

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Worksession of Thursday, June 1, 2017
1:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Items for Discussion

Duties of the sub- committee/commission

By-Laws

Training

Application Forms

Standards

Role of the DDA

Misc

IV Adjournment



Memorandum

To: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: May 23, 2017

RE: June 1, 2017 Worksession

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
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Commissioners, as requested a Worksession has been scheduled for Thursday, June 1, 2017 at 1 pm that will be followed by our regular meeting at 3 pm.

**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~~ **Chapter 1290 Historic District of the** City of Manistee Codified Ordinances, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

Comment [DB1]: No concerns about the language from the Commissioners at the 4/6/17 meeting.

2. OFFICERS

2.1 Selection. At the December meeting, the Historic District Commission shall elect a chair, vice-chair and appoint a ~~as~~-recording secretary ~~the City Manager designee~~ 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.

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Comment [DB2]: Consensus from the Commission to leave original language 4/6/17

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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. **Meetings shall be conducted, and notice posted in accordance with the**

Michigan Open Meetings Act (MCL 15.261 et. seq.). The schedule for regular meetings for the year shall be established at the last regular meeting of the previous year. 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.

Comment [DB3]: Accepted by the Commission at the 4/6/17 HDC Meeting.

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 Recording Secretary shall provide notice of special meetings to commission members by personal deliver, first class mail, telephone or electronic mail such that the notice may be received by the members at least 18 hours prior to the special meeting.** 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.~~

Comment [DB4]: Commission tabled discussion until 5-4-17 meeting. Due to time limitations will continue discussion at the June 1, 2017 Worksession/Meeting

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 **5** 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 **6** 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 **7** Order of Business. A written agenda for all regular meetings shall be prepared. **The order of business shall be:**

- Call to Order.**
- Roll Call**
- Approval of Agenda**
- Approval of Minutes**
- Public Comment on Agenda related items**
- New Business**
- Old Business**
- Correspondence**
- Staff Reports**
- Public Comments and Communications**
- Member's discussion**
- Adjournment**

3.9 **8** 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 **9** Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be submitted to **received by** the City **at least ten (10) days prior to the meeting.** ~~no later than the established policy of the City prior to the next scheduled Historic District Commission Meeting.~~

3.11 **10** 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.~~ **5.** ANNUAL REVIEW OF BY-LAWS

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

~~7.~~ **6.** 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. **Amendments are subject to approval by City Council.**

I HEREBY CERTIFY that the above Bylaws were adopted the 6th day of April 2017.

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.]

[Annotation: On February 4, 2016 the Historic District Commission amended Section 6 Annual Review of By-Laws was

amended for the annual review of the by-laws to take place in December instead of January]

[Annotation: On April 6, 2017 the Historic District Commission AMEND Section 1 Authority by citing Chapter 1290 Historic District; AMEND Item 2.1 Selection by adding that the Recording Secretary is the City Manager Designee and updated how officers are appointed if they no longer serve on the commission; NEW language for Item 3.1 Meeting Notice and 3.3 Special Meetings; DELETED Item 3.5 Public Hearings (renumbered list); ADDED the Order of the agenda to item 3.7 Order of Business; ADDED language that items for consideration must be received at least 10 days prior to the meeting to item 3.9 Agenda Items; DELETED Section 5 Open Meetings and Freedom of Information Provisions (renumbered list); ADDED to Section 6 "Amendments that Amendments are subject to approval by City Council"]

Approved by the City of Manistee Council

Date

James Smith, Mayor



Memorandum

To: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: May 21, 2017

RE: Application Forms

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
Manistee, MI 49660
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Commissioners, included in your workession packet are copies of the various permits that are used for projects located in the Historic District. Since applications is one of the discussion items on the agenda I wanted to make sure that you had copies of the various application forms that we use in the event that there were any changes or updates desired by the commission. In July 2015 a step-by-step guide was added to the applications as part of the Redevelopment Ready Communities certification process.



Application for Certificate of Appropriateness Historic District Commission A Step-By-Step Guide

Façade Improvement Projects - Applications must be received **at least 10 days** prior to a regularly scheduled meeting. Approval is conditional upon meeting the requirements of the State Building Code. It is recommended to:

- Consult with staff at the Manistee County Historical Museum for design input
- Review [Guidelines](#) that are applicable to the proposed project
- Consult with the Historic District Commission via the Request for Design Assistance

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
↓
- 3** **Meeting** – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
↓
- 4** **Permit** – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
 Planning & Zoning Department
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

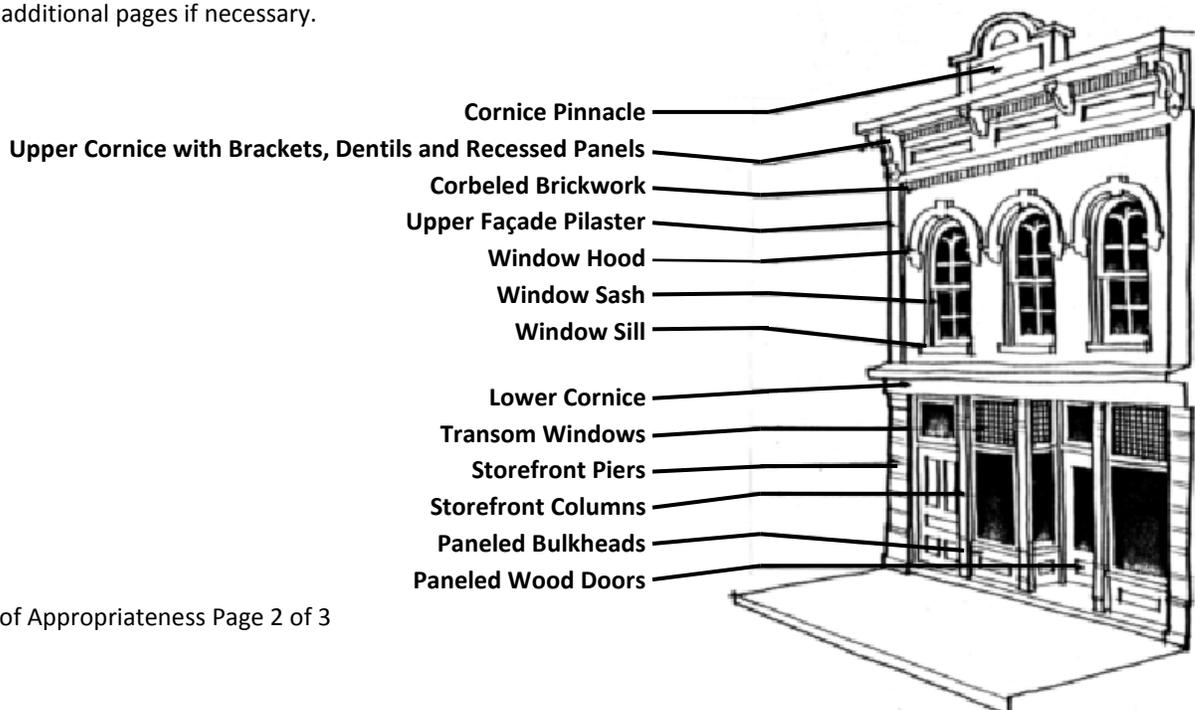
Application for a Certificate of Appropriateness

Please Print

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

Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project			
Proposed Start Date _____		Proposed Completion Date _____	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
<i>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.</i>			
Applicant Signature: _____		Date: _____	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
HDC - _____ - _____	Notes:		
Signature: _____		Date: _____	

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



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 type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



Process for Application for Demolition Historic District Commission A Step-By-Step Guide

The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building following [Guideline #12 - Demolition](#). Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
↓
- 3** **Meeting** – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
↓
- 4** **Historic Record Information** – If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.
↓
- 5** **Permit** – Staff will process permit and necessary paperwork.

Applicant is required to obtain a building Permit from the [Building Inspector](#).



Historic District Commission
 Planning & Zoning Department
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

Application for Demolition

Please Print

Standards			
<p>The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building. The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation or a portion of an elevation of a building. The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs.</p>			
<p>Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to application for demolition to determine if the demolition may jeopardize tax credits.</p>			
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits or do not wish to pursue tax credits. If this box is not checked the application will not be processed.</p>			
Submission of Application			
<p>This application must be received by the City at least 15 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>			
<p>As part of the review of the Application the Historic District Commission will schedule a Site Visit during the meeting to review the structure. The Historic District Commission reserves the right to request additional information from the applicant prior to a final decision on requests. <i>Incomplete requests will be returned to the applicant to supply needed information for review.</i></p>			
Property Information			
Address:		Parcel #	
Applicant Information			
Name of Owner:			
Address:			
Phone #:		Cell#:	e-mail:
Name of Contractor (if applicable):			
Address:			
Phone #:		Cell#:	e-mail:
License Number:		Expiration Date:	
Description of Work			
<p>Be specific and describe the proposed demolition – Use additional sheets if necessary.</p>			

Justification of Request	
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1.	Whether reasonable measures can be taken to save the historic structure or site.
2.	The condition of the structure and its probable life expectancy.
3.	The reason for demolishing the structure and whether or not alternatives exist.
4.	Whether or not relocation of the structure would be a practical and preferable alternative to demolition.
5.	The public necessity of the proposed demolition.
6.	The public purpose or interest in the land or building(s) to be protected.
7.	Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans would be on the character of the surrounding area.
8.	Whether the historic structure or site is capable of earning reasonable economic return on its value.
9.	Whether or not the proposed demolition could potentially affect adversely other historic buildings or the character of the historic district.

Authorization	
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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: _____ Date: _____

Office Use Only	
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HDC - _____ - _____	Notes:
Signature: _____	Date: _____



Historic District Commission
 Planning & Zoning Department
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

Historical Record Information for Demolition Projects

Please

Standards			
If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.			
Property Information			
Address:		Parcel #	
Historical Name of Building:			
Applicant Information			
Name of Owner:			
Address:			
Phone #:		Cell#:	e-mail:
Name of Contractor (if applicable):			
Address:			
Phone #:		Cell#:	e-mail:
License Number:		Expiration Date:	
Description of Work			
<input type="checkbox"/> Demolition of part of a building		<input type="checkbox"/> Demolition of all the building	
Required Information			
Photographs			
<input type="checkbox"/> Photographs of the exterior of the building (all sides available)			
<input type="checkbox"/> Photographs of the interior of the building (all areas i.e. basement, first floor, second floor)			
Drawings			
<input type="checkbox"/> Measured drawings of the elevation and footprint of the structure must be submitted drawn to scale			
Authorization			
As the owner of the building located at _____ the attached information is submitted for review by the Historic District Commission or their agent. If review shows the information to be complete a Notice to Proceed or Certificate of Appropriateness will be issued.			
Signature: _____		Date: _____	
Office Use Only			
HDC - _____ - _____		Notes:	
Reviewed by: _____		Date: _____	
<input type="checkbox"/> Approved		<input type="checkbox"/> Additional information required	



Paint Color Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Paint Colors - New color schemes following the requirements of [Guideline #6](#) - Painting may be approved by the Museum Director or Curator. The Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at their discretion.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
↓
- 3** **Request Approved** – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Process for Requesting Design Assistance Historic District Commission A Step-By-Step Guide

Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
↓
- 3** **Meeting** – Applicant will discuss their project with the Commission. The Commission will provide feedback that the applicant can use for their application for a Certificate of Appropriateness.

Applicant will complete an application for a [Certificate of Appropriateness](#).



Historic District Commission
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 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

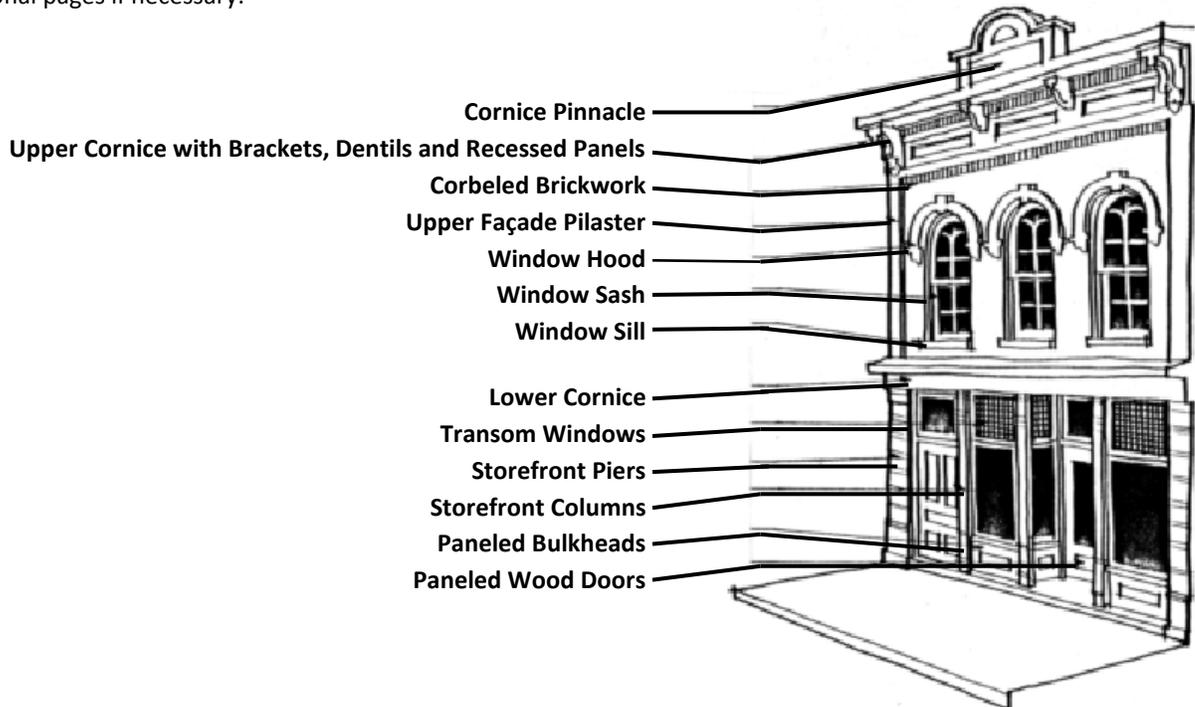
Request for Design Assistance

Please Print

Submission of Request		
This request must be submitted at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review. <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>		
Property/Applicant Information		
Address:	Parcel #	
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Description of Work		
Describe the proposed project [Use checklist to detail project]		
Attach Photos, sketches, material information for proposed project.		
Authorization		
Applicant Signature: _____ Date: _____		
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	
<input type="checkbox"/> Cornice Pinnacle:	<u>N/A</u>
<input checked="" type="checkbox"/> Upper Cornice	Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
<input checked="" type="checkbox"/> Corbeled Brickwork	Clean using method prescribed in Preservation Brief #1
<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 type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



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Paint Colors Application for a Certificate of Appropriateness

Please Print

Submission of Application		
<p>New color schemes following the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> guidelines may be approved by the Manistee County Historical Museum Director or Curator. The Manistee County Historical Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.</p>		
<p>Color schemes that do not follow the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> must be approved by the Historic District Commission.</p>		
Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
Authorization		
<p><i>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.</i></p>		
Applicant Signature: _____ Date: _____		
<input type="checkbox"/> Paint Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
HDC - _____ - _____	Notes:	
Signature: _____ Date: _____		

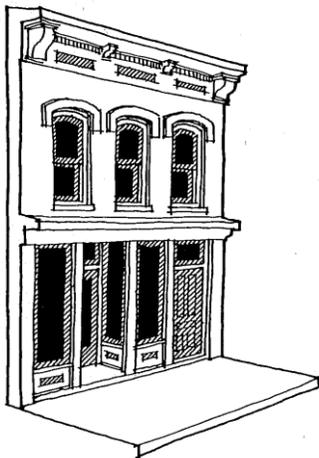
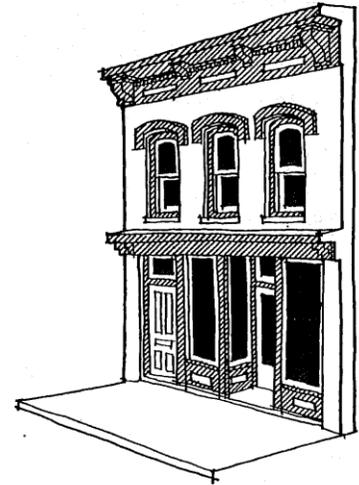
Do not paint a brick or stone building that was never painted unless these materials require a protective coating to prevent deterioration.

Painting Plan	
Property Address:	Owner:



Base Color			
In general, the base color is the color of the basic facade wall. Often this color is the natural appearance of the masonry. When painted, the base color should relate harmoniously with that of other facades on the street.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached

Major Trim Color			
The major trim color is used on the construction and decorative elements which define the facade. This color should be used on both the upper facade and storefront to tie the facade together as a whole.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Minor Trim Color			
The minor trim color(s) are used primarily as an accent to highlight the architectural details of the facade. Elements such as window sash and doors can be emphasized. Care should be taken in choosing additional colors in a scheme.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Process for Signage/Awning Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Awnings - Awning material and dimensions must be approved by the Museum Director or Curator. Requests for Awnings that do not meet the requirements of [Guideline #1 - Awnings](#) will be forwarded to the Historic District Commission for review. If the Awning includes signage the applicant must follow the requirements for Signage. A Building Permit must be obtained prior to installation.

Signage - Signage within the Historic District requires an approved Sign Permit. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. Only after a Sign Permit has been issued will the request be reviewed by the Museum Director or Curator. Requests that do not meet the requirements of [Guideline #2 - Signage](#) will be forwarded to the Historic District Commission for review. In that event the Museum Director or Curator may permit temporary signage to be installed. Projecting Signs require a Building Permit prior to installation.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
↓
- 3** **Request Approved** – Staff will process permit and necessary paperwork.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



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Signage – Awnings Application for a Certificate of Appropriateness

Please Print

Submission of Application			
<p>Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation.</p>			
<p>Awning material and dimensions must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation.</p>			
Property Information			
Address:		Parcel #	
Applicant Information			
Name of Owner or Lessee:			
Address:			
Phone #:	Cell#:	e-mail:	
Name of Contractor (if applicable):			
Address:			
Phone #:	Cell#:	e-mail:	
License Number:		Expiration Date:	
Sign Plan Requirements			
<input type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.		
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)		
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)		
Authorization			
<p><i>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.</i></p>			
Applicant Signature: _____		Date: _____	
<p>By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.</p>			
<input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)			
Office Use Only			
HDC - _____ - _____		Notes:	
Signature: _____		Date: _____	



Memorandum

To: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: May 21, 2017

RE: Policies

Denise Blakeslee
Planning & Zoning
Administrator
70 Maple Street
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231.398.2805
dblakeslee@manisteemi.gov
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Commissioners, included in your workession packet are copies of the Historic District Commission Policies. Due to a formatting error in the original documents, I have reformatted them and copied them for your review. During the reformatting there were a few comments that I included for discussion purposes.

It has been several years since we have reviewed these policies and some may be helpful during our review of the By-Laws and discussion on other topics on the Workession Agenda. Time permitting this could provide an opportunity to update, change or create new policies if needed.



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Policies

These Policies have been developed by the Historic District Commission to further detail how the Commission will conduct business. These policies are in addition to the Historic District Commission By-Laws, Local Historic Districts Act (Act 199 of 1970 as amended) and Secretary of the Interior’s Standards for Rehabilitation as interpreted by the Preservation Briefs.

Policies can be added, deleted or changed by a vote of the majority of the Historic District Commission during a meeting.

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#3	Administrative Procedure	1
#4	Definition of Storefront.....	1
#5	Individual Discussions	1
#6	Permit Expiration	1
#7	Voting on a Request.....	1
#8	Defining a Contributing Building	now an Appendix in Guidelines
#9	Authentication of Building Features.....	1
#10	Original Signage/Architectural Features	now an Appendix in Guidelines
#11	Directory Signage.....	1
#12	Air Conditioners.....	now Guideline #10
#13	Murals.....	now Guideline #11
#14	Demolition	now Guideline #12
#15	Routine Repair & Maintenance	1



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Policy #1 – Signage/Awnings

The Historic District Commission is sensitive to the need for business to have signage. On June 4, 2009 in an effort to assist businesses within the Historic District and expedite the application process for Signage and Awnings the Historic District Commission designated the Manistee County Historical Museum Director as their designee for review of Signage and Awnings within the district.

This policy has been developed for a one year trial period. At the end of the one year trial period the Commission will review the policy.

Comment [DB1]: Have continued to have Museum Director issue permits since inception of policy. Could change to reference Museum Director

The application for Signage in the Historic District is as follows:

1. Applicants must apply for a Sign Permit. If the application meets all of the requirements of the Zoning Ordinance a Sign Permit will be issued.
2. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. If a variance is granted then a Sign Permit will be issued.
3. Only after a Sign Permit has been issued, can application be made to the Historic District Commission or their designee for approval of color, appearance, and lettering.
4. Effective on June 4, 2009 the Historic District Commission designates the Manistee County Historical Museum Director as their designee for review of requests for Signage within the Historic District. The Museum Director can be contacted at the Manistee County Historical Museum, 425 River Street, Manistee. 231.732.5531.
5. The Museum Director will forward all requests for signage that do not meet the requirements of Guideline #2 Signage to the Historic District Commission for review. In that event the Museum Director may issue temporary signage not to exceed 16 square feet in area.
6. The following signs will also require a Building Permit prior to installation. Projecting Signs, Marquee signs (including awning/canopy), and Suspended Signs. ~~Please check with the Building Inspector (231.398.2806) for his requirements which may or may not require sealed plans.~~

Comment [DB2]: Redundant a sign permit cannot be issued unless it meets the requirements of the Ordinance

Comment [DB3]: No longer have a Building Inspector of staff at City Hall, must contact State Inspector

The application for Awnings with or without signage in the Historic District is as follows:

Comment [DB4]: Could consolidate with language for Signage.

1. If the Awning includes signage the applicant must follow the requirements for Signage as listed above.

2. Effective on June 4, 2009 the Historic District Commission designates the Manistee County Historical Museum Director as their designee for review of requests for Awnings within the Historic District. The Museum Director can be contacted at the Manistee County Historical Museum, 425 River Street, Manistee. 231.732.5531.
3. The Museum Director will forward all requests for Awnings that do not meet the requirements of Guideline #1 Awnings to the Historic District Commission for review.
4. Awnings require a Building Permit. Please check with the Building Inspector (231.398.2806) for his requirements which may or may not require sealed plans.



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Policy #2 – Applications

Comment [DB1]: All applications now have a step by step guide that details the process. Commission should determine if this Policy is still needed.

The following policies for making application to the Historic District Commission were established to assist applicants with the process. Applicants should review the Guidelines that pertain to their request for technical assistance.

The Museum Director at the Manistee County Historical Museum, 425 River Street, Manistee, Michigan is the Historic District Commission's Historical Consultant. It is recommended that you take questions about the appropriateness of your project to the Museum Director as the first step. The Museum Director is familiar with the Local, State and Federal Guidelines and local history. This resource will be able to provide you with preliminary guidelines for your project. In general the Museum Director will be able to assist you at the Museum Tuesday through Friday from 10:00 a.m. until 5:00 p.m. You are advised to call ahead of time to schedule an appointment this allows time for issues to be researched if needed. The phone number at the Museum is 231.723.5531.

Final approval for Certificates of Appropriateness and Sign/Awning Permits is made by the Historic District Commission.

Staff in the Community Development/Planning and Zoning Office at City Hall can assist you to obtaining the necessary guidelines and application forms. Guidelines and Forms are also available on the City's Web Page www.ci.manistee.mi

Staff in the Community Development Office/Planning and Zoning Office processes requests for the Commission, Staff does not determine if any application is complete.

The Historic District Commission does not pre-approve signage for non-existing businesses and/or tenants. The Commission may approve a general signage plan, but final approval may be given only upon application with final sign design as outlined on the signage and awning application form, complete with text design and graphics.

Temporary Signage may be approved under **Temporary Sign Policy #1.**

Any amendment or change made to an application by the applicant or applicant's agent requires a new application. During the course of the meeting new items may not be added to any application under consideration by the Historic District Commission. If construction has begun, construction will cease until the Commission has acted on the new application containing the proposed amendments. This process allows the members of the Commission adequate time to review the complete amended package before having to make a decision.

Signage:

Signage within the Historic District will also require approval from the Historic District Commission prior to installation (Sign Permits issued within the Historic District will be conditioned that approval must be received from the Commission prior to installation). Only after a Sign Permit has been issued, can application be made to the Historic District Commission for approval of color, appearance, and lettering.

1. The first step is to apply for a Sign Permit. If the application meets all of the requirements of the Zoning Ordinance a Sign Permit will be issued.
2. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. If a variance is granted then a Sign Permit will be issued.
3. The following signs will require a Building Permit prior to installation. Projecting Signs, Marquee Signs (including awning/canopy), Suspended Signs, Pole Signs and Internally Illuminated Signs. Please check with the Building Inspector (231-398-2806) for his requirements.

Facade Improvements:

The Historic District Commission approval is always conditional upon approval of the Building Inspector where required under the State Building Code. Because of this requirement the Historic District Commission recommends the following procedure for any major construction projects requiring a Building Permit:

1. Consult with staff at the Manistee County Historical Museum for design input.
2. Consult with the Historic District Commission via the Request for Design Assistance.
3. Consult with the Building Inspector. (You may request Historic District Commission approval prior to approval from the Building Inspector, however, any Historic District Commission approval will be conditional upon approval from the Building Inspector).
4. Complete and submit an Application for a Certificate of Appropriateness.



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Policy #3 – Administrative Procedure

Comment [DB1]: Commissioners should review Policy to determine if it is still needed. If an issue arises the Chair could address during the meeting.

In addition to the By-Laws the members of the Historic District Commission shall observe the following:

When a member of the Historic District Commission arrives after the meeting has begun the meeting will continue uninterrupted. If the Commission is already deliberating pending a vote on an application.

- The Commissioner will proceed to vote if he/she feels that they have enough information to do so without posing questions that may have already been answered prior to his/her arrival (applicable to a straightforward application)
- The Commissioner will not take his/her seat during deliberation on a complicated request that is in process until after the Commission votes.



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Policy #4 – Definition of Storefront

Comment [DB1]: This policy was used to update the sign ordinance. Previous and proposed changes to the ordinance addresses the situation this policy was developed for. Commissioners should review and determine if policy is still needed.

The Manistee Commercial District has many unique buildings within the district. In an effort to eliminate confusion, the Historic District Commission determined that Storefront needed to be defined to meet the needs of the district.

For the purposes of the Manistee Historic District Commission signage calculations, a storefront is the front entrance to a commercial space. It is characterized by the entrance directly into that space or the vestibule leading into it (as in interior vestibules added for energy conservation). In some cases a single vestibule has been added with interior entrances into two businesses with display area fronting the street (343 & 345 River Street).

For Historic District Consideration a storefront is based largely on visible exterior divisions of the facade such as entrances, display space, piers, cornices, sign panels, pilasters, recesses, etc. This is independent of the division of interior space. While many possible divisions of the interior space may affect signage area distribution, the Historic District Commission's consideration deals only with the exterior presentation of the building, and primary consideration is given to the visible appearance of original storefronts and compatibility of in-fill constructions or rehabilitations or renovations with surrounding contributing buildings. In cases where the buildings have been further subdivided into smaller spaces, these subdivisions share the allowable storefront signage space in a manner to be determined by the owner and the tenant. Rear Entrances and Riverwalk entrances will be treated in the same fashion if the situation arises.

Signage amount is defined per storefront as indicated in the guidelines. The division of allowable signage is between the property owner and tenant; is not a decision to be made by the Historic District Commission. Non-Conformities that are the result of self-created hardship in respect to signage will not be approved by the Historic District Commission. Signage is considered by the Historic District Commission on totality of the storefront signage design.

For example, if the owner has assigned the majority of the allowable signage space to existing tenants and there is a request for additional signage for a new tenant which would result in a non-conformity, that request will be denied.

The Historic District Commission encourages the use of existing original sign panels as well as new sign panels where appropriate.

Self created hardship does not constitute a basis for approval for any application for non-conforming change to property in the Historic District.

For example, maintenance neglect by the current owner does not constitute a basis for approval of an application resulting in a non-conformance regardless of cost or inconvenience.



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Policy #5 – Individual Discussions

The following policy is intended to address protocol as it relates to discussion of issues relating to the Historic District Commission outside of meetings.

- Do not discuss the proposal with the property owner, neighbors or applicant outside of the meeting. The intent of information gatherings is to insure that everyone has the same information on which to base a decision. This is not possible if individual commissioners contact or are contacted by interested parties outside of the meeting.
- If you are contacted by the applicant or others, be prepared to tell them that you are required to conduct all of your discussion only when the other commissioners are present. (Must be done at an Open Meeting)
- Encourage them to come to the meeting (tell them when and where) or ask them to submit their comments in writing (information should be sent to the Planning and Zoning Department at City Hall for distribution to members with their packets or at a meeting).
- If a contact cannot be avoided, it should be reported to the rest of the members during the meeting, along with the general content of the conversation.
- You may feel free to request information from Staff. But whatever information you receive should also be made available to other members.

Comment [DB1]: This is a requirement under the Open Meetings Act which is included in the By-Laws. The Commissioners need to review and determine if it is still needed.



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Policy #6 – Permit Expiration

There have been instances in the past where an applicant has received a permit for a project and never started the project or completed only a portion of the project. To eliminate any confusion relating to when a Permit (including awning and signage requests) will expire, the Historic District Commission has developed the following **policy**.

- Permits will expire and become null and void if work is not completed within 365 days of issuance. An extension may be granted upon formal request to the Commission.
- Uncompleted Permits will expire upon the transfer of ownership of a property, unless the permit holder/applicant has requested approval from the Historic District Commission to transfer the permit to the new owner.

The Historic District Commission can approve an extension for a period not to exceed 365 days upon a formal request from the applicant. This extension requires the submission of an application for a Certificate of Appropriateness that includes the date that the previous permit was issued and any conditions that were placed on the permit.

A copy of this policy will be enclosed with each Permit to inform the applicant of the possibility of expiration. Upon expiration of a permit it is the owners responsibility to reapply to the Historic District **Commission**.

Comment [DB1]: Permits state "This permit is valid for a period of one year from the date issued: in a large bold font.

Comment [DB2]: Have not included with permit after the permits were changed to include the statement in large bold font.



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Policy #7 – Voting on a Request

This policy has been developed to understand the process the Historic District Commission will use to vote on applications with numerous components.

For the purpose of organization different elements of a proposed project listed on an application may be acted upon individually by the Historic District Commission. However, these approvals are based on the completion of the entire project. The applicant may not “Pick and Choose” parts of an approved application for completion.

If an applicant decides to complete only selected parts of an approved application he/she must submit a new application prior to beginning the project.

Exception: If an applicant chooses to use less signage than approved and there are no other changes to the signage, the Museum Director at the Manistee County Historical Museum, 425 River Street, Manistee, Michigan is the Historic District Commission’s Historical Consultant may approve the change.



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Policy #9 – Authentication of Building Features

The Historic District Commission follows the Secretary of the Interior Guidelines for all exterior modifications to buildings within the Historic District. It is recommended that the property/business owner research the historical appropriateness of changes to properties which may not meet the Secretary of the Interior Guidelines.

It is the owner's responsibility to provide documentation that authenticates the building previously had a feature that does not meet the Secretary of the Interior Guidelines. If authentication is not provided the Commission has no justification for the change.



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Policy #11 – Directory Signage

The Historic District Commission is sensitive to the need for business to have signage. There may be a need for a building with multiple tenants to install a directory.

Comment [DB1]: This could be included in Policy #1 Signage/Awnings.

In an effort to expedite the change in tenants on a directory the Historic District Commission has established the following policy.

After a Directory has been approved by the Historic District Commission a change may be made to the Directory under the following conditions:

- The change will **not increase the size of the directory** originally approved by the Historic District Commission.
- The change to the directory must be made using the **same font** as originally approved by the Historic District Commission.
- The change to the directory must be made using the **same colors** as originally approved by the Historic District Commission.
- The change to the directory must have the **same general appearance** as originally approved by the Historic District Commission.

By meeting these requirements changes may be made to the directory without having to come back to the Historic District Commission for approval and a sign permit will not be required.



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Policy #15 – Routine Repair and Maintenance

The Historic District Commission is sensitive to the desire for property owners to maintain their Buildings in the Manistee Commercial Historic District. The Historic District Commission has developed this policy to assist in the requests for routine repair and Maintenance in the district.

Approved Routine Repair & Maintenance projects will post a copy of the application in the window of the building. Once a permit is issued the permit will be posted in its place until work is completed.

Comment [DB1]: We have not required them to post permits

If a commissioner sees or is informed of work that may be amiss the procedure is as follows:

- Call Staff
 - Community Development Director at 398-2805
 - Museum Director at 723-5531.
 - ~~In the event that neither is available call the Building Inspector at 398-2806.~~
- In the roll of Commissioner on the Historic District Commission do not discuss the issue with the property owner, employees or contractors. This preserves your neutrality and avoids confrontations. Staff will handle all inquiries if needed.
- To avoid the appearance of a violation of the Open Meetings Act do not discuss the potential problem with another voting member of the Historic District Commission.
- If you are unable to contact Staff you may take pictures or otherwise document the work in question. Always avoid confrontations with the owner/contractor/employees.

Comment [DB2]: No longer have a Building Inspector at City Hall.