

# HISTORIC DISTRICT COMMISSION

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

## Worksession Notes

June 1, 2017

A Special Worksession of the Manistee City Historic District Commission was held on Thursday, June 1, 2017 at 1:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Worksession was called to order at 1:03 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** Teena Kracht, Brandon David, John Perschbacher, Mary Russell, Lee Trucks

**Members Absent:** Aaron Bennett (excused), T. Eftaxiadis

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

Commissioner Perschbacher spoke to the Commission about several items including that applications should be filled out by the applicant; the roll of the DDA and comments by their Director at meetings; there is a lack of training and there should be annual training for commissioners; Heritage Hill requires at closing on a property in their district that the owner sign an understanding that they purchased property in a Historic District; did not feel the applicant and Recording Secretary should have been allowed to attend their last meeting of the subcommittee and how members should report their findings to the board. Discussion following Commissioner Perschbacher's comments included:

- The Commission operates under the open meeting act
- The Museum Director and Curator are the first contact for applicants and they often assist them in completing requests
- The time spent at meetings determining if an application is complete
- Staff is working on scheduling training
- Almost the entire Historic District is located within the DDA
- The Planning and Zoning Administrator and DDA Director will be meeting with realtors and will include discussion about the Historic District
- There is a need to assist the applicants with their projects and help them with improving their buildings

**Duties of the sub-committee/commission** – The Museum Director and/or Museum Curator will perform site inspections, take photos and prepare a report for the Commissioners. If there are concerns the Commission will make a visit as part of a meeting.

**By-Laws** - Staff has drafted amendments to the Historic District Commission By-Laws and Rules of Procedures for consideration by the commissioners. Drafted amendments included:

- AMEND Section 1 Authority by citing Chapter 1290 Historic District; **approved**
- 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; **rejected**
- 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"

Staff will ask the City Attorney about Conflicts of Interest and how it should be handled if a Commissioner feels that another Commissioner has a conflict of interest and does not declare it.

**Training** - Staff has been working with Jessica Flores, Preservation Forward LLC to facilitate training for the Commissioners. Ms. Flores previously worked at SHPO and was our contact for the Michigan Local Government Program. Tentatively training will be scheduled in September and the Planning Commission, Downtown Development Authority and City Council will be invited for part of the training.

**Application Forms** - The applicant's first point of contact is the Museum Director/Museum Curator who will continue to assist applicants with their projects.

**Standards** - Training will help assist in clarifying how to apply the standards.

**Role of the DDA** - Often the DDA Director is the first contact when someone is interested in purchasing a building in the District. Discussed issues in the past when owners are applying for Façade Grants.

**ADJOURNMENT:**

MOTION by Mary Russell, seconded by Brandon David that the worksession be adjourned. Motion passed unanimously.

WORKSESSION ADJOURNED AT 2:55 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary