



Memorandum

TO: Historic District Commissioners

FROM: Robert Carson, A.I.C.P., Planning & Zoning Director

DATE: November 29th, 2018

RE: Historic District Commission Meeting December 6th, 2018

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Commissioners, the next meeting of the Historic District Commission will be on Thursday, December 6th, 2018 at 3pm.

We have several organizational items on the agenda. There are no applications which require action.

- Election of Officers
- By-Law Review
- Meeting Dates 2019
- HDC Goals (These are put together every three years, and this list was compiled in August of 2018)

If you are unable to attend the meeting please call 398.2805. (Calls will be forwarded to the county)

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, December 6, 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 December 6, 2018 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the November 1, 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

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 NAME who will ask for nominations.

Chair

The Historic District Commission will select a Chair for 2019.

Vice-Chair

The Historic District Commission will select a Vice Chair for 2019.

Appointment of a Recording Secretary 2019

At this time the Historic District Commission shall appoint a Recording Secretary for 2019.

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 2019

At this time the Commission could take action to schedule meeting dates for 2019.

Goals

At the December meeting the commission will establish goals for a three-year period by reviewing current goals and updating goals as needed.

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

HISTORIC DISTRICT COMMITTEE

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

November 1, 2018

A meeting of the 2018 Historic District Committee was held on Thursday, November 1, 2018 at 3:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:00 by Chair Perschbacher.

Members Present: Mark Wittlieff, Lee Trucks, Mary Russell, Dick Albee, William Connor and John Perschbacher

Members Absent: Aaron Bennett

Others: Robert Carson (Planning & Zoning), Tamara Buswinka (City Zoning), Nancy Baker (Recording Secretary) and others.

APPROVAL OF AGENDA

MOTION by Commissioner Albee, seconded by Commissioner Trucks to approve the Agenda as presented.

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

Yes: Wittlieff, Trucks, Russell, Albee, Connor, Perschbacher
No: None

APPROVAL OF MINUTES

MOTION by Commissioner Russell, seconded by Commissioner Trucks that the minutes of the September 4, 2018 meeting be approved as prepared.

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

Yes: Wittlieff, Trucks, Russell, Albee, Connor, Perschbacher
No: None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None.

NEW BUSINESS

Mr. Carson introduced Nancy Baker (County Planning Assistant and City Historic and City Planning Recording Secretary) and Tamara Buswinka (City Historic and Planning Zoning Administrator).

OLD BUSINESS

Tracy Lindeman Permit Extension Request, Permit #PHDC17-014

A 6-month extension is requested to allow contractors to complete the project in spring of 2019. Commissioner Albee suggested extending the permit for 9 months, September 2019, to allow more time to complete the project without having to request another extension.

MOTION by Commissioner Albee, seconded by Commissioner Wittlieff to extend the permit for 9 months.

MOTION by Commissioner Albee, seconded by Commissioner Wittlieff to amend the motion that if the project is not completed by September 2019 the applicant must appear before the Commission for an extension.

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

Yes:	Wittlieff, Trucks, Russell, Albee, Connor, Perschbacher
No:	None

PERMIT REVIEW

Ed Kriskywicz and Tamara DePonie—100 Washington Street

MOTION by Commissioner Albee to approve the certificate of appropriateness as project outlined in HDC-2018-05 giving the applicant the option of using yellow glazed block, split-faced brick or brick to match the North Channel Brewery. Chair Perschbacher did not accept the motion.

Discussion ensued regarding the types of exterior materials available and acceptable for this project.

Commissioner Albee requested the motion be held. Chair Perschbacher stated the applicant should personally attend the meeting to present the different types of exterior materials and other plans to the Commission. Commissioner Albee stated Mr. Kriskywicz meets all the by-laws.

MOTION by Commissioner Albee, seconded by Commissioner Wittlieff to approve Commissioner Albee's original motion.

With a roll call vote this motion passed 4 to 2.

Yes: Wittlieff, Russell, Albee, Connor
No: Trucks, Perschbacher

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA

CORRESPONDENCE

Mr. Carson will email copies of all correspondence letters to the Commission with exception of the Chair who will receive hard copies.

REPORTS

None.

MEMBERS DISCUSSION

Chair Perschbacher stated the committee looked at boundary lines and found them to have remained the same. Two letters were received from the state. These letters and all letters or correspondences received in the future should put on record and all members should receive these items.

WORK SESSION

Discussion regarding the proper procedure on amending by-laws was discussed. By-laws are public and are part of the Open Meeting Act.

Any correspondence letters that are received are to be shared with each member of the Commission and to be placed in each commissioner's packet. These letters are public and must follow Roberts Rules and the Open Meeting Act.

ADJOURNMENT

Commissioner Russell moved, seconded by Commissioner Wittlieff to adjourn the meeting. Meeting was adjourned at 4:23 pm

2018 Historic Study Review Committee

Nancy Baker, Recording Secretary

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 City of Manistee Codified Ordinance, 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. 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.
- 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 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.
- 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 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 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 Order of Business. A written agenda for all regular meetings shall be prepared.

3.9 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 Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be submitted to the City no later than the established policy of the City prior to the next scheduled Historic District Commission Meeting.

3.11 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.

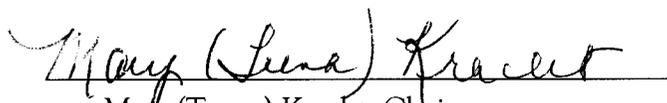
6. ANNUAL REVIEW OF BY-LAWS

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

7. 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.

I HEREBY CERTIFY that the above Bylaws were adopted the 9th day of July 2009.



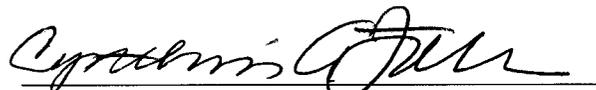
Mary (Teena) Kracht, Chair

[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.]

Approved by the City of Manistee Council

8/4/2009

Date



Cynthia A. Fuller, Mayor

Memorandum



To: Historic District Commission Members

FROM: Rob Carson, AICP, Manistee County Planning Director

DATE: November 29th, 2018

RE: Proposed Meeting Dates 2019 (All meetings are to be held at 3pm)

Rob Carson, A.I.C.P.
Manistee County Planning Director
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rcarson@manisteecountymi.gov

Commissioners, please find below the meeting dates scheduled for the calendar year 2019.

January 3, 2019	February 7, 2019	March 7, 2019	April 4, 2019
May 2, 2019	June 6, 2019	July 11, 2019*	August 1, 2019
September 5, 2019	October 3, 2019	November 7, 2019	December 5, 2019

*Changed due to holiday

Historic District Commission Goals 2018

As required under the Certified Local Government Program the Historic District Commission shall establish goals for a three-year period.

On August 2, 2018 the following goals were established

- As a component of the Project Rising Tide Program update the City of Manistee Historic District Commission Guidelines to incorporate changes that have been made to the Secretary of the Interior's Standards and NPS Preservation Briefs. 2019-2020.
- The Historic District Commission reviewed City owned properties that are on the National Register of Historic places and came up with the following goals relating to the properties:
- Apply for a Certified Local Government grant from SHPO for a National Register nomination for the Ramsdell Theater – Deadline September 30 (1-3 years | 2019-2021) for façade improvements that include chimney repair, remove paint and repair and repaint front columns, repair or replace rear stage door
- Apply for a Certified Local Government grant from SHPO for a National Register nomination for the Ramsdell Theater – Deadline September 30 (3-5 years | 2021-2023) for façade improvements that include tuckpointing the entire building.
- Apply for a Certified Local Government grant from SHPO for a National Register nomination for the Manistee North Pierhead Light - Deadline: September 30, 2022 to complete interior painting, including restoring metal ladders and metal floor hatches.
- Assist the Fire Department with application to have the Fire Hall that is currently on the State Register of Historic Places with the National Register Nomination in 2019.
- Once Fire Station is on the National Register, apply for a Certified Local Government grant from SHPO for a National Register nomination for repairs/maintenance i.e. roof, window repair/placement, tuck pointing and painting. Date of application to be determined.

Goals are annually reviewed at the December Historic District Commission Meeting.