

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, April 5, 2018

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 April 5, 2018 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the January 4, 2018 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

#### Design Assistance – 346-348 River Street

Kendra Thompson is the architect for the renovation of the building at 346-348 River Street. Ms. Thompson has completed a request for Design Assistance to speak to the commission about the project. The owners will be making application for Historic Tax Credits and the request will require review and approval from the State Historic Preservation Office.

#### Selection of Vice Chair – for remainder of 2018 term

Under Section 2.2 of the By Laws; 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.

At this time the Commission will elect a Vice Chair to serve for the remainder of the 2018 term.

### 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**



## Memorandum

To: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning Director

DATE: March 22, 2018

RE: April 5, 2018 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, April 5, 2018.

We will be welcoming new members to the Commission Dick Albee, Catherine Zaring and Aaron Bennett was reappointed. We still have one vacancy.

We have the following items on the agenda:

**Design Assistance – 346-348 River Street** - Kendra Thompson is the architect for the renovation of the building at 346-348 River Street. Ms. Thompson has completed a request for Design Assistance to speak to the commission about the project. The owners will be making application for Historic Tax Credits and the request will require review and approval from the State Historic Preservation Office.

**Selection of Vice Chair – for remainder of 2018 term** - Chair Kracht's term was up and she was not reappointed to the Commission. Under Section 2.2 of the By Laws; 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 Secretary of the Interior has updated the standards and is updating the preservation briefs. Updates for your home copy will be available at the meeting. With the updates and addition of new members we will be scheduling training for Commissioners the last week in April. Proposed Dates:

Tuesday, April 24, 2018

Wednesday, April 25, 2018

Thursday, April 26, 2018

The time and date will be scheduled at the meeting. We are hoping to have 100% attendance so all members will be informed about the changes and process.

At the April training we will discuss dates for another training in May to work on updating our guidelines and policies also. So please bring your calendars with you.

I will be out of the office until April 3, 2018. If you are unable to attend the meeting please call me at 398.2805.

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

January 4, 2018

A Meeting of the Manistee City Historic District Commission was held on Thursday, January 4, 2018 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:07 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** T. Eftaxiadis, Teena Kracht, John Perschbacher, Lee Trucks; and Mary Russell arrived at 3:57 pm.

**Members Absent:** Aaron Bennett (excused), Vacancy

**Others:** Shirley Trucks, Tyler Leppanen (DDA Director), Mark Fedder (Museum Director), Steve Harold (Museum Curator), Denise Blakeslee (Planning & Zoning Director), Lora Laurain (Recording Secretary)

### APPROVAL OF AGENDA:

MOTION by Commissioner Eftaxiadis, seconded by Commissioner Perschbacher that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

### APPROVAL OF MINUTES:

MOTION by Commissioner Perschbacher, seconded by Commissioner Trucks that the Minutes of the December 7, 2017 Meeting be approved as prepared.

With a voice vote this motion passed unanimously.

### NEW BUSINESS:

#### DDA Presentation

Tyler Leppanen, DDA Director presented a plan prepared by MSU to develop a future vision for the River Street Streetscape and the Riverwalk to the Commission. The plan looks at current design and land use as well as concepts and ideas for future development. The plan includes areas within the Manistee Historic District as well as areas outside of the Historic District. Discussion followed regarding signage, land use and future development. Commissioners liked the proposed signage improvements. Commissioners were asked to put their comments in writing to give to Tyler or post them on the DDA Facebook page.

**OLD BUSINESS**

None.

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

None.

**CORRESPONDENCE**

Commissioners received an invitation from the League of Women Voters to their upcoming event.

**WORKSESSION**

None.

The Next meeting of the Historic District Commission will be on Thursday, February 1, 2018 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by Commissioner Perschbacher, seconded by Commissioner Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:24 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

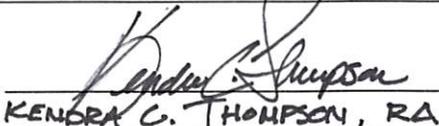
\_\_\_\_\_  
Lora Laurain, Recording Secretary



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

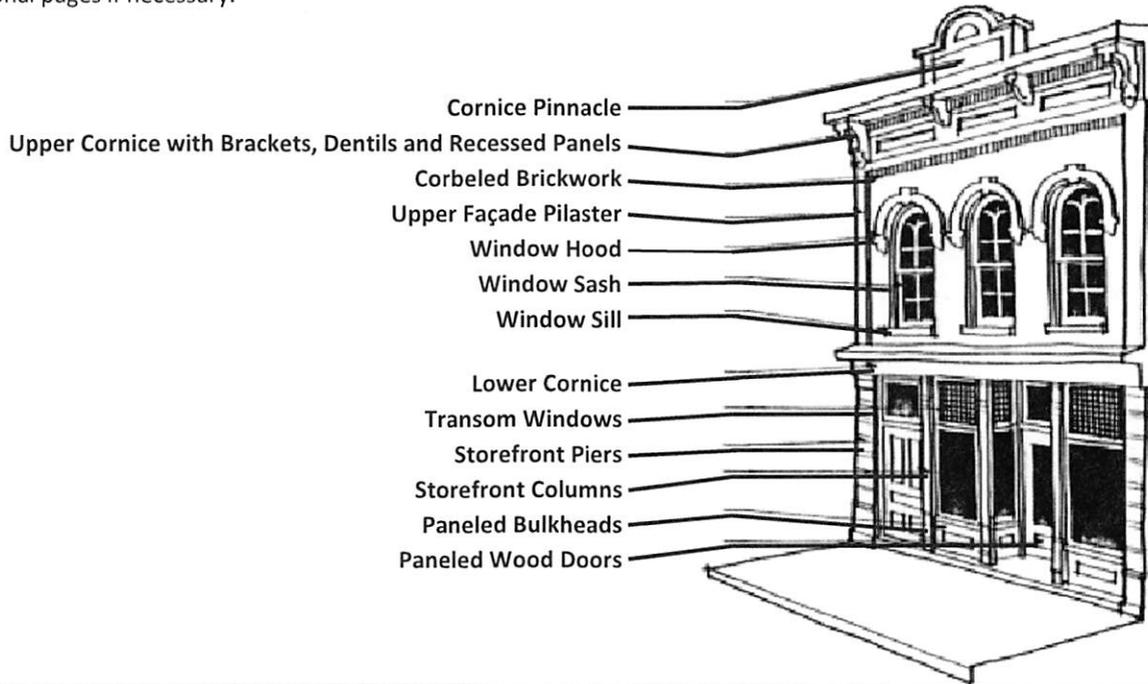
## Request for Design Assistance

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: <b>346-348 River Street</b>	Parcel # <b>51-452-703-07</b>	
Name of Owner or Lessee: <b>GIG Enterprise Group</b>		
Address: <b>P.O. Box 2212, Wimberley, TX 78676</b>		
Phone #: <b>(512)964-2801</b>	Cell#:	e-mail: <b>cynthiamillonzi@gmail.com</b>
Name of Contractor (if applicable): <b>ARCHITECT: Kendra C. Thompson Architects, PC</b>		
Address: <b>803 Cherry Street, Manistee, MI 49660</b>		
Phone #: <b>(231)723-4195</b>	Cell#: <b>(231)510-5012</b>	e-mail: <b>thompson.kendra@sb</b>
License Number:	Expiration Date:	
Description of Work		
Describe the proposed project [Use checklist to detail project]		
<p>Rehabilitation of existing structure to accommodate The Music Vault, including radio station office, recording studios, a music performance venue, and two dwelling units to support the music activities. Work will include exterior facade rehabilitation, construction of exterior decks/stairs on the river side, and complete rehabilitation of the interior spaces.</p> <p>This project intends to seek federal (and state) historic tax credits and will be working with the State Historic Preservation Office in seeking necessary reviews and approvals.</p>		
Attach Photos, sketches, material information for proposed project.		
Authorization		
Applicant Signature: 	Date: <b>20Feb2018</b>	
<b>KENDRA C. THOMPSON, RA</b>		
Office Use Only		
HDC - _____ - _____	Notes:	
Signature: _____	Date: _____	

### Design Assistance

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

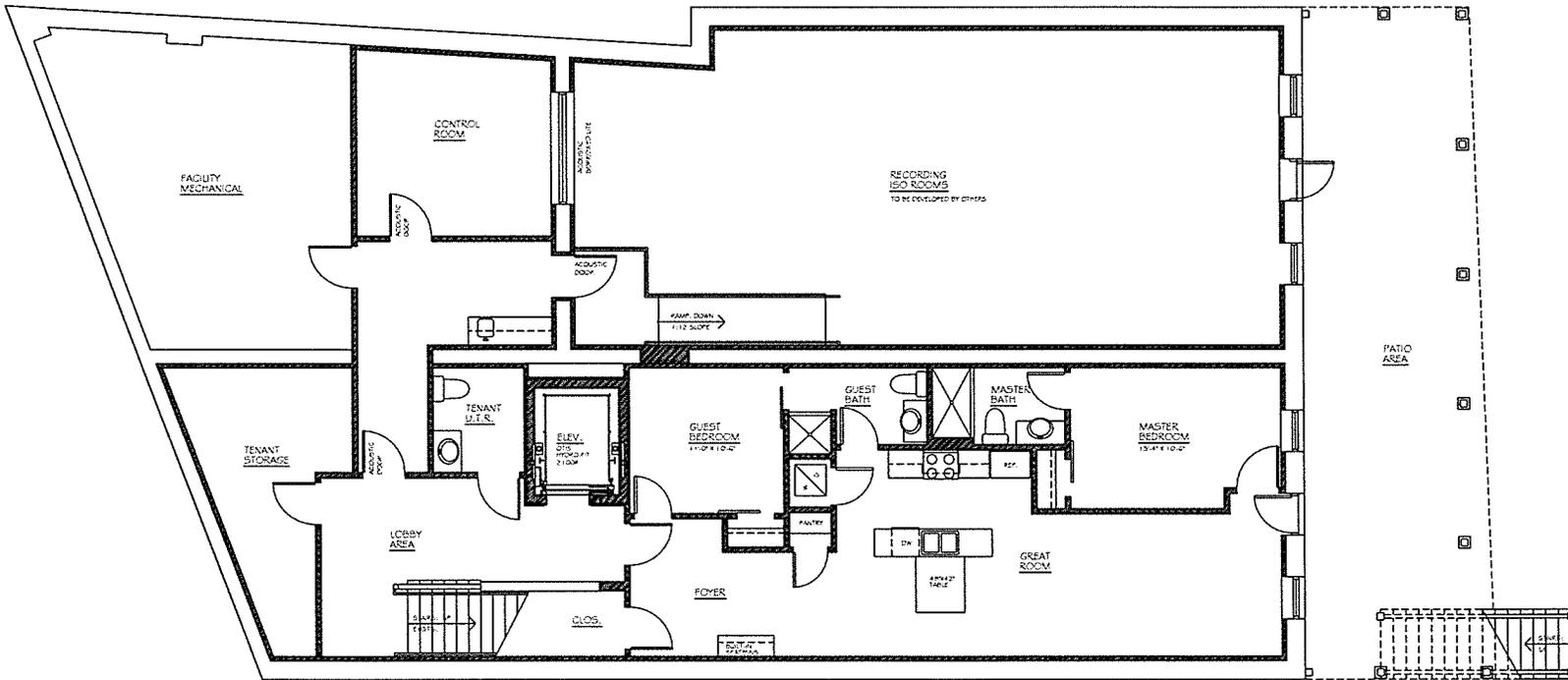


Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary – Example

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

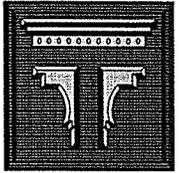
<input type="checkbox"/> Cornice Pinnacle	N/A
<input type="checkbox"/> Upper Cornice	N/A
<input checked="" type="checkbox"/> Corbeled Brickwork	Masonry restoration per US Dept. of Interior standards
<input type="checkbox"/> Upper Façade Pilaster	N/A
<input checked="" type="checkbox"/> Window Hood	Masonry restoration per US Dept. of Interior standards
<input checked="" type="checkbox"/> Upper Windows	Replacement per US Dept. of Interior standards
<input checked="" type="checkbox"/> Lower Cornice	Rehabilitation/new construction
<input checked="" type="checkbox"/> Transom Windows	Facade rehabilitation/replacement
<input checked="" type="checkbox"/> Storefront Piers	Facade rehabilitation/masonry restoration
<input checked="" type="checkbox"/> Storefront Columns	Facade rehabilitation/masonry restoration/new construction
<input checked="" type="checkbox"/> Paneled Bulkhead	Facade rehabilitation/new construction
<input checked="" type="checkbox"/> First Floor Windows	Facade rehabilitation/new construction
<input checked="" type="checkbox"/> Doors	Facade rehabilitation/new construction
<input type="checkbox"/> Other	





LOWER LEVEL  
FLOOR PLAN

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



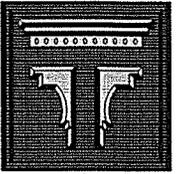
kendra c.  
**THOMPSON**  
architects, p.c.  
203 Cherry Street  
Manistee, MI 49660  
tel: 231.723.4195  
thompson.kendra@cbglobal.net  
www.kendraithompson-architects.com

NO.	REVISIONS / SUBMISSIONS	DATE
6	HISTORIC DISTRICT COMMISSION	03/02/17
5	SCHEMATIC DESIGN REV. #3	02/24/17
4	DDA MEETING	07/20/17
3	SCHEMATIC DESIGN REV. #2	03/10/17
2	SCHEMATIC DESIGN REV. #1	03/06/17
1	SCHEMATIC DESIGN	02/10/17

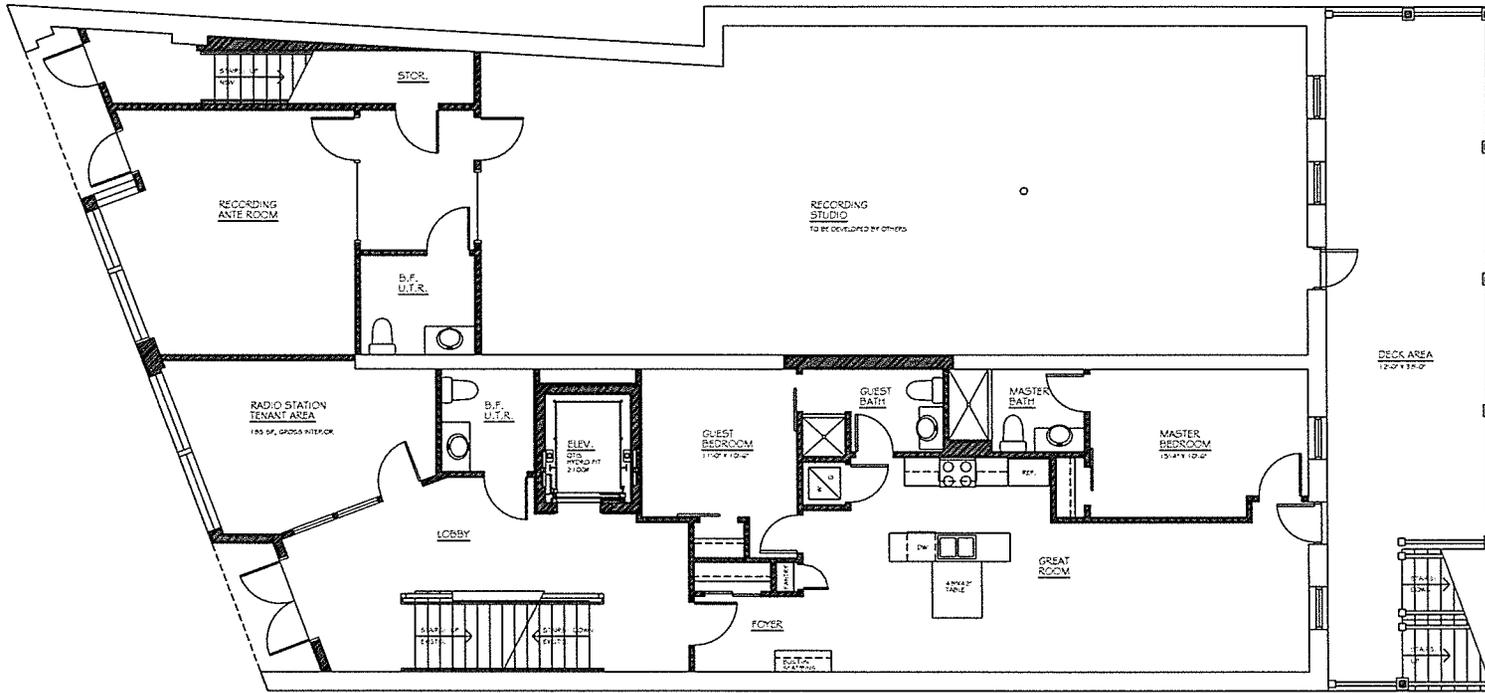
PROJECT NAME  
MIXED-USE DEVELOPMENT  
**THE MUSIC VAULT**  
346 - 348 RIVER STREET  
MANISTEE, MICHIGAN

DRAWING TITLE  
**LOWER LEVEL FLOOR PLAN**

SEAL	DRAWN KCT	HOT PROJECT NO. KT-2 16217
	REVIEWED KCT	DRAWING NO.
	DATE FEB. 29.17	<b>A200</b> SHEET NO.
	SCALE AS NOTED	2 of 5



kendra c.  
**THOMPSON**  
 architects, p.c.  
 803 Cherry Street  
 Manistee, MI 49660  
 tel: 231.729.4195  
 thompson.kendra@tbiglobal.net  
 www.kendrathompson-architects.com



MAIN LEVEL  
 FLOOR PLAN

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



NO.	REVISIONS / SUBMISSIONS	DATE
6	HISTORIC DISTRICT COMMISSION	03/01/2017
5	SCHEMATIC DESIGN REV. #3	04/26/2017
4	EDA MEETING	07/20/2017
3	SCHEMATIC DESIGN REV. #2	02/16/2017
2	SCHEMATIC DESIGN REV. #1	02/06/2017
1	SCHEMATIC DESIGN	01/10/2017

PROJECT NAME  
 MIXED-USE DEVELOPMENT

**THE  
 MUSIC  
 VAULT**

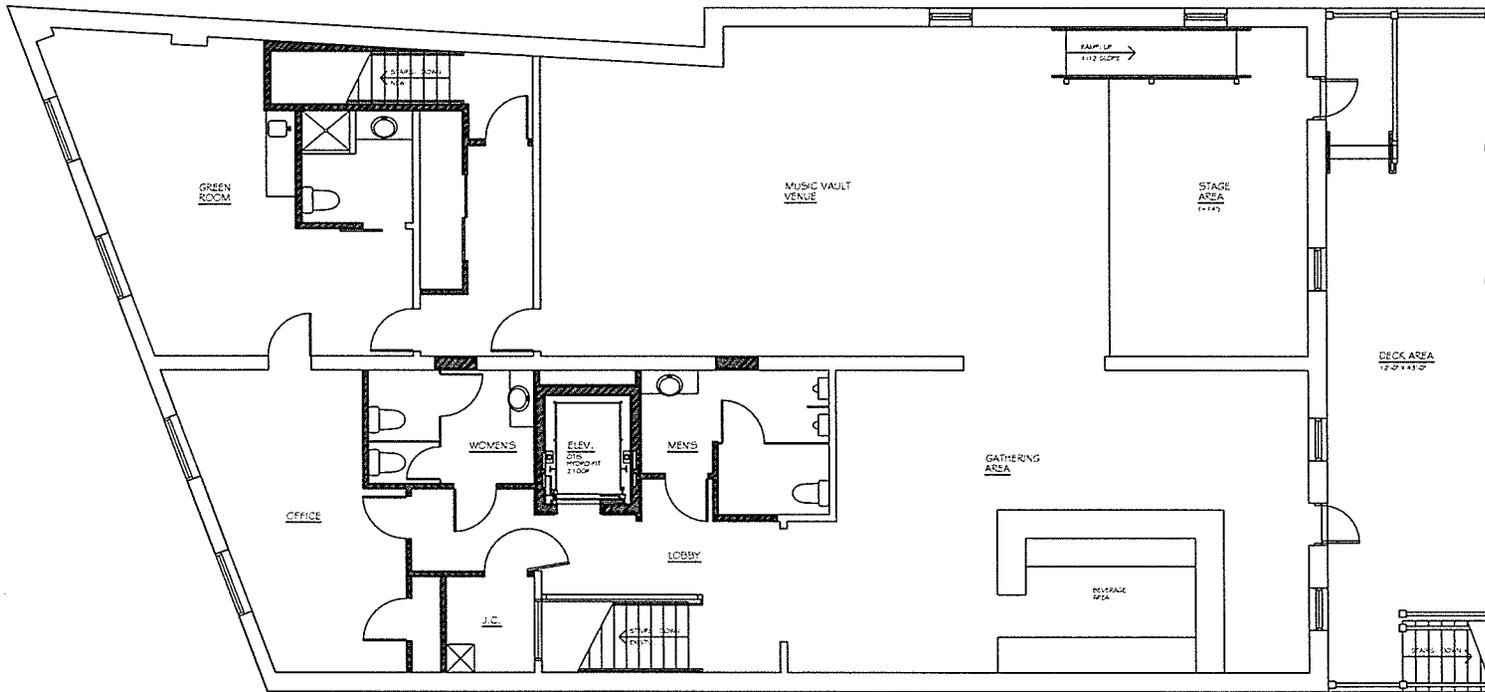
346 - 348 RIVER STREET  
 MANISTEE, MICHIGAN

DRAWING TITLE

**MAIN LEVEL  
 FLOOR PLAN**

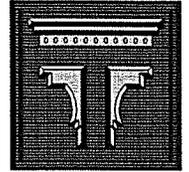
SEAL	DRAWN KCT	NOT PROJECT NO. K1211017
	REVIEWED KCT	DRAWING NO.
	DATE PER. 2/17	<b>A201</b>
	SCALE AS NOTED	SHEET NO.
		3 of 3

Copyright © 2017 Kendra C. Thompson Architects, P.C.



UPPER LEVEL  
FLOOR PLAN

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



kendra c.  
**THOMPSON**  
architects, p.c.  
803 Cherry Street  
Manistee, MI 49660  
tel: 231.723.4195  
thompson.kendra@stlogosol.net  
www.kendrathompsonarchitects.com

NO.	REVISIONS / SUBMISSIONS	DATE
6	HISTORIC DISTRICT COMMISSION	03/01/2017
5	SCHEMATIC DESIGN REV. #3	01/28/2017
4	DDA MEETING	07/02/2017
3	SCHEMATIC DESIGN REV. #2	03/31/2017
2	SCHEMATIC DESIGN REV. #1	03/02/2017
1	SCHEMATIC DESIGN	02/11/2017

PROJECT NAME  
MIXED-USE DEVELOPMENT  
**THE  
MUSIC  
VAULT**  
346 - 348 RIVER STREET  
MANISTEE, MICHIGAN

DRAWING TITLE  
**UPPER LEVEL  
FLOOR PLAN**

SEAL	DRAWN ACT	NOT PROJECT NO. ACT: 12/2017
	REVIEWED ACT	DRAWING NO.
	DATE FEB. 2017	<b>A202</b> SHEET NO.
	SCALE AS NOTED	4 of 5



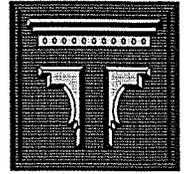
RIVER WALK  
ELEVATION

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



RIVER STREET  
ELEVATION

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



kendra c.  
**THOMPSON**  
architects, p.c.  
803 Cherry Street  
Manistee, MI 49660  
tel: 231.723.4195  
thompson.kendra@bgslobal.net  
www.kendrathompson-architects.com

NO.	REVISIONS / SUBMISSIONS	DATE
2	HISTORIC DISTRICT COMMISSION	03/01/2018
3	SCHEMATIC DESIGN REV. #3	04/26/2017
4	DDA MEETING	07/26/2017
3	SCHEMATIC DESIGN REV. #2	02/10/2017
2	SCHEMATIC DESIGN REV. #1	03/02/2017
1	SCHEMATIC DESIGN	02/10/2017

PROJECT NAME  
MIXED-USE DEVELOPMENT  
**THE  
MUSIC  
VAULT**  
346 - 348 RIVER STREET  
MANISTEE, MICHIGAN

DRAWING TITLE  
**BUILDING  
ELEVATIONS**

SEAL	DRAWN KCT	KCT PROJECT NO. KCT-210217
	REVIEWED KCT	DRAWING NO. <b>A300</b>
	DATE FEB. 2017	SHEET NO.
	SCALE AS NOTED	5 of 5



RIVER WALK  
ELEVATION

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



RIVER STREET  
ELEVATION

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

kendra c.  
**THOMPSON**  
architects, p.c.  
403 Cherry Street  
Manistee, MI 49660  
toll: 231.723.4125  
thompson.kendra@kcpa.net  
www.kendraithompsonarchitects.com

NO.	REVISIONS / SUBMISSIONS	DATE
5	SCHEMATIC DESIGN REV. #1	08/08/2017
4	DDA MEETING	07/26/2017
3	SCHEMATIC DESIGN REV. #2	05/10/2017
2	SCHEMATIC DESIGN REV. #1	03/06/2017
1	SCHEMATIC DESIGN	02/14/2017

PROJECT NAME  
MIXED-USE DEVELOPMENT  
**THE MUSIC VAULT**  
346 - 348 RIVER STREET  
MANISTEE, MICHIGAN

DRAWING TITLE  
**BUILDING ELEVATIONS**

SEAL	DRAWN A.C.T.	KCT PROJECT NO. KT-2140117
	REVIEWED S.C.T.	DRAWING NO.
	DATE FEB. 2017	<b>A300</b> SHEET NO.
	SCALE AS SHOWN	5/8" = 1'

Copyright © 2017 Kendra C. Thompson Architects, P.C.



BOOKS - NEWS  
CARDS - GIFTS



COMING SOON  
Watch for our Grand Opening



BOOKING  
Contact info@musicvault.com or for Booking Details



COMING SOON  
Catching South State is a Living Dream!  
Watch for our Grand Opening

STREET  
OUTLOOK

BEER WINE

HUSBAND  
DAY CARE CENTER

BLUE MOON  
BREWING COMPANY

Downtown's  
BEST CHEESE PIZZA  
PIZZA • SALADS • SUBS



Downtown's  
BEST CHEESE PIZZA  
PIZZA • SALADS • SUBS



2247

WARNING  
KEEP AWAY  
DANGER OF ELECTRIC SHOCK

9311

WARNING  
KEEP AWAY  
DANGER OF ELECTRIC SHOCK