

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, March 7, 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 March 7, 2019 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the February 7, 2019 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

1. Permits Scheduled to Expire on March 7, 2019
 - 1.1. Permit PHDC12001 Jeff Gordon
 - 1.2. Permit PHDC 15004 Jeff Gordon
 - 1.3. Permit PHDC 15005 Jeff Gordon
 - 1.4. Permit PHDC 08032 Paula Rozmarek
 - 1.5. Permit PHDC 09014 Paula Rozmarek
 - 1.6. Permit PHDC 11009 Paula Rozmarek

VII Old Business

1. Review of Outstanding Permits

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 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

February 14, 2019

A meeting of the 2019 Historic District Committee was held on Thursday, February 14, 2019 at 3:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:09 by Chair Trucks.

Members Present: Richard Albee, William Connor, John Perschbacher and Lee Trucks

Members Absent: Mark Wittlieff and Aaron Bennett

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

APPROVAL OF AGENDA

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

With a voice vote motion passed 4 to 0.

APPROVAL OF MINUTES

MOTION by Commissioner Perschbacher, seconded by Commissioner Connor that the minutes of the December 6, 2018 meeting be approved as prepared.

With a voice vote motion passed 4 to 0.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None.

NEW BUSINESS

By-Laws Review

Commissioner Perschbacher requested the By-Laws include the following items:

1. Duties of the members should state that members shall avoid case contact with the petitioner. Details should be taken if a member(s) meets with those involved in a case. The detailed notes shall be presented in a meeting under Public Hearing.
2. Members of the HDC should attend training seminars several times a year to maintain their rating.

Commissioner Perschbacher recommended contacting Mary Riley, MSU Extension, to address the board on seminar information.

Commissioner Albee stated the board should work with petitioners to help get their project in compliance. A member should not speak for the entire board. He recommended contacting Mr. Saylor regarding the By-law wording.

Commissioner Trucks agreed to the recommendation of Mr. Saylor looking into the By-law language to be ensure the wording is appropriate for the community.

MOTION by Commissioner Perschbacher, seconded by Commissioner Albee to contact Mary Riley on addressing the board regarding training seminars.

With a voice vote motion passed 4 to 0.

348 River Street Permit Extension Request

Music Vault requested a year's extension on their permit. A letter stated the goal is to finish the project by May 2019 with an opening of June 2019.

Mr. Miles Amor, Amor Signs, represented Music Vault regarding their store front business sign. He presented the details of the sign with the painting update and the sign lighting.

MOTION by Commissioner Connor, seconded by Commissioner Albee to extend the permit until June 2019 for refurbishing the store front business sign with an updated painted sign including LED lighting with the understanding the permit for the sign may not be extended past this date.

With a voice vote motion passed 4 to 0.

OLD BUSINESS

Permit Review

Ms. Buswinka presented a list of 11 outstanding permits that she has located.

Commissioner Connor requested an updated list of permits be made available at every meeting.

Commissioner Albee requested the addition of a column of the original permit date.

Commissioner Trucks requested letters be sent to applicants of expired permits stating if they wish to reinstate their permit a new permit must be completed.

Commissioner Connor wished to have letters be sent to applicants with permits that will soon expire and include the need of the applicant to come before the board to request an extension. Commissioner Albee added the letter include a statement that if a permit was not completed within a certain timeframe the permit will not be extended. He asked for further discussion on assigning board members to an open permit project and reporting the status of the project to the board.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA

None

CORRESPONDENCE

Commissioner Albee recommended a Mission Statement be placed in the By-Laws. A clear definition of the purpose of the Commission should be included under the City Ordinance.

Commissioner Albee moved, seconded by Commissioner Perschbacher for the City Council to amend the City Ordinance 1208.01 Statement of Purpose include Section 399.202 Item B from the Local HDC Act 169 of 1970 to stabilize and improve property values of the district and surrounding areas.

With a Roll Call vote this motion passed 3 to 1.

Yes: Albee, Perschbacher, Trucks

No: Connor

REPORTS

Museum Director

Mr. Fedder stated the sign for the Music Vault will have similar LED lighting as the Blue Fish sign. The lampposts will have the flower pots placed on them as they have been in the past. Along with the flowers will be banners with 1869 historical photos for the city centennial. Several series of events will take place to commemorate the centennial. The history of the city with the people and organizations will be compiled and will be presented as an event. The Vogue will have an event on its history. Walking tours will be organized.

MEMBERS DISCUSSION

Commissioner Trucks spoke of the promoting a statue of a past Manistee citizen who was a civil war general as well as a past mayor of the city.

WORK SESSION

None

ADJOURNMENT

Commissioner Albee moved, seconded by Commissioner Connor to adjourn the meeting. Meeting was adjourned at 4:20 pm

2019 Historic Study Review Committee

Nancy Baker, Recording Secretary



Historic District Commission

Tamara Buswinka, A.I.C.P.
Zoning Administrator
395 3rd St.
Manistee, MI 49660
231.398.3576
Zoningadministrator@manistee
countymi.gov
www.manisteemi.gov

Wednesday, February 27, 2019

Dear Mr. Gordon;

As indicated in the following exert of the Feb. 14, 2019 Historic District Commission meeting, your presence is requested at the March 7, 2019 regularly scheduled meeting.

The reason your presence is requested is because your HDC Permits 12001, 15004, and 15005 are set to expire on March 7, 2019. The HDC, as indicated in the draft meeting minutes of Feb. 14, 2019, is not inclined to renew your permits without a discussion with you.

An exert from HDC Draft Feb. 14, 2019 Minutes:

"Commissioner Trucks requested letters be sent to applicants of expired permits stating if they wish to reinstate their permit a new permit must be completed.

Commissioner Connor wished to have letters be sent to applicants with permits that will soon expire and include the need of the applicant to come before the board to request an extension.

Commissioner Albee added the letter include a statement that if a permit was not completed within a certain timeframe the permit will not be extended. He asked for further discussion on assigning board members to an open permit project and reporting the status of the project to the board."

If you have any questions, please do not hesitate to contact me at (231) 398 3576.

Again, the HDC expects to see you in person at the March 7, 2019 HDC meeting. The meeting begins at 3pm and is held in the City of Manistee Council Chamber, City Hall, 70 Maple Street.

Yours,

Tamara Buswinka, A.I.C.P.
City of Manistee Zoning Administrator



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
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



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 if 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 #: 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:

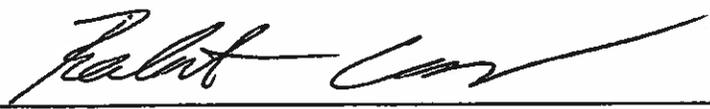
The applicant was unable to attend the meeting. The HDC by motion made the following permit extension and condition. Permit # PHDC12001: 6 month extension of permit with all items on the original permit completed by March 7th, 2019

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



Historic District Commission



Tamara Buswinka, A.I.C.P.
Zoning Administrator
395 3rd St.
Manistee, MI 49660
231.398.3576
Zoningadministrator@manistee
countymi.gov
www.manisteemi.gov

Wednesday, February 27, 2019

Dear Ms. Rozmarek;

As indicated in the following exert of the Feb. 14, 2019 Historic District Commission meeting, your presence is requested at the March 7, 2019 regularly scheduled meeting.

The reason your presence is requested is because your HDC Permits 08032, 09014, 11009 are set to expire on March 7, 2019. The HDC, as indicated in the draft meeting minutes of Feb. 14, 2019, is not inclined to renew your permits without a discussion with you.

An exert from HDC Draft Feb. 14, 2019 Minutes:

"Commissioner Trucks requested letters be sent to applicants of expired permits stating if they wish to reinstate their permit a new permit must be completed.

Commissioner Connor wished to have letters be sent to applicants with permits that will soon expire and include the need of the applicant to come before the board to request an extension.

Commissioner Albee added the letter include a statement that if a permit was not completed within a certain timeframe the permit will not be extended. He asked for further discussion on assigning board members to an open permit project and reporting the status of the project to the board."

If you have any questions, please do not hesitate to contact me at (231) 398 3576.

Again, the HDC expects to see you in person at the March 7, 2019 HDC meeting. The meeting begins at 3pm and is held in the City of Manistee Council Chamber, City Hall, 70 Maple Street.

Yours,

Tamara Buswinka, A.I.C.P.
City of Manistee Zoning Administrator



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 #: 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 #: 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.

Excerpt 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, Second by: Bennett, Motion Passed 4-0

Stipulations:

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