

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Tuesday, June 10, 2014
Rescheduled due to a lack of Quorum

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 June 10, 2014 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the April 3, 2014 meeting Minutes.

No Quorum at the May 1, 2014 Meeting.

V New Business

HDC-2014-06 Big Fish, 391 & 393 River Street – Reinstallation of second story entrance

A request has been received from Big Fish, 391 & 393 River Street for a Certificate of Appropriateness for the installation of an entrance to gain access to the second story of building from River Street as documented by historical photos of the building. Existing glass display window will be removed, to accommodate the reinstallation of brick a pier (8 – 10 inches) and a six panel door.

At this time the Historic District Commission could take action to approve/deny the request from Big Fish, 391& 393 River Street for a Certificate of Appropriateness for the installation of an entrance to gain access to the second story of building from River Street as documented by historical photos of the building.

HDC-2014-07 Alex Doucett’s, 385 River Street – Façade Improvements

A request has been received from Alex Doucett’s, 385 River Street for a Certificate of Appropriateness to cover existing brick with wood panel bulkheads to give back the historical look underneath display windows. Replacing single pane glass with double pane on left display, painting soffit in entryway and sealing upper façade to stop leakage.

At this time the Historic District Commission can take action to approve/deny the request from Alex Doucett’s, 385 River Street for a Certificate of Appropriateness to cover existing brick with wood panel bulkheads to give back the historical look underneath display windows. Replacing single pane glass with double pane on left display, painting soffit in entryway and sealing upper façade to stop leakage.

VI Old Business

Letter to local Realtor Brokers

The Commission will work on the information they want to include in a letter that will be sent to Local Realtor Brokers.

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 Curator
Museum Director
Planning & Zoning Administrator

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



City of Manistee Planning & Zoning Administrator



MEMORANDUM

231.398.2805

Fax 231.723-1546

dblakeslee@manisteemi.gov

www.manisteemi.gov

TO: Historic District Commissioners

FROM: Denise Blakeslee
Planning & Zoning

DATE: June 5, 2014

RE: **RESCHEDULED - Historic District Commission Meeting**

Commissioners, the Historic District Commission has been rescheduled to Tuesday, June 10, 2014 at 3 pm in the Council Chambers do to a lack of quorum. We have the following items on the Agenda:

New Business

HDC-2014-06 Big Fish, 391 & 393 River Street – Reinstallation of second story entrance - A request has been received from Big Fish, 391& 393 River Street for a Certificate of Appropriateness for the installation of an entrance to gain access to the second story of building from River Street as documented by historical photos of the building. Existing glass display window will be removed, to accommodate the reinstallation of brick a pier (8 – 10 inches) and a six panel door.

HDC-2014-07 Alex Doucett’s, 385 River Street – Façade Improvements - A request has been received from Alex Doucett’s, 385 River Street for a Certificate of Appropriateness to cover existing brick with wood panel bulkheads to give back the historical look underneath display windows. Replacing single pane glass with double pane on left display, painting soffit in entryway and sealing upper façade to stop leakage.

Old Business

Letter to local Realtor Brokers - We will use this opportunity to discuss the letter the Commission wanted drafted for local Realtor Brokers.

If you are unable to attend the meeting please call me at 398-2805, see you next Tuesday!

HISTORIC DISTRICT COMMISSION

Council Chambers, City Hall
70 Maple Street
Manistee, MI 49660

MEETING MINUTES

April 3, 2014

A Meeting of the Manistee City Historic District Commission was held on Thursday, April 3, 2014 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:17 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Dave Carlson, T. Eftaxiadis, Teena Kracht, John Perschbacher,

Members Absent: Mary Russell (excused), Vacancies (2)

Others: Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA:

MOTION by T. Eftaxiadis, seconded by Dave Carlson that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

APPROVAL OF MINUTES:

MOTION by Dave Carlson, seconded by T. Eftaxiadis that the Minutes of the January 2, 2014 Meeting be approved.

With a voice vote this motion passed unanimously.

There was no quorum at the February 6, 2014 and March 6, 2014 meetings.

NEW BUSINESS:

Projects for 2014

Members of the Historic District Commission discussed projects for 2014. Projects discussed included:

- Master Files for each Parcel in the Historic District
 - Update Photos for each building
 - Historical Photos of each building and streetscape to be scanned and inserted in to files
 - Work on History for each building that could be used for building signage, web page information
 - Polk Directories being used for business previous business information in the district.
- Sandborn Maps how important they are and how the current books are deteriorating. Options to preserve Sandborn Maps before they are damaged beyond repair.
 - Photographing
 - Scanning
 - Costs
 - Volunteers

MOTION by Dave Carlson, seconded by T. Eftaxiadis that the Historic District Commission investigates a method to reproduce the Sandborn Maps at the museum in an electronic form.

With a roll call vote this motion passed 4 to 0.

Yes: Carlson, Perschbacher, Eftaxiadis, Kracht
No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

STAFF REPORTS

Denise Blakeslee, Planning & Zoning Administrator – spoke about the “Weatherization and Energy Efficiency Workshop”, Local Certified Government Program, and Relator Meeting.

MEMBERS DISCUSSION

Discussion by the Commission included:

- River Parc Condominiums
- North Chanel Outlet Building and vacant property adjacent to building
- Drafting letter to local Realtor Brokers

The Next meeting of the Historic District Commission will be on Thursday, May 1, 2014 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by Dave Carlson, seconded by T. Eftaxiadis that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:38 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary

HISTORIC DISTRICT COMMISSION

Council Chambers, City Hall
70 Maple Street
Manistee, MI 49660

MEETING MINUTES

May 1, 2014

A Meeting of the Manistee City Historic District Commission was held on Thursday, May 1, 2014 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:15 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Teena Kracht, John Perschbacher,

Members Absent: Dave Carlson, T. Eftaxiadis (excused), Mary Russell (excused), and 2 Vacancies

Others: Patrick Kay (Main Street/DDA Director), Mark Fedder (Museum Director) and Denise Blakeslee (Planning & Zoning Administrator)

Only three members of the Historic District Commission were present. Four members are needed for a quorum to conduct business.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary



Historic District Commission
 Planning & Zoning Department
 70 Maple Street, P.O. Box 358
 Manistee, MI 49660
 231.398.2805
www.ci.manistee.mi.us

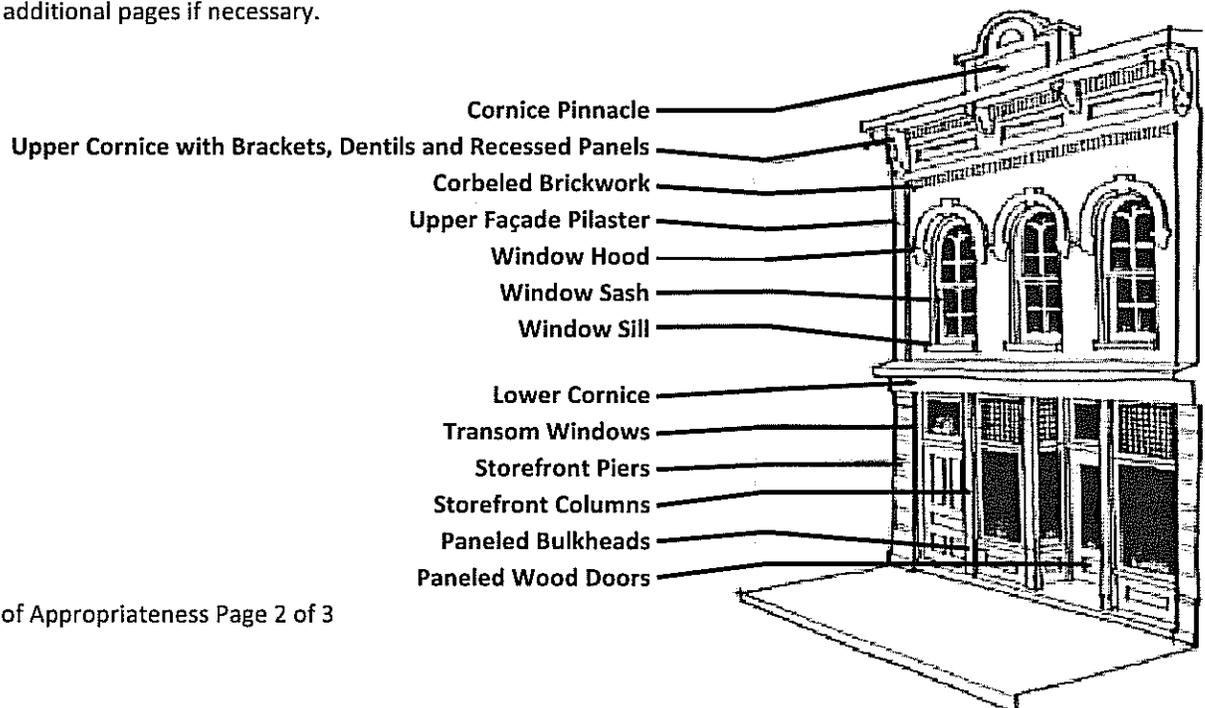
Application for a Certificate of Appropriateness

Please Print

Standards	
<p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>	
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>	
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>	
Submission of Application	
<p>This application must be received by the City at least 10 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.</p>	
Property Information	
Address: 391 + 393 River St	Parcel #
Applicant Information	
Name of Owner or Lessee: Big Fish Shay Albaz	
Address: 646 main St Frankelmuth MI 48734	
Phone #:	Cell#: e-mail:
Name of Contractor (if applicable): MANISTEE RESTORATION	
Address: 2301 Caberfae Hwy MANISTEE 49660	
Phone #: 231 510-2240	Cell#: 231 510-2869 e-mail: MANISTEE Restoration
License Number: DBA 140-64-9735	Expiration Date: @ YAHOO.COM
Application Requirements	
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color. Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.</p>	
<input checked="" type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project			
<p>Remove existing glass enclosure on Right side of Bookstore entry to access original stair way to upstairs from River ST. Back to the way it was in Early 1900's</p>			
Proposed Start Date <u>ASAP</u>		Proposed Completion Date _____	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>R J Hall</u>		Date: <u>5/15/14</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
HDC - _____	Notes: _____		
Signature: _____		Date: _____	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



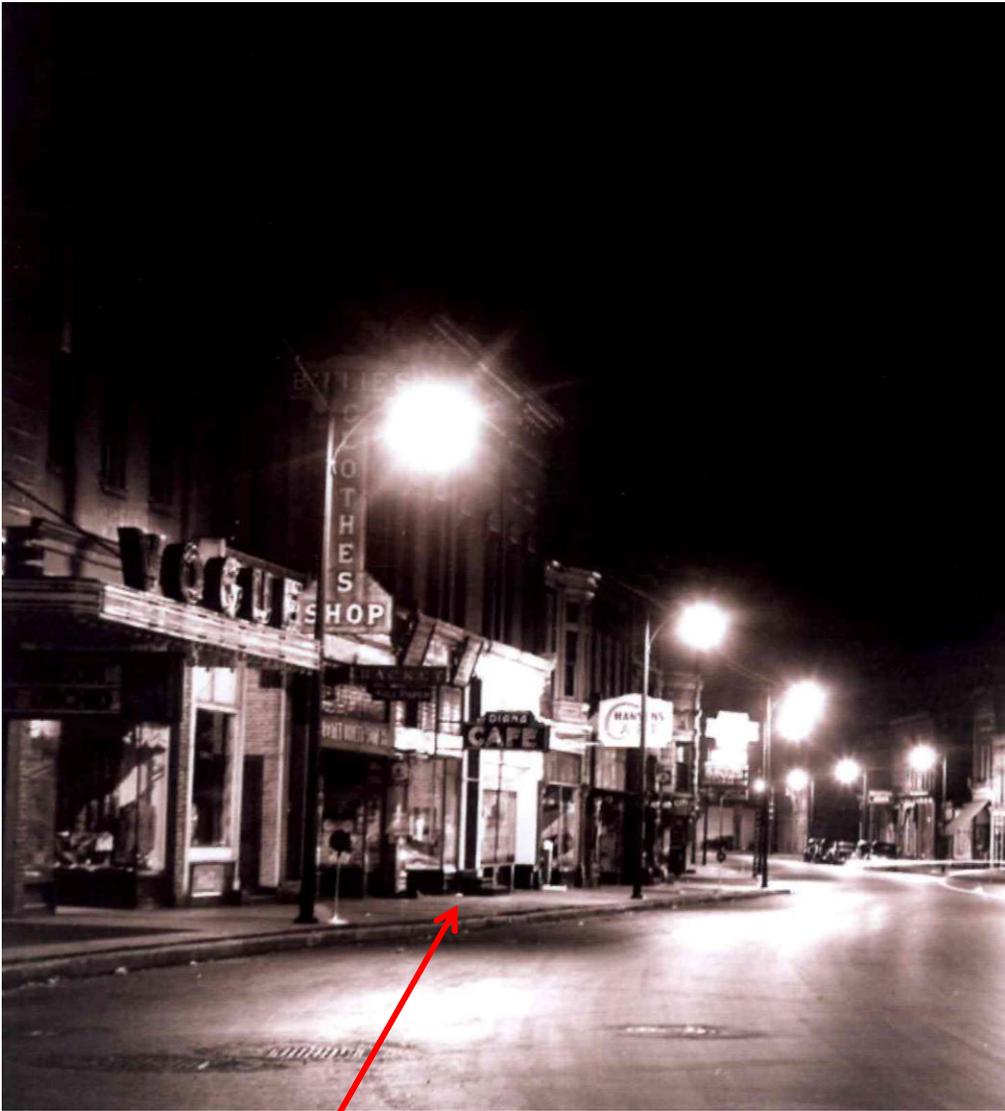


Photo Documentation of location of original door to upper story of building at 391/393 River Street



Photo of 389 River Street and 391-393 River Street (Seymour Block c. 1881)

Entrance to upstairs on 389 River Street

Location of former entrance to upstairs 391/393 River Street





***389 River Street**
Six Panel Door

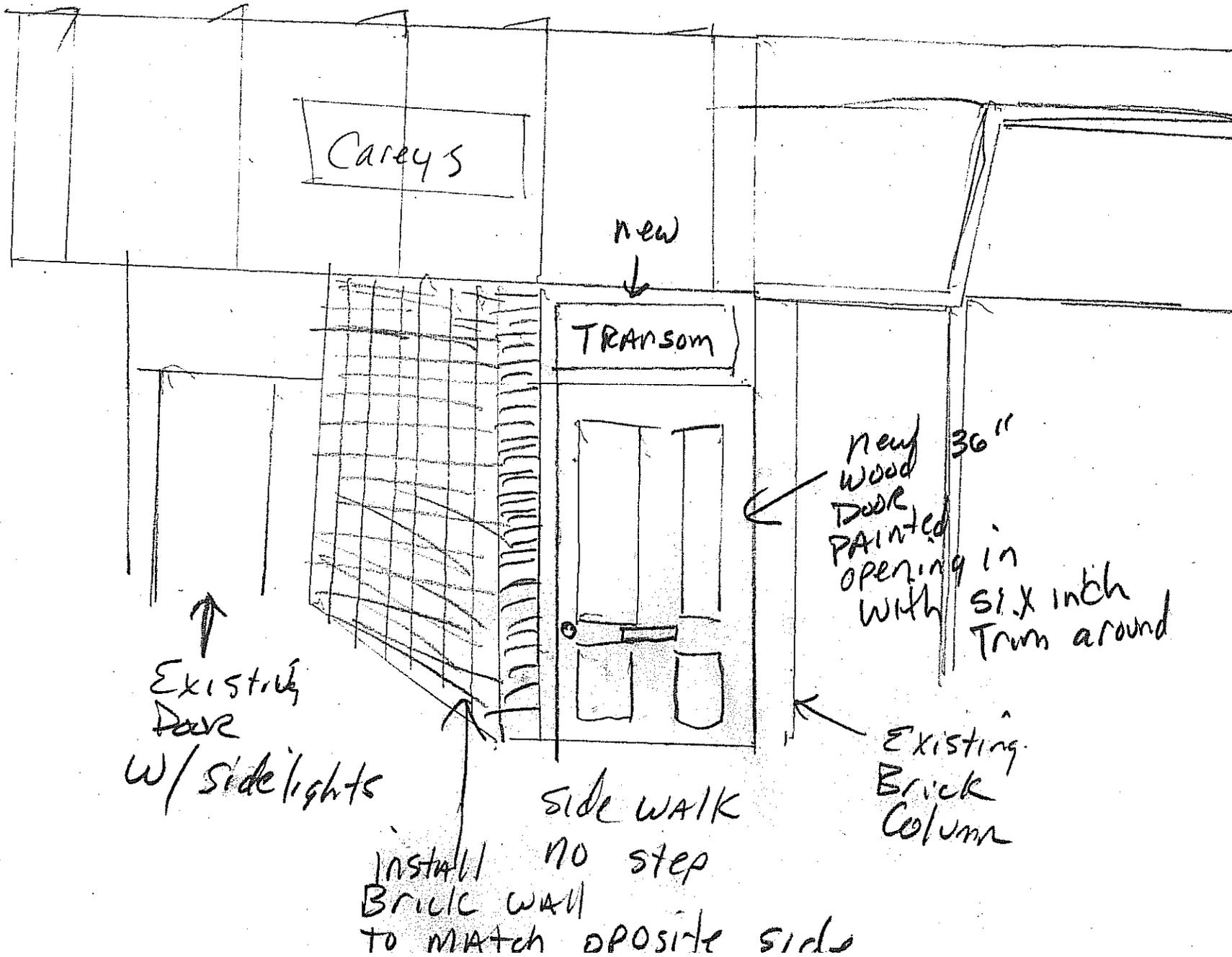


419 River Street



411 River Street

Examples of Entrances to upstairs



Carey's

new
↓

TRANsom

New wood Door painted opening in with 36 inch six inch Trim around

↑
Existing Door w/ side lights

Existing Brick Column

side walk
install no step
Brick wall to match opposite side



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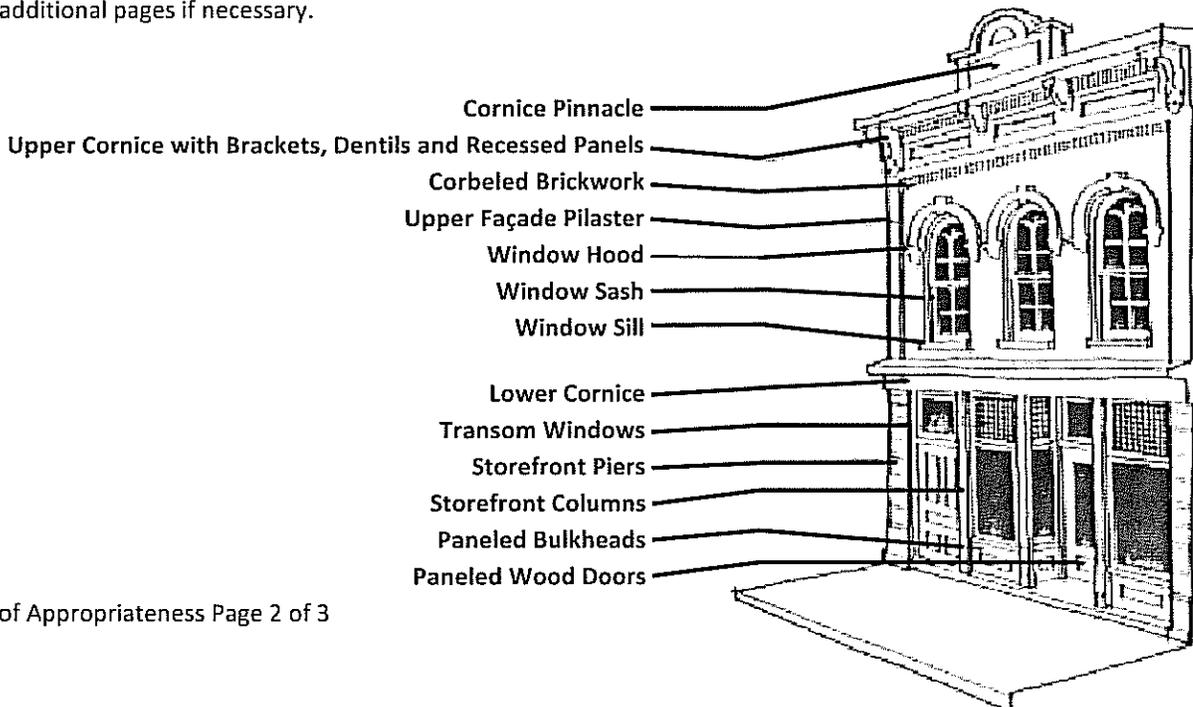
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Submission of Application	
<p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council 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.</p>	
Property Information	
Address: <u>385 River ST</u>	Parcel #
Applicant Information	
Name of Owner or Lessee: <u>Alex Doucetts / Liz McClellan</u>	
Address: <u>385 River ST</u>	
Phone #: <u>398-9552</u>	Cell#: _____ e-mail: _____
Name of Contractor (if applicable): <u>MANISTEE Restoration / Roger Hall</u>	
Address: <u>2301 Caber fac Hwy</u>	
Phone #: <u>510-2240</u>	Cell#: _____ e-mail: <u>MANISTEE Restoration @ymail</u>
License Number: <u>140-64-9735 DBA</u>	Expiration Date: _____
Application Requirements	
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color. Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.</p>	
<input checked="" type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project Covering Brick with wood panels bulkheads to give back the historical look look underneath display windows. Replacing single pane glass with double pane on left display, painting soffit in entry way and sealing upper facade to stop leakage.			
Proposed Start Date _____		Proposed Completion Date _____	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>R J Hall</u>		Date: <u>5/28/14</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
HDC - _____ - _____	Notes: _____		
Signature: _____		Date: _____	

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Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:

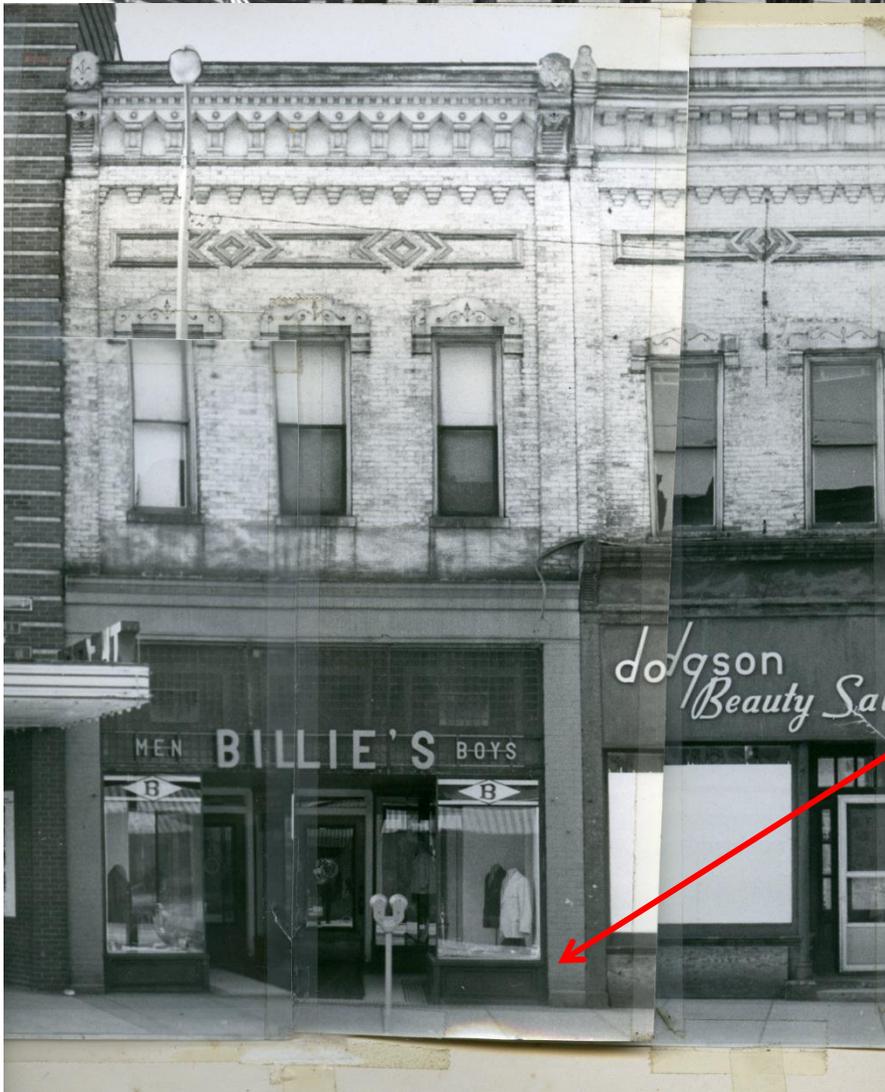
Example:

- Cornice Pinnacle: N/A
- X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

<input type="checkbox"/> Cornice Pinnacle	<hr/> <hr/>
<input type="checkbox"/> Upper Cornice	<hr/> <hr/>
<input type="checkbox"/> Corbeled Brickwork	<hr/> <hr/>
<input type="checkbox"/> Upper Façade Pilaster	<hr/> <hr/>
<input type="checkbox"/> Window Hood	<hr/> <hr/>
<input type="checkbox"/> Upper Windows	<hr/> <hr/>
<input type="checkbox"/> Lower Cornice	<hr/> <hr/>
<input type="checkbox"/> Transom Windows	<hr/> <hr/>
<input type="checkbox"/> Storefront Piers	<hr/> <hr/>
<input type="checkbox"/> Storefront Columns	<hr/> <hr/>
<input type="checkbox"/> Paneled Bulkhead	<u>Cover brick (existing) to original wood panels</u>
<input type="checkbox"/> First Floor Windows	<u>Replace single pane with double pane on 1 left display</u>
<input type="checkbox"/> Doors	<hr/> <hr/>
<input type="checkbox"/> Other	<hr/> <hr/>

Alex Doucett's, 385 River Street

Circa early 1900's



Circa 1970

Historical Photos of Building at 385 River Street.

Enlargement of photo indicates that originally there were panel bulkheads underneath the storefront windows.



Alex Doucett's, 385 River Street
2007 Photo



1090A

Brick Column

Repaint existing facade

Entry door and sidelights

Brick Column

Alex Doucettes

Replace side pane glass with ins dbl pane on left side

6" sill/ledge

Raised Panel with pending Paint approval

385 River St

Cover existing Brick with Raised Wood panels

