNER'S SIGNATURE: _____

Office Use Only:	
Date Submitted: _____	Application # _____
Approved by: _____	

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.

DRAFT 10-19-10

DRAFT

Denise Blakeslee

From: Travis B. Alden [tbalden@manisteedowntown.com]
Sent: Tuesday, October 19, 2010 10:28 AM
To: Jon Rose; Denise Blakeslee
Subject: National Trust report - HDC
Attachments: Historic District report - National Trust.pdf

Hi Jon & Denise -

Attached is the excerpt from the National Trust Main Street Center report that we received last week that deals with the historic district. I thought you would find this of value and that you may want to share it with the commission. Let me know if you have any questions.

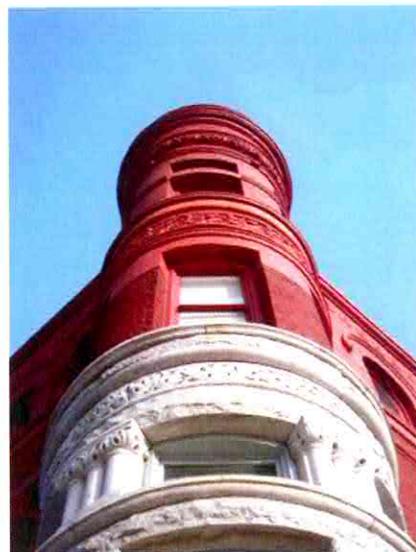
Thanks,
-Travis

Travis B. Alden
Director, Manistee Main Street &
Downtown Development Authority
tbalden@manisteedowntown.com
231-398-3262
www.manisteedowntown.com
Find us on Facebook = "Manistee Marketplace"
"The Victorian Port City"

II. Building Rehabilitation and Managing Building Improvements

Historic Preservation Commission

Preservation has been at work for quite a while in Manistee. You can see well cared for buildings in numerous locations throughout downtown, which establishes a good precedent for future projects. Manistee is fortunate to have a Certified Local Government Commission (CLG) to review design and development projects in its downtown district. Having a CLG should continue to ensure a higher level of quality and improvements that are good values. Ultimately this district has the ability to shape the future of downtown making it more attractive for developers. Often when new CLG's are put into place there are a lot of assumptions about their role and what they can and can't do and how they do it. The following are some tips to consider for making the CLG a more widely accepted and user friendly entity.



The following are typical things that CLG's or preservation commissions can do to make sure their decisions are affordable, easy to implement, consistent and fare.

- Make sure the CLG is quick in dealing with applicants matters. The time frame for reviewing projects will improve as the group gains more confidence. Make sure to stick to the relevant topics to review. Reviewing things outside your area of elements to review or even discussing them will give disgruntled applicants fodder to undermine your efforts. For example, if a CLG is suppose to review color then make sure the applicants have a defined palette to work from. Letting them guess at colors is a frustrating and stressful process. Design review of color only works when there is a defined palette.
- Be clear about the application process. Make sure that application requirements and timelines in terms of how the design review process works are outlined in the website. Boldly list the submission schedule.
- The staff review should happen at city hall and not at the museum. Applicants walk into the museum thinking that they are going to have to restore their building to the nth degree as the museum has. While this is fine for the museum to do this, most applicants need to feel that they can affordably do work on their building.
- All mention of staff should be referred to as "staff" and not as director of the Manistee Historic Museum. The Manistee County Historical Museum Director is more than qualified to do these duties; it's just that being referred to this person in documents will be intimidating for some. It's best to just say "staff".
- Continue to offer pre application conferences with the property owner and or their architect so time and money is not wasted reviewing ideas after they've been committed to paper. This facet of review needs to be heavily promoted as a "Let Us Help You Save Money" type of assistance.

- Allow staff to review certain things that don't need to be reviewed by the commission such as basic maintenance of existing elements. This will speed up review time. (Obviously staff should take note of when someone is doing maintenance on inappropriate layers that should come off a building which might actually save the property owner money or result in a project that has better value.)

Design Guidelines

- Make sure to follow through on developing illustrated design guidelines. Guidelines should be illustrated in color with the color selections shown if you're going to hold property owners to paint colors. The illustrations should be available on the website. Illustrations that are based on Manistee's building palette are invaluable in yielding consistent decisions and ones that are fair to the public. A picture is truly worth a thousand words in this instance.
- Make sure guidelines reflect standards that facilitate retail development so that the guidelines can be pitched as being pro-business. These guidelines allow retailers to prosper by maintaining and developing a street environment that encourages transparency and pedestrian movement along the sidewalk. These guidelines are:
 - Zero lot setback
 - Degree of first floor transparency (80 percent of first floor and no smoked glass, heavily tinted glass or mirrored glass)
 - Primary entrance to the retail space opens onto the primary shopping street.
 - Percentage of front lot line coverage (Ideally 100%)
- Guidelines should be specifically labeled on the City's Web Site. Right now they're a little hard to find. It may be possible to list (link) the HDC guidelines with the HDC and on the City's Document Site.
- The materials maintenance section should be more extensive. This section should be spelled out more so that proper maintenance is done that extends the life of structures. The maintenance section could be its own stand alone document and could be referenced under a specific part of the preservation ordinance. This will make it easier for people to find if they need it.
- Design guidelines need to be a little more specific for the construction of new buildings in the downtown or "infill development". Manistee has such wonderfully architecturally intact downtown which justifies design guidelines that are more specific. While being more specific they're not designing the buildings for the owners and they still give a great deal of artistic or creative freedom.

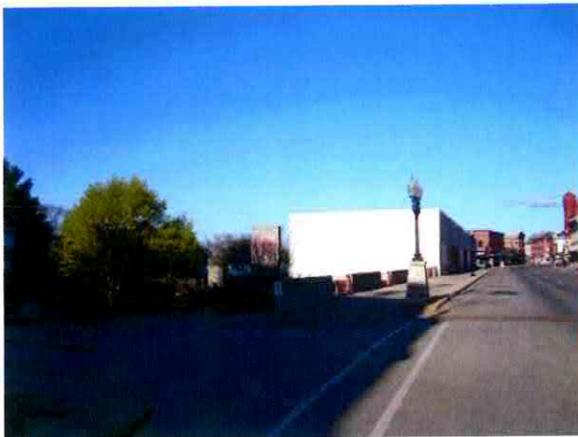
The following are some considerations for adding to the infill development guidelines:

- Second story windows recessed slightly from the front wall plane. This will help new buildings generate more shadow lines which give the street "texture" and a more human scale. This is an important characteristic of older buildings where the



windows are set back from the front façade by at least 3 inches.

- All glass should be clear. This includes the lower storefront and upper stories. Low –E glass is fine for new construction but make sure it has a high light transparency factor, approximately 70%. This is especially true for the first floor where you want maximum viewing opportunities for the window displays.
- Request that new buildings include vertical elements approximately every 25 feet. This is a trait of older buildings where the outer edges of each storefront's bay were a sort of column or "pilaster" that help to frame out the store front and this section or "bay" of the building. Collectively these begin to form the modular design elements that help define and the "street wall"
- Materials should appear to be placed by hand, no monolithic panels. Again this will provide the buildings with a more human scale.

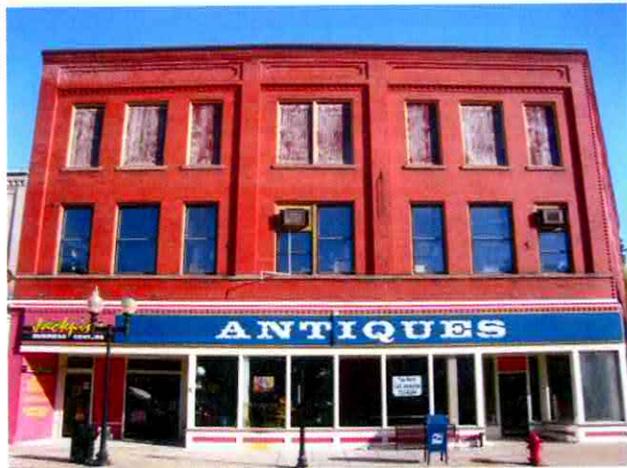


- Masonry material should prevail in new construction. Within masonry, concrete blocks (CMU's) should be limited to just the areas under the display windows. This is because their scale is very different from anything else you would find in the downtown. The same is true of shiny materials such as highly polished stone, tile or metals. These types of weather proof materials were generally found only between the display window and the sidewalk. Their uses on the upper floor should be minimal.
- Move the window displays component of the guidelines. This is good but its impression gives the impression of over regulation. Instead list this on Main Street's Tips and Resources Section of Website. If the intent here is to ensure that the window display doesn't totally obscure the view to inside then develop a life safety ordinance as a part of your fire/police code.

Resurveying the Historic District

Manistee is primarily a Victorian downtown but there are several post WWII buildings that dot the streetscape and are interesting and important to downtown's sense of place. Several times during our visit it was expressed that these buildings don't generate a lot of affection.

Check to make sure that your historic district allows for all buildings 50 years of age or older to be included in design review. Often many of the older districts overlooked buildings from right after WWII which is now considered historic. These "Recent Past" infill storefronts are becoming hard to find and declaring them historic if they aren't already could provide the building owner with tax credit incentives for restoration.



Building Facades

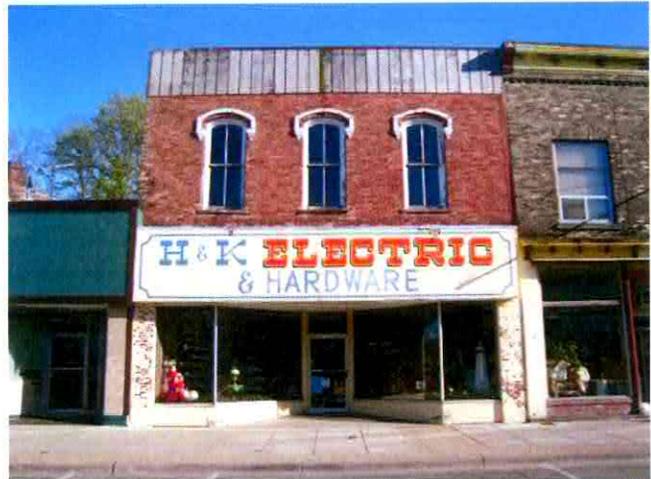
Downtown Manistee has long had a preservation based commercial façade enhancement program. This is very evident as you look around downtown. There are several new façade improvements, new signs and new paint jobs. In short it looks pretty good but there's still the opportunity to improve this and give downtown and even stronger sense of identity. Many of the businesses are suffering due to the recession. It's unlikely in this environment that many of the businesses will want to spend money or have money to spend on their facades beyond necessary repairs.



The near term focus should be on highly visible, low cost improvements and such as clean up and removal of inappropriate materials, simple paint schemes, and basic maintenance. During a recession people will still be doing building maintenance but then again there's good maintenance that prolongs the building's life and adds to the value of the building and not so good maintenance that tends to shorten the building's life. Right now simple façade improvements will continue help build enthusiasm for the overall revitalization effort, validate the program in the public's eyes and it

will lay the foundation for bigger projects in the future. This strategy works well for downtown Manistee's buildings because many are only a couple of stories and the detailing for the most part straight forward.

The picture of the H and K Electric is as a good example of sign panel that could be removed to help restore the store front's proportions.



Focus on River Street (as opposed to the backs of buildings that face along the Manistee River) as much as possible because these are the majority first impressions of downtown. The architecture here is somewhat simple and it's easy to accomplish what needs to be done with removal of inappropriate elements such as sign panels, repainting, replacing awnings and updating signs. These types of improvements are also likely to improve the businesses bottom line. Prioritize your work by lowest cost implement, high reward and high visibility facades.

There are two areas where the Historic Preservation Commission needs to remain vigilant. These are common maintenance issues that are critical to maintaining downtown's sense of place and in conducting maintenance that and not reducing its value.

- **Sand Blasting-High Pressure Washing:** This approach to removing paint actually removes the hard outer, baked coating of the brick. Furthermore sandblasting paint typically releases lead contained in older paint which creates a serious health hazard. Pressure washing erodes mortar and injection water into the building in areas where it shouldn't be, sometimes causing water damage and mold growth. Buildings should be cleaned with a mild detergent and a little bit of bleach to kill mold growth. This should be applied under calm conditions and scrubbed with soft bristle brush and rinsed with water at tap pressure.
- **Down Sizing of Windows:** This starts to make downtown's buildings lose their proportions which starts to make downtown appear more fractured. This is important because many of downtown's building are still intact from the turn of the century when the buildings used tall windows for natural light. Any replacement windows should match the original in style, size, massing and in proportions.



Buildings

While most of downtown Manistee's buildings are better maintained than most there have been inappropriate approaches taken to building maintenance which ultimately reduce the building's value.

Have the State Main Street Architect visit as soon as possible to walk the design committee through downtown's building maintenance issues. In particular she should discuss building cleaning and tuck pointing (putting the right mixture of mortar back between the masonry units) appropriate window replacement and lower storefront proportions with the committee. The state architect can point out many of the layers that could possibly be peeled away to reveal more of downtown's original identity. Some of the first projects appear to be rather easy to implement thus making them affordable.

1. *How to Improve Building Maintenance.* Try to find qualified contractors that work on older historic buildings on a regular basis can be challenging. The reality is that a lot of design decisions, which aren't always good ones, happen by contractors while on site. Having a good contractor can make these maintenance details into noticeable, positive differences.
 - Trying to find these skills in a smaller community is difficult. Typically you can find the required skills by networking with other Michigan Main Street Communities that have done these projects.
 - The most important thing to do in selecting a contractor is to ask for references and go look at their oldest work because this is where they were learning their trade and if there are problems they will have had time to appear.
 - Consider funding scholarships for contractors to get advanced training in a trade at one of the better preservation technology schools in the United States. This isn't inexpensive and it might start to develop a mini industry of preservation trades for the community which ultimately transcends both the commercial and residential sectors.
 - Consider some sort of a contractor's certification program for contractor's that completed a series of workshops or courses. While you're not recommending a certain contractor you are putting a seal of approval on their efforts.
2. *Building Maintenance Education.* Continue to build awareness of the district's architectural strengths and opportunities by holding workshops for property owners and contractors outlining programs of assistance and incorporating guest lectures on restoration topics. Topics could include proper painting guidelines, repairing historic windows, good signage, cleaning and repairing masonry. Make sure to feature as many "before and after" images and testimonials of successful projects as these really help sell the need to make improvements training seminars for property owners and contractors. These educational seminars can clear the air on many misconceptions regarding the restoration-design review and development process.
3. *Hands-On Assistance.* Several downtown buildings appear to need simple removal and clean up to help make them more marketable. Consider the development of a volunteer group that gets

together to work on an as needed basis so to help with phase one demolition of rehabilitation projects. Their tasks could be limited to non electrical, non plumbing, and low heights situations such as cleaning out buildings, removing drop ceilings, pulling weeds, etc. These types of groups usually work under the guidance of local general contractors. Often by just simply cleaning out buildings will motivate the property owners to do something more with their property including putting it on the market. This is analogous to “shovel ready” building sites. Building cleanout also helps to reduce the potential for fires.

Package and promote incentives

Manistee has several forms of assistance that it can offer property owner and business owners. It's important for these tools to package under Main Street's banner and promoted. Don't hesitate to promote other agencies resources and give them appropriate credit. This can be done with a brochure that can be left behind with people that are considering improvements and they should be listed on the Main Street and City of Manistee's Historic Preservation web sites. Continue to promote the availability of these funds as they're as they make a statement for the financial community that they're committed to the revitalization effort.

Research the possibility of using DDA funds to address “demolition by neglect” issues in downtown with the DDA. This would be limited to improving key life safety issues or structural issues on downtown buildings where the private sector can't or will not address them. For instance, windows are missing or a building has a bad roof. We have seen several instances in communities around the state where a building is in a key location and the issues are left unattended to and eventually the building is removed. This in turn exposes the adjacent building's interior load bearing wall that is not designed to be an exterior wall which only causes further loss of downtown structures. If using the DDA in this way can be done it should only be done in exceptional cases and not as standard operating procedure.

Window Displays

Window lighting was mentioned earlier as being a key consideration to adding more night time appeal but besides lighting there are other considerations to making downtown more vibrant. Currently many of downtown's businesses are struggling with using their front displays windows to market their products. Whether you're a traditional retailer or service business, using your display windows to market your business is one of the best ways to sell product.

1. Make sure what you're displaying is large enough to be seen from across the street. The example below shows a business that sells lots of small products but enlarging them makes them easily visible from across the street. Posters can be made for about \$35.00 a piece at most office supply stores which is pretty inexpensive. Posters are a good way to let service businesses market themselves. (See images below)



2. Make sure to use lighting at all times including during the day. Lighting during the day helps to break the glare on the glass and makes the product visible.
3. Lights should be low and tight to the glass so that product in the window has light hitting the front of it and bouncing back through the window. This is what breaks the glare on the glass. Often lights are on top of the product and mounted to the display window ceiling. This only top lights the merchandise and is of little value. Coupled with this recommendation is to make sure the merchandise or posters hang back a few feet from the front window so the display lights can front light the merchandise.
4. Don't replace front window with dark or tinted glass as this makes your business appear closed. Any energy savings will be offset by the need to burn more lights to make your store appear to be open.

Conclusion

Manistee has above average physical resources with the river and a great collection of architecturally diverse buildings. Most importantly Manistee has the tools to manage this with a DDA and a Historic Preservation Review Commission. In the next year focus on maintenance projects or the easy-to-implement, low cost projects such as simple removal of inappropriate elements and improving merchandising and window displays. Building owners will still be doing maintenance and store owners still need to market their products even though we're in the middle of one of the worst recessions we've seen in a while.

**Historic District Commission Meeting
Dates/Times
2011**

MEETINGS

WORKSESSIONS

January 6, 2011

February 3, 2011

March 3, 2011

April 7, 2011

May 5, 2011

June 2, 2011

July 7, 2011

August 4, 2011

September 1, 2011

October 6, 2011

November 3, 2011

December 1, 2011

Meetings and Worksessions will be held at 3:00 p.m. in the Council Chambers at City Hall, 70 Maple Street, Manistee, Michigan.

NOTICE OF Meeting of the Historic District Commission

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

The agenda items include:

New Business:

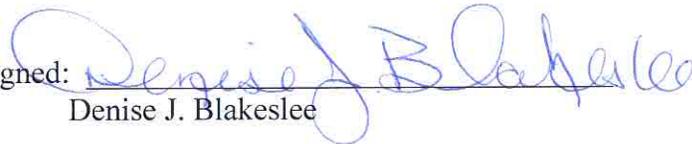
Design Guidelines, 383 River Street

Routine Repair & Maintenance Policy and Application Form

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 5:00 pm, Tuesday, October 27, 2010 on the bulletin board at the south entrance to City Hall.

Signed:


Denise J. Blakeslee



Permit #: PHDC10021
 Issued: 10/12/2010
 Expires: 12/31/2013

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
334 RIVER STREET 51-452-703-17	<i>mathews</i> 1713 W 99TH ST CHICAGO IL 60643	1713 W 99TH ST CHICAGO IL 60643

Work Description:

Certificate of Appropriateness for paint colors as approved by the Museum Director.
 Color Window Frames - Marvin Bahama Brown

Stipulations:

On January 3, 2013 the Historic District commission reviewed all outstanding permits

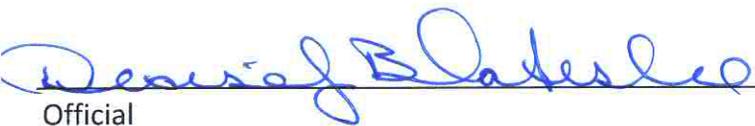
The Commission reviewed all outstanding permits for 334 River Street

MOTION BY Dave Carlson, seconded by John Perschbacher that due to the complexity of the project the Commission will need to do a complete on-site inspection of the project to verify compliance with applications. Will try to schedule an inspection with the owner in the spring when the weather is better. All permits will be extended until December 31, 2013. Motion passed unanimously.

Permit Item	Work Type	Fee Basis	Item Total
-------------	-----------	-----------	------------

This permit is valid for a period of one year from the date issued.

Fee Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00



 Official



Historic Overlay Permit No: PHDC10021

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

334 RIVER STREET Location
51-452-703-17

MATTHEWS JAMES E & SUSAN Owner
1713 W 99TH ST
CHICAGO IL 60643
MATTHEWS JAMES E & S

Issued: 10/12/10
Const value 0
Zoning: Sec. No.

Contractor
1713 W 99TH ST pH#
CHICAGO IL 60643

PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

Work Description: Certificate of Appropriateness for paint colors as approved by the Museum Director.
Color Window Frames - Marvin Bahama Brown

Must follow all Codes and Ordinances as they apply to this project.

Table with 4 columns: Permit Item, Work Type, Fee Basis, Item Total. Row 1: Fee Basis 0.00, Item Total 0.00

Fee Total: \$0.00
Amount Paid: 0.00
Balance Due: \$0.00

Official signature and title

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



Application for a Certificate of Appropriateness Paint Colors Only

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

Please Print or Type

Address of Affected Property: JIM MATTHEWS

Name of Property Owner: 334, 336, 338 RIVER ST

Name of Applicant: JIM MATTHEWS

Mailing Address: ON FILE

Phone# & e-mail address: ON FILE

Proposed Work Start Date: 10/12/2010 Proposed Work Completion Date:

- ▶ When changing paint colors you must provide; brand name of paint, paint color name, paint color numbers, paint color chips and a paint plan for the building showing the proposed work.
- ▶ New color schemes following the *Manistee Commercial Historic District Commission Guideline #6 Painting* guidelines may be approved by the Manistee County Historical Museum Director.
- ▶ Color schemes that do not follow the *Manistee Commercial Historic District Commission Guideline #6 Painting* must be approved by the Historic District Commission.
- ▶ A building owner may request Historic District Commission review and/or approval of any paint scheme.
- ▶ The Manistee County Historical Museum Director may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.

APPLICANT'S SIGNATURE: ON FILE

PROPERTY OWNERS SIGNATURE: ON FILE

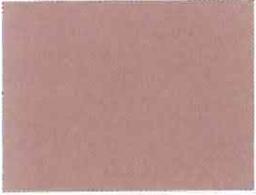
Office Use Only:	
Date Submitted: <u>10 OCT 2010</u>	Application # <u> </u>
Approved by: <u>[Signature]</u>	

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.

COLOR WINDOW FRAMES + SASH Adopted 9/3/09
MARVIN - BAHAMA BROWN

GLASS OPTIONS

Marvin offers a broad array of specialty glass options. Choose clear, patterned or decorative glazing or have our artisans create a special glass just for you. Contact a Marvin representative for availability.



BRONZE
TINTED GLASS



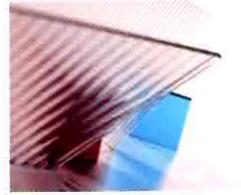
GRAY
TINTED GLASS



GREEN
TINTED GLASS



OBSCURE GLASS



SPECIALTY GLASS

HARDWARE FINISHES



SATIN
TAUPE



BRONZE



SATIN
NICKEL



SATIN
CHROME



ANTIQUE
BRASS



OIL RUBBED
BRONZE



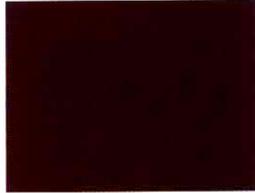
BRASS

WHITE

CLAD COLORS



PEBBLE GRAY



BAHAMA BROWN



EVERGREEN



BRONZE



STONE WHITE



EBONY



COBALT BLUE



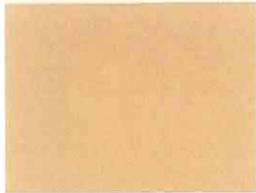
WINEBERRY



COCONUT CREAM



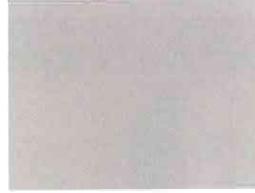
HAMPTON SAGE



CASHMERE



ARCTIC WHITE



CUMULUS GRAY



DESERT BEIGE

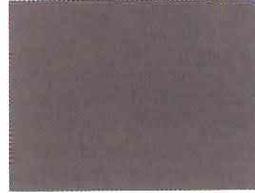


SHERWOOD GREEN

Printed color may not be an accurate representation. Ask your local Marvin retailer for color chips.



SIERRA WHITE



CADET GRAY



CASCADE BLUE



FRENCH VANILLA