

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Wednesday, December 4, 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 December 4th, 2019 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the October 2nd, 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

- West Shore Community College
- Set 2020 Meeting dates

VII Old Business

Permit Review

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

VIII Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

IX Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

X Reports

DDA Executive & Economic Development Director
Museum Curator
Museum Director
Planning & Zoning Administrator

- MHPN Membership

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 Adjournment

HISTORIC DISTRICT COMMITTEE

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 2, 2019

A meeting of the 2019 Historic District Committee was held on Wednesday, October 2, 2019 at 4:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 4:00 by Chair Trucks.

Members Present: William Connor, Aaron Bennett, Ron Helmboldt, Dennis Otto and Lee Trucks

Members Absent: Dick Albee

Others: Kyle Storey (City Zoning), Steve Harold (City Museum) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

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

With a voice vote motion passed 5 to 0.

APPROVAL OF MINUTES

MOTION by Commissioner Connor, seconded by Commissioner Bennett to approve the July 10, 2019 minutes as presented.

With a voice vote motion passed 5 to 0.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Ramsdell Benches

Mr. Storey contacted Mark Fedder, Museum Curator, regarding a proposed project to paint the 4 benches outside the Ramsdell Theatre. The benches would be painted by school children under the direction of Lynn Williams and Mary Ward

Mr. Xavier Verna, Ramsdell Executive Director, stated this is a creative placemaking project that the theatre supports.

Lynn Williams gave a brief history of her art experience. She proposed an art painting project of the 4 Ramsdell Theatre benches. The project plan is to remove the benches from the grounds, sand and prime them, then mark a design outline on each bench. The goal is to have the project completed by the sleigh bell parade. The painting will be done by local elementary students under the supervision of Ms. Williams and Ms. Ward.

Ms. Mary Ward, elementary art teacher, stated this is a community outreach project the students can take pride in being a part of.

Mr. Storey inquired about the maintenance and upkeep of the benches. Ms. Williams stated she will monitor, and if needed do maintenance on the benches. The benches will be displayed through the duration of the sleigh bell parade however it is unknown if they will remain out during the remainder of the winter months.

Mr. Harold stated the theatre is a state registered historical building, and the state was contacted regarding the project.

MOTION by Commissioner Connor, seconded by Commissioner Bennett to approve the proposed painting project of the Ramsdell Theatre benches pending receiving the Certificate of Appropriateness.

The motion was withdrawn.

MOTION by Commissioner Connor, seconded by Commissioner Bennett to approve the concept of the project contingent with the approval of the Certificate of Appropriateness with the express that the project may begin immediately.

Roll call vote was taken:

Voting yes: Aaron Bennett, Bill Connor, Ron Helmboldt, Dennis Otto and Lee Trucks

Voting no: none

Motion passed.

OLD BUSINESS

347-349 River Street

Mr. Storey was contacted by Ms. Rozmarek and Mr. Gordon requesting an extension on their Certificate of Appropriateness that expired on September 30, 2019.

Mr. Gordon recapped the project plans and the completed parts of the project. He stated they received a blight notice. This notice delayed their progress to meet the September deadline. He stated the demolition part is done and the final construction phases are almost complete. The HDC requested notification from the owners should the project start to fall behind.

MOTION by Commissioner Connor, seconded by Commissioner Bennett to extend the Certificate of Appropriateness for 347, 349 and 411 River Street till June 30, 2020.

Roll call vote was taken:

Voting yes: Dennis Otto, Ron Helmboldt, Bill Connor, Aaron Bennett and Lee Trucks
Voting no: none
Motion passed.

411 River Street

The 411 River Street Certificate of Appropriateness was included with the 347 and 349 River Street extension motion and roll call vote.

Permit Review

Mr. Storey stated several contact attempts to the owner of 337 River Street by phone and email were made with no responses. This owner had several other permitted projects that have been completed however the 337 River Street project has had no work done to it.

Chair Trucks stated the HDC does not issue permits. The Committee's duty is with a Certificate of Appropriateness. The HDC is to look at an application, the plan and possibly issue a Certificate of Appropriateness.

Information on the HDC's line of authority, issuing of and placing expiration dates on the Certificate of Appropriateness along with their ability to issue permits will be investigated. It was mentioned that building permits and other types of permits are done through other agencies. It was determined that a project needs to be monitored to be sure the plans proper steps are being followed. Mr. Harold stated the HDC have issued permits for years. It was proposed that applicants should report their progress to the HDC on a regular basis.

Mr. Connor stated a request at the July 10, 2019 meeting was to have the HDC number of members in the by-laws be changed from 7 to 5 and to have this taken to the City Council for approval.

MOTION by Commissioner Connor, seconded by Commissioner Otto to drop the request to the City Council on having the HDC membership number changed from 7 to 5.

Roll call vote was taken:

Voting yes: Aaron Bennett, Bill Connor, Ron Helmboldt, Dennis Otto and Lee Trucks
Voting no: none
Motion passed.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA

None

REPORTS

DDA Executive & Economic Development Director

No report

Museum Curator

No report

Museum Director

No report.

Zoning Administrator

Mr. Storey will reach out to different historical agencies regarding HDC's authority on permits and Certificates of Appropriateness.

MEMBERS DISCUSSION

None

ADJOURNMENT

MOTION by Commissioner Bennett, seconded by Commissioner Otto to adjourn. The meeting was adjourned at 5:06 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: 11/26/2019

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: West Shore Community College

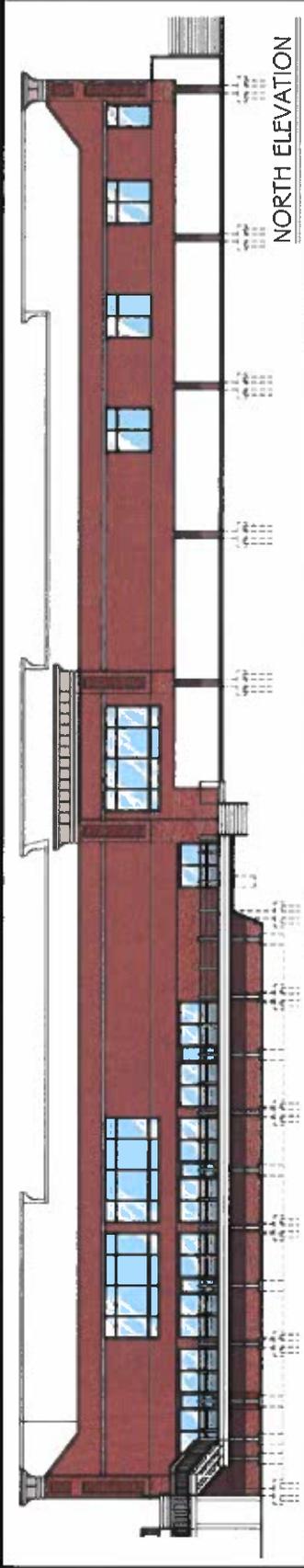
Dear Historic District Commission,

The architect for West Shore Community College, Kendra Thompson, will give a presentation at the December 4th meeting pertaining to the project at 400 River Street. Please see attached renderings for proposed paint colors and cornice additions. A Certificate of Appropriateness has not been applied for at this time. The Planning Dept. has a site visit scheduled for Nov. 27th to discuss the project and learn more information about ambitions moving forward. If a Certificate of Appropriateness is submitted before the meeting; a copy will be sent to each HDC member for review.

Happy Thanksgiving!

Thanks,

Kyle Storey
City of Manistee Zoning Administrator
Manistee County Planner



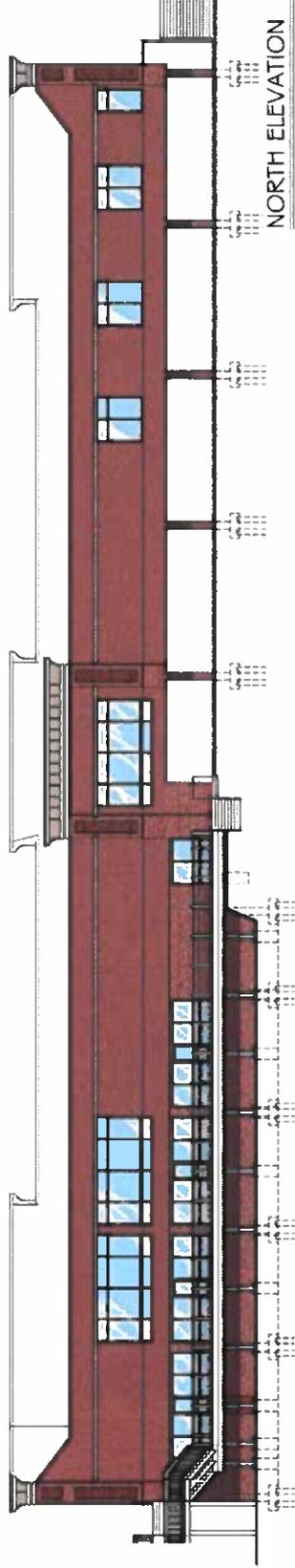
WEST SHORE COMMUNITY COLLEGE

Manistee Center
*A collaboration with Manistee Area Chamber of Commerce,
Networks Northwest and Michigan WORKS*
Manistee, Michigan

kentira c. thompson architects, p.c.
manistee, michigan



SOUTH ELEVATION



NORTH ELEVATION

WEST SHORE COMMUNITY COLLEGE

Manistee Center
*A collaboration with Manistee Area Chamber of Commerce,
Networks Northwest and Michigan WORKS*
Manistee, Michigan

Enhanced Concept

kendra c. thompson architects, p.c.
manistee, michigan

HISTORIC DISTRICT COMMISSION TENTATIVE 2020 MEETING DATES

MEETINGS AT CITY COUNCIL CHAMBERS @4 P.M.

2020

January

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MICHIGAN HISTORIC
PRESERVATION
NETWORK

November 15, 2019

Kyle Storey
Zoning Administrator
Manistee County
395 Third Street
Manistee, MI 49660



Dear Kyle:

The Michigan Historic Preservation Network, your statewide partner, appreciates the work you do to preserve the history of and historic places within your community. We hope you will join us by becoming a member.

Why become a member? Whether you are looking to better administer your historic district, market a historic property, repair a home, or learn a trade, MHPN provides access to training and education. In 2019 alone, MHPN has worked in over 50% of Michigan's 83 counties. From Escanaba to Farmington Hills and from Bay City to Holland, MHPN met with local preservationists and commissioners, elected officials, and developers to advocate and advise on numerous preservation issues.

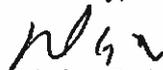
MHPN has assisted historic district commissioners across the state with topics such as substitute materials, district administration, and post-World War II resources, just to name a few. We help connect our members to each other to share best practices and assist communities that are getting their local historic district programs off the ground. In 2020, we can bring a program to you, for your commission itself or as an educational session for members of your community.

Your membership also supports our advocacy efforts. Currently, we are engaged with the Michigan legislature to reinstate the State Historic Preservation Tax Credit. During the 11 years the credit existed (1999-2011), the credit generated \$1.46 billion in investment—much of it in local historic districts—and created over 36,000 jobs. Each \$1.00 in credit generated \$11.43 in direct economic impact. With your support, we can resurrect this program and again generate these activities to assist in revitalizing buildings, homes, and communities across our state.

The Michigan Historic Preservation Network was established in 1981 to "advocate for Michigan's historic places" and to support you!

Help strengthen preservation in Michigan by investing in a membership for your commission today!

Sincerely,


Mark A Rodman
Executive Director

Hope you'll join the network!

313 East César E. Chávez Ave., Lansing, Michigan 48906
517-371-8080 info@mhpn.org www.mhpn.org



MEMBERSHIP RENEWAL

Complete and return the attached membership form today!

For Individuals & Households:

- \$45 Basic Membership
 \$25 Student (enclose ID)
 \$25 Senior (age 60 or older)

For Other Entities:

- \$80 Organization/Business/
Institution/Government
 \$140 *Historic Resource Council
(2 members)
 \$150 *Historic District Commission
(up to 10 members)

*Please provide names of additional members on a separate paper.

Additional Gift: \$ _____

Method of Payment:

Check Enclosed (payable to MHPN)

Charge my: VISA Mastercard

Name: _____

Company Name: _____

Phone Number: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Credit Card #: _____

Expiration Date (M/Y): _____

C V V: _____

Cardholder's Signature: _____

Mail form to:

MHPN
313 East Cesar E. Chavez Avenue
Lansing, MI 48906
Phone: (517) 371-8080 Fax: (517) 371-9090

Michigan Historic Preservation Network's
Educational Offerings:
Workshops, Trainings, and Presentations

Please contact MHPN for program fees.



Historic District Workshops

These workshops usually last between two and four hours.

HOW TO ESTABLISH A LOCAL HISTORIC DISTRICT

For communities considering enacting a local historic district ordinance, this workshop teaches participants why Michigan communities decide to protect their historic resources, how to use the State enabling legislation, how to garner support for districting activities, and the process of establishing a local historic district.

HISTORIC DISTRICT COMMISSIONER TRAINING

For communities with local historic districts and an ordinance in place. Whether your historic district commissioners are long-standing, new to the commission, or a combination of these, they will benefit from this interactive workshop. Participants will learn about the Michigan enabling legislation that allows a community to establish a commission and locally designated historic districts, the nationally accepted preservation standards to use when making commission decisions, due process, the appeals process, how to work with property-owners in the district, and more.

HISTORIC DISTRICT COMMISSIONER ADVANCED TRAINING

For communities with local historic districts, an ordinance, and an experienced commission in place. This workshop moves beyond the basics and wrestles with more complex issues. The advanced workshop includes more in-depth discussions of legal issues such as hardship and demolition by neglect, and it includes two to three optional modules the commission chooses. Possible selections include: hazardous materials (lead paint and/or asbestos), new construction in the local district and issues to consider, substitute materials, or weatherization. MHPN brings in additional subject matter experts as needed for these trainings.

LOCAL HISTORIC DISTRICTS FOR PROPERTY OWNERS

For communities considering establishing a local historic district, MHPN can facilitate this session as part of a public meeting about local historic districts. It includes two parts: the presentation (45-60 minutes), and the interactive discussion/question-and-answer period with audience members (30-60 minutes, depending on the audience and the municipality). The presentation discusses what a local historic district is and its purpose, how it affects the property owner, the process of establishing a district, and the local historic district commission and how it makes its decisions. We then facilitate dialogue with the audience members, answering their questions and discussing their concerns about local historic districts and the district process.

Practical Preservation Workshops

These workshops usually last between two and four hours.

BUILDING ASSESSMENT 101

This workshop is intended for people who are considering purchasing an older home or small commercial property, and want to know the main trouble spots to look for and how to evaluate them. Participants learn how to complete a basic building assessment and how to determine whether signs of disrepair indicate a simple cosmetic problem or serious structural failure.

GENERAL MAINTENANCE FOR HISTORIC BUILDINGS

This workshop's participants will learn of the problems common to many older structures, how to remedy them, and how to institute a maintenance program that will prevent the need for many future repairs.

MASONRY MAINTENANCE AND REPAIR

This workshop investigates stone and brick as building materials, and examines some common issues associated with their deterioration and repair. Participants will learn how to assess mortar conditions, how and when to re-point (often referred to as tuckpointing), how and when to replace stones or bricks, and the importance of selecting and using the right replacement mortar.

PLASTER AND STUCCO REPAIR

Participants in this workshop will learn various methods for repairing and restoring plaster and stucco surfaces — both on flat and decorative features — and will also learn maintenance tips to keep their homes looking great well into the future.

PORCH REPAIR

Participants will learn how to diagnose problems, how to repair columns, railings, decking, and steps, and maintenance tips.

WINDOW RESTORATION AND REPAIR

Participants will learn what it takes to repair and restore wood and steel windows. With the right upgrades, window repair and restoration often provides the same or better energy efficiency than new windows, costs less than replacement, and protects the building's historic integrity.

WEATHERIZATION

Older and historic houses can be very energy efficient, but they need to be insulated and weatherized carefully with their special needs and materials in mind. Learn how to help your older home perform its best and reduce your energy costs at the same time.

313 E. Cesar E. Chavez Avenue, Lansing, MI
517-371-8080 info@mhpnp.org www.mhpnp.org

Presentations

These presentations usually last 45-60 minutes.

The following are presentations MHPN can provide community groups such as DDA members, historic property owners, municipalities, preservation groups, homeowner associations, historic district commissions, realtors, and groups interested in learning more about historic preservation and how it can help to preserve a community's vitality and heritage. Presentations can also be customized or created for your community.

DESIGN GUIDELINES

Explains what design guidelines are, what they can/can't do, how to create them, how to evaluate them, the common elements, and various examples.

ECONOMIC BENEFITS OF HISTORIC PRESERVATION

Explains preservation-based economic development and how it supports Michigan's economy and benefits owners and users of historic properties. Includes federal tax incentives, economic benefits of rehab, heritage tourism, increased property values in Local Historic Districts, and many examples and case studies. Also includes how Michigan compares to other states regarding preservation economic benefits.

UNDERSTANDING HISTORIC DESIGNATIONS

Historic designations can raise awareness of historic places, be prerequisites for grant programs, and even protect historic buildings. The designation you choose to seek depends on your goals—how to know when to seek a National Register listing and when to organize locally for a local historic district? This interactive presentation will answer all your questions about historic designation.

INTRO TO PRESERVATION

Introductory presentation on why and how to preserve. Includes value of sense of place, historic designations, economic benefits, heritage tourism, easements and role of local preservation groups.

RESEARCHING YOUR HISTORIC BUILDING

If your walls could talk, what would they say? Learn how to investigate your building for clues on its age and design, and learn how to research your house's paper trail, from Sanborn maps to city directories and tax records.

PRESERVATION INCENTIVES FOR NONPROFITS AND COMMUNITIES

Some grants are available for nonprofit preservation projects, including grants from the National Trust for Historic Preservation and others. MHPN also has low-interest loan programs available for intervention and emergency repairs/stabilization, as well as for predevelopment costs. Learn about these programs and more!