

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, February 14, 2019

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 February 14, 2019 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the December 6, 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

- By Law Review
- 348 River Street Permit Extension Request

VII Old Business

Permit Review

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

- Permit Status Report

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 Administrator

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

HISTORIC DISTRICT COMMITTEE

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

December 6, 2018

A meeting of the 2018 Historic District Committee was held on Thursday, December 6, 2018 at 3:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:02 by Chair Perschbacher.

Members Present: Mark Wittlieff, Dick Albee, William Connor, Aaron Bennett and John Perschbacher

Members Absent: Lee Trucks and Mary Russell

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

APPROVAL OF AGENDA

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

With a voice vote motion passed 5 to 0.

APPROVAL OF MINUTES

MOTION by Commissioner Connor, seconded by Commissioner Albee that the minutes of the November 1, 2018 meeting be approved as prepared.

With a voice vote motion passed 4 to 0.

Abstained: Bennett

PUBLIC COMMENT ON AGNDA RELATED ITEMS

None.

NEW BUSINESS

Election of Officers

Chair Perschbacher opened the election of officers, per the City PC By-Laws.

Chair:

Chair Perschbacher turned the meeting over to Rob Carson during the election of the 2019 Chair.

Aaron Bennett nominated John Perschbacher. John Perschbacher nominated Dick Albee.
John Perschbacher withdrew his name from the nomination. His term on the HDC ends February 2019.
Dick Albee nominated Lee Trucks.
Aaron Bennett accepted John Perschbacher withdrawal from the nomination.

With a roll call vote, votes were as follows.

- For Dick Albee: Connor and Bennett
- For Lee Trucks: Albee and Perschbacher

With a split roll call vote, votes were retaken.

- For Dick Albee: Connor and Perschbacher
- For Lee Trucks: Albee and Bennett

With a split roll call vote, votes were retaken.

- For Dick Albee: Connor
- For Lee Trucks: Albee, Bennett and Perschbacher

Vice Chair:

Rob Caron turned the meeting over to Chair Perschbacher. The election of the 2019 officers continued.

John Perschbacher nominated Aaron Bennet. Dick Albee nominated Mark Wittlieff.

With a Roll Call vote, the votes were as follows:

- For Aaron Bennett: Connor, Albee, Bennett and Perschbacher
- For Mark Wittlieff: None

Secretary:

Bill Connor nominated Dick Albee.

With a Roll Call vote, the votes were as follows:

- For Albee: Connor, Albee, Bennett and Perschbacher

By-Laws Review

MOTION by Commissioner Connor, seconded by Commissioner Albee that the By-Laws stand as written.

Schedule Meeting Dates of 2019

MOTION by Commissioner Bennett, seconded by Commissioner Perschbacher for the 2019 meetings dates to stand with the meeting time changed to 4 pm.

Commissioner Bennett withdrew his motion wishing to table the meeting time change until more members can be present to vote.

Commission Bennett withdrew his motion for the 2019 meeting schedule to stand.

MOTION by Commissioner Bennett, seconded by Commissioner Connor to change the January 3rd

meeting to January 10th.

With a voice vote motion passed 5 to 0.

Goals

Mr. Carson stated the Commission had discussed, in the past, the desire to establish a set of goals.

- 3 goals should be set for the next 3-year period.
- Goals to be kept on the itinerary for updating reporting

OLD BUSINESS

Permit Review

Future permits should include a statement that attending future HDC meeting(s) will be required.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA

CORRESPONDENCE

None.

REPORTS

Museum Director

The City is marking 150 years. The museum inquired on placing temporary decal window signage marking the event. These would be displayed for the entire 2019 year.

MOTION by Commissioner Bennett, seconded by Commissioner Albee to approve the temporary centennial window signage.

With a voice vote motion passed 5 to 0.

MEMBERS DISCUSSION

The Commission discussed the process of the goals, the time frame of the goals being a 3-year period and requesting permit applicants to report their progress.

The January meeting will have further discussion on items such as:

- the best process to be proactive
- checking the progress of a project
- the allowed length of a permit to complete a project
- how to keep the project moving forward to prevent the project from stalling

Each Commissioner received a 'List of Sites' sheet. This sheet is for ranking properties for assembling them for redevelopment, structures that are still standing or have been removed. This list was prepared by the City Planning Commission.

WORK SESSION

Chair Perschbacher spoke of some of the Commissions legal aspects such as petitioners being able to appear as often as desired to the Commission and the handling of letters the Commission receives. He thanked the board for holding meetings to these standards and for new members on following the correct procedures. Commissioner Bennett thanked Chair Perschbacher for his service to the HDC.

ADJOURNMENT

Commissioner Albee moved, seconded by Commissioner Bennett to adjourn the meeting. Meeting was adjourned at 4:24 pm

2018 Historic Study Review Committee



Nancy Baker, Recording Secretary



Historic District Commission

Tamara Buswinka, A.I.C.P.
Planning/Zoning Administrator
395 Third St.
Manistee, MI 49660
231 398 3576
zoning@manisteecountymi.gov
www.manisteemi.gov

January 24, 2019

Historic District Commission;

Enclosed you will find a request from Kit Holmes to extend permit PHDC16-020 for an additional year. You will note from the enclosed minutes that the project was originally approved October 6, 2016. Also enclosed is the original application and supporting documents for your review.

The applicant was notified that their presence at the meeting is requested by the Commission.

Yours,
Tamara Buswinka, A.I.C.P.
Zoning Administrator

Jan 31, 2016

City of Manistee
Historic District Commission
70 Maple Street
Manistee, MI 49660
231.398.2805

Subject: Request for Extension

City of Manistee Historic District Commission,

Please accept our request an extension of Permit PHDC16-020. We intend to complete the project by the end of May 2019 to coincide with our opening.

I thank you for your consideration of our request and appreciate the support that has been extended to us by the City of Manistee.

Sincerely,

Cynthia Millonzi Digitally signed by Cynthia
Millonzi
Date: 2019.01.31 09:21:34 -06'00'

Cynthia Millonzi & Mary "Kit" Holmes



Permit #: PHDC16-020
 Issued: 10/10/2016
 Expires: 12/31/2018

Historic District Certificate of Appropriateness

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
348 RIVER ST 51-452-703-07 C-3	348 RIVER STREET Manistee MI 49660	348 RIVER STREET Manistee MI 49660

Work Description:

PERMIT ISSUED TO: Kit Holmes & Cynthia Millonzi

Certificate of Appropriateness issued on October 6, 2016 by the Historic District Commission to refurnish the existing sign on the building at 346-348 River Street. The applicant has demonstrated that the sign has been in place for over 40 years. The sign exceeds the size requirements of the Zoning Ordinance. Under Section 2101 the Historic District Commission may approve exceptions to Article 21 for historically appropriate signage.

Motion by T. Eftaxiadis, seconded by Aaron Bennett to approve the request from Kit Holmes and Cynthia Millonzi to refurnish the existing sign as example 2 on the request and if the original sign cannot be salvaged a new sign to replicate the outline of the existing sign is to be used. Lighting for the sign needs to come back to the commission.

With a roll call vote this motion passed 5 to 0.

Yes: Perschbacher, Bennett, Eftaxiadis, Russell, Kracht
 No: None

Motion by Aaron Bennett seconded by Mary Russell to allow as an alternative example sign 1 as an alternative. With a roll call vote this motion passed 5 to 0.

Yes: Russell, Eftaxiadis, Bennett, Perschbacher, Kracht
 No: None

MOTION by T. Eftaxiadis, seconded by Mary Russell to postpone action on reader board signs/digital signs until more information and specifications are received. With a roll call vote this motion passed 5 to 0.

Yes: Russell, Perschbacher, Eftaxiadis, Bennett, Kracht
 No: None

12/7/17 - Historic District Commission extended permit until 12/31/18

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00

Official

HISTORIC DISTRICT COMMISSION

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

MEETING MINUTES

October 6, 2016

A Meeting of the Manistee City Historic District Commission was held on Thursday, October 6, 2016 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:05 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Aaron Bennett, Dave Carlson, T. Eftaxiadis, Teena Kracht, John Perschbacher, Mary Russell, Lee Trucks

Members Absent: None

Others: John Groothuis (84-86 Washington Street), Joe Hollander (Hollander Development) Mark Fedder (Museum Director) Steve Harold (Museum Curator) and Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA:

MOTION by John Perschbacher, seconded by Mary Russell that the Agenda be approved with the addition of 431 River Street under new business.

With a voice vote this motion passed unanimously

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Mary Russell that the Minutes of the March 3, 2016 Meeting be approved as prepared

With a voice vote this motion passed unanimously

NEW BUSINESS:

HDC-2016-19 James & Susan Matthews, 334 River Street – Gazebo

A request for a certificate of appropriateness has been received from James & Susan Matthews, 334 River Street for the relocation of a gazebo from a famous Chicago Wedding Chapel which was disassembled and will be reconstructed and reassembled and installed in the yard area behind the wall to provide privacy from the parking lot/handicap ramp area to the east of the property.

Members discussed the project and it was noted that the gazebo is wooden

Motion by T. Eftaxiadis, seconded by Mary Russell to approve the request from James and Susan Matthews, 334 River Street for a gazebo.

With a roll call vote this motion passed 5 to 0

Yes: Perschbacher, Bennett, Eftaxiadis, Russell, Kracht
No: None

HDC-2016-20 Kit Holmes and Cynthia Millonzi, 346-348 River Street

A request for a certificate of appropriateness has been received from Kit Holmes and Cynthia Millonzi to refurbish the existing sign on the building at 346-348 River Street. The applicant has demonstrated that the sign has been in place for over 40 years. The sign exceeds the size requirements of the Zoning Ordinance. Under Section 2101 the Historic District Commission may approve exceptions to Article 21 for historically appropriate signage. The applicant included two proposed sign plans the first is for a new sign larger than the original sign including a programmable reader board below the sign. The second shows the existing sign repurposed with the Music Vault signage inserted in the original frame with a separate programmable reader board sign installed below the original sign.

The Commission discussed if a reader board sign would be permitted and the specifics of the request.

Motion by T. Eftaxiadis, seconded by Aaron Bennett to approve the request from Kit Holmes and Cynthia Millonzi to refurbish the existing sign as example 2 on the request and if the original sign cannot be salvaged a new sign to replicate the outline of the existing sign is to be used. Lighting for the sign needs to come back to the commission.

With a roll call vote this motion passed 5 to 0.

Yes: Perschbacher, Bennett, Eftaxiadis, Russell, Kracht
No: None

Motion by Aaron Bennett seconded by Mary Russell to allow as an alternative example sign 1 as an alternative.

With a roll call vote this motion passed 5 to 0.

Yes: Russell, Eftaxiadis, Bennett, Perschbacher, Kracht
No: None

The Commission continued their discussion if reader boards should be allowed. Discussion included setting a precedence, the Ramsdell Theater may be asking for a similar type of sign, need to be shown an example or video of how the sign appears.

MOTION by T. Eftaxiadis, seconded by Mary Russell to postpone action on reader board signs/digital signs until more information and specifications are received.

With a roll call vote this motion passed 5 to 0.

Yes: Russell, Perschbacher, Eftaxiadis, Bennett, Kracht
No: None

HDC-2016-21 North Channel Investors LLC, 86 Washington Street – Complete renovation of the exterior of the building

Commissioner Eftaxiadis declared a conflict of interest and removed himself to the audience.

Request for a Certificate of Appropriates has been received from North Channel Investors LLC for the complete renovation of the exterior of the building including:

East side: Replacement/repair of the entire 1st floor facade, replacement of all windows, brick cleaning & repairs, repair/repainting of all wood elements.

West side: Replacement of all windows, addition of secondary entrance to building, addition of new balcony, replacement of exterior brick of "North" building, cleaning/repair of brick of "South" building.

South side: Replacement of all windows & door, installation of new windows, addition of new balconies, cleaning/repair of brick wall.

North side: Demolition of existing wall, construction of new wall, placement of new windows, addition of balconies, addition of entrance to apartments, and addition of utility doors/windows for brewery.

Detailed plans for all exterior and interior demolitions, replacements and new construction components of the building rehabilitation will be submitted to the State Historic Preservation Office (SHPO) for review and recommendations for approval of Historic Rehabilitation Tax Credits (HRTC) by the Parks Service of the US Department of Interior. Therefore, final rehabilitation details normally described in the Certificate of Appropriateness Checklist will be determined and specified following review/approval of the Part II application for HRTC by SHPO; SHPO is currently reviewing the Part I application.

Commissioner Trucks entered the meeting at 3:56 pm



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

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: 346-348 River St.		Parcel #
Applicant Information		
Name of Owner or Lessee: Cynthia Millonzi and Mary Holmes		
Address: PO Box 2212, Wimberley, TX 78676		
Phone #: 512-964-2801	Cell#:	e-mail: cynthiamillonzi@gmail.com
Name of Contractor (if applicable): Amor Signs		
Address: 443 Water St, Manistee, MI 49660		
Phone #: 844-922-2667	Cell#:	e-mail: sales@amorsigns.com
License Number: UNK		Expiration Date: UNK
Sign Plan Requirements		
<input checked="" type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.	
<input checked="" 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: <u>Cynthia Millonzi</u>		Date: <u>9/26/2016</u>
<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 <u>2016-18</u>	Notes:	
Signature: _____		Date: _____

September 26, 2016

City of Manistee
Historic District Commission
Planning & Zoning Department
70 Maple Street
Manistee, MI 49660
231.398.2805

City of Manistee Board,

Please accept our submission to retain and rehabilitate the current signage at 346-348 River St.

It is our desire for the entire project is to maintain the character and charm of this historic building. Based on the research conducted by Mark Fedder (see attachment 1) the current sign most likely was installed in 1974. The sign has been a downtown fixture for more than 40 years and most people in town know this building because of the sign. It's kind of a landmark on River St.

We retained Amor signs to provide us two options for rehabilitating the sign (see attachment 2). The rehabilitation of the sign will bring current technology/materials to the project.
Option one of the two designs modernizes the frame of the sign.
Option two of the two designs uses the existing frame design.
Both designs, of course, use the logo for The Music Vault. These designs are subject to further analysis of the existing structure to determine complete scope of rehabilitation. Amor signs would conduct the evaluation.

Note that each signs depicts a reader board/sign below the actual sign. We are requesting approval for the addition of the reader board noting that our rehabilitation request for the sign is not dependent upon approval of the reader board but we would like to explain why we request the reader board. We would like to honor and support the musicians who will come to Manistee to perform. Kit, as touring musician, can attest there is nothing better than seeing your name in lights when you arrive at a venue to perform and it serves as a vital marketing tool for the business as well as the downtown.

Unfortunately we will not be able to attend the board meeting in person as we are currently in WA state providing support for aligning family member. I understand you may have questions and I could be available by phone if necessary.

I thank you for your consideration of our request and appreciate the support that has been extended to us by the City of Manistee.

Sincerely,

Cynthia Millonzi & Kit Holmes -digitally signed
Cynthia Millonzi & Mary "Kit" Holmes

Mark Fedder <manistee.museum@yahoo.com>
Sent: 09/13/13 10:01 AM

Sep 13

Hi Cynthia and Kit,

Hope you're doing well!

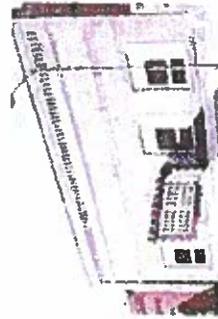
I was doing some snooping around and I came across the attached photos.

From what I could find and piece together, it looks like the storefront at 346 was vacant in the early 1970s. In 1973, the Sally and Sue Shop was still occupying the storefront at 348 River Street however sometime between mid-1973 and mid-1974, Daul's Read-Mor purchased the building and began occupying the entire store with the address of 348 River Street. Thus, I believe that the sign was put up around 1974.

Best,

Mark Fedder
Executive Director
Manistee County Historical Museum

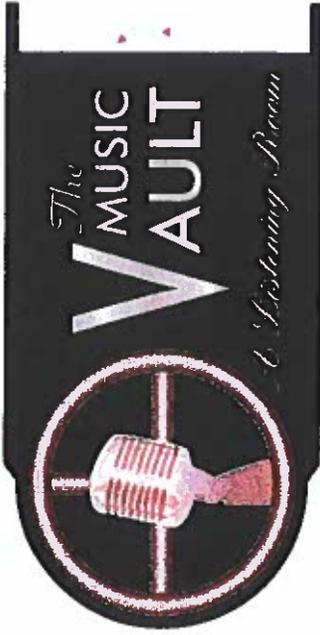
3 Attachments



Attachment 1

ATTACHMENT 2

DIGITALLY PRINTED BACKGROUND



1

ALUMINUM FACES
 ROUTED LETTERS WITH
 WHITE ACRYLIC BACKER
 FIRST SURFACE: 730-141 GOLD NUGGET
 TRANSLUCENT VINYL



1a

DATE: 9-20-16
 SALES: MYLES AMOR
 SCALE: 172"
 GRAPHICS: BIALIK
 FILE: PROJECTING SIGN - ver 2
 FILE LOCATION: N 1 DESIGN 1 MUSIC VAULT



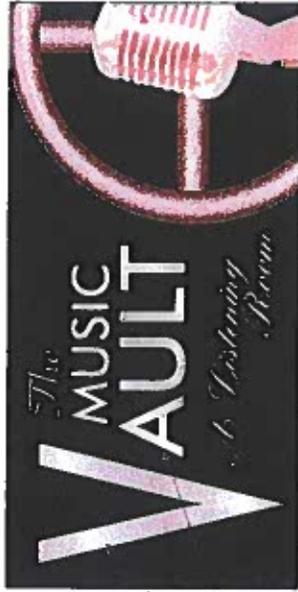
443 MARKET STREET • P.O. BOX 4231 • GANNETT, MI 49406 • 313-722-4161
 800-251-6663 • FAX: 313-722-9285 • www.amorlogo.com

ILLUSTRATION ONLY . NOT FOR PRODUCTION



ATTACHMENT 2

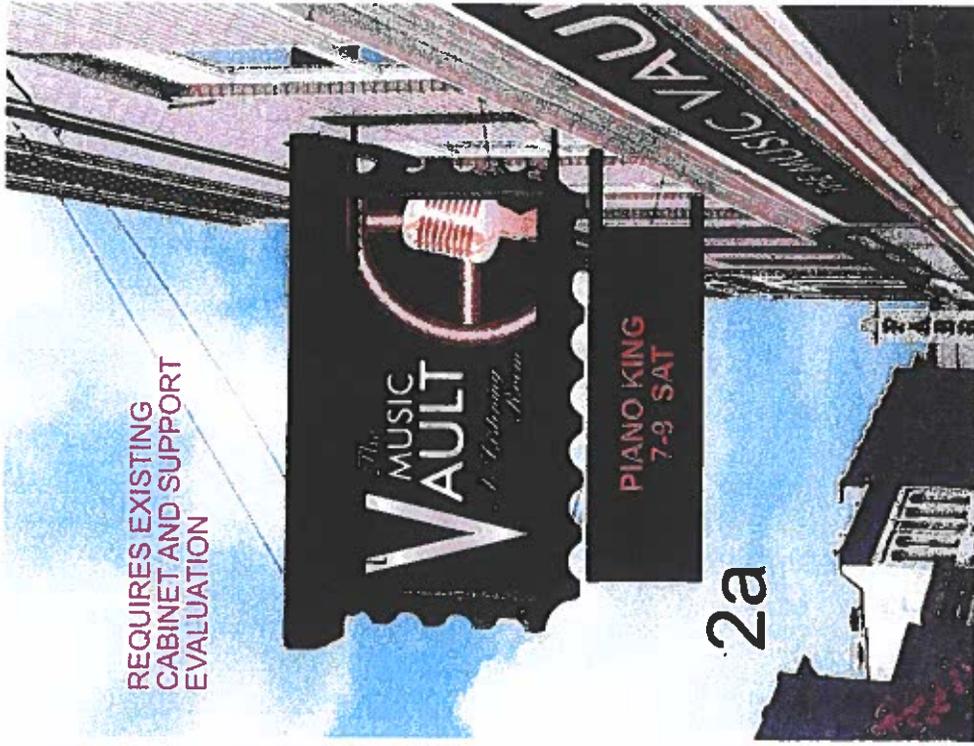
DIGITALLY PRINTED BACKGROUND



2

ALUMINUM FACE'S
ROUTED LETTERS WITH
WHITE ACRYLIC BACKER

FIRST SURFACE 230-141 GOLD NUGGET
TRANSLUCENT VINYL



2a



DATE: 9-20-16
SALES: MYLES AMOR
SCALE: 1/2"
GRAPHICS: BIALIK
FILE: PROJECTING SIGN_ver 2
FILE LOCATION: N \1 DESIGN\1 MUSIC VAULT

443 WASHINGTON ST. • P.O. BOX 433 • HAMMILL, OH 44626 • 716-732-7861
800-922-2661 • FAX: 716-732-9185 • www.amorpage.com

ILLUSTRATION ONLY . NOT FOR PRODUCTION



Historic District Commission

Tamara Buswinka, A.I.C.P.
 Planning/Zoning Administrator
 395 Third St.
 Manistee, MI 49660
 231.398.3525
zoning@manisteecountymi.gov
www.manisteemi.gov

Outstanding Permits

As of 1/25/2019

Permit #	Status	Address	Name	Details
PHDC16-020	Expired 12/31/18	348 River St	Kit Holmes Cynthia Millonzi	Sign
PHDC18-001	Expired 1/4/19	337 River St	Maxine Lipon	Entire building restoration. Applicant contacted but was unable to connect: left message.
PHDC12001 PHDC15004 PHDC15005	Expires 3/7/19	411 River St	Jeff Gordon	Entrance Door Storefront East Façade
PHDC08032 PHDC09014 PHDC11009	Expires 3/7/19	347/349 River St	Paula Rozmarek	Ledge Reconstruction Storefront Renovation/Restoration Entrance Door Replacement
PHDC18-007	Expires 6/7/19	338 River St	James Matthews	Repair of east brick wall
PHDC17-014	Expires 9/1/19	308 River Street	Tracey Lindeman	Installation of covered wooden deck in rear of building
PHDC18-005	Expires 11/25/19	100 Washington Ave.	Tamara Deponio	Façade improvements



Permit #: PHDC16-020
 Issued: 10/10/2016
 Expires: 12/31/2018

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
348 RIVER ST 51-452-703-07 C-3	348 RIVER STREET Manistee MI 49660	348 RIVER STREET Manistee MI 49660

Work Description:

PERMIT ISSUED TO: Kit Holmes & Cynthia Millonzi

Certificate of Appropriateness issued on October 6, 2016 by the Historic District Commission to refurbish the existing sign on the building at 346-348 River Street. The applicant has demonstrated that the sign has been in place for over 40 years. The sign exceeds the size requirements of the Zoning Ordinance. Under Section 2101 the Historic District Commission may approve exceptions to Article 21 for historically appropriate signage.

Motion by T. Eftaxiadis, seconded by Aaron Bennett to approve the request from Kit Holmes and Cynthia Millonzi to refurbish the existing sign as example 2 on the request and if the original sign cannot be salvaged a new sign to replicate the outline of the existing sign is to be used. Lighting for the sign needs to come back to the commission.

With a roll call vote this motion passed 5 to 0.

Yes: Perschbacher, Bennett, Eftaxiadis, Russell, Kracht
 No: None

Motion by Aaron Bennett seconded by Mary Russell to allow as an alternative example sign 1 as an alternative. With a roll call vote this motion passed 5 to 0.

Yes: Russell, Eftaxiadis, Bennett, Perschbacher, Kracht
 No: None

MOTION by T. Eftaxiadis, seconded by Mary Russell to postpone action on reader board signs/digital signs until more information and specifications are received. With a roll call vote this motion passed 5 to 0.

Yes: Russell, Perschbacher, Eftaxiadis, Bennett, Kracht
 No: None

12/7/17 - Historic District Commission extended permit until 12/31/18

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00

 Official



Permit #: PHDC18-001
 Issued: 01/04/2018
 Expires: 01/04/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
337 RIVER ST 51-453-710-23 C-3	337 RIVER ST MANISTEE MI 49660	337 RIVER ST MANISTEE MI 49660

Work Description:

PERMIT ISSUED TO: Maxine Lipon

Certificate of Appropriates for Paint Colors as approved by the Museum Director on January 3, 2018 as follow:

Base Color of Vinyl Siding Cedar 7" Shakes - Herringbone

Minor Trim Color of Vinyl Siding Trim – Natural Clay

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00

This permit is valid for a period of one year from the date issued.

Fee Total: \$0.00
 Amount Paid: \$0.00
 Balance Due: \$0.00



 Official



Permit #: PHDC12001
Issued: 03/07/2012
Expires: 03/07/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
411 RIVER ST 51-350-702-05 C-3	411 1/2 RIVER ST MANISTEE MI 49660	411 1/2 RIVER ST MANISTEE MI 49660

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of February 2, 2012 Jeff Gordon and Paula Rozmiarek, 411 River Street to replace the existing metal main entrance door with a historically accurate wooden double door as submitted with application HDC-2012-01

On January 3, 2013 the Historic District Commission granted extension. Permit will expire December 31, 2013

On April 2, 2014 the Historic District Commission took the following action

411 River Street – Permit PHDC12001

Mr. Gordon said this portion of the project may not be completed by December 31, 2015. The Commission said that he could request an extension if needed and the request could be made on his behalf by the Museum Director if needed.

MOTION by John Perschbacher, seconded by T. Eftaxiadis that permits PHDC12001 be extended until December 31, 2015 based on the owner's expectation that the project will be completed at that time.

With a roll call vote motion passed 4 to 0.

Yes: Perschbacher, Eftaxiadis, Bennett, Kracht
No: None

Excerpt February 3, 2017 HDC Meeting Minutes:

At the request of the Historic District Commission staff reached out to Jeff Gordon for updates on outstanding permits. Mr. Gordon was present and spoke of his intention to apply for DDA facade grants. The applications are due in early May with a DDA decision by July. The window to complete the grant work is one year, so our request is that the historical permits be extended through the end of July 2018 for all the outstanding permits for both buildings.

Mr. Gordon spoke to the commission about the outstanding items on the three permits PHDC1201, PHD1504 and PHDC1505.

Motion by Lee Trucks, seconded by Mary Russell that the Historic District Commission permits until July 31, 2018.

With a roll call vote this motion passed 5 to 0.

Yes: Russell, Eftaxiadis, Trucks, Bennett, Kracht
No: None

Excerpt September 6th, 2018 Meeting Minutes:

The applicant was unable to attend the meeting. The HDC by motion made the following permit extension and condition. Permit # PHDC12001: 6 month extension of permit with all items on the original permit completed by March 7th, 2019

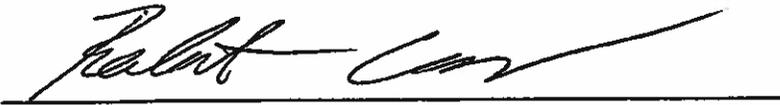
Motion by: Albee; Seconded by: Bennett Motion passed 4-0

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
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This permit is valid for a period of one year from the date issued.

Fee Total: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00


Official



Permit #: PHDC15-004
Issued: 04/02/2015
Expires: 03/07/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
411 RIVER ST 51-350-702-05 C-3	411 1/2 RIVER ST MANISTEE MI 49660	411 1/2 RIVER ST MANISTEE MI 49660

Work Description:

On April 2, 2015 the Historic District Commission took the following action; 411 River Street – Permits PHDC10015, PHDC10018, and PHDC1103; Mr. Gordon said these three permits could be combined into one permit. He asked that all the permits have the same expiration date.

PHDC10015 - On August 5, 2010 the Historic District Commission issued a Certificate of Appropriateness to remove bay windows on east side of building and replace with commercial grade windows supplied by Glass Specialties as submitted with application HDC-2010-15 dated 7-15-10.

PHDC10018 - On September 2, 2010 the Historic District Commission approved the request for a Certificate of Appropriateness for the installation of a new Wood Door on the East Side of the Building as submitted with application HDC-2010-18 or a door with vertical panels as approved by Steve Harold can be used; On May 9, 2011 the Historic District Commission approved the request to amend Permit HDC-2010-18 by allowing the addition of the following:

1. A 10" limestone window heading jam for each opening;
2. A 5" limestone window sill at the base of each opening.
3. That either a 4" or 5" limestone, wood, or brick vertical on each side of the opening. Final approval for the proportions of the vertical will be approved by the Museum Director or Curator; On June 2, 2011 the Historic District Commission approved the request to amend permit HDC-2010-18 by allowing the placement of brick closing matching those found within the wall inside jamb of each window opening (replacing the vertical limestone columns previously reviewed) and allowing the applicant the option to split each of the northern most windows into two equal sized windows (60" x 48") as submitted with request.

PHDC11003 - On May 5, 2011 the Historic District Commission approved the request for a Certificate of Appropriateness to replace the front door on the west side of the building that leads to the upstairs as submitted with application HDC-2011-03. In the event that Mr. Gordon's supplier can find a door with a glass panel final approval can be granted by the Museum Director or Curator for approval.

MOTION by John Perschbacher, seconded by T. Eftaxiadis that permits PHDC10015, PHDC10018, and PHDC1103 be combined into one permit to expire on December 31, 2015 based on the owner's expectation that the project will be completed at that time.

With a roll call vote motion passed 4 to 0.

Excerpt February 3, 2017 HDC Meeting Minutes:

At the request of the Historic District Commission staff reached out to Jeff Gordon for updates on outstanding permits. Mr. Gordon was present and spoke of his intention to apply for DDA facade grants. The applications are due in early May with a DDA decision by July. The window to complete the grant work is one year, so our request is that the historical permits be extended through the end of July 2018 for all the outstanding permits for both buildings. Mr. Gordon spoke to the commission about the outstanding items on the three permits PHDC1201, PHD1504 and PHDC1505.

Motion by Lee Trucks, seconded by Mary Russell that the Historic District Commission permits until July 31, 2018.

With a roll call vote this motion passed 5 to 0.

Yes: Russell, Eftaxiadis, Trucks, Bennett, Kracht
No: None

Excerpt from September 6th, 2018 Meeting Minutes

The HDC by motion extended Permit #PCDH15004 for six months with expiration on March 7th, 2019.

Motion by: Albee; Second by Bennett, Motion Passed 4-0

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00
This permit is valid for a period of one year from the date issued.			Fee Total: \$0.00
			Amount Paid: \$0.00
			Balance Due: \$0.00


Official



Permit #: PHDC15-005
Issued: 04/02/2015
Expires: 03/07/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
411 RIVER ST 51-350-702-05 C-3	411 1/2 RIVER ST MANISTEE MI 49660	411 1/2 RIVER ST MANISTEE MI 49660

Work Description:

On April 2, 2015 the Historic District Commission took the following action; 411 River Street – Permits PHDC11006, PHDC11007, and PHDC11008; Mr. Gordon said these three permits could be combined into one permit.

PHDC11006 - On May 5, 2011 the Historic District Commission approved the request for a Certificate of Appropriateness to replace the front door on the west side of the building that leads to the upstairs as submitted with application HDC-2011-03; In the event that Mr. Gordon's supplier can find a door with a glass panel final approval can be granted by the Museum Director or Curator for approval.

PHDC11007 - On June 2, 2011 the Historic District Commission issued a Certificate of Appropriateness to remove existing non-historical features and reconstruct the window frames and storefront matching the historical details found behind the current façade and expose the main entry columns hidden behind the current front as submitted with application HDC-2011-07; Museum Director will have final approval for paint colors (no stark white).

PHDC-11008 - On June 2, 2011 the Historic District Commission issued a Certificate of Appropriateness request to remove existing store entrance, maintaining historical elements that exist, reconstruct the door frame to match documented historical doors with the option to use either a double or single door as submitted with application HDC-2011-08; Museum Director will have final approval for paint colors (no stark white).

MOTION by T. Eftaxiadis seconded by Aaron Bennett that permits PHDC11006, PHDC11007, and PHDC11008 be combined into one permit to expire on December 31, 2015 based on the owner's expectation that the project will be completed at that time.

With a roll call vote motion passed 4 to 0.

Yes: Perschbacher, Eftaxiadis, Bennett, Kracht
 No: None

Excerpt February 2, 2017 HDC Meeting Minutes:

At the request of the Historic District Commission staff reached out to Jeff Gordon for updates on outstanding permits. Mr. Gordon was present and spoke of his intention to apply for DDA facade grants. The applications are due in early May with a DDA decision by July. The window to complete the grant work is one year, so our request is that the historical permits be extended through the end of July 2018 for all the outstanding permits for both buildings.

Mr. Gordon spoke to the commission about the outstanding items on the three permits PHDC1201, PHD1504 and PHDC1505.

Motion by Lee Trucks, seconded by Mary Russell that the Historic District Commission permits until July 31, 2018.

With a roll call vote this motion passed 5 to 0.

Yes: Russell, Eftaxiadis, Trucks, Bennett, Kracht
 No: None

Excerpt from September 6th, 2018 Meeting Minutes

HDC by motion extended permit # PHDC15004 for 6 months with a caveat that a detailed plan outlining how the completion of all items in the permit will occur by September 6th, 2019. The HDC will extend the permit until September 6th, 2019 upon receiving the detailed plan from the applicant.

Motion by: Albee; Second by Bennett; Motion passed 4-0
 Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00
		Fee Total:	\$0.00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00

This permit is valid for a period of one year from the date issued.



Permit #: PHDC08032
 Issued: 10/02/2008
 Expires: 03/07/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
74 FILER ST 51-453-708-04 C-3	74 FILER ST MANISTEE MI 49660	74 FILER ST MANISTEE MI 49660

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of October 2, 2008 for the following:

Request from Paula Rozmiarek and Jeff Gordon, 347-349 River Street for Ledge Reconstruction on the front exterior of the building at 347-349 River Street as submitted with application HDC-2008-32.

On June 2, 2011 the Historic District Commission approved an extension for permit HDC-2008-32 (Ledge Reconstruction) - Permit will expire on 6/2/12.

On January 3, 2013 the Historic District Commission granted extension. Permit will expire December 31, 2013

On April 2, 2015 the Historic District Commission took the following action:

MOTION by T. Eftaxiadis, seconded by John Perschbacher that permit PHDC 08032, PHDC09014 and PHDC11009 be individually extended until December 31, 2015 based on the owner's expectation that the project will be completed at that time.

With a roll call vote motion passed 4 to 0.

Excerpt February 2, 2017 HDC Meeting Minutes:

At the request of the Historic District Commission staff reached out to Jeff Gordon for updates on outstanding permits. Mr. Gordon was present and spoke of his intention to apply for DDA facade grants. The applications are due in early May with a DDA decision by July. The window to complete the grant work is one year, so our request is that the historical permits be extended through the end of July 2018 for all the outstanding permits for both buildings.

Mr. Gordon spoke to the commission about the outstanding items on the three permits PHDC08032, PHDC09014 and PHDC11009.

MOTION by T. Eftaxiadis, seconded by Aaron Bennett to extend permits until July 31, 2018.

With a Roll Call Vote motion passed 5 to 0.

Exerpt September 6, 2018 HDC Meeting Minutes:

The applicant was unable to be present at the meeting. The HDC motioned to provide a 6 month extension to the permit.

Motion by: Albee, Scnd by: Bennett, Motion Passed 4-0

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
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Fee Total: \$0.00



Permit #: PHDC09014
Issued: 07/10/2009
Expires: 03/07/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
74 FILER ST 51-453-708-04 C-3	74 FILER ST MANISTEE MI 49660	74 FILER ST MANISTEE MI 49660

Work Description:



Permit #: **PHDC11009**
Issued: **06/06/2011**
Expires: **03/07/2019**

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
74 FILER ST 51-453-708-04 C-3	74 FILER ST MANISTEE MI 49660	74 FILER ST MANISTEE MI 49660

Work Description:



Permit #: PHDC18-007
 Issued: 06/07/2018
 Expires: 06/07/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
338 RIVER ST 51-452-703-17 C-3	1713 W 99TH ST CHICAGO IL 60643	1713 W 99TH ST CHICAGO IL 60643

Work Description:

PROPERTY OWNER: James Matthews

PERMIT ISSUED TO: James Matthews

Certificate of Appropriates for Routine Repair and Maintenance as approved by the Museum Director on June 1, 2018 as follows:

Routine maintenance for repair of east brick wall, remove plywood siding and stud wall patches on east wall. Replace with infill brick to restore and maintain integrity of original wall. Replacement brick will be Chicago common as approved for wall repair at 337 River Street Type N Mortar will be used.

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00
Certificate of Appropriateness	Application	0.00	0.00

This permit is valid for a period of one year from the date issued.

Fee Total: \$0.00
 Amount Paid: \$0.00
 Balance Due: \$0.00

 Official



Permit #: PHDC17-014
 Issued: 11/01/2018
 Expires: 09/01/2019

Historic District Certificate of Appropriateness

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
308 RIVER ST 51-452-704-23 C-3	300 AUBURN ROAD	300 AUBURN ROAD

Work Description:

PERMIT ISSUED TO: Tracey Lindeman

On May 4, 2017 the Historic District Commission issued a Certificate of Appropriateness for the installation of a covered wooden deck on the rear of the building as submitted with application HDC-2017-14.

November 1, 2018

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

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00

Official _____



Permit #: PHDC18-005
 Issued: 01/25/2019
 Expires: 01/25/2020

Historic District Certificate of Appropriateness

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
100 WASHINGTON AVE 51-270-715-00 C-3	TAMARA DEPONIO 387 RIVER ST MANISTEE MI 49660	TAMARA DEPONIO 387 RIVER ST MANISTEE MI 49660

Work Description:

At the July 12, 2018 HDC Meeting the request was denied. The applicant will look into Historic Tax Credits to assist with funding.

MOTION by Dick Albee, seconded by Mark Wittlieff that the Historic District Commission approves the request from Ed Kriskywicz and Tamara DePonio, 100 Washington Street for a Certificate of Appropriateness for façade improvements as follows:

- ? Windows/Storefront east and south elevations will be replaced with Tubelite 14000 Series Flush Glaze Aluminum storefront, curtain/wall and entrance systems.
- ? Entry Doors north, east and south elevations replaced with Tubelite 14000 Series Flush Glaze Aluminum storefront, curtain/wall and entrance systems.
- ? Garage Doors replaced with Aluminum and Glass overhead doors with Clopay Commercial Architectural Series Aluminum and Glass Overhead Doors. The use of frosted glass is acceptable.
- ? Add three exterior lights over entry doors: Lamps Plus Urban Barn Collection 13" high bronze outdoor wall light.
- ? New concrete cap with metal flashing added around the entire building.
- ? Existing concrete block on west and north elevation is to be patched, replaced, repaired as needed and tuck point joints as required. Applicant can have paint color approved by the Museum Director.
- ? Removal of existing glazed block on south and east elevation and the applicant has the option to replace with glazed block or split face block.

With a roll call vote Motion failed with a 3 to 3 tie vote.

- Yes: Russell, Wittlieff, Albee
- No: Bennett, Trucks, Perschbacher

November 1, 2018 HDC Meeting

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.

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Application	0.00	0.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00

Official

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 judgment 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.

Lee Trucks, 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

Date

Roger Zielinski, Mayor