

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Wednesday, October 2, 2019

4:00 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 October 2, 2019 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the July 10, 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

- Ramsdell Benches

VII Old Business

- 347-349 River St.
- 411 River St.

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

July 10, 2019

A meeting of the 2019 Historic District Committee was held on Wednesday, July 10, 2019 at 4:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:57 by Chair Trucks.

Members Present: Dick Albee, Bill Connor, Aaron Bennett, Ron Helmboldt and Lee Trucks

Members Absent: None

Others: Kyle Storey (City Zoning), Mark Fedder (City Museum) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

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

With a voice vote motion passed 5 to 0.

APPROVAL OF MINUTES

MOTION by Commissioner Albee, seconded by Commissioner Connor to approve the June 3, 2019 minutes as presented.

With a voice vote motion passed 5 to 0.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

1. HDC Board Member Changes
New Member: Ron Helmboldt
Chair Trucks welcomed Mr. Helmboldt to the HDC. Mr. Helmboldt gave a small background which included his years of interest and experience in history.

Transitioning from 7 to 5 Member Board Process

Mr. Storey stated to change the number of members on the HDC board they would have to vote to move this forward to the City Council. Chair Trucks commented on the by-laws and the number of members needed. It was stated that the HDC voted at the June 3, 2019 meeting to have the number of members changed from 7 to 5 and to have the by-laws changed to reflect this. The members agreed to forward to the City Council the request to have the number of members in the by-laws be changed from 7 to 5.

Chair Trucks requested to take to the City Council the HDC's request to have the by-laws reflect the number of members be changed from 7 to 5.

OLD BUSINESS

Elks Lodge Update

This permit has been approved for the replacement of windows and paint to the structure. Mark Fedder stated the Museum agreed with the issuing of this permit.

Permit Review

Mr. Storey reviewed the Outstanding Permit Report.

Permit PHDC17-014 has done work on installing the deck however the permit states it is to be a covered deck and there is no work to show that this is being included. This will be checked out and contact with the permit holder will be done regarding the matter.

Permit PHDC18-001 will be required to appear before the HDC regarding the revision of plans, report on progress and the need to appear before the HDC to request a permit extension. Work is being done and this permit has expired.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA

REPORTS

DDA Executive & Economic Development Director

There is no report. The director will be contacted and requested to attend the meetings to give an updated report.

Museum Curator

No report

Museum Director

Mr. Fedder had nothing to report.

Zoning Administrator

Mr. Storey reported on 33 7 River St. under Old Business, Permit Review.

347/349/411 River Street addresses; work is being done, the brown paper is new, but it is preferred that a window wrap or something with a historical scene be placed in the window. 411 has no windows.

Blight violation notices were placed on some buildings in the downtown area. The Chief of Police will be asked questions regarding improvement work on some of these sights.

MEMBERS DISCUSSION

Mr. Storey stated he will work more with Mr. Fedder on downtown building issues. He clarified that the meeting dates and times will be the first Wednesday of each month with the exception if it is a holiday and the meetings will start at 4pm.

ADJOURNMENT

MOTION by Commissioner Albee, seconded by Commissioner Connor to adjourn. The meeting was adjourned at 4:20 pm.

2019 Historic Study Review Committee



Nancy Baker, Recording Secretary





PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 9/23/2019

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: Ramsdell Theatre Bench Project

Dear Commissioners,

The Ramsdell Theatre has reached out to Museum Curator, Mark Fedder, regarding a project right outside of the theatre. The Ramsdell was “approached by Lynn Williams with a proposal to have the four benches in front of the Ramsdell Theater painted by children in the school, under her direction.” Attached are documents including:

- Overall report by Museum Curator
- E-mail threads between Museum Curator, City Manager, City CFO, Ramsdell Theatre, MEDC State Historic Preservation Office

These documents and scenario were presented to me on Sept. 3rd.

A representative from the Ramsdell Theatre may be in attendance to answer any questions the HDC may have regarding this project. More information may be available at meeting.

Thank you,

A handwritten signature in black ink, appearing to read "KStorey", with a long horizontal stroke extending to the right.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator

The HDC does have the authority to review "work" to resources in local historic districts. The definition of "work" includes "alteration" and the definition of "resource" includes "features," under which benches would fall.

I would suggest that the city have the HDC review the proposed project. The HDC should use the four considerations found in Section 399.205 (3) of PA 169, which focus on the relationship of the project to the surrounding area, when conducting their review.

The benches aren't historic (I assume) and paint is temporary, but I think it is a good idea that actions like this go before the HDC—it is much like a mural or graffiti art. The HDC may determine that this does not rise to their definition of work and say they don't need to review it or they may say they do want to review it and that it doesn't meet the considerations in PA 169 and detracts from the historic resource. If so, perhaps the city (not the HDCs job) can work with her and suggest a better place for the art work.

Here are the considerations:

board

(3) In reviewing plans, the commission shall follow the United States secretary of the interior's standards for rehabilitation and guidelines for rehabilitating historic buildings, as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the secretary of interior's standards and guidelines and are established or approved by the department. The commission shall also consider all of the following:

- (a) The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
- (b) The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
- (c) The general compatibility of the design, arrangement, texture, and materials proposed to be used.
- (d) Other factors, such as aesthetic value, that the commission finds relevant.
- (e) Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm



Kyle Storey

From: Mark Fedder <manisteeuseum@gmail.com>
Sent: Thursday, August 22, 2019 11:44 AM
To: Thad Taylor
Cc: Edward Bradford; Jeff Mikula; Xavier Verna
Subject: Re: Ramsdell Benches

Hi Ed,

However, I think that since the Historic District Commission approved the benches in the early years of the commission, that it would be a good idea to for them to sign off on something like this.

In addition, moving forward with the painting of benches in the district, I think a policy should be set in place for when someone might want to do something like this.

Since the Ramsdell Theatre is on the National Register of Historic Places, I have reached out to the State Historic Preservation Office to ask for their input.

- Mark

On Thu, Aug 22, 2019 at 8:32 AM Thad Taylor <ttaylor@manisteemi.gov> wrote:

Ed:

I think it's a brilliant idea and enthusiastically support the plan.

Thad N. Taylor | City Manager

City of Manistee | Manager's Office

70 Maple Street | Manistee, MI 49660 | p: 231-398-2801 | f: 231-723-1546

ttaylor@manisteemi.gov | www.manisteemi.gov

From: Edward Bradford <ebradford@manisteemi.gov>
Sent: Thursday, August 22, 2019 8:27 AM
To: Thad Taylor <ttaylor@manisteemi.gov>
Cc: Mark Fedder <manisteeuseum@gmail.com>; Jeff Mikula <JMikula@manisteemi.gov>; Xavier Verna <xverna@Ramsdelltheatre.org>
Subject: Ramsdell Benches

Good morning Thad,

Sarah Helge and the RRCA Board was approached by Lynn Williams (seed attached) with a proposal to have the four benches in front of the Ramsdell Theatre be painted by children in the schools, under her direction. I have seen photos of other benches that have been painted elsewhere and they are quite attractive.

I'm not sure what the process is to have this request considered, so I am copying Mark and Jeff.

Edward Bradford

Chief Financial Officer

City of Manistee

70 Maple Street

Manistee, MI 49660

(231) 398-2804

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Mark Fedder

Executive Director

Manistee County Historical Museum

231-723-5531

Kyle Storey

From: Thad Taylor <ttaylor@manisteemi.gov>
Sent: Monday, August 26, 2019 7:47 AM
To: Mark Fedder; Edward Bradford; Jeff Mikula; Xavier Verna
Subject: RE: Ramsdell Theatre benches

All:

If the City sought guidance from the HDC on the placement of the benches, I believe they should also weigh in on the bench project. If not, I think any changes made to the benches should be communicated to the HDC as an informational item as opposed to an action item.

Thad N. Taylor | City Manager

City of Manistee | Manager's Office
70 Maple Street | Manistee, MI 49660 | p: 231-398-2801 | f: 231-723-1546
ttaylor@manisteemi.gov | www.manisteemi.gov

From: Mark Fedder <manisteemuseum@gmail.com>
Sent: Saturday, August 24, 2019 10:44 AM
To: Edward Bradford <ebradford@manisteemi.gov>; Thad Taylor <ttaylor@manisteemi.gov>; Jeff Mikula <JMikula@manisteemi.gov>; Xavier Verna <xverna@Ramsdelltheatre.org>
Subject: Fwd: Ramsdell Theatre benches

Hi Ed,

Per your question regarding the proposed bench project at the Ramsdell Theatre, I contacted Brian Lijewski at SHPO and he in turn forwarded my question to his colleague, Amy Arnold who answered in the attached Word file.

- Mark

----- Forwarded message -----

From: Lijewski, Bryan (MSHDA) <LijewskiB@michigan.gov>
Date: Thu, Aug 22, 2019 at 3:55 PM
Subject: RE: Ramsdell Theatre benches
To: Mark Fedder <manisteemuseum@gmail.com>
Cc: Arnold, Amy (MSHDA) <ARNOLDA@michigan.gov>

Hi Mark,

Thanks for your email and for contacting us about this potential project at the Ramsdell Theatre.

I've consulted with my colleague here at SHPO, Amy Arnold, who has much more experience with local historic districts and PA 169. I've attached Amy's response. Amy is copied on this email as well, so if you have any additional questions, let us know.

Bryan Lijewski AIA, NCARB
Architect Specialist

State Historic Preservation Office

Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Office: 517.335.9839

lijewskib@michigan.gov

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Mark Fedder
Executive Director
Manistee County Historical Museum
231-723-5531

Kyle Storey

From: Mark Fedder <manisteemuseum@gmail.com>
Sent: Friday, August 30, 2019 2:20 PM
To: Edward Bradford
Cc: Xavier Verna; Thad Taylor; Jeff Mikula; Kyle Storey; Sarah Helge
Subject: Re: Ramsdell Theatre benches

[WARNING: External Message]

Sounds good. Have a good week off.

- Mark

On Fri, Aug 30, 2019, 2:16 PM Edward Bradford <ebradford@manisteemi.gov> wrote:

Mark,

I'm handing this off to Xavier, since I'm off next week.

He will be in contact.

Edward Bradford

Chief Financial Officer

City of Manistee

70 Maple Street

Manistee, MI 49660

(231) 398-2804

From: Mark Fedder <manisteemuseum@gmail.com>
Sent: Friday, August 30, 2019 2:11 PM
To: Edward Bradford <ebradford@manisteemi.gov>

Cc: Thad Taylor <ttaylor@manisteemi.gov>; Jeff Mikula <JMikula@manisteemi.gov>; Xavier Verna <xverna@Ramsdelltheatre.org>
Subject: Re: Ramsdell Theatre benches

Hi Ed,

Yes I would say let's have the HDC take a look at the proposal. That way there won't be a question about it in the future as to what the process is and if anything ever comes up about this again.

The next meeting is Wednesday. I would imagine that even though Kyle has made up the agenda, but that it can still be discussed.

Take care,

- Mark

On Fri, Aug 30, 2019, 2:08 PM Edward Bradford <ebradford@manisteemi.gov> wrote:

Mark,

Per Amy's letter below, please advise if the HDC wants to review this.

The benches aren't historic (I assume) and paint is temporary, but I think it is a good idea that actions like this go before the HDC—it is much like a mural or graffiti art. **The HDC may determine that this does not rise to their definition of work and say they don't need to review it** or they may say they do want to review it

Edward Bradford

Chief Financial Officer

City of Manistee

70 Maple Street

Manistee, MI 49660

(231) 398-2804

From: Mark Fedder <manisteemuseum@gmail.com>

Sent: Saturday, August 24, 2019 10:44 AM

To: Edward Bradford <ebradford@manisteemi.gov>; Thad Taylor <ttaylor@manisteemi.gov>; Jeff Mikula <JMikula@manisteemi.gov>; Xavier Verna <xverna@Ramsdelltheatre.org>

Subject: Fwd: Ramsdell Theatre benches

Hi Ed,

Per your question regarding the proposed bench project at the Ramsdell Theatre, I contacted Brian Lijewski at SHPO and he in turn forwarded my question to his colleague, Amy Arnold who answered in the attached Word file.

- Mark

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From: Lijewski, Bryan (MSHDA) <LijewskiB@michigan.gov>

Date: Thu, Aug 22, 2019 at 3:55 PM

Subject: RE: Ramsdell Theatre benches

To: Mark Fedder <manisteemuseum@gmail.com>

Cc: Arnold, Amy (MSHDA) <ARNOLDA@michigan.gov>

Hi Mark,

Thanks for your email and for contacting us about this potential project at the Ramsdell Theatre.

I've consulted with my colleague here at SHPO, Amy Arnold, who has much more experience with local historic districts and PA 169. I've attached Amy's response. Amy is copied on this email as well, so if you have any additional questions, let us know.

Bryan Lijewski AIA, NCARB
Architect Specialist

State Historic Preservation Office

Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
Office: 517.335.9839

lijewskib@michigan.gov

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Mark Fedder

Executive Director

Manistee County Historical Museum
231-723-5531



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 9/23/2019

To: City of Manistee Planning Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: 347-349 River St. Permit Status

Dear Commissioners,

Projects at 347-349 River Street were permitted by the Historic District Commission on May 6, 2019. The final permit extension is set to expire on Sept. 30, 2019. The Applicant team of Ms. Paula Rozmarek and Mr. Jeff Gordon have reached out to me to state their case and ask for an extension. Attached are documents including:

- E-mail thread from Applicant explaining situation
- Previously approved Application for Certificate of Appropriateness
- Staff memo regarding permit
- Packet of photos & diagrams pertaining to project

The owner of these buildings will attend the Historic District Commission meeting to answer any questions the HDC may have pertaining to this permit extension.

Thank you,

A handwritten signature in black ink, appearing to be "KS", with a long horizontal line extending to the right.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



Kyle Storey

From: Jeff Gordon <jeffgordon1@gmail.com>
Sent: Thursday, September 19, 2019 10:00 PM
To: Kyle Storey
Subject: Extension of HDC Permits for 411, 347 and 349 River Street
Attachments: Extension of Certificate of Appropriateness - 411 River - 21Apr19 Final.pdf; Extension of Certificate of Appropriateness - 347-349 River - 21Apr19 Final.pdf; Support detail for 411 River AfCoA - 19Sept19.pdf; Support detail for 347-349 River AfCoA - 19Sept19.pdf

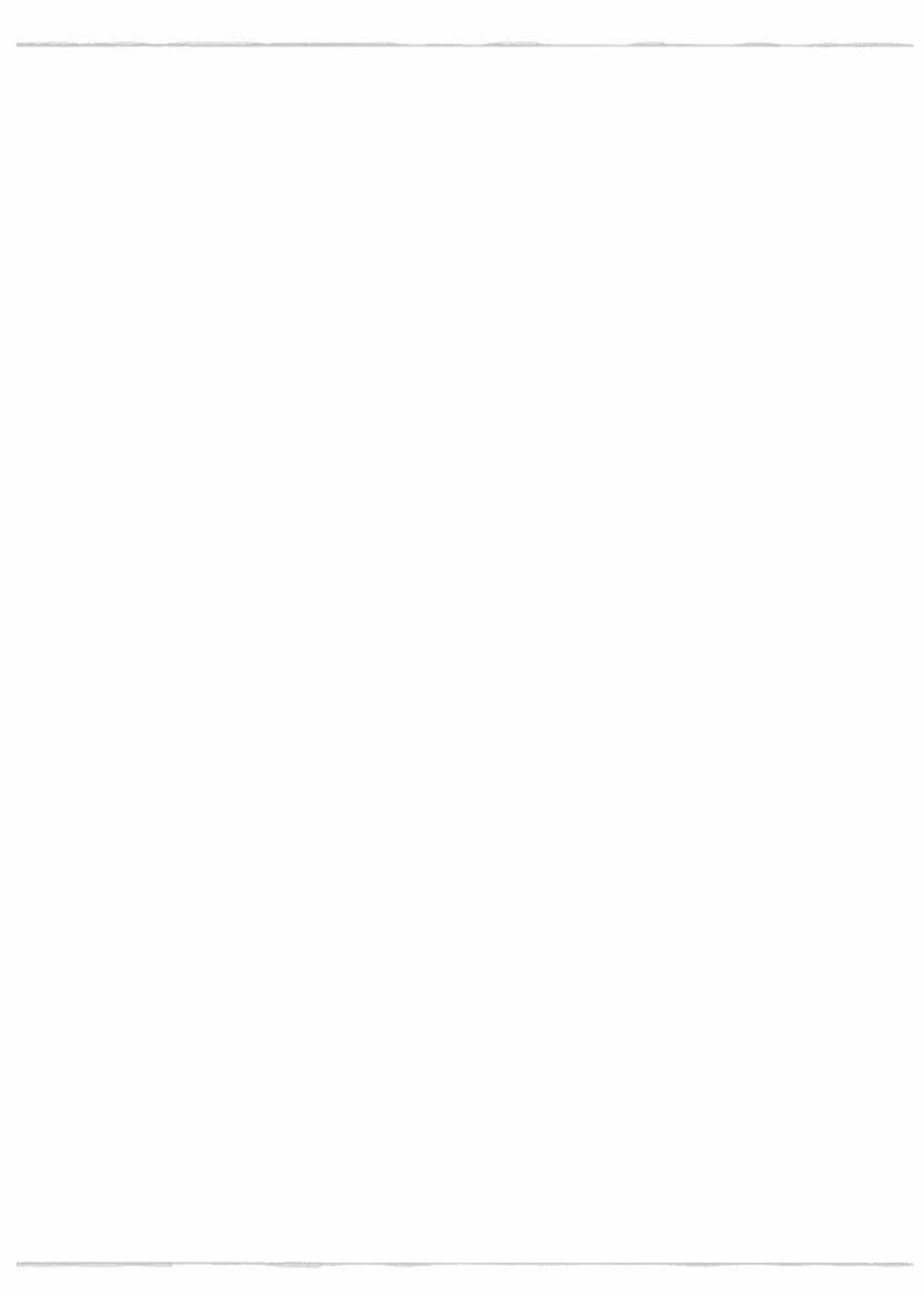
[WARNING: External Message]

Hi Kyle,

Attached to this message are requests to extend the existing Historic District Permits for 411, 347 and 349 River Street. Progress on our rehabilitation project was held up by steps required to comply with City of Manistee ordinance 650.02. Please confirm the time, date and location for the next meeting and let me know if any additional details are required.

Thanks!

Jeff





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

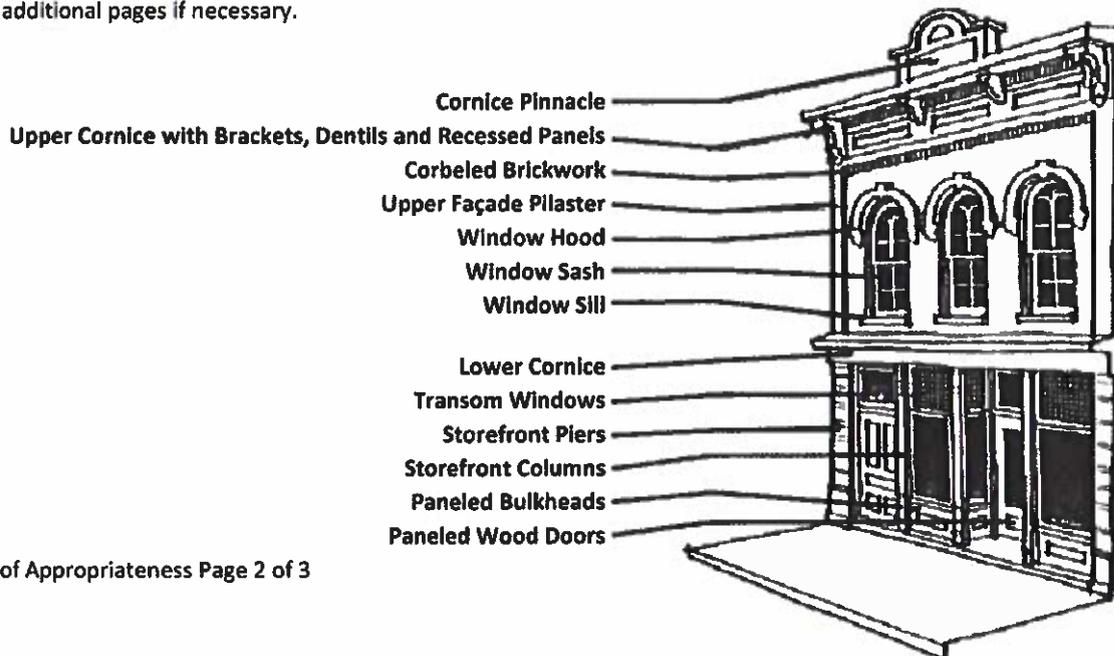
Application for a Certificate of Appropriateness

Please Print

| Standards | | |
|---|--|--------------------------------------|
| <p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p> | | |
| <p><input checked="" type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p> | | |
| <p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p> | | |
| Submission of Application | | |
| <p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p> | | |
| Property Information | | |
| Address: 347 - 349 River Street, Manistee MI 49661 | | Parcel # 51-453-708-04 |
| Applicant Information | | |
| Name of Owner or Lessee: Paula Rozmlarek | | |
| Address: 74 Filer Street | | |
| Phone #: 231 723 9322 | Cell#: 248 228 6739 | e-mail: jeffgordon1@gmail.com |
| Name of Contractor (if applicable): | | |
| Address: | | |
| Phone #: | Cell#: | e-mail: |
| License Number: | | Expiration Date: |
| Application Requirements | | |
| <p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color. Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.</p> | | |
| <input checked="" type="checkbox"/> | Current photo of the structure as seen from the street and where proposed work is to take place. | |
| <input checked="" type="checkbox"/> | Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet. | |
| <input checked="" type="checkbox"/> | A completed Certificate of Appropriateness Checklist. | |
| <input checked="" type="checkbox"/> | Replacement doors, windows and lights require a copy of the specification sheet. | |

| Description of Work | | | |
|--|--|--|--|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Rehabilitation/Restoration | <input type="checkbox"/> Addition | <input type="checkbox"/> Other (specify) |
| <p>Describe the proposed project</p> <p>We are requesting an extension to Historic District Commission permits PHDC08032, PHDC09014 and PHDC11009 through June 30, 2020. These permits are set to expire on 9/30/19, with the details associated with the prior approvals captured below:</p> <p>Renovation of the store fronts at 347 River & 349 River Street with the objective of matching the historical design. Reference details supporting the target design can be found in the attached photographs.</p> <p>347 River Street</p> <ul style="list-style-type: none"> o Add trim to lower cornice, complete installation of paneled bulkheads. o Complete installation of trim for both transom and first floor windows, replace glass. o Match existing entrance door with historically accurate paneled wooden door. (Completed) <p>349 River Street</p> <ul style="list-style-type: none"> o Add trim to lower cornice, install paneled bulkheads to match design of 347 River. o Complete installation of framing and trim for both transom and first floor windows, with design to replicate that of 347 River, replace glass. | | | |
| Proposed Start Date <u>ALREADY IN PROGRESS</u> | | Proposed Completion Date <u>JUNE 30 2019</u> | |
| <p><i>Incomplete requests will be returned to the applicant to supply needed information for review.</i></p> | | | |
| Authorization | | | |
| <p>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.</p> | | | |
| Applicant Signature:  | | Date: <u>9/19/19</u> | |
| <p>By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.</p> | | | |
| Office Use Only | | | |
| HDC - _____ - _____ | Notes: | | |
| Signature: _____ | | Date: _____ | |

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



Certificate of Appropriateness Checklist

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

Example:

- Cornice Pinnacle: N/A
- X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

| | |
|---|--|
| <input type="checkbox"/> Cornice Pinnacle | n/a |
| <input type="checkbox"/> Upper Cornice | n/a |
| <input type="checkbox"/> Corbeled Brickwork | n/a |
| <input type="checkbox"/> Upper Façade Pilaster | n/a |
| <input type="checkbox"/> Window Hood | n/a |
| <input type="checkbox"/> Upper Windows | n/a |
| <input checked="" type="checkbox"/> Lower Cornice | 347 and 349 River - Add trim to existing lower cornice to match that found in attached photograph. |
| <input checked="" type="checkbox"/> Transom Windows | 347 River - Complete trim and replace glass. 349 River - Complete frame and trim, replace glass. |
| <input type="checkbox"/> Storefront Piers | n/a |
| <input type="checkbox"/> Storefront Columns | n/a |
| <input checked="" type="checkbox"/> Paneled Bulkhead | 347 River - Finish placement of paneled bulkheads, as depicted in attached photograph. 349 River - Match 347 River Installation. |
| <input checked="" type="checkbox"/> First Floor Windows | 347 River - Complete installation of trim, replace glass. 349 River - Match 347 River Installation. |
| <input checked="" type="checkbox"/> Doors | 347 River - Completed. 349 River - Match existing entrance door with historically accurate paneled wooden door, diagram attached. |
| <input type="checkbox"/> Other | n/a |



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymt.gov

05/09/2019

Paula Rozmarek
347/349 River St.
Manistee, MI 49660

Dear Ms. Rozmarek,

On May 6, 2019 the City of Manistee Historic District Commission has approved the extension on 347/349 River St. permits:

- PHDC 08032
- PHDC 09014
- PHDC 11009

This is a final permit extension for these permits for work to be done by Sept. 30, 2019 on:

- Ledge reconstruction
- Storefront
- Renovation/Restoration
- Entrance door replacement

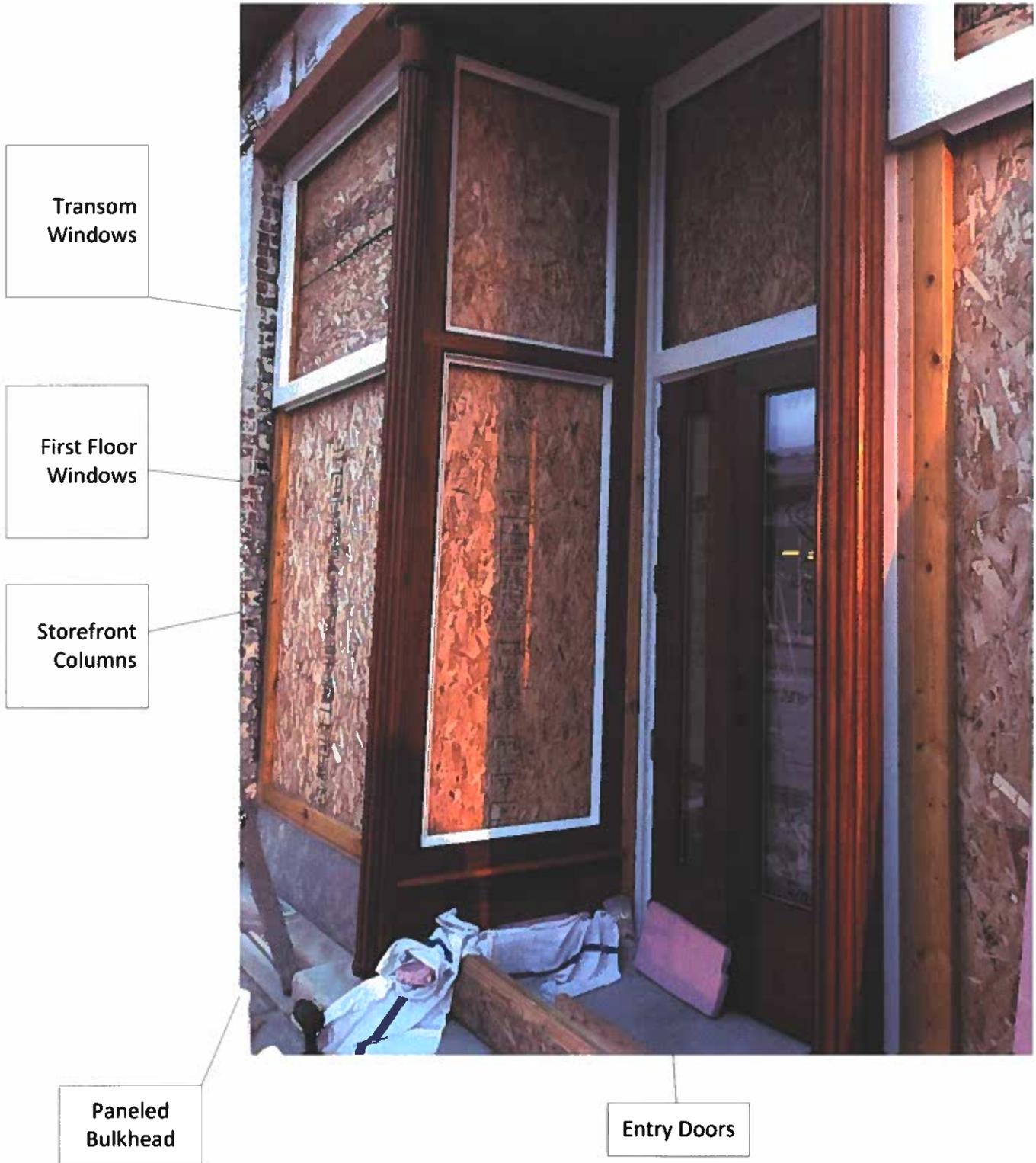
Please contact me if you have any questions or concerns. Look forward to seeing improvements!

Best of luck,

Kyle Storey
Manistee County Planner/City Zoning Administrator

347 River Street – Certificate of Appropriateness

Reference: Current Image



347 River Street – Certificate of Appropriateness

Reference: Current Image

Transom window to match entry details



Paneled Bulkhead to match entry details

349 River Street – Certificate of Appropriateness

Reference: Current Image

Transom
Windows to
match 347
River Street

First Floor
Window to
match 347
River Street



Paneled
Bulkheads
to match
347 River

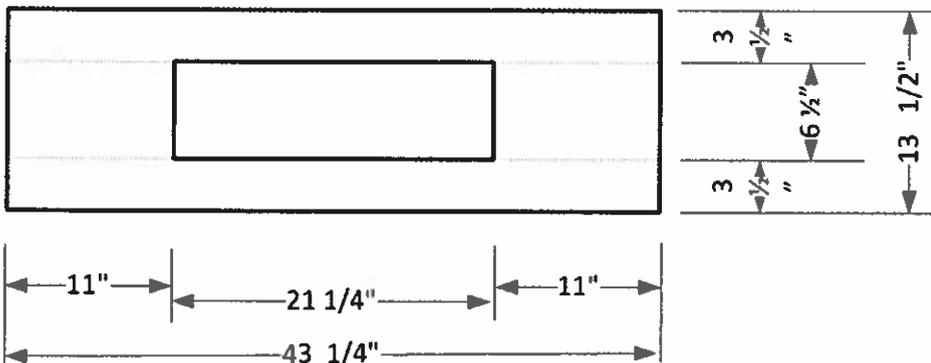
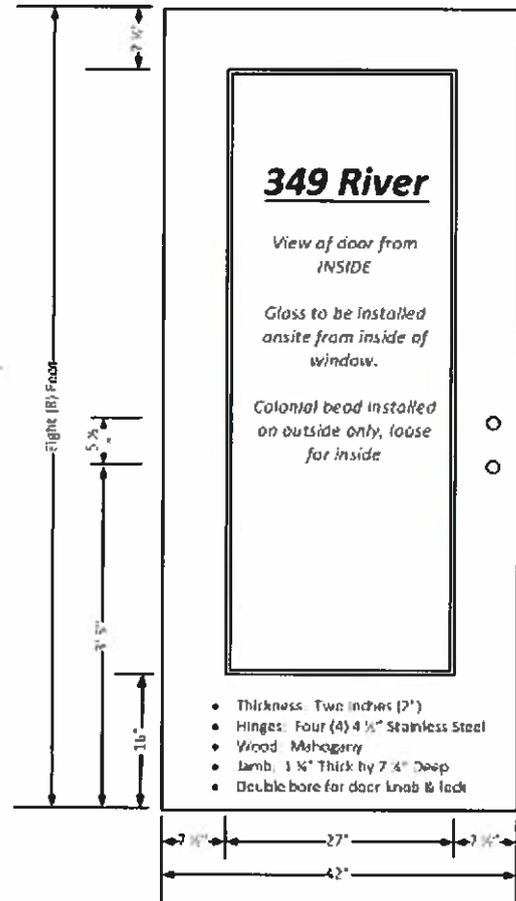
347 River Street – Certificate of Appropriateness

Reference: Main Entrance Door and Paneled Bulkhead details plus Cornice

Inside View

Entrance Door

Paneled Bulkhead details. Actual dimension vary.



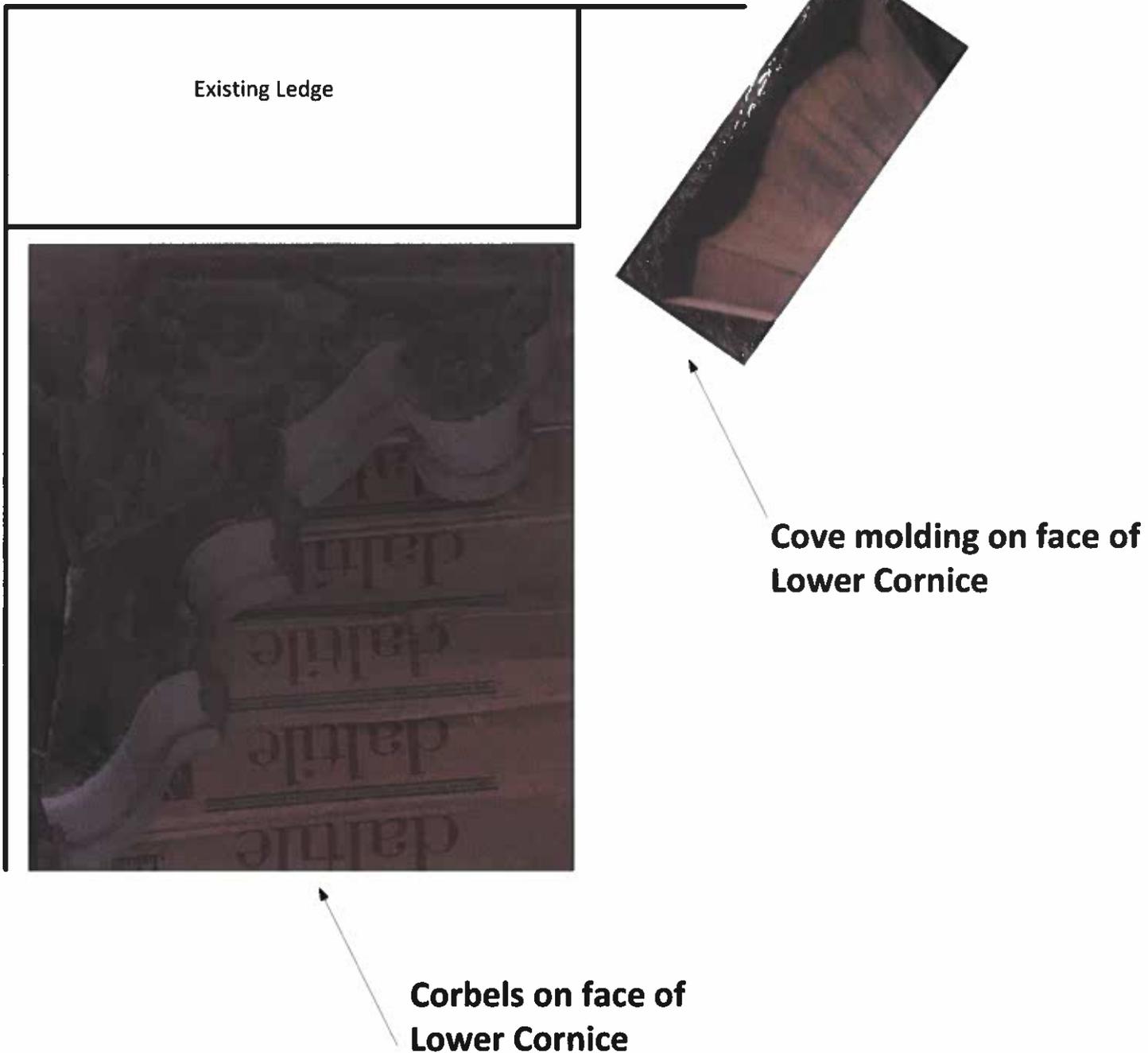
Cornice to match historical design



347-349 River Street – Certificate of Appropriateness

Reference: Images of Trim details

Lower Cornice



347 River Street – Certificate of Appropriateness

Reference: Building drawing



FRONT ELEVATION VIEW



| | | | |
|---------------------------|---|----------------------------|-----------------------|
| Scale: 1/4" = 1'-0" | Facade remodel for 347 – 349 River Street Manistee, MI 49660 | File Name: 347-349-1000 | Sheet SHEET 1 OF 2 |
| Date: Jan 12, 2019 | | | |
| Drawn by: Jeff Gordon | | | |
| Checked by: Checked by | | | |



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 9/23/2019

To: City of Manistee Planning Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: 411 River St. Permit Status

Dear Commissioners,

The project at 411 River Street were permitted by the Historic District Commission on May 6, 2019. The final permit extension is set to expire on Nov. 30, 2019. The Applicant team of Ms. Paula Rozmarek and Mr. Jeff Gordon have reached out to me to state their case and ask for an extension. Attached are documents including:

- E-mail thread from Applicant explaining situation
- Previously approved Application for Certificate of Appropriateness
- Staff memo regarding permit
- Packet of photos & diagrams pertaining to project

The owner of these buildings will attend the Historic District Commission meeting to answer any questions the HDC may have pertaining to this permit extension.

Thank you,

A handwritten signature in black ink, appearing to read "KStorey", written in a cursive style.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator





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

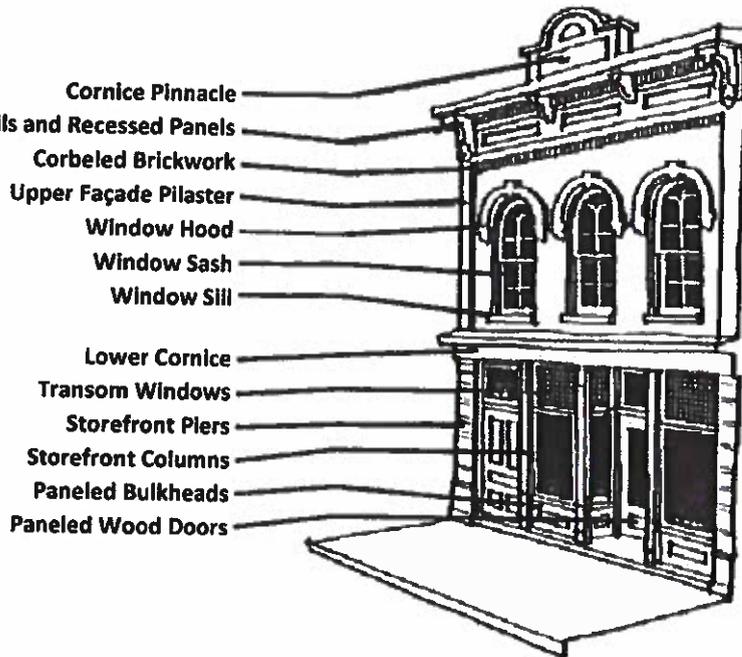
Application for a Certificate of Appropriateness

Please Print

| Standards | | |
|---|--|-------------------------------|
| <p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p> | | |
| <p><input checked="" type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p> | | |
| <p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p> | | |
| Submission of Application | | |
| <p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p> | | |
| Property Information | | |
| Address: 411 River Street, Manistee MI 49661 | | Parcel # 51-350-702-03 |
| Applicant Information | | |
| Name of Owner or Lessee: Jeff Gordon | | |
| Address: 411 River Street | | |
| Phone #: 248 228 6739 | Cell#: 248 228 6739 | e-mail: jeffgordon1@gmail.com |
| Name of Contractor (if applicable): | | |
| Address: | | |
| Phone #: | Cell#: | e-mail: |
| License Number: | | Expiration Date: |
| Application Requirements | | |
| <p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color. Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.</p> | | |
| <input checked="" type="checkbox"/> | Current photo of the structure as seen from the street and where proposed work is to take place. | |
| <input checked="" type="checkbox"/> | Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet. | |
| <input checked="" type="checkbox"/> | A completed Certificate of Appropriateness Checklist. | |
| <input checked="" type="checkbox"/> | Replacement doors, windows and lights require a copy of the specification sheet. | |

| Description of Work | | | |
|---|--|---|--|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Rehabilitation/Restoration | <input type="checkbox"/> Addition | <input type="checkbox"/> Other (specify) |
| <p>Describe the proposed project</p> <p>We are requesting an extension to Historic District Commission permits PHDC12001, PHDC15004 and PHDC15005 through June 30, 2020. These permits are set to expire on 11/30/19, with the details associated with the prior approvals captured below:</p> <p>Rehabilitation of the store front at 411 River Street with the objective of matching the historical design. Reference details of the target design can be found in several attached photographs of the historic store front. The first photo was found on the City of Manistee web page, depicting the oldest known photograph of the building. This is supported by additional photos.</p> <ul style="list-style-type: none"> o Replace existing metal main entrance door with historically accurate wooden door, diagram attached o Clean and paint existing cast iron columns at front entrance. Paint color to be green with white trim. o Complete frame and trim for both transom and first floor windows, replace glass. o Add trim to lower cornice | | | |
| Proposed Start Date <u>ALREADY IN PROGRESS</u> | | Proposed Completion Date <u>JUNE 30, 2020</u> | |
| Incomplete requests will be returned to the applicant to supply needed information for review. | | | |
| Authorization | | | |
| <p>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.</p> | | | |
| Applicant Signature: _____ | | Date: <u>9/19/19</u> | |
| <p>By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.</p> | | | |
| Office Use Only | | | |
| HDC - _____ - _____ | Notes: | | |
| Signature: _____ | | Date: _____ | |

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



Certificate of Appropriateness Checklist

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

Example:

- Cornice Pinnacle: N/A
- X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

| | |
|---|---|
| <input type="checkbox"/> Cornice Pinnacle | n/a |
| <input type="checkbox"/> Upper Cornice | n/a |
| <input type="checkbox"/> Corbeled Brickwork | n/a |
| <input type="checkbox"/> Upper Façade Pilaster | n/a |
| <input type="checkbox"/> Window Hood | n/a |
| <input type="checkbox"/> Upper Windows | n/a |
| <input checked="" type="checkbox"/> Lower Cornice | Add trim to existing lower cornice to match that found in several attached photographs. |
| <input checked="" type="checkbox"/> Transom Windows | Complete frame and trim, replace glass. |
| <input type="checkbox"/> Storefront Piers | n/a |
| <input checked="" type="checkbox"/> Storefront Columns | Clean and paint existing cast iron columns at front entrance. Paint color to be black with silver trim. |
| <input checked="" type="checkbox"/> Paneled Bulkhead | Place historically accurate paneled bulkheads, diagram attached |
| <input checked="" type="checkbox"/> First Floor Windows | Complete frame and trim, replace glass. |
| <input checked="" type="checkbox"/> Doors | Replace existing metal main entrance door with historically accurate paneled wooden door, diagram attached |
| <input type="checkbox"/> Other | n/a |



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

05/09/2019

Jeff Gordon
411 River St.
Manistee, MI 49660

Dear Mr. Gordon,

On May 6, 2019 the City of Manistee Historic District Commission has approved the extension on 411 River St. permits:

- PHDC 12001
- PHDC 15004
- PHDC 15005

This is a final permit extension for these permits for work to be done by Nov. 30, 2019 on:

- Entrance door
- Storefront
- East façade

Please contact me if you have any questions or concerns. Look forward to seeing improvements!

Best of luck,

Kyle Storey
Manistee County Planner/City Zoning Administrator

411 River Street – Certificate of Appropriateness Historic Photos

411 River –
First window
visible on
left of photo



Corbels
to match
those in
image



411 River Street – Certificate of Appropriateness

Reference: Images of Trim details

Transom and First Floor Windows



Add trim to existing Transom and First Floor Windows to match design in image.

Window trim to include 1 1/2' base cove (2"x6"), with 3/4" trim (1"x3")

Storefront Columns

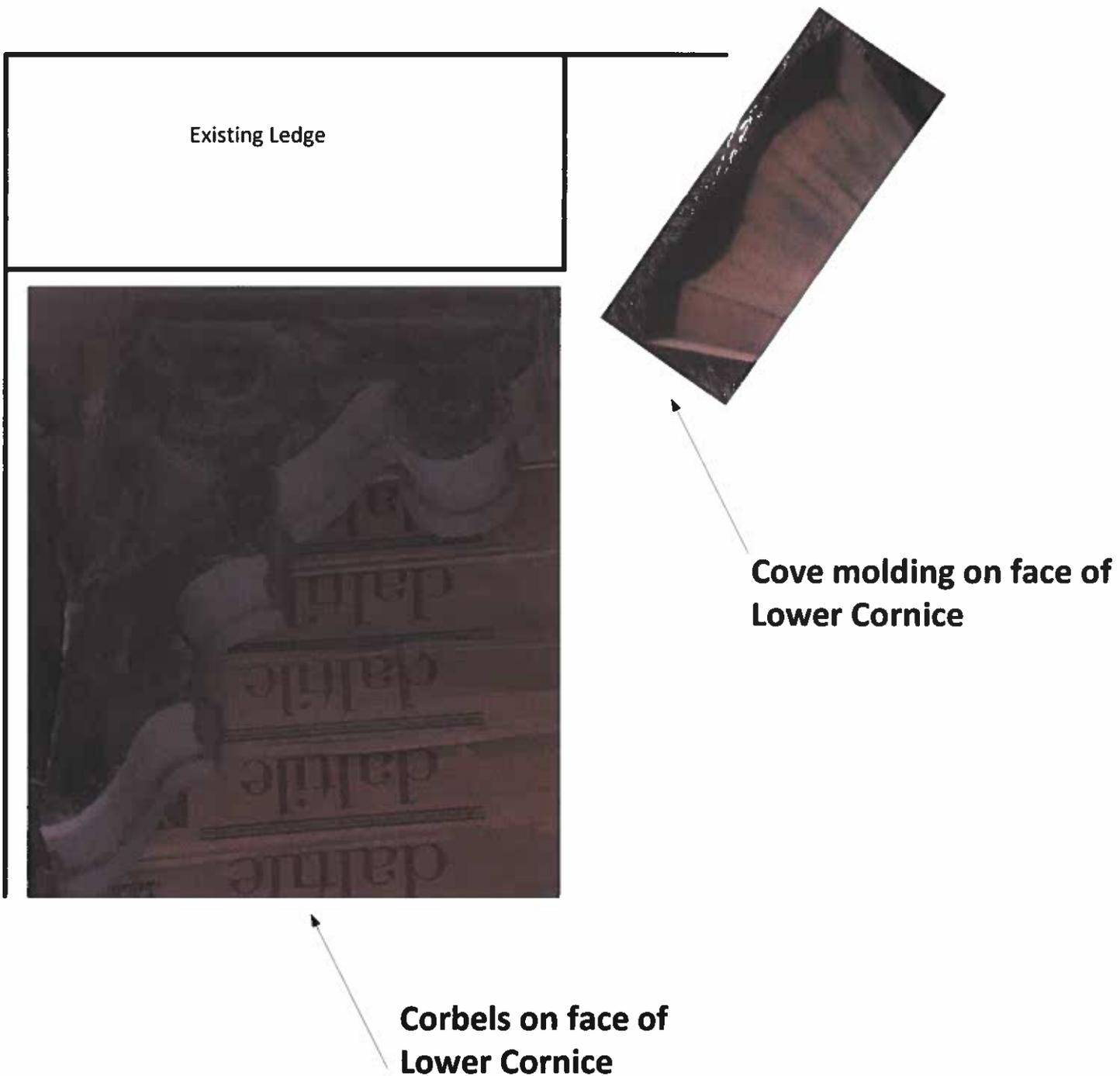


Clean and paint existing cast iron columns at front entrance. Paint color to be black with silver trim.

411 River Street – Certificate of Appropriateness

Reference: Images of Trim details

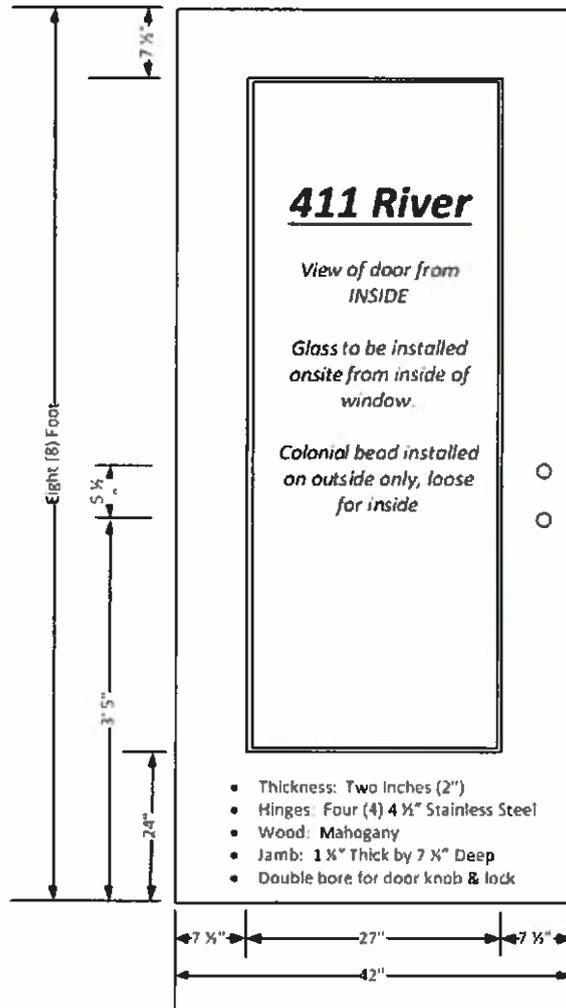
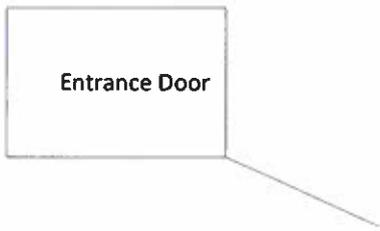
Lower Cornice



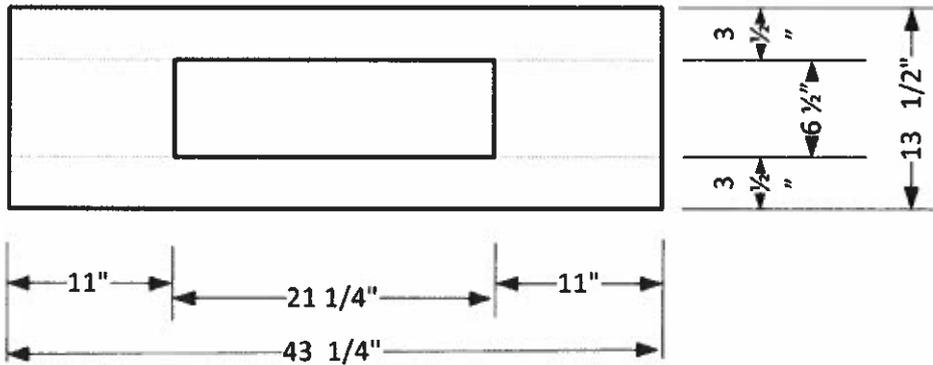
411 River Street – Certificate of Appropriateness

Reference: Main Entrance Door and Paneled Bulkhead details

Inside View



Paneled Bulkhead details. Actual dimension vary.



- Thickness: Two Inches (2")
- Hinges: Four (4) 4 1/2" Stainless Steel
- Wood: Mahogany
- Jamb: 1 1/2" Thick by 7 1/2" Deep
- Double bore for door knob & lock

411 River Street – Certificate of Appropriateness

Reference: Building before renovation began



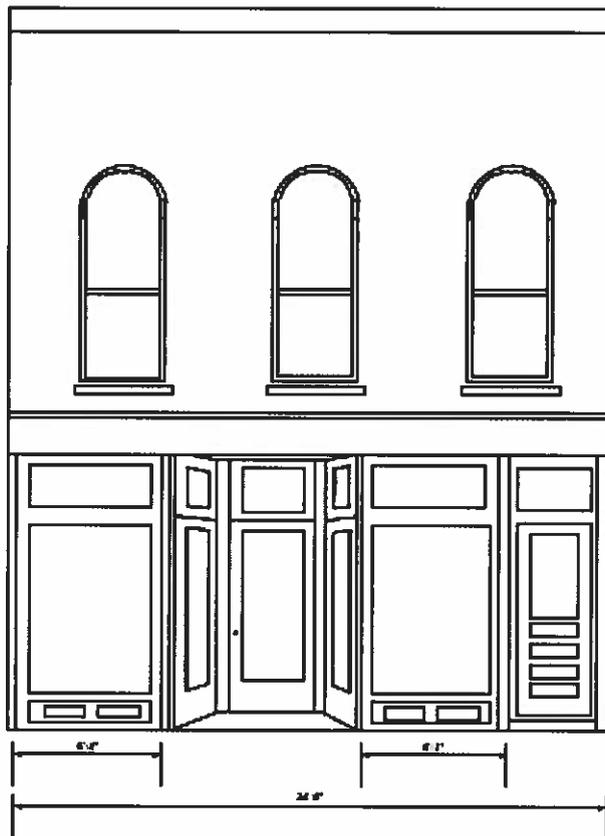
411 River Street – Certificate of Appropriateness

Reference: Current Image

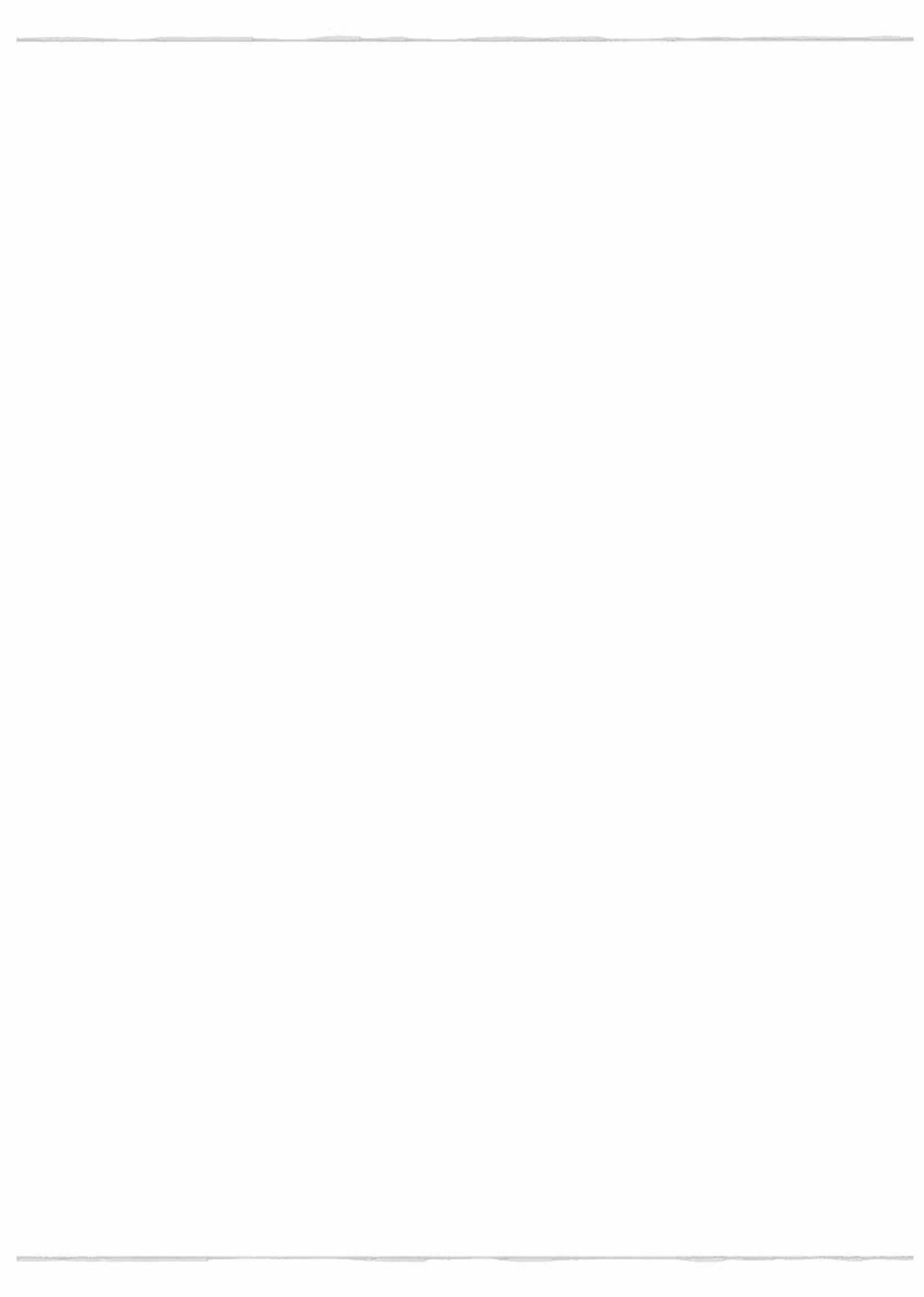


411 River Street – Certificate of Appropriateness

Reference: Building drawing



| | | | |
|---------------------------|---|---------------------------------------|------------------------|
| Scale: 1/8" = 1'-0" | Building remodel for 411 River Street Manistee, MI 49660 | File Name: 411 River St - 1000.dwg | Sheet: SHEET 1 OF 4 |
| Date: Jan 18, 2019 | | | |
| Drawn by: Jeff Gordon | | | |
| Checked by: Checked by | | | |





Historic District Commission

Kyle Storey
 Planning/Zoning Administrator
 395 Third St.
 Manistee, MI 49660
 231.398.3576
 kstorey@manisteecountymi.gov
 www.manisteemi.gov

Outstanding Permits

As of 7/3/2019

| Date Originally Approved | Permit # | Status | Address | Name | Details | Status |
|-------------------------------|-------------------------------------|---------------------|---------------------------|--------------------------------|--|--------------------|
| 1/4/18 | PHDC18-001 | Expired 1/4/19 | 337 River St | Maxine Lipon | Entire building restoration. Applicant revising plans. | In progress |
| 3/7/12 4/2/15 4/2/15 | PHDC12001 PHDC15004 PHDC15005 | Expires 11/30/19 | 411 River St | Jeff Gordon | Entrance Door Storefront East Façade | Final Extension |
| 10/02/08 7/10/09 6/6/11 | PHDC08032 PHDC09014 PHDC11009 | Expires 9/30/19 | 347/349 River St | Paula Rozmarek | Ledge Reconstruction Storefront Renovation/Restoration Entrance Door Replacement | Final Extension |
| 10/10/16 | PHDC16-020 | Expires 7/31/19 | 348 River St | Kit Holmes Cynthia Millonzi | Sign | Closed out |
| 11/1/18 | PHDC17-014 | Expires 9/1/19 | 308 River Street | Tracey Lindeman | Installation of covered wooden deck in rear of building | Completed |
| 1/25/19 | PHDC18-005 | Expires 11/25/19 | 100 Washington Ave. | Tamara Deponio | Façade improvements | |
| 2/11/19 | PHDC19-001 | 2/11/20 | 344 River St. | Amor/Taco Bout It | New sign for new business. | |

