

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, September 1, 2011  
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 September 1, 2011 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the August 4, 2011 meeting Minutes.

### V New Business

City of Manistee – Ramsdell Theater, 101 Maple Street – Request for Design Guidelines, Air Conditioner Screening

The City of Manistee is requesting assistance from the Historic District Commission as to the type of screening that should be used for the new air conditioning units at the Ramsdell Theatre.

### VI Old Business

Policies and Guidelines

The Historic District Commission began reviewing their policies at the August Meeting. They will continue their discussion on Policies and begin review of their Guidelines.

### VII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

### VIII Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

**IX Reports**

Main Street/DDA Director  
Museum Director  
Museum Curator  
Community Development Director

**X Members Discussion**

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

**XI Worksession**

**XII Adjournment**

# HISTORIC DISTRICT COMMISSION

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

**DRAFT**

## MEETING MINUTES

August 4, 2011

A Meeting of the Manistee City Historic District Commission was held on Thursday, August 4, 2011 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, Maria DeRee, T. Eftaxiadis, Teena Kracht, Nathaniel Neider, John Perschbacher

**Members Absent:** Vacancy

**Others:** Jon Rose (Community Development), Mark Fedder (Manistee County Historical Museum) Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

### APPROVAL OF AGENDA:

MOTION by Maria DeRee, seconded by Dave Carlson that the Agenda for the August 4, 2011 Meeting be approved.

With a voice vote this motion passed unanimously

### APPROVAL OF MINUTES:

MOTION by Dave Carlson, seconded by Maria DeRee that the Minutes of the July 7, 2011 Meeting be approved.

With a voice vote this motion passed unanimously.

### NEW BUSINESS:

#### Polices

The Historic District Commission reviewed their polices and recommendations by Staff to consolidate them into an Informational Document, Code of Conduct Document, Guidelines, Defining Contributing Building/Original Signage – Architectural Features Document and deleting a few. Commissioners discussed the proposed changes and will review and bring back their concerns to the next meeting.

**DRAFT**

**OLD BUSINESS**

None

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

None

**CORRESPONDENCE**

None

**DRAFT**

**STAFF REPORTS**

Staff and Commissioners discussed the status of the Vogue Theater. Jon Rose has contacted SHPO relating to the proposed plans for the Theater (waiting for a reply). Since the July 7<sup>th</sup> meeting there has been no request from the Theater on the proposed renovation project except that the Museum was contacted regarding paint colors. The Commissioners are concerned since the word on the street is that they are planning to begin work soon. The consensus from the Commission at the July 7<sup>th</sup> meeting was that the proposed changes to the front façade would not be approvable. Policy # 10 Original Signage/Architectural Features notes that the ***“Vogue Sign and marquee entrance must be preserved as an original architectural feature of the building. This signage will not be included in signage calculations.”*** Jon Rose will send the Vogue Board a letter to let them know the current status of the project with the HDC. The Commission is concerned that they may be blamed in the event that project does not move forward because no application has been received.

Commissioners discussed the feelings in the district relating to the Commission.

The Next meeting of the Historic District Commission will be on Thursday, September 1, 2011 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by Maria DeRee, seconded by Nathaniel Neider that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:45 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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**DRAFT**  
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](http://www.ci.manistee.mi.us)

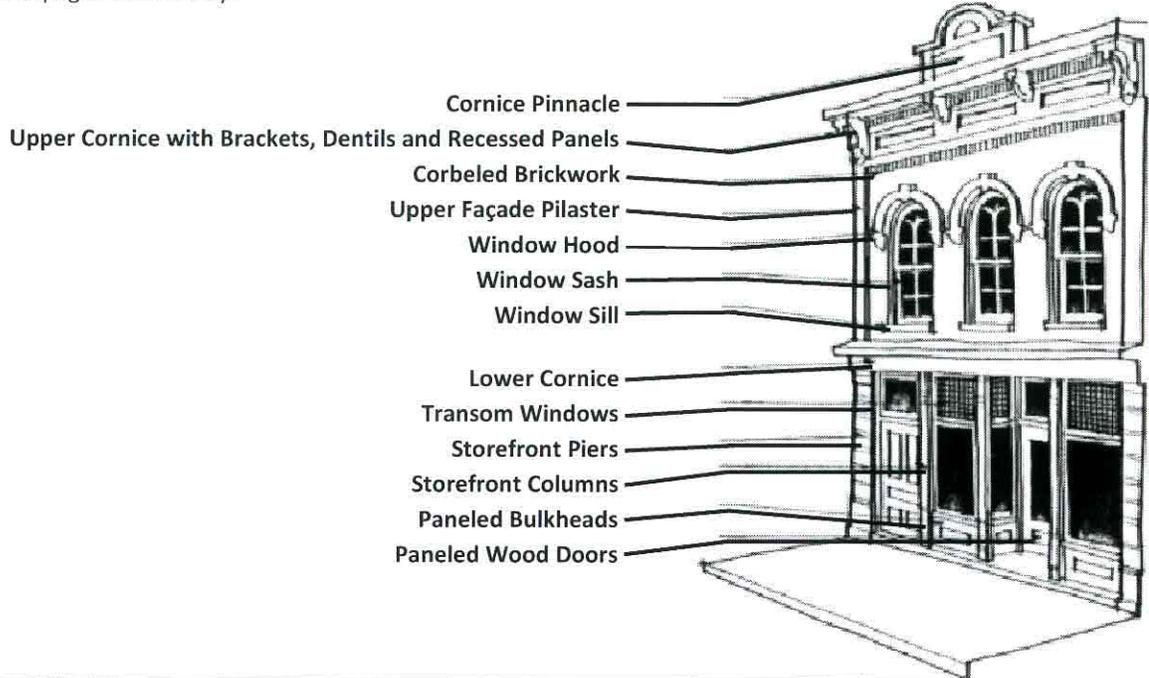
## Request for Design Guidelines

Please Print

Submission of Request			
This request must be submitted <b>at least 10 days</b> before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review. <b><i>This is for assistance from the Historic District Commission prior to making Application for a Certificate of Appropriateness. An Application for a Certificate of Appropriateness is Required for all projects in the District.</i></b>			
Property/Applicant Information			
Address: 101 Maple Street		Parcel # 51-574-701-09	
Name of Owner or Lessee: City of Manistee - Ramsdell Theatre			
Address: P.O. Box 358, Manistee, MI 49660			
Phone #: 231.398.2805		Cell#:	e-mail: jrose@manisteemi.gov
Name of Contractor (if applicable): n/a			
Address:			
Phone #:		Cell#:	e-mail:
License Number:		Expiration Date:	
Description of Work			
Describe the proposed project [Use checklist to detail project]			
Air Conditioning is being installed at the Ramsdell Theatre. As discussed before we are in the process of installing air conditioning at the Ramsdell Theatre. A slab will be poured and the units placed on the East side of the building near the "Elephant Door". A frame will be constructed around the units so that it can be shielded in a mann acceptable to the Historic District Commission. A copy of the framing is attached which includes the "Ice Barrier Roof" to avoid damage from snow/ice fall from the roof.			
We are asking for assistance from the Historic District Commission for the type of material they would approve for shielding the units. It has been mentioned that the former shed on the rear of the Theatre had corrugated metal siding similar to what is being used by Mr. Matthews at 334 River Street. Another option is the Board and Batten type of fencing material we discussed a few months ago.			
Installation of the slab and framing with be completed soon and we would like to have a formal request for shielding to bring to the Historic District Commission at their October Meeting.			
Attach Photos, sketches, material information for proposed project.			
Authorization			
Applicant Signature: <u>Mark W. Meser</u>		Date: <u>August 22, 2011</u>	
Office Use Only			
HDC - _____ - _____		Notes: _____	
Signature: _____		Date: _____	

### Design Assistance

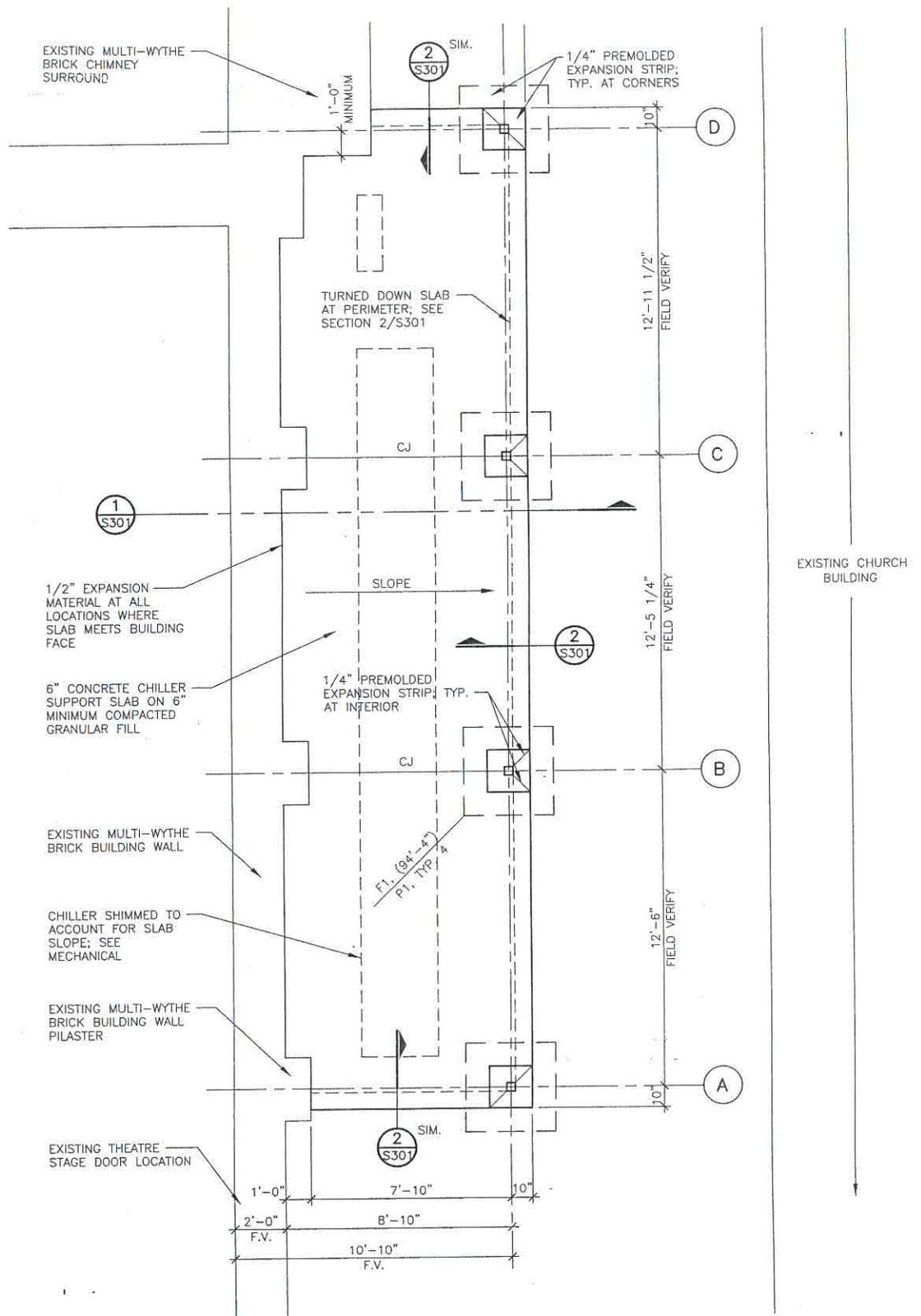
This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. Below is a check list to assist in the application process. Please check all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



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
- Upper Cornice: Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- Corbeled Brickwork: Clean using method prescribed in Preservation Brief #1

<input type="checkbox"/>	Cornice Pinnacle	n/a
<input type="checkbox"/>	Upper Cornice	n/a
<input type="checkbox"/>	Corbeled Brickwork	n/a
<input type="checkbox"/>	Upper Façade Pilaster	n/a
<input type="checkbox"/>	Window Hood	n/a
<input type="checkbox"/>	Upper Windows	n/a
<input type="checkbox"/>	Lower Cornice	n/a
<input type="checkbox"/>	Transom Windows	n/a
<input type="checkbox"/>	Storefront Piers	n/a
<input type="checkbox"/>	Storefront Columns	n/a
<input type="checkbox"/>	Paneled Bulkhead	n/a
<input type="checkbox"/>	First Floor Windows	n/a
<input type="checkbox"/>	Doors	n/a
<input checked="" type="checkbox"/>	Other	Shielding for Air Conditioners



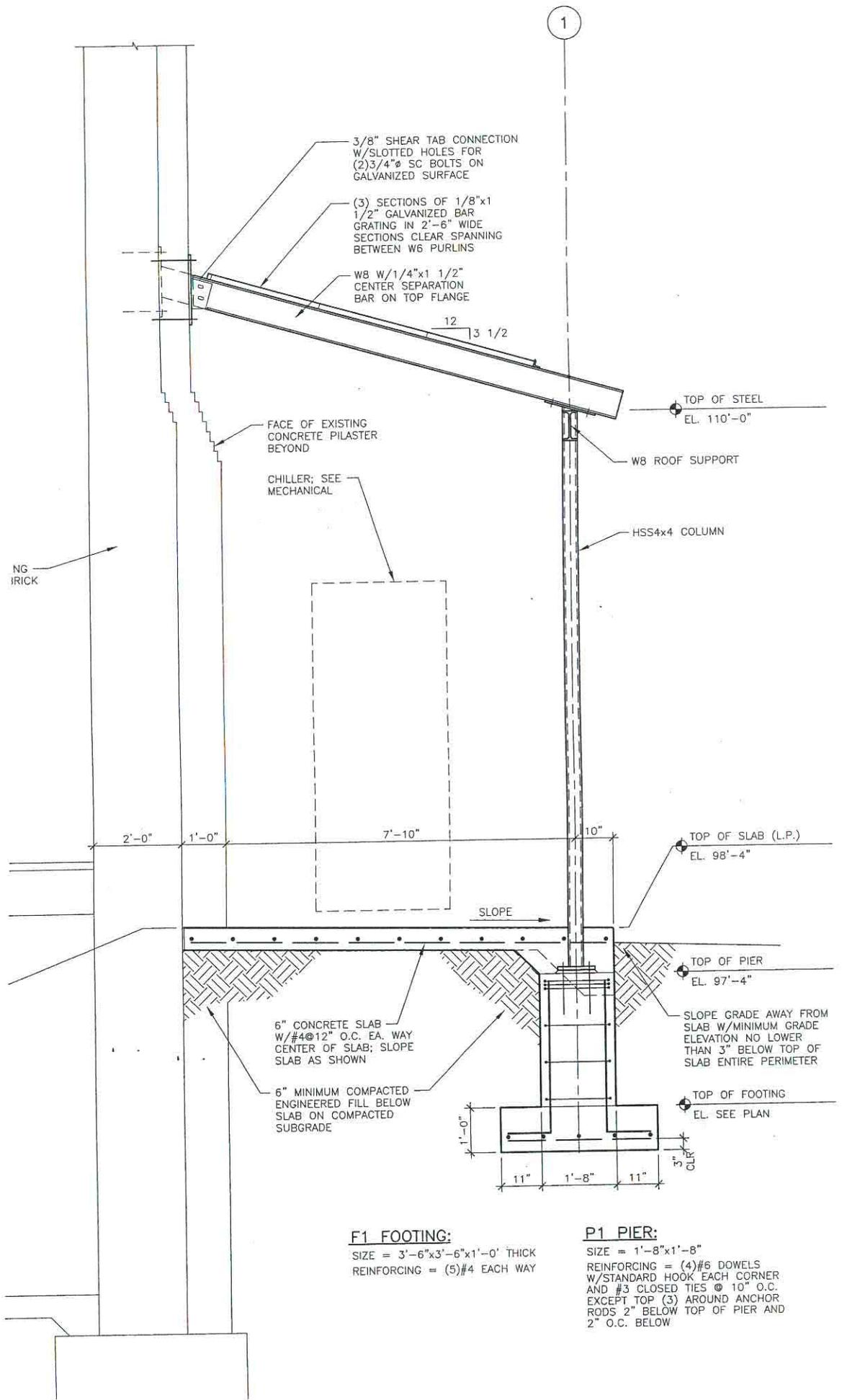
### CHILLER NO. 1 SLAB FOUNDATION PLAN

SCALE: 1/4" = 1'-0"



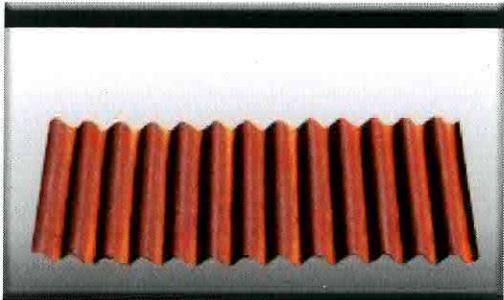
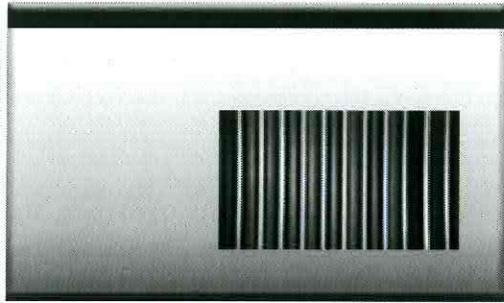
#### FOUNDATION PLAN NOTES

- CENTER COLUMN LINES A, B AND C ON CENTERLINES OF EXISTING BRICK PILASTERS.
- CJ SHOWN ON PLAN MAY BE EITHER SAW CUT CONTROL JOINT OR CONSTRUCTION JOINT AT CONTRACTOR'S OPTION. IF SAW CUT CONTROL JOINT, SAWCUT JOINT USING EARLY ENTRY DRY-CUT SAW, SKID PLATE AND BLADE CAPABLE OF MAKING THE REQUIRED DEPTH OF SAW CUT AS SHOWN IN SAW CUT CONTROL JOINT DETAIL AND MAKE SAW CUT FOLLOWING A WAITING PERIOD THAT WILL VARY FROM 1 HOUR IN HOT WEATHER TO 4 HOURS IN COLD WEATHER AFTER COMPLETING THE FINISHING OF THE SLAB IN THAT JOINT LOCATION. IF CONSTRUCTION JOINT, THEN PLACE 1/4" PLATE DOWELS AT JOINT SPACED AT 1'-6" ON-CENTER AS SHOWN IN THE CONSTRUCTION JOINT DETAIL. SEE SPECIFICATION SECTION 03 21 00



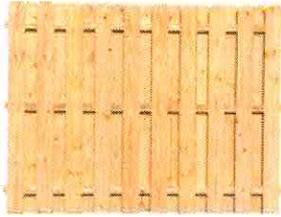
**F1 FOOTING:**  
 SIZE = 3'-6"x3'-6"x1'-0" THICK  
 REINFORCING = (5)#4 EACH WAY

**P1 PIER:**  
 SIZE = 1'-8"x1'-8"  
 REINFORCING = (4)#6 DOWELS  
 W/STANDARD HOOK EACH CORNER  
 AND #3 CLOSED TIES @ 10" O.C.  
 EXCEPT TOP (3) AROUND ANCHOR  
 RODS 2" BELOW TOP OF PIER AND  
 2" O.C. BELOW





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### 6' x 8' Dog-Ear Treated Wood Fence Panel

Item #. 87338 | Model #. OGF10854



#### Get Pricing & Availability

[Submit](#)

Find a store near you for **great selections at neighborhood prices.**

#### Description Specifications

##### Description

6' x 8' Dog-Ear Treated Wood Fence Panel

- Pressure-treated for long life
- Pickets double nailed on each rail for greater strength
- Built with 2x4 back rails to meet Dade County standards for wind resistance
- Pre-assembled for faster installation
- Wood harvested from sustainable renewable resources
- Warranty against rot, decay or termites
- Easily painted or stained

##### Specifications

Type	Panel	Species	Pine
Backer Rails	3.0	Style	Dog-ear
Double Nailed	Yes	Nominal Length (Feet)	8.0
Rough	Yes	Nominal Height (Feet)	6.0
Pressure Treated	Yes	Actual Length (Feet)	8.0
Pre-stained	No	Actual Height (Feet)	6.0
Post and Accessories Included	No	Nominal Picket Thickness (Inches)	0.5
Retention in Pounds per Cubic Foot	0.0115	Actual Picket Thickness (Inches)	0.5
Warranty	Limited lifetime warranty against rot and decay		



Lowe's Customer Care  
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### 6' x 6' Flat-Top Wood Fence Panel

Item #: 323884 | Model #: 850.1230

Be the first to

#### Get Pricing & Availability

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Find a store near you for **great selections at neighborhood prices.**

#### Description Specifications

##### Description

6' x 6' Flat-Top Wood Fence Panel

- Redwood can be stained, painted or left to age naturally
- Easy panel-to-post installation
- Fits 7 1/2 in. post opening
- Posts, post caps and screws sold separately

##### Specifications

Type	Panel	Species	Redwood
Backer Rails	3.0	Style	Flat-top
Double Nailed	No	Nominal Length (Feet)	6.0
Rough	Yes	Nominal Height (Feet)	6.0
Pressure Treated	No	Actual Length (Feet)	6.0
Pre-stained	No	Actual Height (Feet)	6.0
Post and Accessories Included	No		