

# **Historic District Commission Subcommittee Agenda**

**April 20, 2017**

**1:00 pm**

**Second Floor Conference Room, City Hall  
70 Maple Street, Manistee, MI 49660**

**I Call to Order**

**II New Business**

**HDC-2017-10 – Gary & Cathy Miller, 389 River Street – upper story window replacement**

At the April 6, 2017 Historic District Commission meeting the request from Gary & Cathy Miller, 389 River to replace the upper story windows was tabled until an inspection is completed by the Historic District Commission Subcommittee.

At this time the subcommittee will perform a site visit to inspect the windows. After inspection the subcommittee will reconvene and prepare a report for the Commission.

**Misc.**

**III Adjourn**



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805  
[www.manisteemi.gov](http://www.manisteemi.gov)

## Application for a Certificate of Appropriateness

Please Print

Standards			
<p>If the owner of the property is interested in receiving tax credits, <b>APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.</b> If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>			
<p><input checked="" type="checkbox"/> <b>This box must be checked by the applicant</b> indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>			
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>			
Submission of Application			
<p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>			
Property Information			
Address: 389 River Street		Parcel # 51-51-455-701-09	
Applicant Information			
Name of Owner or Lessee: Gary & Cathy Miller			
Address: 7361 Cascade Terrace SE			
Phone #: 616-881-1062	Cell#: 616-881-1067	e-mail:	
Name of Contractor (if applicable):			
Address:			
Phone #:	Cell#:	e-mail:	
License Number:		Expiration Date:	
Application Requirements			
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.            Paint colors, Signage and Awnings are approved under a separate application.            The Historic District Commission requires a copy of the Building Plans for review and for file.</p>			
<input checked="" type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.		
<input checked="" type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.		
<input checked="" type="checkbox"/>	A completed Certificate of Appropriateness Checklist.		
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.		

### Certificate of Appropriateness Checklist

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

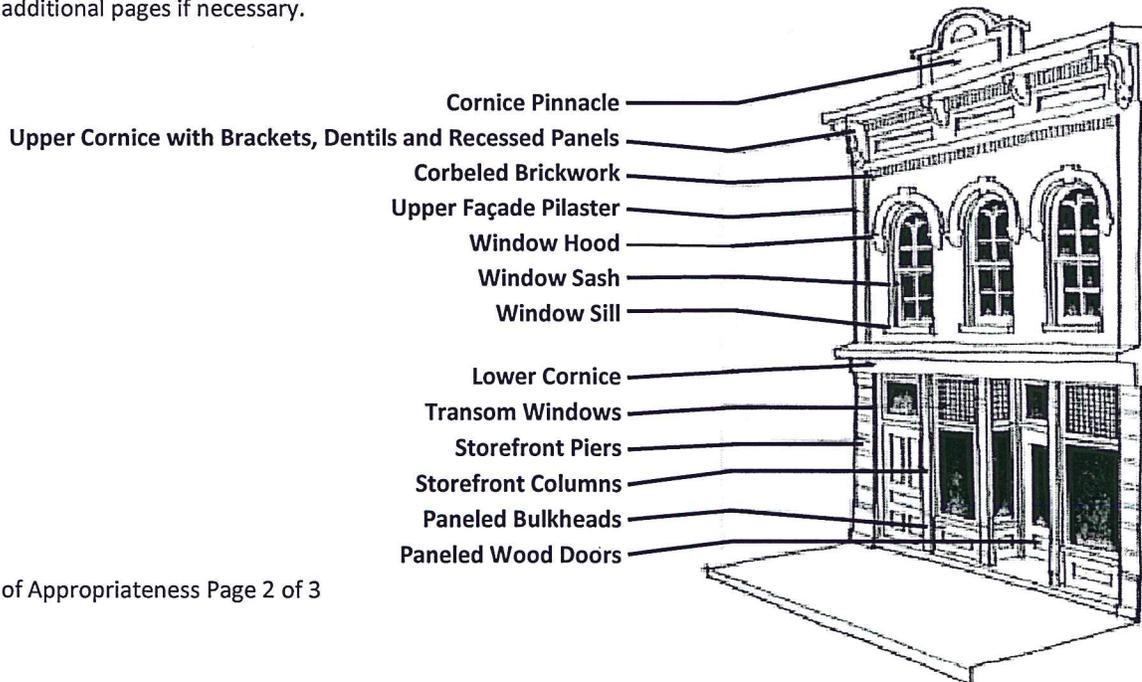
Example:

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

<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input checked="" type="checkbox"/> Upper Windows	<b>Replace w/replacement windows of exact same dimensions.</b>
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input checked="" type="checkbox"/> Storefront Piers	<b>Paint removal from brick on upper piers (see attached photo).</b>
<input checked="" type="checkbox"/> Storefront Columns	<b>SEE storefront piers.</b>
<input checked="" type="checkbox"/> Paneled Bulkhead	<b>Brick to be painted (currently not painted...not original brick).</b>
<input checked="" type="checkbox"/> First Floor Windows	<b>Estimate for restoration in keeping w/original storefront design to determine if within budget.</b>
<input type="checkbox"/> Doors	
<input checked="" type="checkbox"/> Other	<i>blocked <del>w/</del> type windows above front entrance to be repaired.</i>

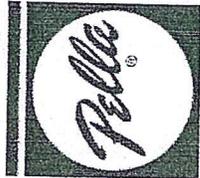
Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project			
Proposed Start Date _____		Proposed Completion Date _____	
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>Tom [Signature]</u>		Date: <u>3/18/17</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
HDC - _____ - _____		Notes:	
Signature: <u>Mark Feldh</u>		Date: <u>3/18/17</u>	

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





None Assigned



**Architect, Monumental Hung Double Hung, 35 X 94, White**



Viewed From Exterior

1: 3594 Double Hung, Equal

Frame Size: 35 X 94

General Information: Standard, New: First Ship Date 7/23/2015, Luxury, Clad, Pine, 5 7/8", 4 9/16"

Exterior Color / Finish: Standard Enduraclad, White

Interior Color / Finish: Unfinished Interior

Sash / Panel: Ogee, Standard

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Standard, Cam-Action Lock, White, No Limited Opening Hardware, Order Sash Lift

Screen: Full Screen, White, InView™

Performance Information: U-Factor 0.29, SHGC 0.26, VLT 0.48, CPD PEL-N-226-00905-00001, Performance Class CW, PG 50, Calculated Positive DP

Rating 50, Calculated Negative DP Rating 50, Year Rated 0811

Grille: No Grille,

Wrapping Information: Foldout Fins, Factory Applied, No Exterior Trim, No Interior Trim, 4 9/16", 5 7/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 258"

Rough Opening: 35 - 3/4" X 94 - 3/4"

March 13, 2017

Mark Fedder, Museum Director  
425 River Street  
425 River Street  
Manistee, MI 49660

Mark,

This letter is in follow up to a conversation started last fall with you regarding the history of 389 River Street. As the available history included the original building burning down, followed by being replaced with brick, it appears that the current store front dates back to that time.

With spring arriving soon, we would like to start the renovation of the store front at 389 River Street. I am confident Patti of Northern Spirits would benefit from this renovation as well as the historic district. Our intent is not to change the structure as we find it very pleasing to the eye, but it certainly needs a lot of TLC, i.e., scraping, patching, painting, and replacing/repairing the windows.

The application for Certificate of Appropriateness is attached. If additional information is required to advance to the next step in the approval process for the Façade Improvement Program, Gary and I will be available in Manistee the afternoon of 3/17 or the morning of 3/18 to meet with you to answer additional questions, discuss acceptable paint colors, additional signage, etc.

Thank you in advance for your prompt response. We look forward to hearing from you soon.



Cathy Miller  
BgreenR, LLC  
616-881-1062 (or 1067)

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

April 6, 2017

A Meeting of the Manistee City Historic District Commission was held on Thursday, April 6, 2017 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:** Aaron Bennett, T. Eftaxiadis, Teena Kracht, John Perschbacher, and Mary Russell,

**Members Absent:** Brandon David (excused) and Lee Trucks (excused).

**Others:** Gary Miller (389 River Street), George Saylor (City Attorney), Mark Fedder (Museum Director) Steve Harold (Museum Curator) and Denise Blakeslee (Planning & Zoning Administrator) and others

### 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 Mary Russell that the Minutes of the March 2, 2017 Meeting be approved as prepared

With a voice vote this motion passed unanimously

### PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

## **NEW BUSINESS:**

### **HDC-2017-10 – Gary & Cathy Miller, 389 River Street – window replacement and repair**

A request has been received from Gary & Cathy Miller, 389 River Street for a Certificate of Appropriateness for replacement of upper windows and to repair block windows above front entrance.

MOTION by T. Eftaxiadis, seconded by Mary Russell that the Historic District Commission approve the request from Gary & Cathy Miller, 389 River Street for a Certificate of Appropriateness for replacement of upper windows and to repair block windows above front entrance as submitted with application HDC-2017-10.

Gary Miller spoke to the commission about the request. Currently there are aluminum storm windows on the building that appear to be from the late 1960's or 1970's. They have selected a vinyl clad, white replacement window that will be more energy efficient. Current windows are loose and drafty. The building may have the original windows behind the exterior storm windows.

Discussion on the request included

- The Museum Director has not inspected the windows.
- Is the original sash going to remain? Applicant did not believe it would and spoke of the dimensions of the replacement window.
- Would like to see the original sash remain.
- If replaced want to see exact dimensions.
- Does the replacement window have clear glass? Applicant said it does.
- Reviewed page 25 of the Secretary of the Interior Standards in regards to window replacement.
- Need to determine if replacement windows are needed or if replacement of the existing storm and repairs to the original window is needed.
- The windows need to be inspected at and it needs to be determined and documented if they can be saved.
- If salvageable then the windows need to be repaired and the applicant can replace the storms as required under the Secretary of the Interior standards.
- The established subcommittee (Kracht, Perschbacher and Russell) will inspect the windows to determine the status of the windows including original glass and report back to the Commission.

MOTION by Aaron Bennett, seconded by John Perschbacher to table deliberation on the upper story windows component of the request until an inspection is done by the subcommittee and reported back to the commission at the May 4, 2017 meeting.

The commission discussed the other portion of the request regarding the repair of block (lead glass) windows above front entrance. Discussion on the request was as follows:

Gary Miller spoke about the condition of the lead glass windows. The frames are bent and he spoke about repairing them by bending back the frames and caulking the windows. The windows are drafty and he

understands the desire to keep things original but he is energy conscious and does not know the cost of replacement vs repair and how that impacts the project.

Discussion by the commission:

- Is there currently caulking on the windows? Applicant does not know.
- Recommended the applicant contact Pristine Glass from Grand Rapids for an estimate.

The Commission took action on the MOTION by Aaron Bennett, seconded by John Perschbacher to table deliberation on the upper story windows component of the request until an inspection is done by the subcommittee and reported back to the commission a the May 4, 2017 meeting.

With a roll call vote this motion passed 5 to 0.

Yes: Perschbacher, Bennett, Eftaxiadis, Russell, Kracht  
No: None

The Commission took action on the MOTION by T. Eftaxiadis, seconded by Mary Russell that the Historic District Commission approves the request from Gary & Cathy Miller, 389 River Street for a Certificate of Appropriateness to repair block (lead glass) windows above front entrance as submitted with application HDC-2017-10.

With a roll call vote this motion passed 5 to 0.

Yes: Eftaxiadis, Bennett, Perschbacher, Russell, Kracht  
No: None

#### **HDC-2017-11 – Gary & Cathy Miller, 389 River Street – request to paint unpainted brick**

The Museum Director has approved the request for paint colors from Gary & Cathy Miller, 389 River Street but is forwarding the request to paint unpainted brick to the Historic District Commission for their consideration.

MOTION by John Perschbacher, seconded by that the Historic District Commission deny the request from Gary & Cathy Miller, 389 River Street for a Certificate of Appropriateness to allow unpainted brick to be painted with approved paint colors as submitted with request HDC-2017-11.

Discussion on the request included:

- The brick in question is not original brick; it appears to be an overlay brick that may have been installed about 20+ years ago.
- Chair Kracht inspected the brick and it definitely is added and sticks out further than the original brick and has a modern appearance.
- Applicant is proposing removing paint from painted brick above and may not repaint.
- Guidelines have always stated painting of unpainted brick is not allowed.
- Should painting be allows for replacement brick?

With a roll call vote this motion failed 4 to 1.

Yes: Perschbacher  
No: Bennett, Eftaxiadis, Russell, Kracht

MOTION by Aaron Bennett, seconded by T. Eftaxiadis that the Historic District Commission approves the request from Gary & Cathy Miller, 389 River Street for a Certificate of Appropriateness to allow unpainted brick to be painted with approved paint colors as submitted with request HDC-2017-11.

Yes: Eftaxiadis, Russell, Bennett, Kracht  
No: Perschbacher

**By-Law Amendments**

Staff has drafted amendments to the Historic District Commission By-Laws and Rules of Procedures for the commission's consideration.

The commission began discussing amendments to the By-Laws. Due to the time they decided to finish discussion at the May meeting.

MOTION by Aaron Bennett, seconded by Mary Russell that the Historic District Commission table discussion on By-Laws and Rules of Procedures amendments until the May meeting.

With a roll call vote this motion passed 5 to 0.

Yes: Bennett, David, Perschbacher, Eftaxiadis, Kracht  
No: None

**OLD BUSINESS**

None

**CORRESPONDENCE**

None

**STAFF REPORTS**

**Tyler Leppanen, DDA Executive & Economic Development Director** – Thanked the Commissioners for their service and asked questions about the procedure the commission uses.

**Mark Fedder, Museum Director** - – Issued the following permits

Douglas Valley Winery & Tasting Room – 431 River Street – Signage *Issued Permit PHDC017-08*

Heather Hansen Kolanowski, 384 River Street – Signage *Issued Permit PHDC017-09*

Mr. Fedder spoke to the Commission about the repair and maintenance of six windows at the museum. The windows will be removed, broken glass replaced with matching glass, repair as needed and reinstalled. He will defer to the Planning and Zoning Administrator to issue the permit.

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

None

**MEMBERS DISCUSSION**

None

**WORKSESSION:**

None

The Next meeting of the Historic District Commission will be on Thursday, May 4, 2017 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

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

MEETING ADJOURNED AT 5:09 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary