

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, December 7, 2017
3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the December 7, 2017 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the June 1, 2017 meeting Minutes.

V Public Comment on Agenda Related items

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

VI New Business

HDC-2017-05 – Maxine Lipon, 337 River Street

During the demolition of the rear addition at 337 River Street the bricks on the south portion of the building fell off. Ms. Lipon is asking the commission for permission to replace the brick with siding.

At this time the Historic District Commission could authorize the replacement of the bricks on the south portion of the building that fell off during demolition.

Election of Officers

According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

At this time the meeting will be turned over to Denise Blakeslee who will ask for nominations.

Chair

The Historic District Commission will select a Chair for 2018.

Vice-Chair

The Historic District Commission will select a Vice Chair for 2018.

Appointment of a Recording Secretary 2018

At this time the Historic District Commission shall appoint a Recording Secretary for 2018.

By Law Review

Annually the Historic District Commission shall review their By Laws at their regularly scheduled meeting in December.

At this time the Commission could take action to amend their By Laws if needed.

Schedule Meeting Dates 2018

At this time the Commission could take action to schedule meeting dates for 2018.

VII Old Business

Permit Review

At this time the Commission may take action to close out any outstanding permits.

VIII Public Comments and Communications concerning Items not on the Agenda

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

IX Correspondence

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

X Reports

DDA Executive & Economic Development Director

Museum Curator

Museum Director

Planning & Zoning Director

XI Members Discussion

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

XII Worksession

XIII Adjournment

V New Business



Memorandum

To: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning Director

DATE: November 28, 2017

RE: December 7, 2017 Meeting

Denise Blakeslee
Planning & Zoning Director
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
 dblakeslee@manisteemi.gov
 www.manisteemi.gov

Commissioners, the next meeting of the Historic District Commission will be on Thursday, December 7, 2017. We have the following items on the agenda:

HDC-2017-05 – Maxine Lipon, 337 River Street - During the demolition of the rear addition at 337 River Street the bricks on the south portion of the building fell off. Ms. Lipon is asking the commission for permission to replace the brick with siding.

Election of Officers 2018 - According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

Appointment of a Recording Secretary 2018 - At this time the Historic District Commission will appoint a Recording Secretary to handle the administrative functions of the office.

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

Schedule Meeting Dates 2018 - At the last regular meeting each year the Historic District Commission schedules their meeting dates for the following year. Following the current schedule the proposed meeting dates for 2018 are as follows:

January 4, 2018	February 1, 2018	March 1, 2018	April 5, 2018
May 3, 2018	June 7, 2018	July 12, 2018*	August 2, 2018
September 6, 2018	October 4, 2018	November 1, 2018	December 6, 2018

*Changed due to holiday

If you are unable to attend the meeting please call me at 398.2805. Thank you.

HISTORIC DISTRICT COMMISSION

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

MEETING MINUTES

June 1, 2017

A Meeting of the Manistee City Historic District Commission was held on Thursday, June 1, 2017 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:03 p.m. by Chair Kracht.

ROLL CALL:

Members Present: T. Eftaxiadis, Teena Kracht, Brandon David, John Perschbacher, Mary Russell, Lee Trucks

Members Absent: Aaron Bennett (excused)

Others: Tom Amor Jr. (Amor Sign Studios), Al Frye (The Ramsdell Regional Center for the Arts), Steve Harold (Museum Curator) and Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA:

MOTION by Mary Russell, seconded by Brandon David that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously

APPROVAL OF MINUTES:

MOTION by Mary Russell, seconded by Brandon David that the Minutes of the May 4, 2017 Meeting be approved as prepared

With a voice vote this motion passed 5 to 0 with Lee Trucks Abstaining

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS:

None

OLD BUSINESS

By-Law Amendments

Staff drafted amendments to the Historic District Commission By-Laws and Rules of Procedures for consideration by the commissioners. The By-Laws were discussed at the worksession held earlier and the Commissioners took the following action:

MOTION by Lee Trucks, seconded by Mary Russell that the Historic District Commission amend their By Laws as follows:

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

With a roll call vote this motion passed 6 to 0.

Yes: Russell, Eftaxiadis, Trucks, Perschbacher, David, Kracht
 No: None

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

Tom Amor Jr. (Amor Sign Studios) and Al Frye (The Ramsdell Regional Center for the Arts) spoke to the Commission about the lighting for new signage that was installed. The light bar was placed above the sign not at the bottom because of issues with providing electricity. The sign is located on the north side of the building where the stairway to the ballroom is located. To avoid any damage to the stairway the light bar was moved above the sign where electricity is provided from the balcony area. Several Commissioners have reviewed the lighting and Chair Kracht spoke of how she was blinded by the light when she was reviewing the lighting. Some members of the Commission will review the light this evening with Mr. Frye. Staff will contact the Director of Public Safety to see if he or one of his officers can also review the lighting.

CORRESPONDENCE

None

STAFF REPORTS

Denise Blakeslee, Planning & Zoning Administrator asked the Commissioners if they wanted to wait until the July Meeting to review the policies. With consensus from the Commission it will be placed on the July agenda.

MEMBERS DISCUSSION

Commissioner Perschbacher told the Commissioners he was going to resign from the Commission. Commissioners Truck, Eftaxiadis and Chair Kracht asked him to reconsider. He said he will decide next Monday.

The Next meeting of the Historic District Commission will be on Thursday, July 6, 2017 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by Lee Trucks, seconded by Brandon David that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:45 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary

From: [Maxine Lipon](#)
To: [Denise Blakeslee](#)
Subject: Exterior Finish 337 River St.
Date: Monday, November 27, 2017 2:08:01 PM

Hi Denise -

I met with Mark Fedder regarding approval for exterior finishes on the rear addition of 337 River Street. The original brick on the rear/south end of the 2 story structure spontaneously fell off the building after demo of the rear addition. Mark requested I meet with the sub-committee to determine what to replace this with - I was wondering if we could set something up?

Thanks, Maxine Lipon

-----Original Message-----

From: Denise Blakeslee <dblakeslee@manisteemi.gov>
To: Maxine Lipon <maxxlipon@aol.com>
Sent: Mon, 27 Nov 2017 14:21
Subject: RE: Exterior Finish 337 River St.

Maxine – The Commission has a meeting on December 7th at 3 pm in the Council Chambers, I could add you to the agenda if you like. Do you have any examples of what you are looking for? Do you want to match the siding on the addition? That is the information that they will need.

Let me know if you want to be on the agenda for the 7th.

Enjoy your day!

Denise

From: [Maxine Lipon](#)
To: [Denise Blakeslee](#)
Subject: Re: Exterior Finish 337 River St.
Date: Monday, November 27, 2017 2:39:39 PM
Attachments: [image001.png](#)

Ok Denise,

If you could add me to the Dec 7th schedule. I will obtain some samples from the contractor - I would like to replace it with similar siding if possible. Thanks for your help!



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

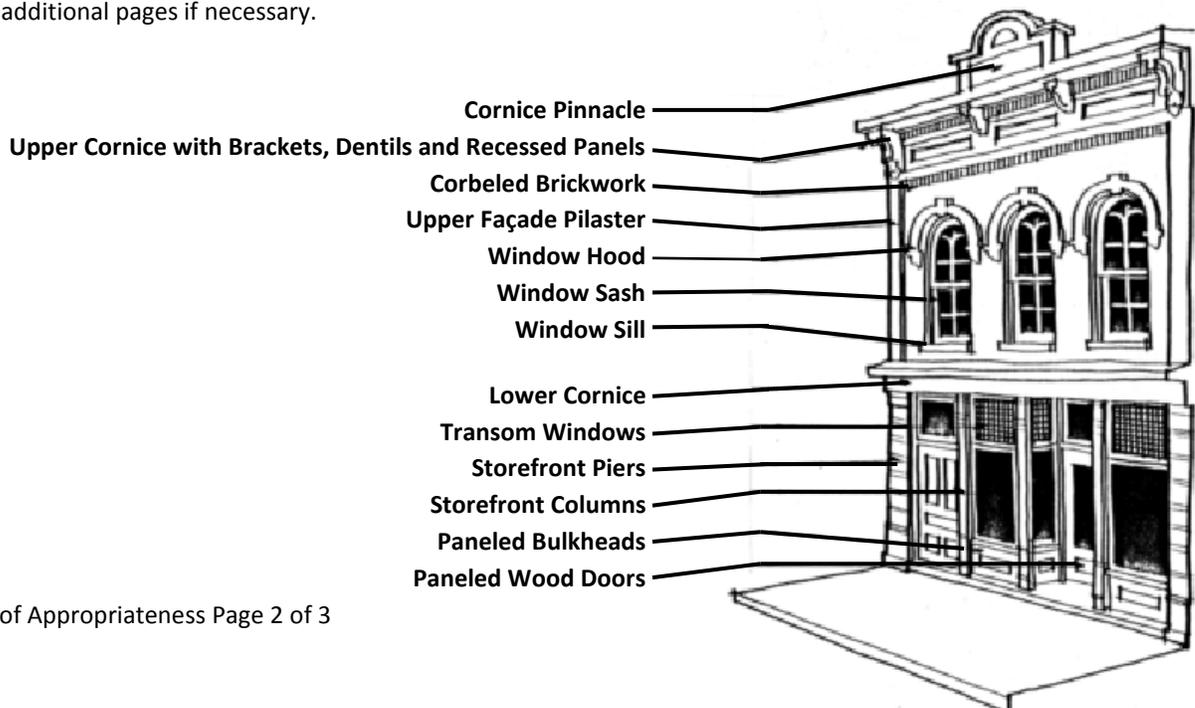
Application for a Certificate of Appropriateness

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	

337 River Street

Revised 2/23/17 for New Owner:

Note: The River Street Façade is to remain as proposed by the previous owners in 2016. The modification to this project includes:

1. The conversion of the upper apartment from three units to a single large unit.
2. The demolition of the entire existing back room and replacement with a similar sized structure.
3. The elimination of the proposed lower apartment – to be replaced by a new garage and enclosed stairway access from the garage to the upper apartment.
4. The inclusion of a deck on the roof of the reconstructed garage structure.

2017 Façade Project Specifications

Color Scheme:

1. The applicant will meet with the Museum director to develop a color scheme for the building. It is anticipated that the **color scheme** will be used to assign colors, treatment of the various aspects of the building.

Brick:

1. Applicant is to salvage bricks from the garage demolition to use on the north and east façades.
2. The salvaged bricks are to be cleaned and repaired as needed using a method prescribed in Preservation Brief #1 (Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings and Preservation Brief #2 – Repointing Mortar Joints in Historic Masonry Buildings. Specification for replacement brick and mortar mixes are to be submitted to the Museum Director for review and approval.

North Façade

Double Hung Window Specifications:

1. Upper windows – to be restored if possible. It is assumed that the applicant will restore or replace damaged or missing components. (Reference Historical Brief #3 – The repair of Historic Wood Windows.)
 - a. The windows need to be assessed in the presence of the Museum Director to determine if they are salvageable.
 - b. Replacement glass is to be the same thickness as the original glass.
 - c. In the event that the windows are not salvageable – the applicant will need to appear before the commission with a window replacement proposal.
2. Glass Type: - Clear Glass – no tinting or dividers – **with the exception of the east window on the South Façade** – which is located in a bathroom. Applicant desired to install frosted glass in the lower frame of this window.
3. Proposed Manufacturer: Jeld-Wen Windows & Doors. They provide the taller double-hung as a standard size without the additional expense and time delay associated with custom made windows.

River Street Apartment (2nd floor) Door Specifications:

1. A wooden or fiberglass (no grain) door is required.
2. Six (6) Panel Door Style with size = 3.0' wide x 8.0' tall to facilitate moving of furniture up/down the stairway.
3. Follow the **Color Scheme** that will be developed.
4. Proposed Manufacturer: Jeld-Wen Windows & Doors.
5. Left Hand Swing Out door type.
6. Hardware to be period type.
7. Exterior Light: Bellacor Maximum Lighting Internation Bronzer Dover one-light outdoor wall light #478453.

Commercial Door Specifications:

1. A wooden or fiberglass (no grain) door is required.
2. ¾ light door with two panels below the glass lite.
3. Transom window over the commercial door
4. Glass Type: - clear glass – no tinting or dividers throughout...
5. Hardware to be ADA Approved – but period type as well.
6. Sidelight: ¾ light on right hand side.
7. Follow the **Color Scheme** that will be developed.
8. Exterior Light: Ceiling mounted half-globe fixture in ceiling. Frosted Globe. Bronze Color Scheme.

Fixed Windows on Commercial Entrance:

1. The commercial entrance is to be reconfigured to allow the restoration of the 2nd floor apartment doorway.
2. The new windows are to be aluminum-framed thermo-pane safety glass
3. Glass Type: Clear – no tinting.
4. Aluminum frame to be hidden behind wood trim.
5. Edges of the aluminum framed windows to be concealed behind molding or wood trim. The wood trim is to be painted to match the color of doors/windows.
6. Bulkhead under the fixed windows to be plywood with trimmed panels. Refer to the Façade Drawings for the guidance of the trimmed panels.
7. Follow the **Color Scheme** that will be developed.
8. The upper transom windows are to be cleaned and restored.

East Façade:

Second Floor Windows:

1. Install three 36" x 92" aluminum clad double hung window (Jeld-Wen) where originally there were windows.
2. Glass Type: Clear – no tinting
3. Top of Arch Frame will have a solid panel.
4. New plastic dividers or frosted glass allowed.
5. Follow the **Color Scheme** that will be developed.

Existing Concrete Block:

1. To be painted - Follow the **Color Scheme** that will be developed.
Unpainted Bricks to be cleaned & repaired. No paint is to be applied unpainted bricks.
2. Color Scheme: (TBD) Paint chip samples to be provided to the City of Manistee Museum Director for input, review & approval.
3. Paint Scheme to be developed by Owner/Museum Director

Alley Garage:

The existing brick and concrete back room is not safe or stable as a result of a horizontal crack in the poured concrete/brick wall and general deterioration of the brick and wood structures.

1. The east wall of the garage is to be a full face brick installed over 2x4 studs, sheathing and waterproof membrane. The re-use of the existing bricks is anticipated. (Alternative: In order to save bricks for use on the north and east elevation – the applicant would consider installing clapboard siding on the east wall of the proposed garage.
2. Approximately 2' of fill sand will need to be installed in the garage so that the new concrete floor slab will match the ground elevation of the adjacent alley.
3. The south wall of the garage is to be rebuilt with a reinforced concrete stem wall approximately 4' tall. This stem wall will to act as a retaining wall. The earth grade on the exterior of the garage must be lower than the top of the concrete stem wall. A wood stud wall is to be built on top of the stem wall to support the new roof rafters. The wall is to have 4" clapboard siding.
4. The existing brick west walls that are present on the north and west sides of the existing back room will be incorporated into the new garage structure.
5. A stairway to the second floor is proposed to be constructed. This will require an enclosed wooden stairway structure. At the top of the stairway – a landing is to be installed to allow access to a new exterior wooden deck proposed over the entire roof of the new garage. The landing will also provide access to the interior of the upstairs apartment.
 - a. The stairway is necessary to allow the garage to function as part of the upstairs residence.
 - b. The enclosed stairway structure is proposed to be finished with 4" clapboard siding.
 - c. The stairway is proposed to enter through the brick south elevation of the building to the west of the furthest west window.
 - d. As a result – the door that is present on the sloped roof will be restored as a window.
 - e. Follow the **Color Scheme** that will be developed.

- f. A 24" x 36" (Jeld Wen) Double Hung Window is to be installed on the east wall of the enclosed stairway structure to provide lighting. This window will be clear, (no tinting) or have internal dividers.
 - g. A wooden or fiberglass (smooth) 6 panel door similar to the other doors installed on the building is to be installed from the enclosed stairway landing to the proposed deck.
 - h. A second wooden 6 panel door for a storage closet over the top of the stairway is proposed.
 - i. A pair of period wall lantern lights (matching the color scheme of the building) is proposed on the east wall of the enclosed stairway structure. (Reference Portfolio Wall Lantern Model #FS130125-30)
6. A treated wooden deck is proposed to be installed across the entirety of the deck east of the stairway enclosure. The deck will utilize pressure treated wood balusters, guardrail and decking. In the event that the deck is to be painted/stained (it is recommended that it be exposed to elements for at least a year) – the color scheme developed will be used.
- a. Balusters are proposed to be made of square pressure treated wood.
 - b. The handrails will comply with the Michigan Residential Code.
7. The roof over the garage will be a black rubber membrane installed over the new garage roof sheathing. The slope of the proposed roof will be similar to the existing roof.

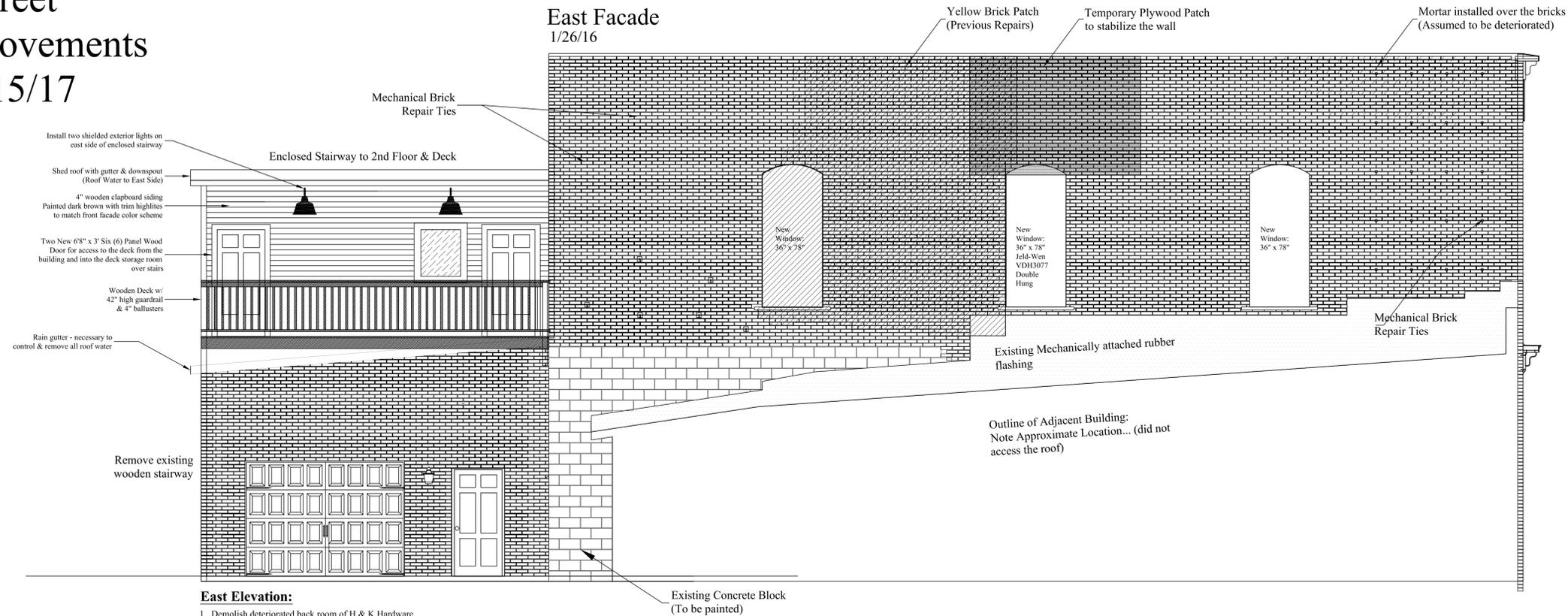
Mandoor Specifications:

- 1. Wooden or smooth fiberglass 6 panel door with peep.
- 2. Color to match the approved scheme for the building
- 3. Exterior Light: Simple Wall mounted – Lantern Type w/ single bulb. Bronze Color Scheme. Use the same light fixture as specified on River Street.
- 4. Follow the **Color Scheme** that will be developed.
- 5. A concrete sidewalk is proposed in front of the entire East Elevation at the alley.

Overhead Door Specifications:

- 1. Install a Pella Carriage House Series 108 in x 84 in Insulated Golden Oak Single Garage Door. The proposed OH Door is steel. It may require painting in the field to match the Color Scheme.
- 2. The garage door is to have a series of raised panels with an apparent centerline vertical seam to resemble a carriage house door with hinges.
- 3. Decorative black steel hardware is to be provided.
- 4. No external (operable) handles are to be installed. The garage door is to be operated with an automatic OH Door opener.

337 River Street Facade Improvements Revised 02/15/17



East Elevation:

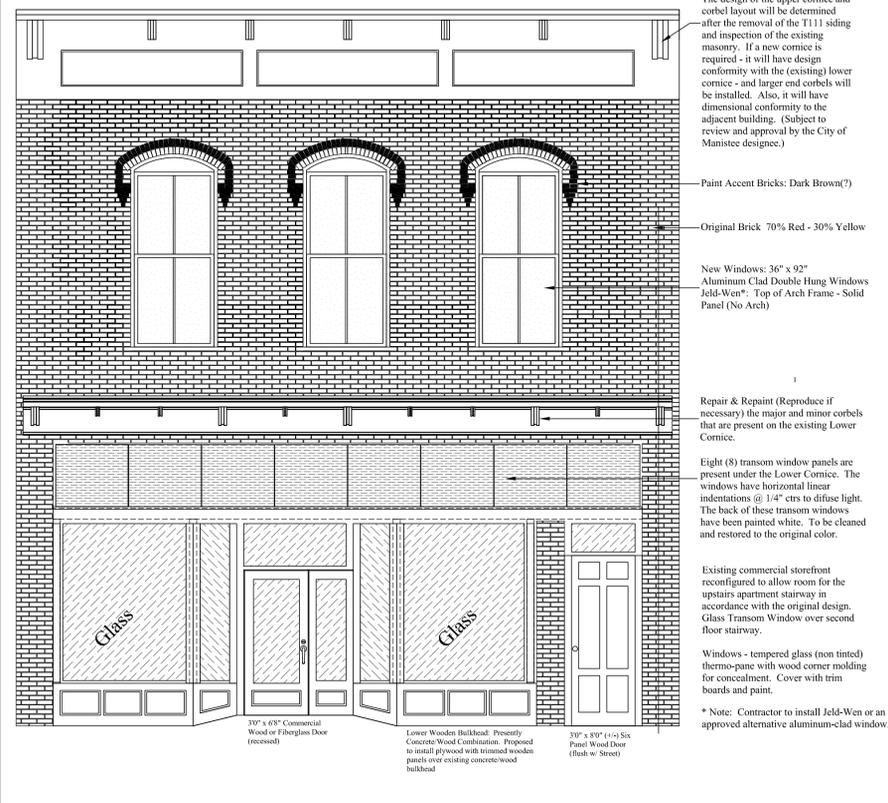
- Demolish deteriorated back room of H & K Hardware.
- Install 9' x 7' Steel Garage Door - Raised Panels.
Color in accordance with approved scheme.
Black Faux Handles and Hinges
- Install 3' x 68" man-door. Six panel wood door. Paint consistent with color scheme
- Reconstruct backroom as a garage
- Add Exterior carriage style light fixture by Man Door
- Size of garage to be same as original structure.

Color Scheme:

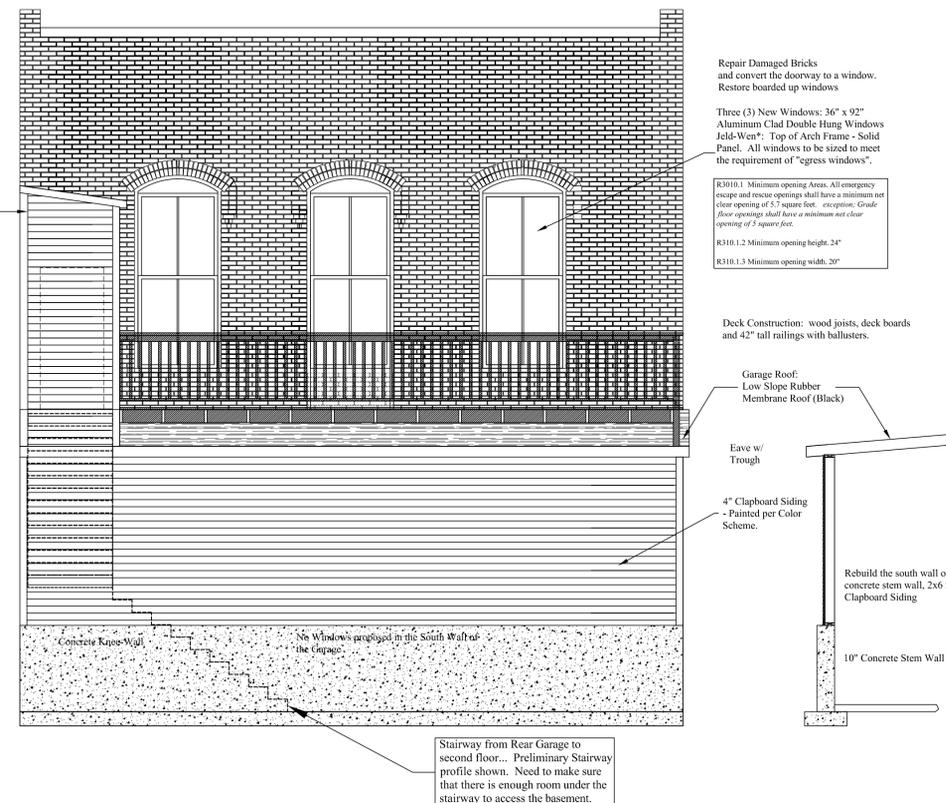
- Brick Surface: Clean & Seal
- Window & Door Trim:
- Detail/Highlites:

(Note: The current owner is requesting to review and possibly rework the color scheme of the building with the City of Manistee.)

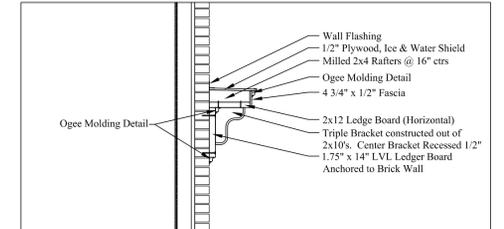
North (Front) Facade 1/26/16



South (Rear) Facade 1/25/17



Lower Cornice Detail



Upper Cornice - similar in size and style... install a 32" wood panel below.

Providing Complete Engineering & Surveying Services since 1972		DATE	
CLIENT: Manistee Properties 337 River Street		NORDLUND & ASSOCIATES, INC. 813 E. Ludington Ave. 267 River Street Manistee, MI 49660 (231) 843-3485 FAX: (231) 843-7676	
DESCRIPTION: Facade Improvements		DRAWN BY: JXN	CHECKED BY: JTN, Sr
		SCALE: 1/4" = 1'0"	DATE: March, 2015
		JOB NUMBER: 9207-1	SHEET: 1 OF X

Clapboard Alternative

Enclosed Stairway to 2nd Floor & Deck



Concrete Sidewalk in Front of East Facade

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

2. OFFICERS

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

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.
- 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 delivery, 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.
- 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 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.

- 3.5 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.
- 3.6 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.
- 3.7 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
- 3.8 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.
- 3.9 Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be received by the City at least ten (10) days prior to the meeting.
- 3.10 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.

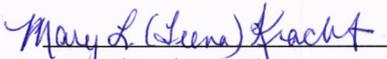
5. ANNUAL REVIEW OF BY-LAWS

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

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 1st day of June 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.]

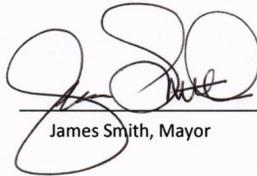
[Annotation: On February 4, 2016 the Historic District Commission amended Section 6 Annual Review of By-Laws was amended for the annual review of the by-laws to take place in December instead of January]

[Annotation: On June 1, 2017 the Historic District Commission AMEND Section 1 Authority by citing Chapter 1290 Historic District; 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

June 20, 2017

Date



James Smith, Mayor