

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, January 8, 2015
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 January 8, 2015 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the December 4, 2014 meeting Minutes.

V New Business

By Law Review

Annually the Historic District Commission shall review their By Laws at their regularly scheduled meeting in January.

At this time the Commission could take action to amend their By Laws if needed.

Historic Preservation Recommendations for the City of Manistee – MHPN

The City of Manistee participated in a Community Assessment by the Michigan Historic Preservation Network last May. The results of the assessment have been received and the Commission will review the assessment and recommendations.

VI Old Business

Permit Review

At this time the Commission may take action to close out any outstanding permits.

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

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www.manisteemi.gov

TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: December 19, 2014

RE: Historic District Commission Meeting January 8, 2015

Commissioners, the next Historic District Commission will be on Thursday, January 8, 2015. We have the following items on the agenda:

By Law Review - Annually the Historic District Commission shall review their By Laws at their regularly scheduled meeting in January.

Historic Preservation Recommendations for the City of Manistee (MHPN) – Last May we participated in a Community Assessment by the Michigan Historic Preservation Network. At this time we will review the Assessment and Recommendations. A copy of the report is included for your review.

Packets are being sent out early since I will be out of the office until January 5, 2015. If any requests come in during my absence, you will be sent an amended agenda along with the request prior to the meeting.

Since it is the end of the year a copy of the 2014 List of Action is included in your packet. I want to thank each of you for all of your hard work and dedication preserving our beautiful historic downtown. Have a wonderful holiday and best wishes for the New Year.

If you are unable to attend the meeting please call me at 398-2805.

HISTORIC DISTRICT COMMISSION

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

MEETING MINUTES

December 4, 2014

A Meeting of the Manistee City Historic District Commission was held on Thursday, December 4, 2014 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:00 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Dave Carlson, T. Eftaxiadis, Teena Kracht, Thomas Smith, John Perschbacher, and Mary Russell

Members Absent: Vacancy,

Others: Kendra C. Thompson (Kendra C. Thompson Architect, P.C.), Dr. Kenneth Borenitsch (415 River Street), Mark Fedder (Museum Director) and Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA:

MOTION by Dave Carlson, seconded by Mary Russell that the Agenda be approved as prepared.

With a voice vote this motion unanimously.

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Thomas Smith that the Minutes of the November 6, 2014 Meeting be approved with the correction that Commissioner Perschbacher and Russell were excused.

With a voice vote this motion unanimously.

NEW BUSINESS:

HDC-2014-18, Dr. Ken & Jan Borenitsch/Kendra C. Thomson Architects, PC, 415 River Street – Façade Improvements

A request has been received from Kendra C. Thompson Architects PC/Agent for Dr. Ken & Jan Borenitsch, 415 River Street for a Certificate of Appropriateness for façade improvements as submitted with application HDC-2014-18.

Kendra C. Thompson, Architect/Agent – Ms. Thompson presented the request to the Commission. The façade improvements would include installing an entrance on River Street to provide access to the existing upstairs apartment. She reviewed the plan with the commission and discussed an update to the plan that was made today:

- Proposed aluminum storefront is similar to the original
- Plan to use existing doors, CHANGE in plan is to increase the height of the existing transom window of the doors; this may result in having to replace the doors to match existing
- Existing Cornice will be made smaller, currently it runs the length of the building; the sections over the existing doors will be removed (to allow for the higher transom windows); and it will closer match the width of the original canopy.
- The original front of the building was doors and a ticket booth for the theater, the plan is to put a door in the middle (where the ticket booth was located) to provide access to the upstairs apartment, this will be fire rated and the framing will be clad in aluminum.
- They are proposing a Black or Charcoal Grey color for the storefront; no change to the upper story windows at this time.
- Glass will be clear low-e.
- Simple plain door pulls were shown that will be used to replace the existing door pulls on the building.
- In the future the owner would like to replicate the original Lyric Theater sign.

The Commission discussed the proposed changes with applicant; layout of the building; size of the apartment; storage areas and asked about skylights. Currently there are none, but it could be a consideration in the future.

MOTION by T. Eftaxiadis, seconded by Dave Carlson to approve the request from Dr. Ken & Jan Borenitsch, 415 River Street for façade improvements as submitted with application HDC-2014-18 with revisions as shown on plans dated 12-4-14.

With a roll call vote this motion passed 6 to 0.

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

Election of Officers 2015

According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

Chair

At this time the meeting was turned over to Denise Blakeslee who asked for nominations for the Position of Chair.

John Perschbacher seconded by Mary Russell nominated Teena Kracht for the position of Chair

Nominations were asked for three times. There being no further Nominations, the nominations were closed.

With a roll voice vote Teena Kracht was unanimously elected Chair of the Historic District Commission for 2015. Ms. Blakeslee turned the meeting over to Chair Kracht.

Vice-Chair

Chair Kracht asked for nominations for the Position of Vice-Chair.

T. Eftaxiadis seconded by Dave Carlson nominated John Perschbacher for the position of Vice Chair

Nominations were asked for three times. There being no further Nominations, the nominations were closed.

With a voice vote John Perschbacher was unanimously elected Vice - Chair of the Historic District Commission for 2015.

Appointment of a Recording Secretary 2015.

At this time the Historic District Commission will appoint a Recording Secretary to handle the administrative functions of the office.

Motion by John Perschbacher, seconded by Mary Russell that Denise Blakeslee be appointed Recording Secretary for the Historic District Commission for 2015

With a voice vote Denise Blakeslee was unanimously appointed Recording Secretary of the Historic District Commission for 2015.

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

STAFF REPORTS

Denise Blakeslee, Planning & Zoning Administrator – Ms. Blakeslee reported that Council adopted a resolution on December 2, 2014 that is the final item remaining for the Certification Agreement for the City to become a Local Michigan Certified Government Community.

MEMBERS DISCUSSION

Commissioner Eftaxiadis – spoke to the Commission about the new SHPO Historical Architect that is working on the Façade plans for the North Channel Building.

The Next meeting of the Historic District Commission will be on Thursday, January 8, 2015 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by T. Eftaxiadis, seconded by Mary Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:35 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary

CITY OF MANISTEE
HISTORIC DISTRICT COMMISSION
BY-LAWS AND RULES OF PROCEDURES

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Historic District Commission of the City of Manistee, County of Manistee, (hereinafter referred to as the Commission) pursuant to Public Act 169 of 1970, as amended, the Local Historic Districts Act; the City of Manistee Codified Ordinance, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 Selection. At the December meeting, the Historic District Commission shall elect a chair, vice-chair and appoint a recording secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Commission shall be filled at the next regular meeting of the Commission. The membership shall elect one of its members to fill the vacancy until the next annual election.

2.2 Duties. The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein and sign all official documents. The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time. The Recording Secretary shall be responsible for execution of documents in the name of the Historic District Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Commission operations. In the event the Recording Secretary is absent, the chair or acting chair shall appoint a temporary recording secretary for such meeting.

2.3 Tenure. The officers shall take office at the first regularly scheduled meeting immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETINGS

- 3.1 Meeting Notice. Notice of all meetings shall be posted at City Hall by December 31st of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting act.
- 3.2 Commission Absences. In order to maintain the maximum participation of all appointed Historic District Commission members at all scheduled meetings, the following is the attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences:
1. When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled meeting of the Historic District Commission.
 2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Commissioner from attending the scheduled meeting; the Commission Chair or staff Liaison to the Historic District Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commissioner upon this notification will receive an “excused absence” for the involved scheduled meeting.
 3. If any Commissioner is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Commissioner shall be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
 4. There will be no limit on the number of consecutive “excused absences” for any Commissioner. However, if the Commissioner is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question the member’s continued ability or interest to be on the Commission. The Commissioner will be considered for an appointment nullification when the absences total six in the calendar year.
 5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

- 3.3 Special Meetings. A special meeting may be called by the Chair, or three members of the Historic District Commission upon written request to the Recording Secretary. The business which the Historic District Commission may perform shall be conducted at a public meeting of the Historic District Commission held in compliance with the Open meeting Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meeting act, and the Recording Secretary shall provide notice to commission members by writing, telephone, or e-mail.
- 3.4 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least a majority of the appointed Commissioners shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.
- 3.5 Public Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and Ordinance cited in Section 1. Public hearings conducted by the Historic District Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.
1. The Chair of the Historic District Commission shall announce that a public hearing will be conducted on a request.
 2. The Chair shall read the public hearing announcement as published in the newspaper and give a brief description of the hearing subject and the public notice procedure.
 3. The Chair shall announce the following hearing rules:
 - a. The Chair will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.
 - b. Each speaker shall state their name and address for the record and may present written comments for the record.
 - c. Speakers shall address all comments and questions to the Historic District Commission and comments will be limited to the subject matter of the Public Hearing.
 - d. Unless waived by the Historic District Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a

- spokesperson may be designated who may request that more than five (5) minutes be permitted for collective comments of the group as presented by that speaker.
- e. The Chair may require that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak. Everyone shall have an opportunity to speak before someone is allowed to speak a second time.
 - f. The Chair may establish additional rules of procedure for particular hearings as he/she determines appropriate.
 - g. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior may result in removal from the hearing or an adjournment.
4. Once all public comments have been stated, the Chair shall close the hearing. Any voting member of the Historic District Commission may initiate a motion to close the hearing.
 5. Public Hearings shall be carried out in the following format:
 - a. The Chair shall open the hearing.
 - b. The Applicant shall present any comments and explanation of the case. Applicant's presentation shall not be subject to the five (5) minute limitation.
 - c. The City staff and any consultants serving the City shall present their reports.
 - d. The hearing will be opened for public comment.
 - e. The public comment period will be closed.
 - f. Deliberation and discussion by the Historic District Commission.
 - g. Disposition of the case by the Historic District Commission.
- 3.6 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of each motion shall be recorded.
- 3.7 Voting. An affirmative vote of the majority of those members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.
- 3.8 Order of Business. A written agenda for all regular meetings shall be prepared.
- 3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.

3.10 Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be submitted to the City no later than the established policy of the City prior to the next scheduled Historic District Commission Meeting.

3.11 Conflict of Interest:

1. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. A commission member issuing, deliberating, voting or reviewing a case concerning himself.
 - b. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
 - c. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
 - d. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
 - e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
 - f. A commission member may consider the possibility of declaring a conflict of interest if his/her home falls within a notification radius used for a Public Hearing. Because the sending of the notice automatically presumes some degree of interest, this fact should be recognized by declaring a conflict, particularly if a financial impact is likely.
 - g. A commissioner who feels, in his/her judgement that his/her job, scope of duties and/or position may be at risk, pending the outcome of the permitting process.
2. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
 - a. declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
 - b. refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
 - c. refrain from casting a vote on any motion having to do with the case.

4. MINUTES

- 4.1 Preparation. Commission minutes shall be prepared by the Recording Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of the

conditions or recommendations made on any action; and recording of attendance. All communications, action and resolutions shall be attached to the minutes.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

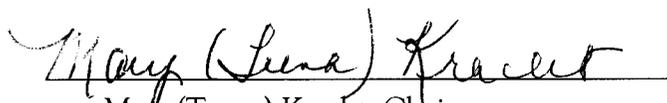
6. ANNUAL REVIEW OF BY-LAWS

The Commission shall annually review their By-Laws at the regularly scheduled meeting in January .

7. AMENDMENTS

These rules may be amended by the Commission by a concurring vote subject to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

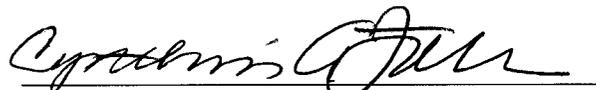
I HEREBY CERTIFY that the above Bylaws were adopted the 9th day of July 2009.


Mary (Teena) Kracht, Chair

[Annotation: As approved by the City Council at their June 2, 2009 Meeting - Council authorized the bylaw amendments for all Boards and Commissions to include the new Board Absences language; directed all boards or commissions to implement and follow these changes as Council has requested; and authorized the Mayor to sign the amended bylaws.]

Approved by the City of Manistee Council

8/4/2009
Date


Cynthia A. Fuller, Mayor

Historic Preservation Recommendations City of Manistee, Michigan



Michigan Historic Preservation Network
Community Historic Preservation Assessment
December 2014

Overview



- ❧ This report summarizes the results of your community's responses to the Michigan Historic Preservation Network's "Community Historic Preservation Assessment" survey.
- ❧ The following recommendations are concrete ways your community can advance its historic preservation ethic.
- ❧ For additional ideas and resources, please contact the Michigan Historic Preservation Network.

Overall Placement



Based on your community's survey responses, your overall placement on the Community Historic Preservation Continuum is: 3.2 (Preservation ethic is developing).



Identification, Documentation and Evaluation



Which best describes your community's efforts to identify, document, and evaluate historic resources?

Response: A community-wide reconnaissance/ windshield survey was conducted more than 10 years ago, but it has not been updated and identified historic resources have not been comprehensively evaluated. (3)

Recommendation: *Gather all the survey documentation you have amassed over the years. Organize it and confirm that it is still current. If the survey work is more than ten years old, new surveys should be conducted to update and expand previous efforts. Apply the National Register of Historic Places criteria to evaluate the places you survey. The State Historic Preservation Office has free survey manuals that can be helpful in evaluating historic resources. Identify the resources or areas where intensive research is recommended and conduct research (perhaps with the help of a hired consultant). Determine whether any identified historic areas are eligible for the National Register or a local historic district.*

Community Member Involvement



Which best describes the level of community member involvement in historic preservation?

Response: There is an existing, functioning group with identified leadership that meets regularly to promote preservation, take advantage of opportunities to safeguard historic resources, and anticipate problems. (4)

Recommendation: *Help the group conduct outreach to build their membership and/or Facebook or web presence. Encourage group to consider incorporating as a nonprofit organization if it has not taken this step. Help them institute a committee structure to allow some members to focus on specific activities such as local government collaboration, assisting prospective developers, community outreach, education, finance and fundraising, etc.*

Historic Preservation Organizations



Which best describes the organizations working to promote historic preservation in your community?

Response: There is one or more emerging historical society or organization(s) primarily dedicated to historic preservation. (3)

Recommendation: *Support the organization by ensuring that they have access to historic preservation resources. Historical societies may need technical assistance with a building to house collections, and a community development organization may need assistance with financial incentives, for example. MHPN and its various partners can assist with information and technical assistance. Training workshops about historic preservation, such as the National Trust for Historic Preservation's Preservation Leadership Training, might also be useful for an emerging preservation organization. Meet at least once per quarter with the group's leaders to discuss ongoing work and emerging issues. Work jointly on creating community preservation goals. Offer assistance (funding, staff time or grant-seeking efforts) to help the group list local buildings on the National Register of Historic Places, conduct windshield surveys, or pursue other historic designations.*

Michigan Main Street Involvement



Which best describes your community's involvement in the Michigan Main Street program?

Response: My community is a Selected Level Main Street member.
(4)

Recommendation: *Determine whether your community plans to graduate to the next Main Street membership level. If so, work to meet all necessary requirements.*

Preservation Planning



How prominent is historic preservation in your community's planning processes and documents?

Response: There is consideration of the value of historic resources. (3)

Recommendation: *Determine when the next visioning session or short-term or long-term planning session will be for your community and attend. Encourage others who care about historic places to attend as well. Consider advocating both at meetings and also behind the scenes with planning staff and colleagues that historic character and historic resources are community assets that need to be managed. The community's planning documents may already have statements about why historic places matter and how they contribute to the local economy and sense of place, but consider advocating that this section could also be expanded to include an outline showing which historic places have been designated (either on the National Register, the State Register, or as a local historic district), and the plan for each of these historic places or areas. Will a National Register neighborhood possibly be considered for a local historic district over the next several years? Will there be community meetings to explore the various designations? If a survey of historic resources is needed, suggest that mention of a future survey should be included in the planning documents.*

Designating and Protecting Historic Resources



Which best describes your community's efforts to designate and protect historic resources?

Response: There are one or more state historical markers and/or National Register designations AND a local historic district (PA 169). (3)

Recommendation: Consider whether some historic places that are not currently designated should be. Consider a thematic approach to your designations. Consider plaques on buildings and/or specially marked street signs indicating special districts or areas. Initiate an MHPN training workshop for your historic district commissioners.

Public Education



Which best describes your community's efforts (both municipal and non-governmental) to educate the public and engage preservation-minded individuals on historic preservation issues?

Response: There are some educational resources and periodic events but these are neither consistent nor coordinated. (3)

Recommendations: *Reach out to the local historical society, library or neighborhood association (as a partner) to conduct a series of progressive public educational presentations/ workshops. Explore more complex preservation issues such as educational efforts on historic designations, economic incentives for downtown property owners, how to assess a historic building, the value of Main Street, Sec. of Interior Standards, etc. Also, encourage the more enthusiastic property owners to join together to create a local preservation group that facilitates these educational workshops, compiles local preservation resources and serves as advocates for preserving/ rehabbing local historic buildings.*

Historic Preservation as Economic Development



Which best describes your community's efforts to link its historic preservation efforts to its ongoing economic development efforts?

Response: There are dedicated staff within the downtown development authority, economic development corporation, or planning who are responsible for at least some historic preservation efforts. (3)

Recommendation: *Create local incentive programs to encourage revitalization/ rehabilitation including façade grants, low interest loans for rehab projects, elevator grants, etc. Explore how to establish a National Register district in downtown to become eligible for the federal tax credit program. Explore the value of a renaissance (or similar) tax abatement program for a designated historical area.*

Heritage Tourism



Which best describes your community's efforts to market its historic assets as heritage tourism opportunities?

Response:

There are both ad hoc efforts under way, such as signage, website, walking or driving tours, plus multiple coordinated efforts to market and promote local historic sites, objects, structures, buildings and districts. (3)

Recommendation: *Work jointly with multiple public, private, and nonprofit sector partners to find creative and coordinated ways to promote local sites using various statewide and regional outlets (particularly web-based). Consider working with a web specialist to design a local heritage tourism page that could be incorporated in existing community websites (for all relevant groups). Include a map of historic resources, photos, and heritage event calendar. Also, pursue state markers to promote significant local landmarks.*

Heritage Tourism (cont.)



Which best describes the cultural festivals and events in your community?

Response: There are one or more cultural events or festivals each year that are explicitly linked to historical assets and places, that are coordinated with numerous groups, and that showcase those historic assets and places. (5)

Recommendation: *Broaden marketing efforts to attain more visitors. Consider utilizing a search engine optimization specialist to enhance promotion with out-of-town heritage travelers. Pursue programs to download apps for IPODS and smart phones that identify historic resources for visitors and residents and include event program of cultural event/ festival.*

Municipal Leadership



Which best describes the involvement of local government officials (paid or elected) in your community's historic preservation efforts?

Response: Local government officials are supportive of existing historic preservation groups. (2)

Recommendation: *Encourage municipality to partner with local historic preservation groups to create joint public preservation educational programs. Attend regional and state preservation-related conferences/ events to learn how other municipalities and locals work together on preservation projects/ issues.*

Municipal Leadership (cont.)



Which local government officials are demonstrating commitment and leadership on historic preservation issues with tangible results?

Response:

- ☞ City Manager
- ☞ Downtown Development Authority Director
- ☞ Zoning Director

Municipal Leadership (cont.)



In which historic preservation efforts are local government officials currently involved?

Response:

- ✎ Inviting Michigan Historic Preservation Network or State Historic Preservation Office representatives to the community to assist in education and advocacy efforts related to protecting resources and promoting preservation and/or rehabilitation.

Rehabilitation Projects



In the past five years, have there been any major rehabilitation projects on historic properties (either city-owned or privately owned) in your community?

Response: Yes

Ramsdell Theater and Vogue Theater

Road Blocks



What road blocks or issues make it difficult to incorporate historic preservation principles/ programs in your community?

Response:

Funds and support from property owners.

Unique Assets



What unique assets or programs contribute to your community's historic preservation efforts?

Response:

The Manistee County Historical Society/Museum assists the Historic District Commission with research and processing request to the Commission.

City of Manistee Historic District Commission List of Action – 2014

Date	Item/Name	Parcel Code/Address	Request/Action
1/2/14	By-Law Review		No Changes
2/6/14	Tour of Vogue Theatre	383 River Street 453-701-12	No Quorum John Perschbacher, Teena Kracht Toured the Theatre with staff
3/6/14	Projects for 2014		No Quorum
4/3/14	NU 2 U HDC-2014-01	353 River Street 453-708-01	Certificate of Appropriates for Signage as approved by the Museum Director on April 2, 2014. Window Signage for “NU 2 U Resale Shop” No Sign permit required.
4/3/14	Projects for 2014		<p>Members of the Historic District Commission discussed projects for 2014. Projects discussed included:</p> <ul style="list-style-type: none"> ➤ Master Files for each Parcel in the Historic District <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ Photographing ○ Scanning ○ Costs ○ Volunteers <p>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.</p> <p>With a roll call vote this motion passed 4 to 0.</p>
4/22/14	Happy Owl Bookshop HDC-2014-02	360 River Street 452-702-15	Certificate of Appropriates for Signage as approved by the Museum Director on April 17, 2014. Window and Wall Signage for “Happy Owl Bookshop” Sign Permit #PS14-003 issued for project.

City of Manistee Historic District Commission List of Action – 2014

Date	Item/Name	Parcel Code/Address	Request/Action
4/24/14	Gerstner Development Briny Inn HDC-2014-03	50 Filer Street 453-709-09	Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on April 24, 2014 as follows: Removal of six storm windows, reconstruct existing window sills and jambs, construct new storm windows using existing glass. Paint, seal and install with new storm window latches
5/1/14	Letter to local Realtor Brokers		No Quorum
5/06/14	Swankyz Good Goods HDC -2014-04	363 River Street 453-702-08	Certificate of appropriateness for signage as approved by the Museum Director on May 6, 2014 as follows: Wall sign 36" x 60" (oval) and window signs for Swankyz "Good Goods" as submitted with application on file.
5/13/14	Smith, John HDC-2014-05	435 River Street 349-705-02	Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on May 13, 2014 as follows: Installation of an aesthetic insert constructed to look like the design for the Oak Street Entrance as prepared by Kelly Larsen dated 4/2010 sheet A2. That replaces the existing OSB/Tar Paper covering that had deteriorated.
6/10/14	Big Fish HDC-2014-06	391 & 393 River Street 453-701-07	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. MOTION by John Perschbacher, seconded by Mary Russell that the Historic District Commission approve 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, using either a four panel or five panel vertical door with a small transom window above. With a roll call vote this motion passed 4 to 0. Yes: Carlson, Perschbacher, Russell, Kracht No: None
6/10/14	Alex Doucetts HDC-2014-07	385 River Street 453-701-11	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. MOTION by Mary Russell, seconded by Dave Carlson that the Historic District Commission approve the request from Alex Doucett's, 385 River Street for a Certificate of

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Date	Item/Name	Parcel Code/Address	Request/Action
	Alex Doucetts HDC-2014-07 Cont.		Appropriateness to cover existing brick with wood panel bulkheads to give back the historical look underneath display windows; the brick sill will be removed and replaced with a wood ledge to be painted; replacement of single pane glass with double pane on left display window, painting soffit in entryway and sealing upper façade to stop leakage. With a roll call vote this motion passed 4 to 0. Yes: Perschbacher, Russell, Carlson, Kracht No: None
6/10/14	Letter to local Realtor Brokers		The Commission worked on the information they want to include in a letter that will be sent to Local Realtor Brokers. Attachments will include a map of the district, Secretary of the Interior Standards for Rehabilitation and the Historic District Commission brochure. The Commission felt the letter was ready to be sent with the proposed changes.
5/29/14	Jim Mathews HDC-2014-08	334, 336 & 338 River 452-703-17	Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on May 29, 2014 as follows: Tuck point brick work front lower half of the building where needed. Type “N” mortar to be used (nominal compression strength approx. 750)
6/3/14	Ramsdell Theatre HDC-2014-09	101 Maple Street 574-701-09	Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on June 3, 2014 as follows: Installation of second hand rail for fire escape as required by the Fire Department to meet Code requirements. Simple metal pipe/painted black (match existing). Repaint ball room fire escape door to match existing.
6/18/14	Briny Inn HDC-2014-10	50 Filer Street 453-709-09	Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on June 18, 2014 as follows: Brick work on front of building including tuck pointing as submitted with application on file. Mortar mix included in file
6/24/14	Manistee County Historical Museum HDC-2014-11	425 River Street 350-701-05	Certificate of Appropriateness for Signage as approved by the Museum Director on June 24, 2014. Projecting Sign 4.97 sq. ft.
7/10/14	Redevelopment Ready Communities Program		Several members of the Commission were able to attend the Redevelopment Ready Communities presentation to City Council on July 1, 2014. Staff and the Commission discussed the program and the work the Historic District Commission will be doing assist with the Best Practices requirements.
7/24/14	Ed Kriskywicz	387 River Street	Certificate of Appropriates for Paint Colors as approved by the Museum Director on July 24,

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Date	Item/Name	Parcel Code/Address	Request/Action
	HDC-2014-12 Ed Kriskywicz HDC-2014-12 Cont.	51-453-701-10	2014 Base Color: Do it Best Paint, Open Frontier #6042 Major Trim Color: Do it Best Paint, Silver Pine Needle #F223 Minor Trim Colors: Do it Best Paint, Redwood Forest #D049 & Crackled Wheat #E134
8/7/14	337 River Street – Water Damage	337 River Street 453-710-23	<p>The Commission has received a report that water damage is occurring at the building at 337 River Street (former H & K Building).</p> <p>A portion of the roof membrane had blown off and when it rains the water pours directly into the building. The Commission operates under the regulations of the Local Historic Districts Act, Act 169 of 1970 and Chapter 1280 Historic District of the Code of Ordinances. The Commission can take action to preserve buildings under Demolition by Neglect.</p> <p>Members of the Commission were asked to take a walk around and look at the building prior to the Meeting. Staff met with the Building Inspector and a report was presented to the Commission on their findings including:</p> <ul style="list-style-type: none"> ❖ Front Façade <ul style="list-style-type: none"> ➤ Looking through storefront windows <ul style="list-style-type: none"> ▪ Floor is heaved indication of water damage ▪ Report that Rubberized roof membrane has blown off and then removed resulting in water pouring directly into building ➤ Upper Story Windows <ul style="list-style-type: none"> ▪ Window Sills are rotten ▪ Paint on Window Panes peeling leaving wood exposed to the elements ▪ Upper Story Window broken pane, needs to be boarded up or replaced ❖ East Façade <ul style="list-style-type: none"> ➤ Spalling Brick ➤ Missing Mortar ➤ Large Cracks ➤ Broken Window panes ➤ Structural Concern <ul style="list-style-type: none"> ▪ Wall above middle widow is “bowed” ▪ Appears to be an opening above the window that is missing brick approx. 4-6

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Date	Item/Name	Parcel Code/Address	Request/Action
	337 River Street – Water Damage Cont.		<p style="text-align: center;">inches</p> <ul style="list-style-type: none"> ❖ South Façade <ul style="list-style-type: none"> ➤ Spalling Brick ➤ Missing Mortar <p>Museum Director Mark Fedder researched the property and reported to the Commission his findings which included photographs, one included the cornice/dental work on the top of the building that currently is covered by wood, a newspaper article when the Manistee Business College was located on the second floor. Previous tenants included a photographer, the A&P Store and Hardware Store and H&K Electric.</p> <p>Commissioners discussed the current condition of the building and determined that the owner of record needs to be noticed to complete emergency repairs.</p> <p>Steve Harold spoke about the need to ventilate the building after the roof is installed to remove moisture caused by the water damage before the windows are secured.</p> <p>Building Inspector Mark Niesen expressed his concerns about the roof, the bowed wall on the east façade, and the need for a structure report.</p> <p>MOTION by John Perschbacher, seconded by Dave Carlson that the Historic District Commission has determined that the building at 337 River Street (commonly known as the H&K Building) is in a condition of “Demolition by Neglect” and that the following emergency repairs are of such a nature to preserve the building that they need to be made immediately while the commission continues their review of the building.</p> <ul style="list-style-type: none"> ➤ Roof - the roof needs to be repaired to weatherize the building from the elements. ➤ Broken Windows - all broken windows need to be temporarily secured from the elements once the roof has been repaired and the building is ventilated. ➤ East Façade/Structural members (i.e. roof rafters, floor joists) - Engineering to determine if the structural integrity of the East Façade and structural members has

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Date	Item/Name	Parcel Code/Address	Request/Action
	337 River Street – Water Damage Cont.		<p>been compromised due to neglect.</p> <p>The Historic District Commission is requiring these repairs under Section 1280.15 of the City of Manistee Code of Ordinance which reads as follows:</p> <p>1280.15 DEMOLITION BY NEGLECT</p> <p><i>Upon a finding by the Commission that a historic resource within a historic district or a proposed historic district subject to its review and approval is threatened with Demolition by Neglect, the Commission may do either of the following:</i></p> <p><i>A. Require the owner of the resource to repair all conditions contributing to demolition by neglect.</i></p> <p><i>B. If the owner does not make repairs within a reasonable time, the Commission or its agents may enter the property and make such repairs as necessary to prevent Demolition by Neglect. The costs of the work shall be charged to the owner, and may be levied by the City of Manistee as a special assessment against the property. The Commission or its agents may enter the property for purposes of this section upon obtaining an order from the Circuit Court.</i></p> <p>The Chair of the Commission will execute the necessary documents on behalf of the Commission.</p> <p>With a roll call vote this motion passed 5 to 0.</p> <p>Yes: Carlson, Perschbacher, Smith, Russell, Kracht No: None</p> <p>Staff will have the City Attorney review the letter and make any necessary changes before the Chair Signs the letter. The Commission discussed the time frame for completion of repairs and discussed that 30 days would give the owner sufficient time to begin repairs and arrange for a structure report.</p> <p>The letter will include language to invite the property owner to the September Meeting to</p>

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Date	Item/Name	Parcel Code/Address	Request/Action
8/7/14	Smith, John	435 River Street 349-705-02	<p>discuss progress and to continue their evaluation of the building.</p> <p>Staff discussed the need to follow up with John Smith about the demolition of the Ice House on the rear of 435 River Street. The commission has been discussing the need for the structure to be removed since 2007. The Commission last spoke with Mr. Smith at their meeting on September 9, 2013.</p> <p>City Manager Mitch Deisch said that he will speak with the City Attorney and a letter will be drafted to Mr. Smith.</p> <p>MOTION by John Perschbacher, seconded by Thomas R. Smith that staff is to contact John Smith and include a timeline for demolition of the Ice House.</p> <p>With a roll call vote this motion passed 5 to 0.</p> <p>Yes: Perschbacher, Carlson, Russell, Smith, Kracht</p> <p>No: None</p>
9/4/14	Outstanding Permits		Due to rain the Commission did not go out to review permits.
9/25/14	River Parc HDC-2014-13	Washington St 51-211-100-05	<p>Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on September 25, 2014 as follows:</p> <p>Replace windows to be similar in appearance as previously approved.</p> <p>Replace exterior doors to be similar in appearance as previously approved.</p> <p>Replace siding and all exterior wood building elements with new materials to be painted previously approved color</p> <p>Benjamin Moore – Forest Green #2047-10 Trim and Siding</p> <p>The conditions of these elements were reviewed by the Museum Director during a site visit to the building on September 23, 2014. At that time it was noted that the windows on the East, West and North sides of the building were installed both flush with the exterior of the building and recessed. The replacement of these windows requires that all windows are to be installed with a recessed appearance.</p> <p>The requirement for the replacement of the windows on the tower and on the South Side of the Building does not apply. These windows are to be installed with consistent appearance.</p>
9/26/14	Gayle Busselle HDC-2014-14	318 River Street 51-452-704-15	<p>Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on September 26, 2014 as follows:</p> <p>Repair a 50' x 2' section of roof on the front of the building; Remove and replace 40' section of soffit, prime and paint same color; Remove and replace 20' of bottom boards, prime and paint same color; Repaint Lower portion of building same color.</p>

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10/2/14	Request for Design Guidelines – River Parc	80 Washington St 51-211-100-05	<p>Commissioner Eftaxiadis declared a conflict of interest due to a financial interest in the property. He removed himself to the audience.</p> <p>Request for Design Guidelines, River Parc, 80 Washington Street - The Historic District Commission has received a request from the owner of the partially constructed building commonly known as River Parc, 80 Washington Street. The request is for the construction of a partial upper floor addition.</p> <p>Brice Bossardet, River Parc Place LLC., - Mr. Bossardet is working with the development of the property. The building is a non-contributing building which is blighted. They are proposing the construction of two penthouse units (fourth floor) for financial reasons. They are asking for feedback from the Commission. Renderings of the proposed addition were shown to the Commission. The penthouse would be set back on the south side (12' – 15') on the east and west side (20'- 25') and flush on the center portion of the building on the north side. The brick, windows and doors would match the rest of the building. The Commission was receptive to the idea, but requested that the applicant include a view of all the sides of the building and elevations. Their designer sent over renderings of how the building would look from the other sides. The Commission reviewed and discussed the design. An application will be needed that includes the renderings and elevations for the Commission to review.</p>												
10/2/14	Reschedule November Meeting		<p>MOTION by Mary Russell, seconded by Thomas Smith that the November 6, 2014 Historic District Commission meeting be rescheduled to Thursday, November 13, 2014 at 3 pm.</p> <p>With a roll call vote this motion passed 6 to 0.</p> <p>Yes: Perschbacher, Carlson, Eftaxiadis, Russell, Smith, Kracht</p> <p>No: None</p>												
10/2/14	Schedule Meeting Dates 2015		<p>MOTION by Thomas Smith, seconded by John Perschbacher that the Historic District Commission meetings for 2015 be scheduled as follows:</p> <table border="1" data-bbox="921 1198 2003 1312"> <tbody> <tr> <td>January 8, 2015*</td> <td>February 5, 2015</td> <td>March 5, 2015</td> <td>April 2, 2015</td> </tr> <tr> <td>May 7, 2015</td> <td>June 4, 2015</td> <td>July 2, 2015</td> <td>August 6, 2015</td> </tr> <tr> <td>September 3, 2015</td> <td>October 1, 2015</td> <td>November 5, 2015</td> <td>December 3, 2015</td> </tr> </tbody> </table> <p>*Changed due to holiday</p> <p>With a roll call vote this motion passed 6 to 0.</p> <p>Yes: Carlson, Perschbacher, Eftaxiadis, Smith, Russell, Kracht</p>	January 8, 2015*	February 5, 2015	March 5, 2015	April 2, 2015	May 7, 2015	June 4, 2015	July 2, 2015	August 6, 2015	September 3, 2015	October 1, 2015	November 5, 2015	December 3, 2015
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10/2/14	Smith, John	435 River Street 349-705-02	<p style="text-align: center;">No: None</p> <p>A letter was sent to Mr. Smith to contact the Historic District Commission about the status of the “Ice House” located on the rear of the building (Water Street). The Commission discussed the issue.</p> <p>MOTION by T. Eftaxiadis, seconded by Thomas Smith that a Certified Letter or Notice of Correction be prepared and reviewed by the City Attorney giving Mr. Smith a reasonable amount of time to secure the permits needed and remove the Ice House or a citation will be issued.</p> <p>With a roll call vote this motion passed 6 to 0.</p> <p style="text-align: center;">Yes: Russell, Eftaxiadis, Smith, Perschbacher, Carlson, Kracht</p> <p style="text-align: center;">No: None</p>
10/2/14	Mathewson, Joe	339 River Street 453-710-25	<p>On November 7, 2013 the Commission discussed with Mr. Mathewson that the corbels on his building had not been reinstalled as originally placed (13 corbels instead of 14 corbels). At that time Mr. Mathewson said he would place fourteen (14) corbels as originally located on the building and will patch nail holes and seams as needed. The permit cannot be closed out until the corbels are correctly installed.</p> <p>MOTION by Dave Carlson, seconded by T. Eftaxiadis that a letter be sent to Mr. Mathewson informing him that the corbels need to be installed correctly for the permit to be closed out.</p> <p>With a roll call vote this motion passed 6 to 0.</p> <p style="text-align: center;">Yes: Carlson, Perschbacher, Eftaxiadis, Smith, Russell, Kracht</p> <p style="text-align: center;">No: None</p>
10/2/14	Borenitsch, Kenneth	415 River Street 350-702-01	<p>Dr. Borenitsch just purchased the building at 415 River Street. He brought in historical photos and discussed his plans to renovate the storefront. He is asking to install a window system that is similar to the original windows shown in the photo. A new door will be installed in the middle that provides access to the upstairs apartment. They would remove the corbels and reduce the height of the lower cornice to allow for the installation of transom windows, similar to the appearance of the original portico. The two existing entry doors will remain, be painted to match the new windows, and higher transom windows will be installed above to match the proposed new windows. He would also like to install a “Lyric” sign that matches the original in the photos.</p> <p>The Commission discussed the project and it was suggested that the mullion between the</p>

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Date	Item/Name	Parcel Code/Address	Request/Action
			windows be 4" or 5" to closer match the historical appearance in the photos.
10/3/14	Bowden, Vanessa HDC-2014-15	337 River Street 453-710-23	<p>Certificate of Appropriates for Routine Repair and Maintenance as approved by the on October 3, 2014 as follows:</p> <p>Take the necessary measures to secure the building from the elements while retaining ventilation while the applicant pursues design for restoration in the short term.</p> <p>Measures include:</p> <p>Securing/fixing roof</p> <p>Boarding up windows temporarily</p> <p>Any necessary framing needed to secure bricks from falling/deteriorating (east side of building).</p>
11/13/14	River Parc HDC-2014-16	80 Washington St 51-211-100-05	<p>At the October 2, 2014 meeting the Historic District Commission discussed with the developer the proposal of constructing a partial upper floor addition in response to a request for Design Guidelines. The Commission was receptive to the idea, but requested that the applicant include a view of all the sides of the building and elevations. The applicant has submitted a request for a Certificate of Appropriateness and supplied a copy of the views and elevations for the building for the Commissions consideration.</p> <p>MOTION by Thomas Smith, seconded by Dave Carlson that the Historic District Commission approves the request from River Parc Place LLC, 80 Washington Street for the construction of a partial upper floor addition as submitted with application HDC-2014-16. The applicant will bring back final plans to the Commission once engineering is finalized.</p> <p>With a roll call vote this motion passed 3 to 0.</p> <p>Yes: Smith, Carlson, Kracht</p> <p>No: None</p> <p>Abstained: Eftaxiadis</p>

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Date	Item/Name	Parcel Code/Address	Request/Action
11/13/14	MN Partners, LLC	Harbor Village Lakeview Area	<p>Harbor Village was the first Planned Unit Development in the City of Manistee. When the Special Use Permit was issued, oversight was given to the Historic Overlay Review Committee for design standards. The Historic District Commission has assumed the responsibility of reviewing the design of new buildings constructed in Harbor Village. A request has been received from MN Partners LLC for the construction of three buildings (2 duplexes' and one single unit). Copies of elevations that include details on the types of materials proposed have been provided for the Commissions consideration.</p> <p>MOTION by T. Eftaxiadis, seconded by Thomas Smith that the Historic District Commission approves the request from MN Partners, LLC for the design of three buildings (two duplexes' and one single unit) as submitted on plan#20140620 Labeled Village North Pier prepared by Integrated Architecture.</p> <p>With a roll call vote this motion passed 4 to 0. Yes: Carlson, Eftaxiadis, Smith, Kracht No: None</p>
11/13/14	Smith, John	435 River Street 349-705-02	<p>The Commission has been in discussion with the owner of the property at 435 River Street regarding the condition of the Icehouse located on the back of the building (Water Street). The Commission has discussed how this structure is beyond repair and is a health and safety issue and needs to be demolished. The concern that has been raised is how the icehouse is structurally tied into the adjoining building. This has resulted in the need to have an engineering report done prior to demolition to insure that the structural integrity of the adjoining building is not impacted when the icehouse is demolished.</p> <p>MOTION by Dave Carlson, seconded by Thomas Smith that the Historic District Commission declares the Icehouse on the southwest side of the building at 435 River Street is beyond salvaging and that the Historic District Commission supports the City of Manistee to take action under Chapter 650 Anti-Blight of the City of Manistee Code of Ordinance to remove the structure while requiring that an engineering report is submitted prior to demolition to insure that the structural</p>

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			<p>integrity of the adjoining building is not impacted when the icehouse is demolished.</p> <p>With a roll call vote this motion passed 4 to 0.</p> <p>Yes: Eftaxiadis, Smith, Carlson, Kracht</p> <p>No: None</p>
11/13/14	Famous Flynn's HDC-2014-17	344 River Street 452-703-11	<p>Certificate of Appropriateness for Paint Colors as approved by the Museum Director on November 5, 2014</p> <p>Base Color: Sherwin Williams, Stolen Kiss #SW7586</p> <p>Major Trim Color: Sherwin Williams, Lotus Pod, #SW7572</p> <p>Minor Trim Colors: Sherwin Williams, Seal Skin, #SW7675</p>
12/4/14	Dr. Ken & Jan Borenitsch HDC-2014-18	415 River Street 350-702-01	<p>Certificate of Appropriateness for Façade Improvements as submitted with application HDC-2014-18</p> <p>MOTION by T. Eftaxiadis, seconded by Dave Carlson to approve the request from Dr. Ken & Jan Borenitsch, 415 River Street for façade improvements as submitted with application HDC-2014-18 with revisions as shown on plans dated 12-4-14.</p> <p>With a roll call vote this motion passed 6 to 0.</p> <p>Yes: Perschbacher, Carlson, Eftaxiadis, Russell, Smith, Kracht</p> <p>No: None</p>
12/4/14	Election of Officers		<p>Teena Kracht – Chair</p> <p>John Perschbacher – Vice Chair</p>
12/4/14	Appointment of Recording Secretary		Denise Blakeslee appointed as recording secretary