

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, February 5, 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 February 5, 2015 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the January 8, 2015 meeting Minutes.

### V New Business

### 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**

**Community Historic Preservation Assessment**

At this time the Commission will review the responses and recommendations from the Community Historic Preservation Assessment that was prepared by the Michigan Historic Preservation Network and prioritize them.

**XII Adjournment**



City of Manistee Planning & Zoning Administrator



## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: January 29, 2015, 2014

RE: Historic District Commission Meeting February 5, 2015

Commissioners, the next Historic District Commission meeting will be on Thursday, February 5, 2015. We do not have any agenda items and will go into a worksession to discuss/prioritized the Historic Preservation Recommendations by the Michigan Historic Preservation Network.

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

January 8, 2015

A Meeting of the Manistee City Historic District Commission was held on Thursday, January 8, 2015 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, Mary Russell,

**Members Absent:** Vacancy

**Others:** Steve Harold (Museum Curator) and Denise Blakeslee (Planning & Zoning Administrator)

### APPROVAL OF AGENDA:

MOTION by John Perschbacher, seconded by Mary Russell that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

### APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Thomas Smith that the Minutes of the December 4, 2014 Meeting be approved as prepared.

With a voice vote this motion passed unanimously.

## **NEW BUSINESS:**

### **By Law Review**

Annually the Historic District Commission shall review their By Laws at their regularly scheduled meeting in January. Members of the Commission discussed the By Laws and if any changes were needed.

No Changes were made to the By-Laws.

### **Historic Preservation Recommendations for the City of Manistee (MHPN)**

Last May the City participated in a Community Assessment by the Michigan Historic Preservation Network. Members of the Commission were sent a copy of the assessment/recommendations prior to the meeting.

Members of the Commission discussed the report and the recommendations. The report covered the following Categories

- Overall Placement - 3.2 (Preservation ethic is developing)
- Identification, Documentation and Evaluation
- Community Member Involvement
- Historic Preservation Organizations
- Michigan Main Street Involvement
- Preservation Planning
- Designating and Protecting Historic Resources
- Public Education
- Historic Preservation as Economic Development
- Heritage Tourism
- Municipal Leadership
- Rehabilitation Projects
- Road Blocks
- Unique Assets

Staff will prepare an outline that the Commission can review and prioritize at a worksession in the future.

## **OLD BUSINESS**

None

**PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA**

None

**CORRESPONDENCE**

None

**STAFF REPORTS**

Steve Harold, Museum Curator – spoke with the commission about the grant for the Lighthouse and the schedule for restoration.

**MEMBERS DISCUSSION**

Commissioner Carlson spoke about the information in the packet and how things are going in the district.

The Next meeting of the Historic District Commission will be on Thursday, February 5, 2015 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by Mary Russell, seconded by Thomas Smith that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:36 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



City of Manistee Planning & Zoning Administrator



## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: January 12, 2015

RE: Community Historic Preservation Assessment

Commissioners, as we discussed at the January Meeting I have prepared an outline that lists the questions, responses and recommendations from the Community Historic Preservation Assessment that was prepared by the Michigan Historic Preservation Network. The City scored a 3.2 overall rating – Preservation ethic is developing).

We discussed rating the items to determine which items are the low hanging fruit (that the commission can address) leaving the items that require more review or assistance. Once we have the items ranked, we will contact the Michigan Historic Preservation Network to see what assistance they can provide to improve our placement.

**Historic Preservation Recommendations**  
**Michigan Historic Preservation Network - Community Historic Preservation Assessment**  
**December 2014**

Rank	Question/Response	Recommendation
	<p><b>Which best describes your community's efforts to identify, document, and evaluate historic resources?</b> (3)</p> <p>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.</p>	<p><i>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.</i></p>
	<p><b>Which best describes the level of community member involvement in historic preservation?</b> (4)</p> <p>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.</p>	<p><i>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.</i></p>
	<p><b>Which best describes the organizations working to promote historic preservation in your community?</b> (3)</p> <p>There is one or more emerging historical society or organization(s) primarily dedicated to historic preservation.</p>	<p><i>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.</i></p>
	<p><b>Which best describes your community's involvement in the Michigan Main Street program?</b> (4)</p> <p>My community is a Selected Level Main Street member.</p>	<p><i>Determine whether your community plans to graduate to the next Main Street membership level. If so, work to meet all necessary requirements.</i></p>

<p><b>How prominent is historic preservation in your community's planning processes and documents? (3)</b>  There is consideration of the value of historic resources.</p>	<p><i>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.</i></p>
<p><b>Which best describes your community's efforts to designate and protect historic resources? (3)</b>  There are one or more state historical markers and/or National Register designations AND a local historic district (PA 169).</p>	<p><i>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.</i></p>
<p><b>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? (3)</b>  There are some educational resources and periodic events but these are neither consistent nor coordinated.</p>	<p><i>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.</i></p>
<p><b>Which best describes your community's efforts to link its historic preservation efforts to its ongoing economic development efforts? (3)</b>  There are dedicated staff within the downtown development authority, economic development corporation, or planning who are responsible for at least some historic preservation efforts.</p>	<p><i>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.</i></p>

	<p><b>Which best describes your community's efforts to market its historic assets as heritage tourism opportunities?</b> (3)</p> <p>There are both ad hoc efforts underway, such as signage, website, walking and driving tours, plus multiple coordinated efforts to market and promote local historic sites, objects, structures, buildings and districts</p>	<p><i>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</i></p>
	<p><b>Which best describes the cultural festivals and events in your community?</b> (5)</p> <p>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.</p>	<p><i>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.</i></p>
	<p><b>Which best describes the involvement of local government officials (paid or elected) in your community's historic preservation efforts?</b> (2)</p> <p>Local government officials are supportive of existing historic preservation groups.</p>	<p><i>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.</i></p>
	<p><b>Which local government officials are demonstrating commitment and leadership on historic preservation issues with tangible results?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> City Manager</li> <li><input type="checkbox"/> Downtown Development Authority Director</li> <li><input type="checkbox"/> Zoning Director</li> </ul>
	<p><b>In which historic preservation efforts are local government officials currently involved?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> </ul>
	<p><b>In the past five years, have there been any major rehabilitation projects on historic properties (either city-owned or privately owned) in your community?</b></p>	<p><i>Yes - Ramsdell Theater and Vogue Theater</i></p>
	<p><b>What road blocks or issues make it difficult to incorporate historic preservation principles/ programs in your community?</b></p>	<p><i>Funds and support from property owners.</i></p>
	<p><b>What unique assets or programs contribute to your community's historic preservation efforts?</b></p>	<p><i>The Manistee County Historical Society/Museum assists the Historic District Commission with research and processing request to the Commission.</i></p>

## *Chapter Eight*

# UPDATING PREVIOUS SURVEYS



*Gas Station, Fowler, photographed 1979*

Areas may sometimes require re-surveying because the existing data has become outdated, a higher level of survey is required (an intensive-level survey will supplant an old reconnaissance-level one), or the quality of the old survey is unreliable. Whatever the situation, past survey activity may provide information useful for the present project, including:

- Existing site-specific records (inventory cards, forms, or database records);
- Research that can contribute to the current research effort;
- Recommendations concerning eligibility;
- Districting proposals.

The new survey should build on the old one. The old thematic narratives should not be used as is, but the new survey should be seen as an opportunity to revise and expand them. The aim of a new survey should be to provide survey materials meeting current standards for all properties in the survey area that have previously been surveyed and that meet the survey criteria developed for the re-survey project. A re-survey project should generally be performed at the intensive level; it usually makes little sense to re-survey previously surveyed properties unless the survey will generate additional information. Old surveys often omitted

features of complex properties such as carriage house/stable buildings and agricultural outbuildings that would be included in current intensive level surveys; the new survey provides an opportunity to obtain complete survey data that should not be missed.

Surveyors should create a new Ruskin property record for each property, complex property, and district. Even if a Ruskin record already exists, it will probably be more efficient to create a new one. When new records are created, data from the old survey can be incorporated, if the surveyor is confident of its accuracy. New photo-images should be made, and new maps must be prepared. Earlier thematic research should be integrated with new research and a new report prepared that includes all the standard components outlined in the **SURVEY PRODUCTS** chapter, including inventory forms, photo-images, and mapping. The new survey report should include the standard products for all previously as well as newly surveyed properties within the re-survey area. Anything less will require the user of the data looking for information on properties in the survey area to search two separate reports and render the re-survey project less useful than it should and could be.