

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Wednesday, March 4, 2020

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 March 4th, 2020 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the February 5th, 2020 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

- MEDC Presentation – S. Alan Higgins: Certified Local Government Coordinator – State Historic Preservation Office
- SHPO Annual Report Update
- Community Development Block Grant – Ramsdell Theatre: Seeking Letter of Support from HDC

VII Old Business

- Permit Form Update

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

- DDA Programs pertaining to HDC

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

February 5, 2020

A meeting of the 2020 Historic District Committee was held on Wednesday, February 5, 2020 at 4:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:55 by Chair Trucks.

Members Present: Dick Albee, Debra Greenacre, Ron Helmboldt, Dennis Otto and Lee Trucks

Members Absent: William Connor

Others: Kyle Storey (City Zoning) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

MOTION by Commissioner Albee, seconded by Commissioner Otto 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 Helmboldt to approve the January 8, 2020 minutes as presented.

With a voice vote motion passed 5 to 0.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

None

OLD BUSINESS

MHPN Update

Mr. Storey stated a memo was received on January 14, 2020 welcoming the City of Manistee HDC members to the Michigan Historic Preservation Network (MHPN). Members will receive the newsletters, membership documents and the annual report. Chair Trucks stated the MHPN offer training programs. Mr. Storey will keep the HDC updated on any trainings being offered.

Permit Form Update

Mr. Storey provided all the historic permit template forms to the HDC for their review.

The Commission requested that all actions for each permit are to be documented.

The permit fee of \$50 is to be added to each form.

❖ **FORMS**

- Application for Certificate of Appropriateness
Add to the *Step-By-Step Guide* sheet the following bullet points:
 - Staff will contact the applicant 2-months before the permit expiration requesting a progress report on the project.
 - The applicant is to submit a completed document reporting the status of the project. The applicant may request an extension.
 - Upon the discretion of the staff or the HDC a permit extension may be granted.
- Paint Color Requests
- Process for Signage/Awning Requests
- Process for Requesting Design Assistance
- Process for Application for Demolition
(This follows the National Historic guidelines. The Secretary of Interior Standards lists the reasons of possible demolition.)
- Routine Repair and Maintenance Requests

All remaining forms *Step-By-Step Guide* sheet are to include the same bullet points as the Application for Certificate of Appropriateness. There were no other changes to the forms.

Permit Review

Progress is notable at 347/349 River Street. There is no visible progress at 411 River Street. These permits will all expire June 2020 and will not be renewed. Progress is being made on all other open permits. Letters will be sent to the open permit applicants 2 months before expiring requesting a project update or if there will be a need for an extension.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

REPORTS

DDA Executive & Economic Development Director

Caitlyn, DDA Director, stated they are part of the ad hoc blight committee. The City Council approved the tax increment and finance amendment. An extension for 25 years was requested for public hearing processes.

Museum Curator

No report

Museum Director

No report

Zoning Administrator

No report

MEMBERS DISCUSSION

Mr. Otto stated the Guardian Angels Church has applied to Lansing to be classified as a historical building. They have one more step to complete for this process.

Chair Trucks introduced Ms. Greenacre the new HDC member. Ms. Greenacre, County Library Director, gave a short background of herself and her desire to help maintain Manistee's history.

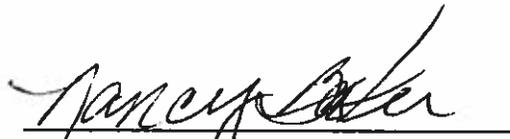
Chair Trucks stated permits are approved and issued according to the plans submitted to the HDC. If plan changes are desired the changes must be presented to the HDC.

Public comments or complaints of projects can be presented to the HDC. Any public wishing to comment on an ongoing project are welcome to attend a meeting to express themselves or they can correspond by writing a letter or sending an email.

ADJOURNMENT

The meeting was adjourned at 4:38 pm by call of the Chair.

2020 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: 2/24/2020

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: SHPO Annual Report Update

Dear Commissioners,

The Historic District Commission staff is tasked with maintaining records of HDC transgressions throughout the fiscal year to track different permit data and other metrics pertaining to the Commission. Because we are a Certified Local Government Historic District Commission; we must submit annual reports to the Michigan Economic Development Corporation – State Historic Preservation Office. This document has been submitted for their March 1st deadline and follows this memo for your review.

According to SHPO, annual reports are required from all Certified Local Governments (CLGs) and must be on file with SHPO for CLGs to be in good standing and eligible for grant funding. Annual reports are an administrative requirement of the National Park Service's CLG program and can help reflect on our accomplishments and strategize for how best to move our local preservation program forward.

The State Certified Local Government Coordinator will be in Manistee on March 4th for a presentation so, if you have any questions or comments please be prepared to discuss with him at our meeting.

Thank you,

A handwritten signature in blue ink, appearing to read 'KStorey', is written over a light blue horizontal line.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT FY2019 (OCTOBER 1, 2018 - SEPTEMBER 30, 2019)

The Michigan State Historic Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each fiscal year (October 1 - September 30). SHPO uses the provided information to stay up to date on historic preservation activities across the state, identify ways that SHPO can be more responsive to the needs of CLGs, and evaluate local CLG programs.

SHPO has developed a standard template for use by all CLGs in order to streamline the collection/presentation of information and supporting documentation. Each CLG will receive a fillable digital (PDF) copy of the template. Hardcopies can be mailed upon request.

INSTRUCTIONS

Use the annual report template to describe your CLG's program during the last fiscal year.

The reporting period for this report is: **October 1, 2018 - September 30, 2019.**

A complete report consists of:

- Completed annual report checklist
- Completed annual report template
- Applicable attachments and supporting documents

SUBMISSION

CLGs can complete their report electronically or by hand. CLGs completing the digital report can save and email their report and supporting documentation to Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov.

CLGs completing their report by hand can scan the completed documents and email them as indicated above, or they can mail the hardcopy and supporting documentation to SHPO at the following address:

Attn: Alan Higgins
Michigan State Historic Preservation Office
Michigan Economic Development Corporation
300 N. Washington Square
Lansing, Michigan 48913

DUE DATE

Annual reports are due from each CLG by: **March 1, 2020.**

QUESTIONS?

Have questions or need clarification on assembling your report? Contact Alan Higgins, Certified Local Government Coordinator, at higginsS3@michigan.gov or 517.335.2719.



**CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT
FY2019 (OCTOBER 1, 2018 - SEPTEMBER 30, 2019)**

Community: City of Manistee

CLG Representative: Kyle Storey

Title/Organization: Zoning Administrator / Manistee County

Mailing Address: 395 Third St. Phone: 231-398-3576
Manistee, MI 49660 Email: kstorey@manisteecountymi.gov

CLG/HDC Website: <https://www.manisteemi.gov/198/Historic-District-Commission>

CHECKLIST

Please indicate below those items that you have included with your submission.

REQUIRED

- 1. Completed Annual Report
- 2. Minutes from two HDC meetings (if not available on website)

SUPPORTING DOCUMENTATION, IF APPLICABLE

- 3. Amended or revised ordinances, by-laws, or other regulations with changes highlighted
- 4. Study reports and/or survey data
- 5. Attachment A: New Commissioner Resume Form
- 6. Attachment B: HDC and Staff Training Record Supplement
- 7. Attachment C: Completed Surveys Supplement
- 8. Attachment D: Public Education Activities Supplement

SIGNATURE

I hereby certify that the information in this report is accurate and correct to the best of my knowledge.

Kyle Storey
CLG Contact

01/23/2020
Date

SHPO USE

Received: _____

Reviewed: _____

Signature: _____



CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT FY2019 (OCTOBER 1, 2018 – SEPTEMBER 30, 2019)

1. DESIGNATION AND PROTECTION OF HISTORIC PROPERTIES

A. Did the CLG keep its ordinance in effect for the entire fiscal year?

Yes No

If no, briefly explain.

B. Did the CLG amend, revise, or suspend its historic preservation ordinance, by-laws, or other regulations or procedures during the fiscal year?

Yes No

If yes, briefly explain and submit a copy of the document(s) with changes highlighted.

C. Did the CLG have historic district design guidelines in place during the fiscal year?

Yes No If yes, what year were the guidelines last updated?

D. Were any National Register-listed or locally designated contributing properties relocated or demolished during the fiscal year?

Yes No

If yes, identify the properties, including name/address, associated district or National Register property, and a brief explanation.

E. Identify study report and district designation activities during the fiscal year. If associated reports were not previously provided to SHPO, submit a copy with this report.

STUDY REPORTS CONSIDERED DURING THE FISCAL YEAR	
DISTRICT NAME	DRAFT REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>

NEW DISTRICTS OFFICIALLY ESTABLISHED DURING THE FISCAL YEAR	
DISTRICT NAME	FINAL REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>

LOCAL DISTRICTS MODIFIED OR DE-DESIGNATED DURING THE FISCAL YEAR	
DISTRICT NAME AND BRIEF EXPLANATION FOR CHANGE	FINAL REPORT PROVIDED TO SHPO?
	<input type="checkbox"/>

The CLG had no such activities during the fiscal year.

2. ADEQUATE AND QUALIFIED HISTORIC PRESERVATION COMMISSION

- A. Identify active historic district commission (HDC) members. Submit a resume or **Attachment A for any new commissioner appointed during the fiscal year.**

NAME	ROLE ON COMMISSION*	DATE APPOINTED	TERM ENDS
Lee Trucks	Chair		2-28-23
Richard Albee	Secretary		2-28-21
William Connor	Commissioner		2-28-21
Ron Helmboldt	Commissioner		2-28-22
Dennis Otto	Commissioner		2-28-22
Debra Greenacre	Commissioner		2-28-21

* (e.g., architect, archaeologist, historian, district resident, etc.)

Identify how the CLG sought federally qualified professionals (architects, historians, and archaeologists) to fill vacancies during the fiscal year. Submit a copy of announcements, advertisements, and other means used to seek qualified HDC members.

Newspaper Notices of board vacancies. See attached.

Are there presently any HDC vacancies?

Yes No If yes, how many? 1

Did new HDC members receive training materials and information on local districts?

Yes No Not Applicable

B. Provide information on regularly scheduled HDC meetings held during the fiscal year.

MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?
January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
March	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
July	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
September	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
October	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

C. If not available on your website, submit minutes for two meetings.

D. Provide information on applications received for review during the fiscal year.

APPLICATION TOTALS	
# of applications received:	15
# of applications reviewed by staff only:	11
# of applications reviewed by the HDC:	4

APPLICATIONS REVIEWED BY THE HDC	
# of applications that received a final decision during the first review:	3
# of applications that came before the HDC more than once:	1

RESULTS OF REVIEWS	
# of COAs issued:	4
# of Denials issued:	0
# of Notices to Proceed issued:	N/A

APPEALS	
# of HDC decisions appealed:	0
# of decisions overturned by State Review Board:	0
# of decisions affirmed by State Review Board:	0

E. Did any HDC members and/or HDC staff receive formal training during the fiscal year?

Yes No

If yes, identify the training. Use **Attachment B** for additional training if necessary.

TRAINING SESSION:	2019 STATEWIDE HISTORIC PRESERVATION CONFERENCE
Sponsoring Organization:	Michigan Historic Preservation Network
Location:	Holland
Date:	May 2019
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

If no, explain why no one participated in training during the fiscal year and identify any preliminary plans to participate in training next year.

Beyond working through budgetary restraints, the HDC has seen many new additions to the Commission. Along with that, new staff turn over has led to new roles in the HDC's leadership. These new members are eligible for trainings around the state. Staff has provided a subscription to the Michigan Historic Preservation Network to inform members of best practices around the State. The Commission is interested in attending 2020 Statewide Historic Preservation Conference as well.

3. SURVEY AND INVENTORY OF HISTORIC PROPERTIES

- A. Identify new survey plans, progress on existing plans, and/or changes to existing survey plans, including changes in priorities or processes, implemented during the fiscal year.

N/A

- B. Did the CLG complete historic resource surveys (windshield, reconnaissance, or intensive) during the fiscal year?

Yes No

If **yes**, identify them. If the survey data and reports were not previously provided to SHPO, submit a copy with this report. Use **Attachment C** for additional surveys if necessary.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input type="checkbox"/>

If no surveys were completed during the fiscal year, please explain the reasons.

Beyond working through budgetary restraints, the HDC has seen many new additions to the Commission. Along with that, new staff turn over has led to new roles in the HDC's leadership.

C. Do you have any historic resource surveys tentatively planned for next fiscal year?

Yes No

If yes, identify the survey(s) below.

NAME OF SURVEY	REASON FOR ANTICIPATED SURVEY (E.G., PART OF WORK PLAN, DEVELOPMENT PRESSURE, CONSIDERING DESIGNATION, ETC.)

D. Was any archaeological survey undertaken during the fiscal year?

Yes No

If yes, identify the survey(s) below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE ARCHAEOLOGIST'S SURVEY STANDARDS?
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

4. PUBLIC PARTICIPATION IN THE LOCAL HISTORIC PRESERVATION PROGRAM

- A. Identify how the HDC worked with property owners to remind them of their responsibilities and the process for obtaining Certificates of Appropriateness and/or to provide technical assistance on historic preservation issues or projects.

DDA
MUSEUM CURATOR

- B. Did the community provide public educational activities (e.g., walking tours, lectures, Preservation Month activities, historical marker programs, etc.) or formal training on historic preservation?

Yes No

If yes, identify the activities. Use Attachment D for additional items if necessary.

ACTIVITY		SPONSORING ORGANIZATION	
"Bricks, Mortar, Cornices and Corbels"		Manistee County Historical Museum	
Date	April 29, 2019	Do you consider the activity a success?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Brief description	Downtown Manistee is known for its beautiful Victorian architecture which this presentation covered as well as the histories of the buildings as well as their architectural significance.		
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			

C. Were all HDC meetings publicly announced and held in accordance with the Open Meetings Law, P.A. 267 of 1976?

Yes No

D. Was information about the HDC, its procedures, and meeting activities actively maintained on the local government's website during the last fiscal year?

Yes No

E. Beyond a website, how does the HDC provide information about meetings and project activities (agendas, public notices, etc.) to the public?

Mailings Newspapers Postings at municipal building On-site project signs
 Email Electronic listserv or bulletin board Local access channel
 Other, as described:

F. Beyond a website, how does the HDC provide information procedures, guidance, documents (design guidelines, COA applications, etc.) to the public?

Mailings Postings at municipal building Email
 Electronic listserv or bulletin board Door-to-door fliers/conversations
 Community events Working with other municipal departments
 Other, as described:

F. Did the CLG review any National Register of Historic Places nominations during the fiscal year?

Yes No

If yes, identify the nominations below.

PROPERTY NAME/ADDRESS	COMMENTS SUBMITTED TO SHPO?
Guardian Angels Church	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

5. CLG PROGRAM GOALS

A. Describe how you have met the goals you had for the last fiscal year.

GOAL 1: Join Michigan Historic Preservation Network.	
Did you meet this goal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	Allocating funds from different budgetary items to complete the registration process.
GOAL 2: Update Permit Forms.	
Did you meet this goal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	In the midst of this goal, developed a Draft. Should be adopted as soon as next month.
GOAL 3: Update Fee Schedule.	
Did you meet this goal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	Adopting a fee for permits of \$50 was a big hurdle to jump but we got it done.
GOAL 4:	
Did you meet this goal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , describe how it was met. If no , describe why it was not met.	

The CLG did not have specific goals for the last fiscal year.

B. What are your top goals for next fiscal year?

GOAL 1: Permit monitoring.	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input checked="" type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	

GOAL 2: Attend conferences/trainings.	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input checked="" type="checkbox"/> FY20 <input type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	

GOAL 3: Strengthen local partnerships.	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input checked="" type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	

GOAL 4:	
Do you intend to complete this during FY2020 or is it part of an ongoing project?	<input type="checkbox"/> FY20 <input type="checkbox"/> Ongoing
Do you need technical assistance in meeting this goal? If so, describe.	

ADDITIONAL ITEMS OF INTEREST TO SHPO

- A. Did your CLG program/HDC have a work plan for FY2019? Yes No
- B. Does your HDC have an annual budget allocation? Yes No
- C. Does your community charge a fee for COA applications? Yes No
- D. Does your community regulate the removal of mature trees or other important landscaping associated with designated properties? Yes No
- E. Does your community proactively work with local real estate agencies/agents to discuss the role of historic preservation and local designation? Yes No
- F. Does your community have an active preservation plan, or has it incorporated preservation planning into its master/comprehensive plan?
- Yes, and a copy is available at this link: _____
 - Yes, and a copy is available in hardcopy from the city.
 - We are currently working toward such planning tools.
 - No, and we currently have no plans for such tools.
- G. Does your community include historic resources in its GIS? Yes No Unsure
- H. Does your community have local incentives for preservation (e.g., tax incentives, façade improvement programs, loan programs, zoning variance allowances)? Yes No

If yes, please describe:

The City of Manistee Downtown Development Authority has different programs to assist with obtaining funds for HDC projects According to their website some of these include:

Facade Grant - Design changes that take place at commercial properties are a critical part of any successful revitalization strategy. This program is administered by the Design Committee of the DDA and will offer financial assistance to commercial property owners seeking to renovate or restore the exterior of their buildings.

Other Incentives - In addition to DDA programs, the DDA can assist you in accessing other incentives. West Shore Bank offers low interest fixed rate loans up to \$25,000 for new and existing businesses. Venture North also offers

- I. Describe any issues or challenges your community needs assistance within in FY2020, or anything else you would like to share with SHPO.

Any assistance with future grant opportunities as well as permit monitoring strategies.

ATTACHMENT A. HDC COMMISSIONER RESUME FORM

CONTACT INFORMATION

Name: _____
Address: _____

Phone: _____
Email: _____

EDUCATION

Degree	Field	University	Year
_____	_____	_____	_____
_____	_____	_____	_____

RELATED WORK EXPERIENCE

Position: _____
Organization: _____
Dates: _____
Work Description:

Position: _____
Organization: _____
Dates: _____
Work Description:

OTHER EXPERIENCE/DEMONSTRATED INTEREST IN HISTORIC PRESERVATION

Meets NPS Qualifications (https://www.nps.gov/history/local-law/arch_stnds_9.htm) for:

- History Architectural History Architecture Historic Architecture Archaeology

ATTACHMENT B. HDC AND STAFF TRAINING SUPPLEMENT

Identify formal training completed by HDC members and/or HDC staff during the fiscal year.

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

TRAINING SESSION:	
Sponsoring Organization:	
Location:	
Date:	
Names and positions of participants:	

ATTACHMENT C. COMPLETED SURVEYS SUPPLEMENT

Identify any above-ground historic resource surveys completed during the last fiscal year. If the survey data and reports were not previously provided to SHPO, submit a copy with your submission.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
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		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

ATTACHMENT D. PUBLIC EDUCATION ACTIVITIES SUPPLEMENT

Identify public education activities (e.g., walking tours, lectures, Preservation Month activities, historical marker programs, etc.) or formal training sessions that the community provided for historic district property owners or the general public.

ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			
ACTIVITY		SPONSORING ORGANIZATION	
Date		Do you consider the activity a success?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief description			



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

Date: 2/25/2020

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: Ramsdell Theatre – Community Development Block Grant

Dear Commissioners,

The Ramsdell Theatre is working through a Community Development Block Grant application. The U.S. Department of Housing and Urban Development (HUD) operates the Community Development Block Grants (CDBG) program to provide grants for long-term needs to repair, construct, or buy public infrastructure. They are interested in doing some infrastructure improvements to the building.

To aid in their application; they are seeking a letter of support from the Historic District Commission. Please review the application on the following pages. Let me know your thoughts pertaining to this at the March 4th meeting.

Thank you,

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator

IDENTIFICATION OF UGLG

Project Title/Name: Ramsdell Theatre Master Planning

UGLG CONTACT INFORMATION	
Unit of General Local Government	City of Manistee
Chief Elected Official	Name: Title:
Chief Elected Official Phone and Email	Ph. Fx.
Street/PO Box City State/Zip	
County	Manistee
UGLG Project Contact (PC)	Name: Title:
UGLG PC Phone and Email	Ph Fx.
Street/PO Box City State/Zip	
County	Manistee
Application Preparer	Name: Title:

FUNDING SOURCES (indicate all funding sources)	
CDBG Grant	\$ 27,500
CLP/RLF	\$
UGLG	\$
Private	\$ 27,500
	\$
	\$
TOTAL	\$ 55,000

UGLG INFORMATION
UGLG DUNS # http://www.dnb.com/duns-number.html
UGLG Federal ID #
UGLG Fiscal Year to (month start and end)

STATE GOVERNMENT REPRESENTATION			
Senator Name	Curt VanderWall	Senate District	35
Representative Name	Jack O'Malley	House District	101

FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	001

NATIONAL OBJECTIVE ELIGIBILITY	
The project must meet a National Objective. Please check the category (only one) that applies to the project:	
<input checked="" type="checkbox"/> Benefit Persons of Low and Moderate Income <input type="checkbox"/> LMI Area Benefit <input type="checkbox"/> LMI Job Creation <input type="checkbox"/> LMI Housing <input checked="" type="checkbox"/> Limited Clientele	<input type="checkbox"/> Prevention or Elimination of Slums or Blight <input type="checkbox"/> Area Benefit <input type="checkbox"/> Spot Blight

PROJECT DESCRIPTION
<p>Provide a project narrative, include the following:</p> <p>A. Identify the need for this project</p> <p>B. How does project fulfill an intended goal outlined in either the UGLG’s Master Plan, CIP, or other associated community plan?</p> <p>C. Identify the intended outcome of the project</p> <p>D. The current or past use of the building/property, whether its residential or commercial, if applicable</p> <p>E. Identify any community support for this project, including support from local partnerships</p> <p>F. Outline activities necessary to complete the project</p> <p>1. Need for Project</p> <p>The City of Manistee is planning to complete a facility and master plan analysis, resulting in a new master plan for the Ramsdell Theatre, a building it has owned since 1953. The City is requesting the support of the Michigan Economic Development Corporation to complete the \$55,000 project. This support will allow the City to plan for future facility improvements and restoration efforts to further preserve this asset and to expand arts and culture programming for the community.</p> <p>The Manistee community is proud that they have maintained their historic theatre. It has now been 14 years since the renovation was completed. At the time of the renovation, utilization of the theatre was minimal. Increased programming and attendance have revealed facility limitations which affect attendance, revenue, and programming options. Additionally, some condition issues have been identified which need to be addressed. These issues include:</p> <ul style="list-style-type: none"> • Certain seating sections limit ticket sales • The lighting design for the theatre is not up to the standard for professional theatre environments • Condition issues within the theatre indicate more serious environmental/structural concerns that should be explored and addressed to preserve this historic community asset for generations to come • Significant repair work is necessary to the Ramsdell’s historic façade • The configuration of the ticket booth is not efficient nor is it adequate to handle the traffic the Ramsdell is now experiencing • The kitchen in the Rotary Grand Ballroom is limited in how caterers can service events <p>These are just some of the issues the City of Manistee has knowledge of, some of which may indicate bigger problems. These improvements will benefit all residents of the region, but it will particularly benefit the youth of Manistee County who have been a focal point of cultural/ educational programming in recent years. This population aligns with the “limited clientele” National Objective as 69 percent of Manistee’s youth are economically disadvantaged (MISchoolData).</p> <p>Beyond condition and logistical issues, there are opportunities for expansion as well. An unfinished area beneath the main lobby and theatre has the potential to be converted to a restaurant, brewpub, wine cellar, or other type of use. With much of the 2010 Facility Master Plan completed, and with the growth experienced in cultural programming and overall facility usage, an updated plan is needed that is informed by an in-depth analysis to guide future investment to maximize arts and culture programming, audience experiences, and earned revenue; all while further preserving one of Michigan’s historic landmarks.</p> <p>2. Alignment with Community Plans</p>

The City of Manistee incorporated a range of goals to drive economic development and job creation into its 2016 Master Plan. One of those goals specifically identified the need to “embrace place-making as method to draw interest of those wishing to locate themselves within a community which offers experiences and a style of living which is uniquely Manistee.” It would be hard to identify a city-owned asset that fulfills this goal more than the Ramsdell Theatre. Cultural experiences that are authentic to a community is one of the most important principles of placemaking. The Theatre provides the City with a marketable asset that is already known regionally.

In addition to economic development, the City of Manistee Master Plan focused on improving the aesthetics and environment of the community. As part of that focus, the Master Plan identified a goal to “maintain amenities that make the downtown area unique.” The Ramsdell Theatre is one of the historic structures which define the City’s core. The proposed project would allow the City to plan for future preservation activities which align with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. In doing so, the City will be able to maintain one of its iconic historical monuments.

The City of Manistee recently completed its Economic Development Strategy as part of the State of Michigan’s Rising Tide Initiative. One of the goals of the Strategy is to “continue to embrace Placemaking as a method to draw interest of those wishing to locate within a community which offers experiences and a style of living which is uniquely Manistee.” As previously stated, placemaking is a focus of the community. Preservation of the Ramsdell Theatre advances the City’s placemaking efforts by providing a vibrant cultural asset in the city-center.

3. Outcome of the Project.

As previously stated, the City of Manistee is proposing the project to complete a facility and master plan analysis, resulting in a new master plan for the Ramsdell Theatre. The deliverable will be an actionable plan with prioritized facility investments which will improve how cultural and community programming is delivered within the Theatre and will preserve the structure and character of the historic building.

4. Current and Past Use of Building/Property

Manistee’s Ramsdell Theatre is one of Michigan’s great historical landmarks (listed on the National Register of Historic Places in 1972), standing now for 116 years as a cultural resource which has been carefully preserved for the enrichment and enjoyment of the community. Over its long history, the Theatre has hosted community and professional theatre productions, concerts, balls and galas, weddings, and other civic/community events. Overall use has fluctuated over the years, with the Theatre being closed or underutilized for much of its history.

The City of Manistee purchased the Theatre in 1953 from the Rotary Club. By the early 1990s, the Ramsdell Theatre had fallen into disrepair and the community was in danger of losing a great asset. At that time, a community coalition mobilized local and regional support to complete a \$4 million restoration of the Ramsdell (completed in 2005). Since 2005, an additional \$2,131,000 has been invested in further upgrades. These improvements have been driven by master planning, one comprehensive plan completed in 1990 and another more limited plan in 2010. With the facility restored to its historic grandeur, the City of Manistee partnered with the Ramsdell Regional Center for the Arts (RRCA), a 501(c)(3) organization, to reinvigorate artistic programming. It has done just that, bringing in regional and national performances and supporting local productions in partnership with cultural and educational institutions in the region.

5. Community Support

The proposed project has been planned along with the RRCA which has created a network of community organization partners that utilize the Theatre in delivery of their mission. These partners include the Manistee Area Public Schools, West Shore Community College, Shoreline Music Society, and Manistee Rotary Club. These organizations would greatly benefit from the proposed project as the City of Manistee continues to invest in the Ramsdell Theatre.

<p>6. Project Activities</p> <p>The City of Manistee is planning to contract with Quinn Evans to update the master plan for the Ramsdell Theatre. The firm completed the last comprehensive analysis and master plan for the facility (1990). Their services will be delivered in two phases:</p> <p>Phase 1 - Existing Conditions Assessment: This phase will include a visual inspection; building code and accessibility (ADA) review; analysis of building systems; interviews with RRCA staff, volunteers, and board members; and review of previous plans.</p> <p>Phase 2 - Master Plan Analysis: Using the results of the Phase 1 assessment, Quinn Evans will formulate a clear plan of action, including schedule and cost estimates for both infrastructure and programmatic improvements. The plan will contain definitive goals and appropriate next steps for marrying the community arts programs of the Ramsdell Theatre with facilities suitable for supporting and growing these activities.</p>	
<p>Check all that apply as it pertains to the Historic Status of the property(s) involved:</p> <p><input checked="" type="checkbox"/> Listed in the National Register of Historic Properties <input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties <input type="checkbox"/> Listed in a state or local inventory of historic places <input type="checkbox"/> Designated as a state or local landmark or historic district <input type="checkbox"/> None of the above <input type="checkbox"/> Not applicable</p>	
<p>Provide the address(es) of the benefited property(s)/building(s)/businesses. Indicate whether commercial and/or residential: Commercial - 101 Maple St, Manistee, MI 49660 What is the total square footage impacted by this project? <i>square feet</i></p>	
<p>Provide the name(s) of the private property/building owner(s) seeking to participate as a sub-recipient of funds. Include <u>all individuals</u> that have ownership of the property/building(s). City of Manistee</p>	
<p>Provide the DUNS Number of the private business owners, along with their respective owner's names listed above, if applicable. NA</p>	
<p>Has the NEPA Environmental Review been initiated?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA</p>
<p>Will jobs be relocated from another City or State as a result of this project? If Yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>
<p>Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant? If Yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>
<p>Will the project result in special fees (i.e., tap in / hookup fees, special assessments)? If Yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>
<p>Are there any local, state and federal permits required for implementation of the proposed project? If Yes, will permit requests delay the proposed project or influence the timeline?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA</p>
<p>Are there acquisitions, leases, easements, or property option/purchase agreements necessary to complete the project activities?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>

Are there current or incoming residential or commercial tenants ? If Yes, provide the number of tenants and whether they are residential, commercial or both: 1 - Commercial	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Will there be any temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed to complete the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

PROJECT TIMELINE		
Provide the tentative Start and End dates for activities associated with completing the project		
ACTIVITIES	START DATE (mm/yr)	END DATE (mm/yr)
Existing Conditions Assessment	5/1/2020	8/31/2020
Master Plan Analysis	9/1/2020	12/31/2020

PROJECT BUDGET						
ACTIVITY COSTS	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Administrative Services	\$	\$	\$	\$	\$	\$
Lead Testing	\$	\$	\$	\$	\$	\$
Asbestos Testing	\$	\$	\$	\$	\$	\$
Engineering	\$	\$	\$	\$	\$	\$
3 rd Party Environmental	\$	\$	\$	\$	\$	\$
Acquisition	\$	\$	\$	\$	\$	\$
Demolition	\$	\$	\$	\$	\$	\$
Lead Abatement	\$	\$	\$	\$	\$	\$
Asbestos Abatement	\$	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$	\$
Master Planning	\$27,500	\$	\$27,500	\$	\$	\$55,000
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
GRAND TOTAL	\$27,500	\$	\$27,500	\$	\$	\$55,000

Are there **other funding sources** available to contribute to the proposed project? Provide inquiries made and the responses provided by associated funding sources.

Is **Program Income** available to help fund the proposed project? Note program income funds cannot count towards project match.
This is **no** program income available to help fund the proposed project.

UGLG CAPACITY AND CONFLICT OF INTEREST	
Who will provide the administrative capacity for the proposed grant? <input checked="" type="checkbox"/> UGLG Staff <input type="checkbox"/> MEDC Certified Grant Administrator <input type="checkbox"/> Third Party Administrator/Consultant/EDO/EDC	
Has the UGLG received CDBG grants or loans in the past 5 years and/or have any open CDBG grants or loans, including grants or loans provided by MSF, MEDC and MSHDA? If Yes, please identify the associated projects and describe all, if any, findings or areas of concern regarding those projects:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Does the UGLG have any outstanding CDBG grants or loans that have not been drawn down? If Yes, describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

The UGLG agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration.

AUTHORIZED UGLG OFFICIAL	
Name and Title	
Signature	
Date	

Supporting Documentation		
Exhibit I	Project Location Map	Attached <input type="checkbox"/>
Exhibit II	Preliminary Architectural/Engineering Drawings	Attached <input type="checkbox"/> N/A <input type="checkbox"/>
Exhibit III	Independent 3 rd Party Estimate	Attached <input type="checkbox"/>
Exhibit IV	Financial Commitment Letter(s)	Attached <input type="checkbox"/>
Exhibit V	Site Control – Deed or Lease Agreement	Attached <input type="checkbox"/>
Exhibit VI	Blight Letter or Area Blight Resolution (Sample Form 2-B)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit VII	Lead-Based Paint Applicability and Compliance Worksheet (Form 5-S)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit VIII	Asbestos Applicability and Compliance Worksheet (Form 5-V)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit IX	Historic Property Proof of Eligibility	Attached <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Exhibit X	Appraisal for CDBG-funded Acquisitions; or Waiver Valuation (Form 6-D)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit XI	Maintenance/Sustainability Plan	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit XII	Background Check Form (filled out for processing); A form for each building owner(s) and whoever is authorized to manage and sign for the grant	Attached <input checked="" type="checkbox"/>
Exhibit XIII	Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions	Attached <input checked="" type="checkbox"/>
Exhibit XIV	System Award Management (SAM) Certification	Attached <input checked="" type="checkbox"/>
Job Creation Exhibit	Job Creation Summary Job Creation Assurance Machinery and Equipment (M&E) List, if applicable	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Rental Rehabilitation Exhibit	Rental Rehabilitation Workbook	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Façades Exhibit	Façade Budget Façade Building Owner and Activity Identification	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<p>Please attach all supporting documents in the order they are requested. If submitting electronically, label each supporting document appropriately.</p> <p>This list is not all inclusive. Additional compliance documentation will be sought post-application.</p>		



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

Date: 2/24/2020

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: HDC Permit Form Updates Version 2

Dear Commissioners,

The Historic District Commission has set a fee schedule of \$50 for Permits pertaining to the Historic District. Please find templates of these forms following this memo including the City's new logo, permit fees, and amended suggestions from February's HDC meeting.

Let me know your thoughts pertaining to this and have any edits you see ready to discuss at March 4th meeting.

Thank you,

A handwritten signature in blue ink, appearing to read 'KStorey', with a long, sweeping underline.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



Application for Certificate of Appropriateness Historic District Commission A Step-By-Step Guide

Façade Improvement Projects - Applications must be received at least 10 days prior to a regularly scheduled meeting. Approval is conditional upon meeting the requirements of the State Building Code. It is recommended to:

- Consult with staff at the Manistee County Historical Museum for design input
- Review [Guidelines](#) that are applicable to the proposed project
- Consult with the Historic District Commission via the Request for Design Assistance

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to ‘City of Manistee’).
↓
- 3** **Meeting** – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
↓
- 4** **Permit** – Staff will process permit and necessary paperwork.
↓
- 5** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

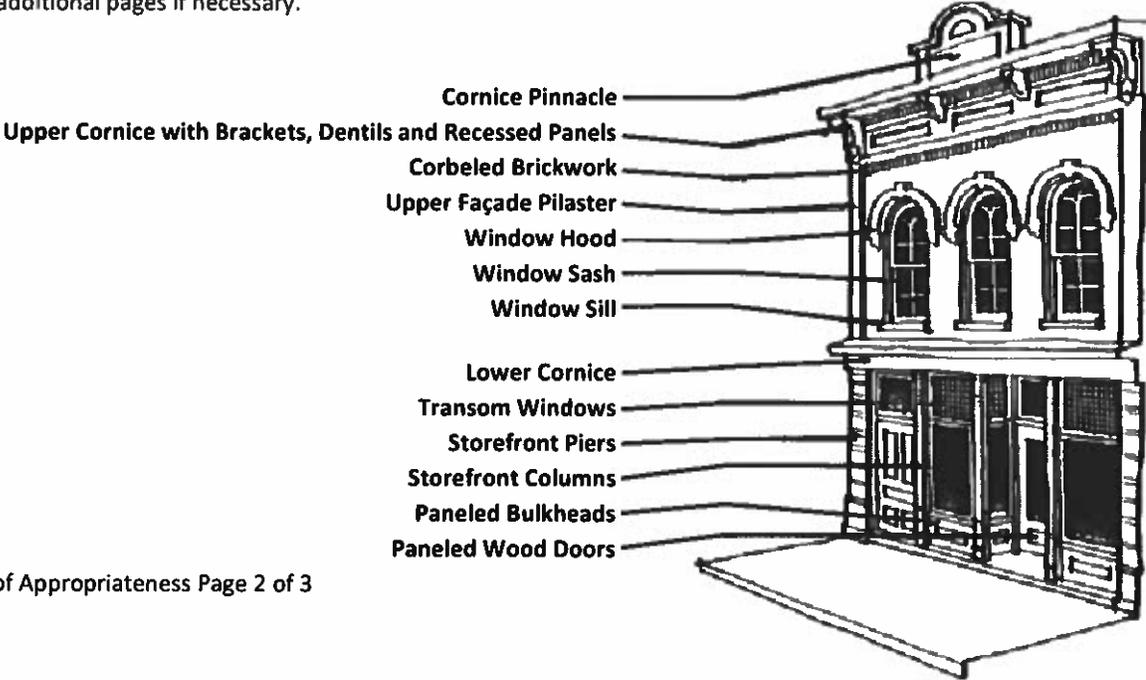
Application for a Certificate of Appropriateness

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 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:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
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 type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.	
<input 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 type="checkbox"/>	A completed Certificate of Appropriateness Checklist.	
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.	

Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project _____			

Proposed Start Date _____ Proposed Completion Date _____			
<i>Incomplete requests will be returned to the applicant to supply needed information for review.</i>			
Authorization			
<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>			
Applicant Signature: _____ Date: _____			
<i>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.</i>			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt # _____	
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	 <hr/> <hr/>
<input type="checkbox"/> Upper Cornice	 <hr/> <hr/>
<input type="checkbox"/> Corbeled Brickwork	 <hr/> <hr/>
<input type="checkbox"/> Upper Façade Pilaster	 <hr/> <hr/>
<input type="checkbox"/> Window Hood	 <hr/> <hr/>
<input type="checkbox"/> Upper Windows	 <hr/> <hr/>
<input type="checkbox"/> Lower Cornice	 <hr/> <hr/>
<input type="checkbox"/> Transom Windows	 <hr/> <hr/>
<input type="checkbox"/> Storefront Piers	 <hr/> <hr/>
<input type="checkbox"/> Storefront Columns	 <hr/> <hr/>
<input type="checkbox"/> Paneled Bulkhead	 <hr/> <hr/>
<input type="checkbox"/> First Floor Windows	 <hr/> <hr/>
<input type="checkbox"/> Doors	 <hr/> <hr/>
<input type="checkbox"/> Other	 <hr/> <hr/>



Routine Repair and Maintenance Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Routine Repair & Maintenance - The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. Requests for Routine Repair and Maintenance must be approved by the Museum Director or Curator.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
↓
- 3** **Request Approved** – Staff will process permit and necessary paperwork.
↓
- 4** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



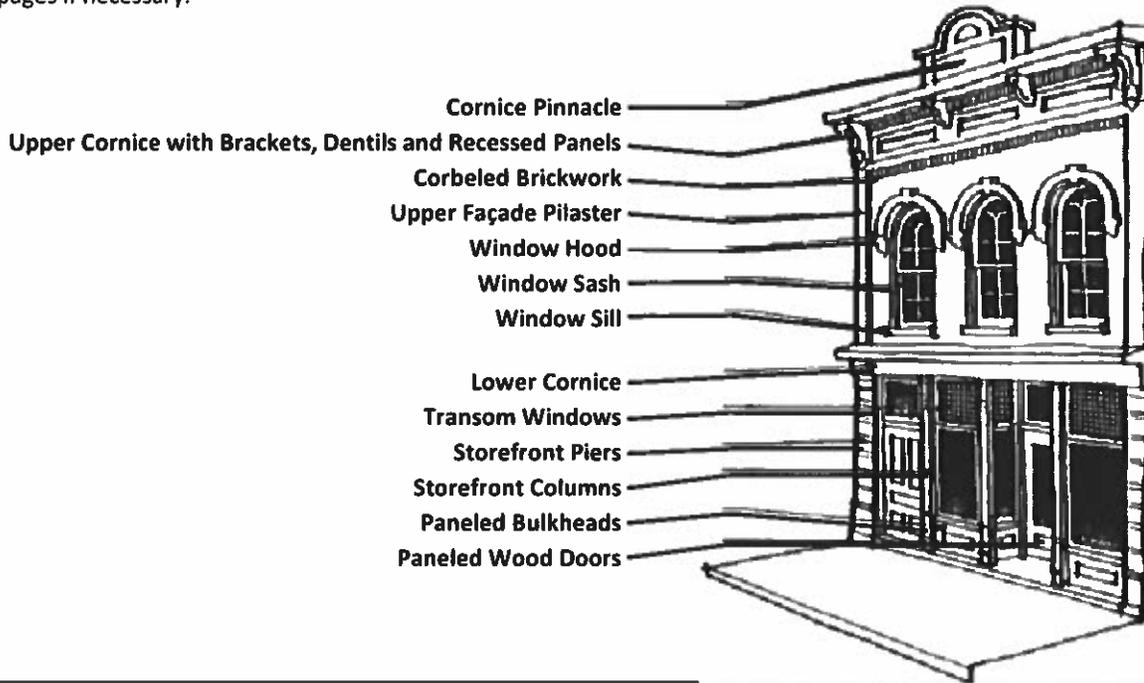
Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Application for Routine Maintenance
Certificate of Appropriateness
Please Print

Submission of Request			
The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. The Historic District Commission has developed this policy to assist in the requests for routine repair and maintenance in the district. <i>Approved Routine Repair & Maintenance projects will post a copy of the application in the window of the building. Once a permit is issued the permit will be posted in its place until work is completed.</i>			
Property/Applicant Information			
Address:		Parcel #	
Name of Owner or Lessee:			
Address:			
Phone #:		Cell#:	e-mail:
Name of Contractor (if applicable):			
Address:			
Phone #:		Cell#:	e-mail:
License Number:		Expiration Date:	
Description of Work			
Describe the proposed project [Use checklist to detail project]			
Proposed Start Date _____		Proposed Completion Date _____	
Authorization			
<i>By Signing this form the Applicant/Owner agrees that in the event Historical Elements are uncovered /discovered during this maintenance the element must be left in place. Removal may be allowed with the prior approval of the Museum Director or the Community Development Director. The applicant is responsible to contact either of them for assistance before removing any historical element. (The applicant may wish to contact the Museum Director or Community Development Director before proceeding with the maintenance to determine the potential value of the discovery and/or potential resources for and benefits of restoration of the element.)</i>			
Applicant Signature: _____		Date: _____	
<small>EXAMPLE: Old glass is discovered behind an added wood panel that is being replaced as part of an approved maintenance project. The old glass must be left in place; the finding must be documented (photographed from all angles); Then prior approved maintenance may proceed; the Museum Director or Community Development Director must be informed of the finding and provided with the documentation for file. This allows documentation of the existing element for future reference in the event of redevelopment/restoration or sales to prospective buyers interested in historic restoration/tax credits.</small>			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #	
Signature: _____		Date: _____	

Routine Maintenance Checklist

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. Below 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.



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
- Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- Corbeled Brickwork Clean using method prescribed In Preservation Brief #1

<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



Process for Application for Demolition Historic District Commission A Step-By-Step Guide

The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building following [Guideline #12 - Demolition](#). Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
↓
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to ‘City of Manistee’).
↓
- 3** **Meeting** – Applicant shall present their request to the commission. The HDC will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting or schedule a Special Meeting.
↓
- 4** **Historic Record Information** – If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission prior to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.
↓
- 5** **Permit** – Staff will process permit and necessary paperwork.
↓
- 6** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Applicant is required to obtain a building Permit from the [Building Inspector](#).



Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Application for Demolition

Please Print

Standards		
<p>The Historic District Commission is charged with insuring the Maintenance and Preservation of Buildings in the Manistee Commercial Historic District. Under exceptional circumstances a request may be made for the demolition of all or a portion of a building. The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation or a portion of an elevation of a building. The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs.</p>		
<p>Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to application for demolition to determine if the demolition may jeopardize tax credits.</p>		
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits or do not wish to pursue tax credits. If this box is not checked the application will not be processed.</p>		
Submission of Application		
<p>This application must be received by the City at least 15 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>		
<p>As part of the review of the Application the Historic District Commission will schedule a Site Visit during the meeting to review the structure. The Historic District Commission reserves the right to request additional information from the applicant prior to a final decision on requests. <i>Incomplete requests will be returned to the applicant to supply needed information for review.</i></p>		
Property Information		
Address:		Parcel #
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Description of Work		
<p>Be specific and describe the proposed demolition – Use additional sheets if necessary.</p> <hr/> <hr/> <hr/> <hr/> <hr/>		

Justification of Request

1.	Whether reasonable measures can be taken to save the historic structure or site. _____ _____
2.	The condition of the structure and its probable life expectancy. _____ _____
3.	The reason for demolishing the structure and whether or not alternatives exist. _____ _____
4.	Whether or not relocation of the structure would be a practical and preferable alternative to demolition. _____ _____
5.	The public necessity of the proposed demolition. _____ _____
6.	The public purpose or interest in the land or building(s) to be protected. _____ _____
7.	Whether there are definite plans for the reuse of the property if the proposed demolition is carried out, and what the effect of those plans would be on the character of the surrounding area. _____ _____
8.	Whether the historic structure or site is capable of earning reasonable economic return on its value. _____ _____
9.	Whether or not the proposed demolition could potentially affect adversely other historic buildings or the character of the historic district. _____ _____

Authorization

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.

Applicant Signature: _____ Date: _____

Office Use Only

Fee: \$50.00 (Checks made payable to 'City of Manistee') Receipt # _____

Signature: _____ Date: _____



Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Historical Record Information for Demolition Projects

Please

Standards		
If demolition is authorized for all or a portion of a structure by the City of Manistee Historic District Commission the applicant is required to provide documentation to the Commission <u>prior</u> to the issuance of a permit to proceed with demolition. This documentation will become part of the Property Record File.		
Property Information		
Address:		Parcel #
Historical Name of Building:		
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Description of Work		
<input type="checkbox"/> Demolition of part of a building	<input type="checkbox"/> Demolition of all the building	
Required Information		
Photographs		
<input type="checkbox"/>	Photographs of the exterior of the building (all sides available)	
<input type="checkbox"/>	Photographs of the interior of the building (all areas i.e. basement, first floor, second floor)	
Drawings		
<input type="checkbox"/>	Measured drawings of the elevation and footprint of the structure must be submitted drawn to scale	
Authorization		
As the owner of the building located at _____ the attached information is submitted for review by the Historic District Commission or their agent. If review shows the information to be complete a Notice to Proceed or Certificate of Appropriateness will be issued.		
Signature: _____		Date: _____
Office Use Only		
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #
Reviewed by: _____		Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Additional information required	



Process for Requesting Design Assistance Historic District Commission A Step-By-Step Guide

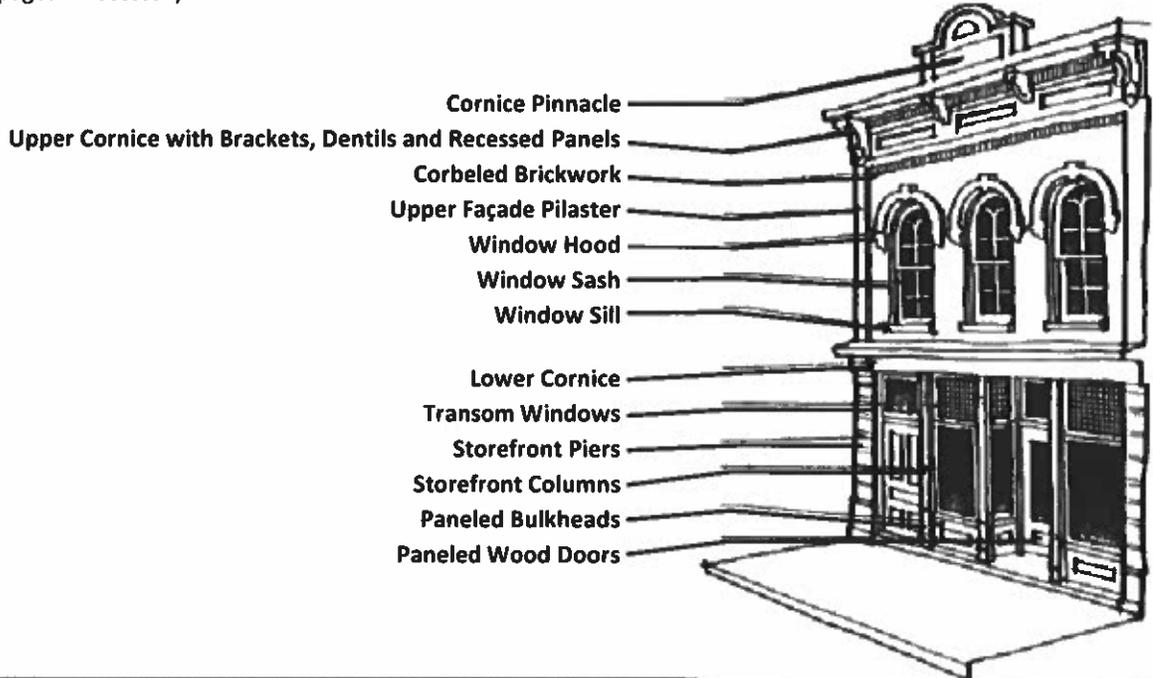
Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
- 3** **Meeting** – Applicant will discuss their project with the Commission. The Commission will provide feedback that the applicant can use for their application for a Certificate of Appropriateness.
- 4** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Applicant will complete an application for a [Certificate of Appropriateness](#).

Design Assistance

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. Below 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.



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
- Upper Cornice: Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- Corbeled Brickwork: Clean using method prescribed in Preservation Brief #1

<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



Paint Color Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Paint Colors - New color schemes following the requirements of [Guideline #6](#) - Painting may be approved by the Museum Director or Curator. The Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at their discretion.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to ‘City of Manistee’).
- 3** **Request Approved** – Staff will process permit and necessary paperwork.
- 4** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Paint Colors Application for a Certificate of Appropriateness

Please Print

Submission of Application		
<p>New color schemes following the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> guidelines may be approved by the Manistee County Historical Museum Director or Curator. The Manistee County Historical Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.</p>		
<p>Color schemes that do not follow the <i>Manistee Commercial Historic District Commission Guideline #6 Painting</i> must be approved by the Historic District Commission.</p>		
Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
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: _____		Date: _____
<input type="checkbox"/> Paint Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')	Receipt #	
Signature: _____		Date: _____

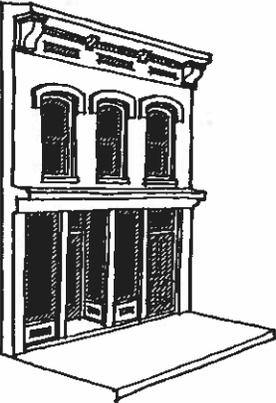
Do not paint a brick or stone building that was never painted unless these materials require a protective coating to prevent deterioration.

Painting Plan	
Property Address:	Owner:



Base Color			
In general, the base color is the color of the basic facade wall. Often this color is the natural appearance of the masonry. When painted, the base color should relate harmoniously with that of other facades on the street.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached

Major Trim Color			
The major trim color is used on the construction and decorative elements which define the facade. This color should be used on both the upper facade and storefront to tie the facade together as a whole.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Minor Trim Color			
The minor trim color(s) are used primarily as an accent to highlight the architectural details of the facade. Elements such as window sash and doors can be emphasized. Care should be taken in choosing additional colors in a scheme.			
Brand of Paint	Paint Color Name	Paint Color Numbers	Paint Color Chips
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached
			<input type="checkbox"/> Attached



Process for Signage/Awning Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Awnings - Awning material and dimensions must be approved by the Museum Director or Curator. Requests for Awnings that do not meet the requirements of [Guideline #1 - Awnings](#) will be forwarded to the Historic District Commission for review. If the Awning includes signage the applicant must follow the requirements for Signage. A Building Permit must be obtained prior to installation.

Signage - Signage within the Historic District requires an approved Sign Permit. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. Only after a Sign Permit has been issued will the request be reviewed by the Museum Director or Curator. Requests that do not meet the requirements of [Guideline #2 - Signage](#) will be forwarded to the Historic District Commission for review. In that event the Museum Director or Curator may permit temporary signage to be installed. Projecting Signs require a Building Permit prior to installation.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to 'City of Manistee').
- 3** **Request Approved** – Staff will process permit and necessary paperwork.
- 4** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
 Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

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:		Parcel #	
Applicant Information			
Name of Owner or Lessee:			
Address:			
Phone #:	Cell#:	e-mail:	
Name of Contractor (if applicable):			
Address:			
Phone #:	Cell#:	e-mail:	
License Number:		Expiration Date:	
Sign Plan Requirements			
<input type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.		
<input 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: _____		Date: _____	
<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			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #	
Signature: _____		Date: _____	



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

Date: 2/25/2020

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: DDA Programs pertaining to Historic District

Dear Commissioners,

The City of Manistee Downtown Development Authority has many different programs to help entities looking to develop within the Historic District. Please see attachments following this memo including:

- Downtown CDBG Rehabilitation pre-application
- MEDC Rental Rehab Guide
- Façade Grant Application form
- MDDA Revolving Loan Program Disclosure
- MSDDA Revolving Loan Application
- Personal Financial Statement
- Program Guidelines
- Review Board Recommendations

The Manistee DDA offers façade improvement programs, revolving loans, and looking into a rental rehab grant program. For tax incentives, even though DDA funds, would have to go through city council. City Council has allowed tax incentives to well thought out and highly invested in projects. DDA façade program offers \$5,000 a frontage for reimbursement on Historic District approved designed improvements. The program requires the applicant to have plans reviewed and approved by Historic District staff and presented to the Manistee DDA Design Committee. Once approved, the project can start and funds are reimbursed with shared invoices. The revolving loan fund is a partnership with West Shore Bank to allow for flexible loaning to small business owners. The amount is \$5,000 with a personal financial application, business plan and financial statements. The funding is to be used for business development or investment.

Thank you,

A handwritten signature in blue ink that reads 'KStorey'.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator

DOWNTOWNMANISTEE

michigan

DOWNTOWN CDBG REHABILITATION PRE-APPLICATION

APPLICANT INFORMATION	
Name of Applicant:	
Home Address:	
Phone Number:	
Email:	
PROPERTY INFORMATION	
Address of Building to be rehabilitated:	
Is the property blighted, contaminated, functionally obsolete or historic?	List below all that apply
Do you own the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will commercial space be improved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will exterior be improved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will residential units be created?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of residential units created:	
Any owner occupied residential units:	
PROVIDE A SHORTRNARRATIVE OF THE PROJECT	

MEDC CDBG RENTAL REHABILITATION PROGRAM OVERVIEW

Eligibility	
Eligible Applicants	Communities with Traditional Downtowns
Eligible Properties	Vacant or Underused: Commercial/Rental Mixed Use or Façade/Rental Projects or both Project should be in connection with economic development / housing strategy for the community and demonstrate local support.
Ineligible Properties	Occupied properties, and properties that have been vacant for less than 90 days.
Scope	
Eligible Activities	Moderate or substantial rehabilitation of existing vacant housing, or conversion of vacant/commercial space to rental units. Facade and site improvements may also be eligible as part of the rehab project. Hard and soft costs, as defined in the CDBG Application guide, can also be considered on the project or counted as match. Appliances can be an eligible expense and must be energy star rated.
Rehab Housing Standards	Units must meet applicable local codes, Housing Quality Standards (HQS)
Minimum # of Units or Combination Building/Units	The project can be strictly Rental Rehab or a holistic building renovation to which both will be evaluated based on financial analysis. For Example: A Low/mod community could use façade as a 50/50 match. Blight could also be used for the 50/50 match. Projects should be encouraged to bundle application to make the most impact on the community's housing needs.
Program Requirements	
CDBG Investment	Rental Rehab should be evaluated holistically, and depending on a gap analysis driven by the market.
HQS On-site Inspection Requirements	Inspection required only when an affordable unit is initially completed to insure compliance with HQS
Fair and Equitable Distribution of Units	Projects must demonstrate that there is a fair and equitable distribution of units. All units affordable and market rate should be of the same quality, size and not separated by floors
Unit size	Units will have no size requirement but will be determined by what is appropriate for the market. A one bedroom unit at 600 Sq. ft. is the bench mark.
Income Eligibility / Certification	51% of units in a structure must have incomes at or below 80% of the AMI at initial occupancy. The 1040 Method is used to determine income levels. HUD website link: https://www.hudexchange.info/incomecalculator/
Initial Rents (maximum)	Initial rents for the low-mod units must have "Affordable Rents" which is defined by the MEDC as Fair Market Rents minus tenant paid utilities. The Affordable Rent is calculated at the time of the initial lease for that unit and must be one year minimum. Fair Market Rent data can be obtained at: https://www.huduser.gov/portal/datasets/fmr.html Utilities data can be obtained at: https://www.huduser.gov/portal/datasets/husm/uam.html
Davis-Bacon	Will generally apply to MEDC supported project because they will include façade improvements or take place on mixed use properties. (Project will not trigger Davis Bacon when a project is ONLY completing residential work and if there are less than 8 units total.)

DOWNTOWN MANISTEE

michigan

294 River Street, Suite 2 • Manistee Michigan

231.398.3262

www.VisitManistee.com

DOWNTOWN COMMERCIAL FAÇADE IMPROVEMENT PROGRAM OVERVIEW/STEP BY STEP GUIDE

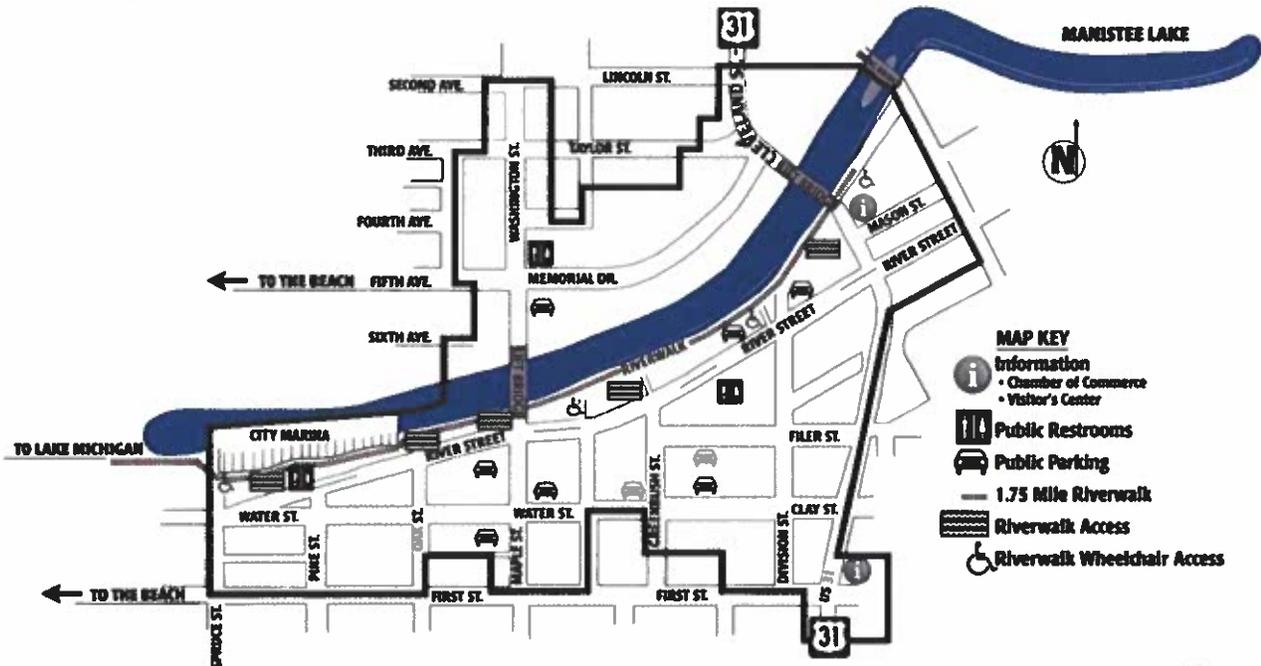
Program Objectives

Design changes that take place at commercial properties are a critical part of any successful revitalization strategy. Customers want to shop in an attractive and inviting environment, not in one that is poorly designed or maintained. Property owners want to generate adequate rents from their commercial properties while lessees want to have pride in their place of business. Manistee DDA wishes to maintain and improve quality of life for its citizens by fostering economically viable commercial districts. In order to reach this goal Manistee DDA has established a Façade Improvement Program.

The program will be administered by the Design Committee of Manistee DDA and will offer technical and financial assistance to commercial property owners seeking to renovate or restore the exterior of their buildings. This round of funding the grant will be allocated to building rehabilitation/ renovation projects in the form of a 50/50 matching grant to business and property owners.

Unless otherwise stated each year applications are due May 5th.

MANISTEE'S DOWNTOWN DISTRICT



Financial Assistance

There is currently matching grant money to be awarded to potential projects per year in the Downtown Area. Funding for façade projects will be paid through a reimbursement process. Only after applicant has paid for work to be done will the applicant be reimbursed for up to 50% of that amount. How much each applicant gets is determined by how many grant applications are received and how the project is scored. Grant assistance is limited to the amount available to Manistee DDA.

Eligibility Criteria

All improvements must comply with standards set forth in the City of Manistee Zoning Ordinance, Downtown Façade Guidelines, and all applicable Building and Property Maintenance Codes. If the building is located the [Historic District](#) all exterior improvements must be approved by the [Historic District Commission](#). More information on these standards can be obtained at the City of Manistee [Planning and Zoning Department](#) 231.398.2805.

How are projects selected for funding?

Applications will be ranked and selected based on a clear and documented set of evaluative criteria. Depending on the number of applications, we may assign “waiting list” status to projects that qualify for selection, but do not rank as high as other applications selected for funding.

The evaluative criteria and their respective weights are as follows:

- **Impact (40%)** – Overall impact of the project on the Downtown Development Authority District. Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the commercial district? Does the project seek to restore the historical or architectural significance of the building? Does the project fall into a priority-funding category? Is the project in a highly visible location that has significant impact on surrounding properties?
- **Financial Leverage (10%)** – Projects that leverage more private investment will be graded higher than those seeking just the grant funding.
- **Sustainability/Permanence (30%)** – How permanent are the improvements (signs are more changeable than new glazing, for example) and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?
- **Community Contribution (20%)** – Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the business participate in organized Manistee DDA promotions or other community based activities? Does the applicant actively promote downtown Manistee and their own business?

Funding Availability

Manistee DDA reserves the right to discontinue or modify funding for this program; however, all approved grants will be fulfilled as per contracted agreement.

Find out if you are eligible to apply

This program is for properties located in the Downtown Area (see map on page 1). Applicants for participation in the program can be:

- Property owners
- Tenants with a minimum of two years remaining on their lease or have an option to renew their lease with written permission from property owner (include letter with application)

NOTE: *Taxes for property must be update to date including personal property taxes if applicable.*

Eligible Improvements

The following are the types of projects that are eligible for funding. If your building is in the Historic District you are required to have approval for these projects from the Historic District Commission prior to submitting a request.

- Removal of materials which cover original architectural details
- Repair and/or restoration of original architectural details
- Replacement of original architectural details
- Window repair or replacement including window framing (must match original in size, style and scale)
- Repainting and repair of facade
- Exterior lighting
- Gutters and downspouts

Other improvements can be made if they meet the objectives of the program and have prior written approval of Manistee DDA

Ineligible Improvements

The following improvements do not qualify for the Façade Improvement Program:

- IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL
- Interior improvements
- Removal of architecturally important features
- New construction and additions
- Sweat equity (payments for applicant's own labor)
- Planting or landscaping
- Residential properties, excluding mixed use developments

Buildings located in the Historic District require approval from the Historic District Commission follow the process on page 4. If your building is outside the district proceed to page 5.

Process for obtaining approval from the Historic District Commission

The process for obtaining approval from the [Historic District Commission](#) can take several months depending on the size of the project. It is important for the applicant to start the process early (the Museum Director works reduced hours in the winter months) so they can meet the deadline for submission of the request.

*Typically permits for [signs](#), [awnings](#), [paint colors](#) and [routine repair and maintenance](#) can be approved by the Museum Director and do not need to go before the Historic District Commission (step 1 & 2 below). **Allow 7 – 10 days for requests to the Museum Director.***

The Historic District Commission meets on the first Thursday of the month and requests must be submitted 10 days before the meeting to be placed on the agenda. The Commission **does not** schedule special meetings for late applications; requests will be placed on the next regularly scheduled meeting agenda.

Larger [façade improvement projects](#) need to go before the Historic District Commission for approval (step 1 through 4 below). Average time depending on staff availability, complete application and meeting schedules approx. 30 – 60 days; if design assistance is requested it may take an additional 30 days.

- 1** **Introductory Meeting with Museum Director** - Staff will assist the applicant by explaining the different application form and [Guidelines](#) needed for the request. The Museum Director will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to staff who will review it to make sure they have supplied all the necessary information including a site plan (not sketch). If no additional information is needed, and the request does not need to go before the Historic District Commission staff will process the request and issue a permit (Certificate of Appropriateness).
- 3** **Historic District Commission Approval/Meeting** – Depending on the scale of the project the applicant may want to begin with requesting [design assistance](#) from the Historic District Commission. If design assistance is not needed facade improvements that are outside of [routine repair and maintenance](#) need to go before the Historic District Commission for approval. These requests for a [certificate of appropriateness](#) must be received 10 days before their regularly scheduled meeting held on the first Thursday of the month to be placed on the agenda. If the Commission determines that no additional information is needed they will deliberate/take action on the request. They will either approve or deny the request. If the Commission determines that additional information is needed they will postpone their determination until their next regularly scheduled meeting.
- 4** **Permit** – Once approval is received from the Historic District Commission staff will process the necessary paperwork and issue a permit (Certificate of Appropriateness).

Mark Fedder
Museum Director
425 River Street, Manistee, MI 49660
231.723.5531

Denise Blakeslee
Planning & Zoning Administrator
70 Maple Street, Manistee, MI 49660
231.398.2805

Once a Certificate of Appropriateness is received for projects in the Historic District the applicant can begin the process of applying for a Façade Grant.

Process for applying for the Façade Grant

- 1** **Introductory Meeting with Manistee Director/Design Committee Member** - It is strongly encouraged that all potential applicants meet with either the DDA Director or a Design Committee member prior to filling out the application. Staff will assist the applicant by explaining the program, application requirements, selection process, and process.
- 2** **Submission of Application** – Applicant will submit their request to staff who will review it to make sure they have supplied all the necessary information including photographs, detailed sketches or drawings, two bids from contractors (on letterhead), Historic District Commission Certificate of Appropriateness (if property is located in the historic district) and any other information that can assist with the explaining the request. ***Applications must be received by the deadline for consideration.***
- 3** **Review of Application/Scoring Process** – Manistee DDA will review all applicants and determine which projects get funded and at what amounts each will receive. Applications will be scored based on need, project, and impact to the downtown. Projects that score higher will be given higher funding priority. Projects that do not score high may not be funded or will be funded at a lesser amount.
- 4** **Notification/Contract** – Applicants will be notified of the results by mail within 60 days of the grant deadline. Projects that receive funding require a signed contract that will be attached to their letter. The applicant has 30 days to sign and return the contract. ***This contract must be signed before work begins.***
- 5** **Commence Work** – Once the signed contract is received by Manistee DDA the applicant may begin work. Work must start within 60 days of signing the contract. Work must be completed within twelve months from date of signed contract. The DDA Director has the right to conduct weekly site inspections. ***Any changes in the approved work must be approved by the Museum Director and/or Historic District Commission and the DDA Director.***
- 6** **Installation of Façade Signage** – Once construction begins the DDA will provide a Façade Improvement Program sign that is to be installed and displayed during construction.
- 7** **Reimbursement** – Once the project is completed the applicant must submit copies of cost documentation (invoices, etc.) along with copies of all cleared checks to Manistee DDA for reimbursement. If the building is located in the Historic District a copy of the Certificate of Compliance closing out the project by the Historic District Commission must be submitted for file. Reimbursement will be made to applicant within 30 days of receipt of project payment documents.

Changes to the improved façade cannot be made without prior written approval from the Manistee DDA for two years from the date of the Final Closeout of the application.

(amended 1/19/17)

Project Location	
Address:	
Applicant Information	
Name:	
Address:	
Phone Number:	Fax Number:
Email:	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Other _____	
Property Owner Information (if different from applicant)	
Name:	
Address:	
Phone Number:	Fax Number:
Email:	
Business Information	
Name of Business:	Type of Business:
How long as the business been at the current location?	
Lease Information (if applicant is leasing)	
<i>Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition</i>	
If applicant is leasing, when does your current lease expire?	
Do you have the option to renew your lease?	
What are the terms of the lease?	
Project Details	
<i>Please describe below in detail the proposed improvement to the property. The following must accompany this application</i>	
<input type="checkbox"/>	A narrative of proposed improvements (e.g. new doors, windows, signs, lighting, paint, etc.)
<input type="checkbox"/>	Two color photographs that show existing building conditions
<input type="checkbox"/>	Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
<input type="checkbox"/>	Two bids from contractors, must be on letter head
<input type="checkbox"/>	If property is located in the Historic District a copy of Certificate of Appropriateness issued for the project along with a copy of the application and supporting documents
<input type="checkbox"/>	Additional information (optional)
Proposed project budget: \$	
How much assistance are you requesting: \$	
Proposed start date:	
Estimated completion date:	
In conjunction with this project are you completing any other renovations/rehabilitation work to the property (interior or exterior)? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, describe work (attach additional pages if needed):	
Estimated cost of additional work to building: \$	
Would you like Design Assistance (no cost to business or property owner)? <input type="checkbox"/> yes <input type="checkbox"/> no	

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Manistee DDA, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.
- The applicant must begin the project within three months of being notified that they have been awarded the grant and must complete the façade project within twelve months of beginning the project.
- The applicant authorizes Manistee DDA, to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Downtown Manistee materials and press releases.
- The applicant has read and understands the "Manistee DDA Façade Improvement Program Overview" document outlining program guidelines and procedures.
- The applicant understands that Manistee DDA, reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature: _____ Date: _____
Applicant

Owner Authorization

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As the owner of the property at _____, I have reviewed the above application and authorize operator of _____ at said address to perform the façade improvements described above as part of the Manistee DDA Façade Improvement Program.

Signature: _____ Date: _____
Owner or Authorized Representative

MAIN STREET DDA USE ONLY

Scoring for Project

Impact 40%	Financial Leverage 10%	Sustainability/Permanence 30%	Community Contribution 20%	TOTAL
_____	_____	_____	_____	_____

Received _____ Date: _____
Manistee DDA Director

Approval _____ Date: _____
Design Committee Chair

Approval _____ Date: _____
Manistee DDA/Board Chair

Manistee Downtown Development Authority Revolving Loan Program

Funds provided by the US Department of Agriculture Rural Development Program

Small business loans available up to \$10,000 with terms determined on a case-by-case basis as follows: (Loan Committee has the authority to make an exception to the rule based on merit).

- The Manistee Downtown Development Authority (MDDA) loan committee will review only complete applications.
- Loan requests will be evaluated based on the merit of the application with emphasis given to requests that create and/or retain jobs or promote economic growth in the Manistee Downtown Business District.
- Loan requests can provide financing for up to \$10,000 of a project for
Equipment
Operational Expenses
Inventory
- Loan requests must provide reasonable evidence of the ability to repay all loan proceeds and may require acceptable collateral.
- Pricing and loan terms (including structure, collateral and amortization) will be determined by the MDDA loan review committee with input from the applicant.
- Interest rates will be 1 1/2 percent below prime – fixed.
- Loan proceeds could be used for any reasonable and legal purpose; however, loan proceeds cannot be used to refinance any current debt.
- Loan proceeds cannot be used to re-finance any debt and cannot be used to finance any construction or real estate purchases.
- If approved, the commitment to lend will be valid for a predetermined period to be outlined in the commitment to lend. (Extensions permitted by approval of the loan committee).
- Loan amortization will be matched to the purpose of the loan and the asset(s) it funds with equipment limited to 5-years and inventory and Operational Expenses limited to 3-years.
- All loans will be reviewed monthly by the MDDA loan committee and the MDDA for recommendation of approval by the Manistee Downtown Development Authority.
- Funding will not occur until all loan paperwork has been signed, liens perfected and funds are released by the US Department of Agriculture.
- There is a \$350 processing fee when application is approved.

An application package is available from the Manistee DDA office at 294 River St, Ste #2, Manistee, MI 49660. Contact; Caitlyn M Berard, DDA Director at 231-398-3262 or cberard@manisteedowntown.com.

Manistee
Downtown Development Authority
Revolving Loan Fund Program

PERSONAL FINANCIAL STATEMENT

CONFIDENTIAL

IMPORTANT: DIRECTIONS TO APPLICANT

To: _____

Address: _____

Personal Financial Statement as of _____
(DATE)

APPLICANT'S NAME(S): _____

HOME ADDRESS _____

HOME PHONE _____

Read directions before completing Financial Statement.
Please check appropriate box

- Individual credit—If relying on your own income and assets and not the income and assets of a spouse or another person as a basis for extension or repayment or credit, complete the Financial Statement below only as it applies to you, individually. Do not provide any information about a spouse or other person. Sign the Financial Statement.
- Joint Credit If applying for joint credit or for individual credit relying on income or assets of a spouse or another person for extension and repayment of credit requested, complete the Financial Statement below. Include information about income, assets and liabilities of the spouse or other person. Both Applicant and Spouse or Co-Applicant sign this statement.
- Individual relying upon income or assets of spouse or other person. or Co-Applicant sign this statement.

Please do not leave any questions unanswered. Use "no" or "none" where necessary.

<i>Assets</i>	<i>In Even Dollars</i>	<i>Liabilities and Net Worth</i>	<i>In Even Dollars</i>
Cash on hand and in Banks—See Schedule A	\$	Notes Payable: MDDA—See Schedule A	\$
U.S. Government Securities—See Schedule B		Notes Payable: Other Institutions—See Schedule A	
Listed Securities—See Schedule B		Notes Payable—Relatives	
Unlisted Securities—See Schedule B		Notes Payable—Others	
Other Equity Interests—See Schedule B		Accounts and Bills Due	
Accounts and Notes Receivable		Unpaid Taxes	
Real Estate Owned—See Schedule C		Real Estate Mortgages Payable—See Schedule C or D	
Mortgages and Land Contracts Receivable—See Schedule D		Land Contracts Payable—See Schedule C or D	
Cash Value Life Insurance—See Schedule E		Life Insurance Loans—See Schedule E	
Other Assets: Itemize		Other Liabilities: Itemize	
		TOTAL LIABILITIES	\$
		NET WORTH	\$
TOTAL ASSETS	\$	TOTAL LIABILITIES AND NET WORTH	\$

<i>Sources of Income</i>	<i>In Even Dollars</i>	<i>General Information</i>	
Salary	\$	Employer	
Bonus and Commissions		Position or Profession	No. Years
Dividends		Employer's Address	
Real Estate Income		Phone No.	
*Other Income: Itemize		Partner, officer or owner in any other venture? <input type="radio"/> No <input type="radio"/> Yes	
		If so, explain:	
TOTAL	\$		
*Alimony, child support or separate maintenance payments need not be disclosed unless relied upon as a basis for extension of credit. If disclosed, payments received under <input type="radio"/> court order <input type="radio"/> written agreement <input type="radio"/> oral understanding.		Are any assets pledged? <input type="radio"/> No <input type="radio"/> Yes Detail in Schedule A	
		Income taxes settled through (Date)	

<i>Contingent Liabilities</i>	<i>In Even Dollars</i>	<i>General Information (continued)</i>
As endorser, co-maker or guarantor	\$	Are you a defendant in any suits or legal action? <input type="radio"/> No <input type="radio"/> Yes
On leases		If so, explain:
Legal claims		Have you ever taken bankruptcy? <input type="radio"/> No <input type="radio"/> Yes
Provision for federal income taxes		If so, explain:
Other special debt, e.g., recourse or repurchase liability		Do you have a will? <input type="radio"/> No <input type="radio"/> Yes With whom?
		Do you have a trust? <input type="radio"/> No <input type="radio"/> Yes With whom?
TOTAL	\$	Number of dependents _____ Ages _____

Schedule A: Banks, Brokers, Savings & Loan Association, Finance Companies or Credit Unions. List here the names of all the institutions at which you maintain a deposit account and/or where you have obtained loans.

<i>Name of Institution</i>	<i>Name on Account</i>	<i>Balance on Deposit</i>	<i>High Credit</i>	<i>Amount Owning</i>	<i>Monthly Payment</i>	<i>Secured by What Assets</i>
TOTAL				TOTAL		

Schedule B: U.S. Governments, Stocks (Listed & Unlisted), Bonds (Gov't & Comm.), and Partnership Interests (General & Ltd.)

<i>Number of Shares, Face Value (Bonds), or % of Ownership</i>	<i>Indicate:</i>	<i>In Name of</i>	<i>*Market Value</i>	<i>Pledged</i>	
	1. <i>Agency or name of company issuing security or name of partnership</i>			<i>Yes (3)</i>	<i>No (3)</i>
	2. <i>Type of investment or equity classification</i>				
	3. <i>Number of shares, bonds or % of ownership held</i>				
	4. <i>Basis of valuation*</i>				
TOTAL					

If unlisted security or partnership interest, provide current financial statements to support basis for valuation.

Schedule C: Real Estate Owned (and related debt, if applicable)

<i>Description of Property or Address</i>	<i>Title in Name Of</i>	<i>Date Acq.</i>	<i>Cost + Improvements</i>	<i>Present Mkt. Value</i>	<i>Mortgage or Land Contract Payable</i>		
					<i>Bal. Owing</i>	<i>Mo. Payt.</i>	<i>Holder</i>
TOTAL							

Schedule D: Real Estate: Mortgages & Land Contracts Receivable (and related debt, if applicable)

Description of Property or Address	Title in Name Of	Date Acq.	Balance Receivable	Monthly Payment	Mortgage or Land Contract Payable		
					Bal. Owing	Mo. Payt.	Holder
TOTAL							

Schedule E: Life Insurance Carried

Name of Company	Face Amount	Cash Surrender Value	Loans	Beneficiary
TOTAL				

I/we have carefully read and submitted the foregoing information provided on all three pages of this statement to the Manistee Downtown Development Authority (MDDA). The information is presented as a true and accurate statement of my/our financial condition on the date indicated. This statement is provided for the purpose of obtaining and maintaining credit with the MDDA's Revolving Loan Fund program. I/we agree that if any material change(s) occur(s) in my/our financial condition that I/we will immediately notify the MDDA of said change(s) and unless the MDDA is so notified it may continue to rely upon this financial statement and the representations made herein as a true and accurate statement of my/our financial condition.

I/we authorize the MDDA to make whatever credit inquiries it deems necessary in connection with this financial statement. I/we authorize and instruct any person or consumer reporting agency to furnish to the MDDA any information that it may have or obtain in response to such credit inquiries.

I/we also hereby certify that no payment requirements listed herein are delinquent or in default except as follows; if "NONE" so state.

I/we fully understand that it is a federal crime punishable by fine or imprisonment or both to knowingly make any false statements concerning any of the above facts, pursuant to 18 U.S.C. Section 1014.

Applicant's Signature _____ Date Signed _____ Social Security No. _____ Date of Birth _____

Spouse's or Co-Applicant's Signature _____ Date Signed _____ Social Security No. _____ Date of Birth _____

Manistee Main Street Downtown Development Authority Revolving Loan Program Application Form

Date prepared: _____ Requested loan amount: \$ _____
 Date received by DDA rep.: _____ Loan repayment term in months: _____

Business structure and guarantor information:

Borrower (business name): _____
 Form of business: _____ EIN #: _____
 Address: _____ Owner(s) & guarantor(s): _____
 Address: _____
 City: _____ Percentage of ownership: _____
 State & zip: _____

Use of proceeds:

Purpose: _____

Number of jobs created and/or retained: _____

Requested loan terms:

Request	Loan amount	Asset acquired	Repayment term	Interest rate
#1				To be determined
#2				To be determined
#3				To be determined

Source(s) of repayment: Primary: _____
 Secondary: _____

Collateral description and value(s): _____

Collateral valuation and liquidation analysis (for lender analysis use only):

Type	Appraised, SEV or NBV value	Factor	Liquidation value
Accounts Receivable < 90 days		50%	
Inventory – Work in process		25%	
Inventory – Raw materials and Finished Goods		50%	
Equipment @ NBV		75%	

Credit reference(s) for current debt:

Current Business Debt:

Bank name	Credit type	Loan amount	Interest rate	Repayment terms	Collateral pledged or indicate if unsecured

Repayment history: _____

Other debts such as land contract(s) or private note(s) payable: _____

Depository Relationship:

Bank name	Acct #	Type	Date opened	Current balance	Average balance	Interest rate

Background information: _____

Financial Statements:

For existing businesses, provide most recent 3-years of Federal business tax returns or CPA prepared business financial statements (balance sheet & income statement), and business plan with financial projections.

If start-up business (less than 3-years old), Federal tax returns and a detailed business plan with no less than 2-years of financial projections (balance sheet & income statement) included.

Most recent 3-years of owner's/guarantor's personal Federal tax returns.

Current personal financial statement from each owner/guarantor.

Recent Personal Credit Report for each owner/guarantor.

BUSINESS BACKGROUND INFORMATION

Please provide a brief history of your business, future plans and projections, and describe your products and/or services and competition.

PERSONAL BUSINESS EXPERIENCE

If you have been in your present business for less than 3-years, please describe your previous business experience. (Include business background, management experience, and training, or include a resume.)

MISCELLANEOUS INFORMATION

Are tax liabilities current? Yes No Settled through _____

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements? Yes No

If yes, what is the contingent liability? _____

Has the business or principal owner ever declared bankruptcy? Yes No

If yes, provide details on a separate sheet.

Is the business a defendant in any lawsuit? Yes No

If yes, provide details on a separate sheet.

Are any of the business assets encumbered by liens or attachments of any type? Yes No

What	By whom	Amount \$
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorization to obtain credit and financial information:

This application is being made to the Manistee Main Street Downtown Development Authority. The applicant understands that all blanks are to be filled in. If sufficient space is not available, indicate so and provide additional information on a separate attachment. **This application will not be complete until such time that all information has been supplied as requested. Incomplete applications will not be reviewed and will not be considered by the MSDDA.**

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete and correct. The undersigned agrees to notify the MSDDA ("the lender") immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the lender or its agent for the costs, if any, for credit investigations, surveys, title or mortgage examinations, appraisals, etc., that have been performed by non-lender personnel with the consent of the applicant. The undersigned authorizes the lender or its agent to contact any bank, trade creditors and/or service bureaus it deems necessary, without further notice, including but not limited to, Dunn & Bradstreet, TRW Credit Data, TransUnion, Experian or the like. The applicant also grants permission for the lender or its agent to make inquiries into the personal credit history of any guarantor as the lender or its agent deems necessary.

Additionally, in connection with the loan application, the business and its guarantors authorize their accountant or CPA to release any and all financial information requested by the lender or its agent now and in the future.

Business Name (print): _____

Applicant Signature: _____ Date: _____

Applicant Title: _____

Guarantor Signature: _____ Date: _____

BUSINESS LOAN APPLICATION CHECKLIST

Please be sure all of the following required documentation has been included in order for your business loan application to be processed. **No consideration will be given to an applicant if an incomplete loan application package is submitted. No exceptions.**

Received:

<input type="checkbox"/>	Business loan application (this form entirely completed).
<input type="checkbox"/>	Signed Federal business tax returns or CPA prepared business financial statements (income statement & balance sheet) for the past three years.
<input type="checkbox"/>	Interim financial statements (income statement & balance sheet, if available)
<input type="checkbox"/>	Most recent Federal tax returns for each principal owner/guarantor.
<input type="checkbox"/>	Personal financial statement for each principal owner/guarantor.
<input type="checkbox"/>	Organizational papers (Articles of incorporation or organization, DBA papers, etc.).
<input type="checkbox"/>	Invoice(s) for equipment or assets to be purchased including serial numbers.
<input type="checkbox"/>	Business plan with financial projections (income statement & balance sheet) and clear explanation outlining means of repayment.
<input type="checkbox"/>	Recent Personal Credit Report for each person included in application

Manistee Downtown Development Authority Revolving Loan Fund

Review Board Recommendations

Date of Review Board Action: _____

Type of Business: _____

The Manistee Downtown Development Authority Revolving Loan Fund Review Board has reviewed the loan application from the above applicant and recommends the following action:

Approval of the loan in the amount of: _____

The proposed interest rate is: _____

Length of loan is: _____

Security provided: _____

Personal guarantee is required: _____

Loan includes a balloon payment of: _____

Monthly payment, including service fee is: _____

Special conditions:

Deferral of principal for a period of: _____

Deferral of interest for a period of: _____

Financial Institution Amount: _____

Denial of Application: _____