

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, August 2, 2012  
3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,  
Manistee, Michigan

## AGENDA

### I Call to Order

### II Roll Call

### III Approval of Agenda

At this time the Historic District Commission can take action to approve the August 2, 2012 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the June 14, 2012 meeting Minutes.

### V New Business

#### **HDC-2012-15 James & Susan Matthews, 334 River Street – French Door & Balcony**

James & Susan Matthews, 334 River Street has submitted a request for a Certificate of Appropriateness for the installation of a French Door and Balcony with 4' x 10' deck on the North East Corner of the rear of the building as submitted with application HDC-2012-15.

At this time the Historic District Commission could take action to approve/deny the request from James and Susan Matthews, 334 River Street for a Certificate of Appropriateness for the installation of a French Door and Balcony with a 4' x 10' deck on the North East Corner or the Rear of the building as submitted with application HDC-2012-15.

#### **HDC-2012-16 James & Susan Matthews, 334 River Street – Skylight**

James & Susan Matthews, 334 River Street has submitted a request for a Certificate of Appropriateness to restore skylight in area that was previously the auto shop as submitted with application HDC-2012-16.

At this time the Historic District Commission could take action to approve/deny the request from James and Susan Matthews, 334 River Street for a Certificate of Appropriateness to restore skylight in area that was previously the auto shop as submitted with application HDC-2012-16.

**VI Old Business**

**VII Public Comments and Communications concerning Items not on the Agenda**

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

**VIII Correspondence**

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

**IX Reports**

Main Street/DDA Director  
Museum Curator  
Museum Director  
Community Development Director

**X Members Discussion**

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

**XI Worksession**

**XII Adjournment**

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

June 14, 2012

A Meeting of the Manistee City Historic District Commission was held on Thursday, June 14, 2012 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:04 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** Maria DeRee, Teena Kracht, John Perschbacher, Mary Russell

**Members Absent:** Dave Carlson (excused), T. Eftaxiadis (excused), Jeremy Loveless (excused)

**Others:** Mike Cnudde (335 River Street), Jon Rose (Community Development), Mark Fedder (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

### APPROVAL OF AGENDA:

MOTION by John Perschbacher, seconded by Maria DeRee that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

### APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Mary Russell that the Minutes of the May 3, 2012 Meeting be approved

With a voice vote this motion passed unanimously.

**NEW BUSINESS:**

**HDC-2012-07 Mike Cnudde, 335 River Street – Façade Improvements**

A request has been received from Mike Cnudde, 335 River Street for Façade Improvements as submitted with Application HDC-2012-07. The requested Façade Improvements were done by the Michigan Main Street Design Services.

Mike Cnudde reviewed the request with the Commissioners; the building will look like the plans submitted except they may change the window design. They have removed the boards from the top part of the building and the brick is in good shape and will be painted. The cornice is missing and he is having a new one built that replicates the one on the building next door. He clarified that the existing brick was previously painted.

MOTION by John Perschbacher, seconded by Maria DeRee that the Historic District Commission approves the request from Mike Cnudde, 335 River Street for Façade Improvements as follows:

Remove plywood, furring strips and tile from upper façade and brick columns on either side of the storefront, repair, repoint, and paint all brick masonry following recommendations from the Design Specialist, State Historic Preservation Office

Reconstruct wood cornice with brackets

Install projecting sign (signage will be approved by Museum Director when applicant wishes to install a sign)

Install wood panels and trim on any areas of the storefront exposed by removing the plywood and tile

Remove "bath tile" and paint brick to match upper brick

Any changes to the windows or door will require approval from the Historic District Commission

With a roll call vote this motion passed 4 to 0.

Yes: DeRee, Perschbacher, Russell, Kracht

No: None

## **OLD BUSINESS**

None

## **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA**

None

## **CORRESPONDENCE**

None

## **STAFF REPORTS**

Mark Fedder, Museum Director and Denise Blakeslee, Recording Secretary – updated the Commission on the emergency window replacement that was done at the Reusch Jewelers Building, 395 River Street. The owner had cracked the window during renovations and contacted the Museum. The Museum contact City Hall and staff tried to call an emergency meeting of the Commission. A quorum of members could not be found to schedule a meeting. The Building Inspector determined that the window needed to be replaced immediately due to safety reasons. The Museum Curator and Community Development Director met with the Building owner and Glass Specialties to determine how to proceed. Due to the size of the window and the fact that the opening was not square the window was replaced in two sections horizontally. The pieces were pieced together using a clear epoxy.

Commissioner Perschbacher expressed his concerns over the process and would have preferred that the windows were divided vertically.

After discussion by the Commission and Staff on how to address emergency situations (Health, Safety and Welfare) in the future and the need to allow projects to move forward when an unforeseen issue arises Chair Kracht appointed a Subcommittee for emergency situations. This sub-committee will consist of three members of the commission with the four remaining members serving as alternates as follows:

### **Emergency Sub-Committee**

Members: Teena Kracht, Mary Russell, John Perschbacher

Alternates: Dave Carlson, Maria DeRee, T. Eftaxiadis, Jeremy Loveless

The Committee will report back to the Commission any actions taken.

**MEMBERS DISCUSSION**

Chair Kracht – spoke to the Commission about paint colors and an article she had relating to painting Historical Buildings. Discussion that followed included seeing if the State and/or Feds have any painting information available and developing a “Helpful painting Hint’s” Brochure.

The Next meeting of the Historic District Commission will be on Thursday, July 12, 2012 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by John Perschbacher, seconded by Mary Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:43 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street, P.O. Box 358  
 Manistee, MI 49660  
 231.398.2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

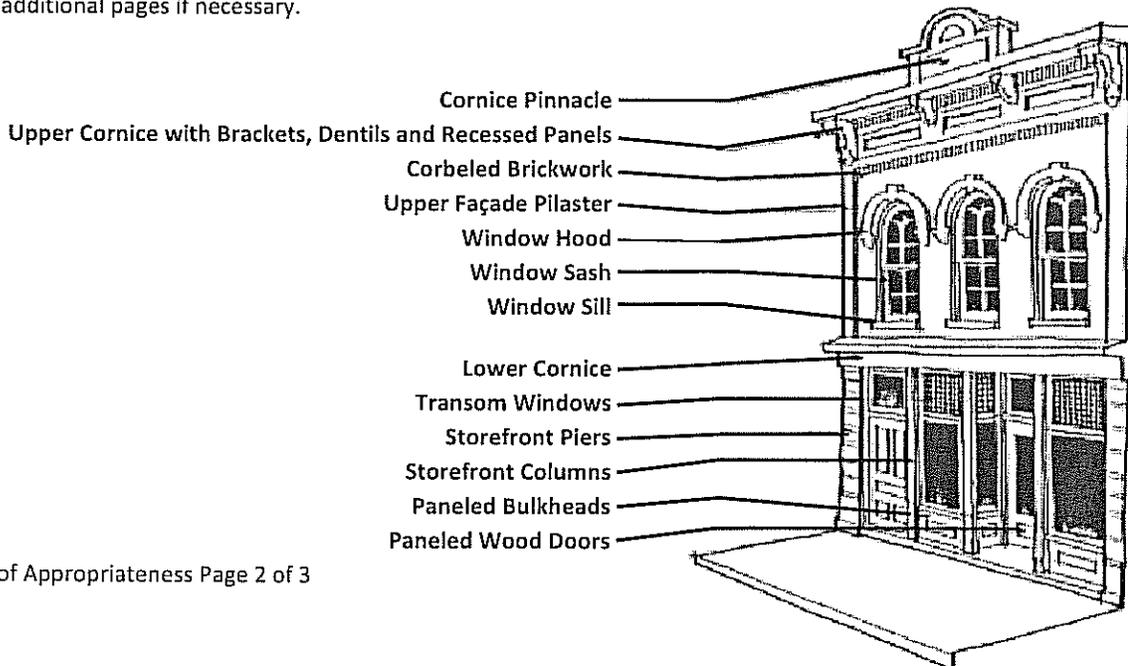
## Application for a Certificate of Appropriateness

Please Print

Standards		
<p>If the owner of the property is interested in receiving tax credits, <b>APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.</b> If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>		
<p><input checked="" type="checkbox"/> <b>This box must be checked by the applicant</b> 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 <b>10 days</b> 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: 334 River St.	Parcel # 51-452-703-17	
Applicant Information		
Name of Owner or Lessee: James E. and Susan Matthews		
Address: 1713 W. 99th St. Chicago, Illinois 60643		
Phone #:	Cell#: 3142206253	e-mail: open01@ameritech.net
Name of Contractor (if applicable): Ken Orshal		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Application Requirements		
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.            Paint colors, Signage and Awnings are approved under a separate application.            The Historic District Commission requires a copy of the Building Plans for review and for file.</p>		
<input checked="" type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.	
<input checked="" type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.	
<input checked="" type="checkbox"/>	A completed Certificate of Appropriateness Checklist.	
<input checked="" type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.	

Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other (specify)
<p><b>Describe the proposed project</b></p> <p>Add a 4'x 10' deck, french door, and flanking windows to the North East corner of 334 River st. This is the rear of the building, and a followup after brownfield cleanup and partial demolition of the property. The State had previously ruled that the property was not of historic interest; however, in keeping with the theme of Manistee downtown all modifications that have been previously approved, and this one, are being done in a manner to preserve a period look to the property and subsequently down town.</p> <p>When the property was purchased it was in extremely poor condition, blighted and dangerous. It also contained large amounts of contaminated materials. A plan was submitted to the City and a permit granted to convert the property to mixed use. A brownfield cleanup was done in cooperation with the Manistee Brownfield Redevelopment Authority. Part of that activity approved partial demolition of the building. As the demolition proceeded two upper level doors were discovered in the property, indicating that there was some level of loading and unloading into the original building at this location.</p> <p>A photo of the property circa 1870 was located at the city museum. It shows the building with the original loading structure extended into the river. This photo shows various windows and doors on the structure that make it resemble what is being proposed. The owners have determined that installation of the proposed structure would greatly enhance the livability of the property and yet not detract from its industrial facade.</p> <p>This is a minor modification to a design that was already approved by the Historic Preservation Committee. <i>This door is necessary to provide egress from the north end of structure in emergency</i></p>			
Proposed Start Date <u>July 2012</u>		Proposed Completion Date <u>September 2012</u>	
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
Authorization			
<p>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</p> <p>Applicant Signature: <u><i>John March</i></u> Date: <u><i>7/25/2012</i></u></p> <p><b>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.</b></p>			
Office Use Only			
HDC <u><i>2012-15</i></u>	Notes: <u><i>[Signature]</i></u>		
Signature: <u><i>[Signature]</i></u>	Date: <u><i>7-25-12</i></u>		

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.



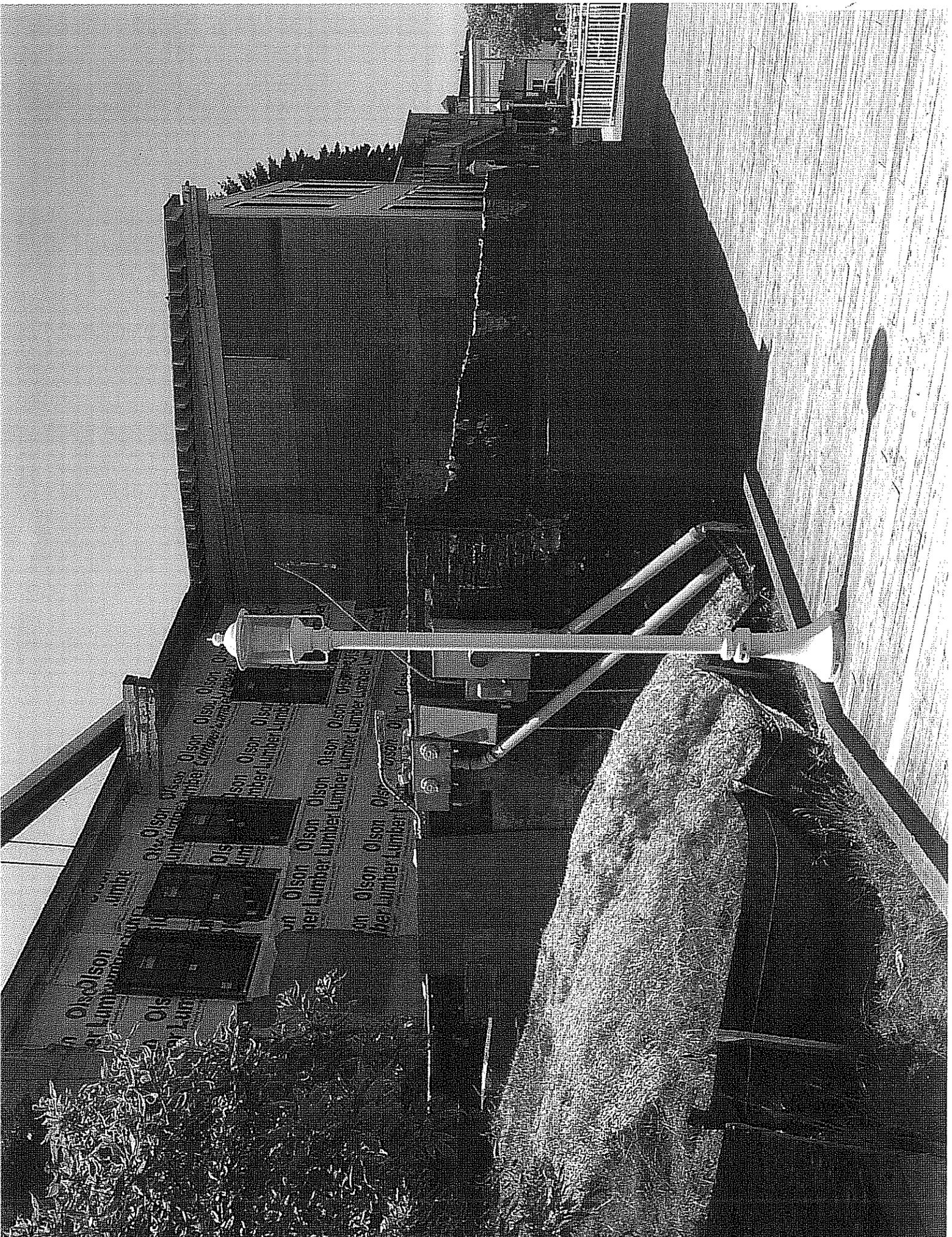
### Certificate of Appropriateness Checklist

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

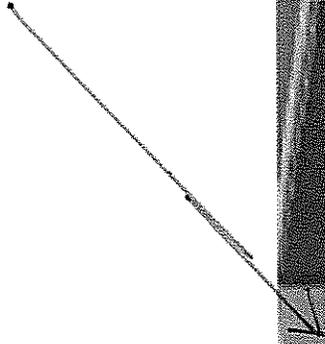
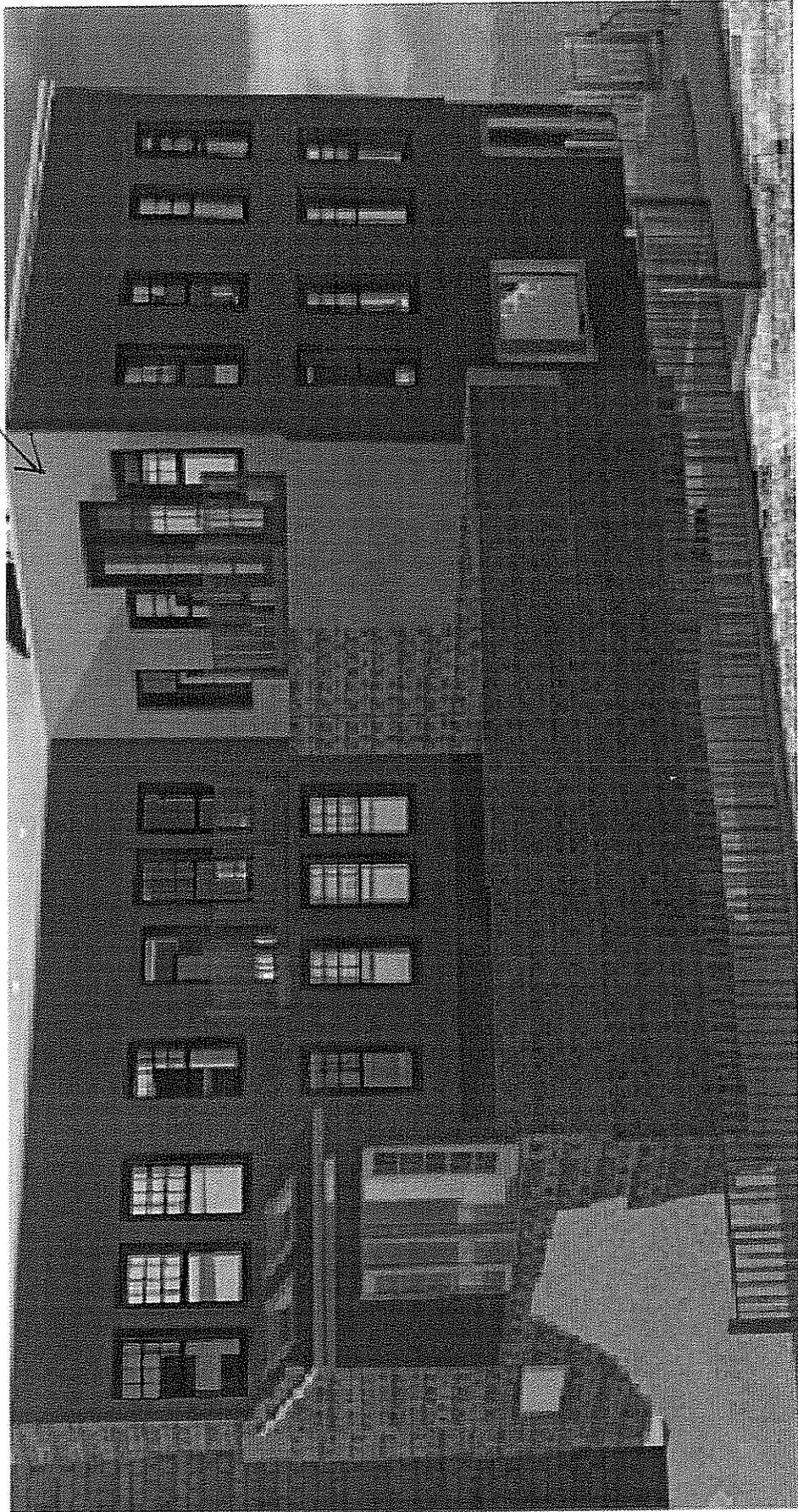
Example:

- 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	
<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 checked="" type="checkbox"/> Other	Doors and windows will be divided light using the same pattern as the original, and color already approved by the committee for other windows and doors.



Olson  
Lumber

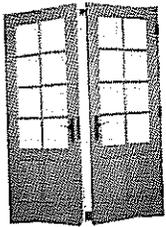


# How do I know which Ashworth Door is Right for Me?

¿Cómo sé cuál puerta Ashworth es la adecuada para mí?  
 How do I know which Ashworth door is right for me?

¿Cómo sé cuál puerta Ashworth es la adecuada para mí?

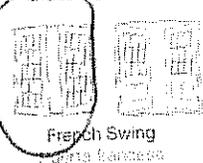
How do I know which Ashworth door is right for me? (Continúa) La mejor respuesta depende en el diseño y la disposición de tu espacio.



## French

Quality, versatility and value. We offer both inswing and outswing doors, as well as single and double entry.

Calidad, versatilidad y valor. Ofrecemos puertas de ambos tipos de entrada y salida en un o en dos marcos de entrada y salida.



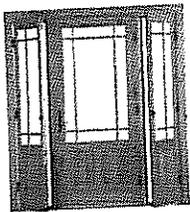
French Swing  
Puerta francesa



Center Swing  
Puerta con bisagra desde el centro



Single Swing  
Puerta simple



## Venting Sidelite/Entry Door

Sidelites add distinction to an entryway and allow fresh air to enter your space.

Sidelites add distinction to an entryway and allow fresh air to enter your space.  
 Puertas con ventanilla lateral/Puertas con alfileres—Las ventanillas laterales le dan distinción a la entrada y dejan pasar el aire fresco a tu espacio.



French Swing with Sidelites  
Puerta francesa con ventanillas laterales



Entry Units with Sidelites  
Puerta con alfileres con ventanillas laterales



Sidelite  
Ventanilla lateral



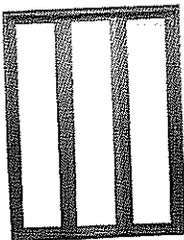
## Sliding

Sliding doors are perfect to maximize spaces that cannot accommodate swinging doors.

Corredizas—Las puertas corredizas son perfectas para maximizar los espacios que no admiten puertas batientes.



Sliding Doors  
Puertas corredizas



## Folding

Folding doors open to the width of the unit; optimizing your space, accentuating a beautiful view and letting in the most natural light.

- Easy to install in both new and existing spaces
- The signature floor mounted rolling system functions on a track instead of rails; movement is controlled by articulated carriers, appropriately sized wheels and side thrust bearings

- Both vertical and horizontal adjustments can be made at any time with a screwdriver
- Sill covers prevent dirt collection in the tracks
- Guards work like a plough to remove debris
- Drainage holes flush away water and dust

Puertas plegables—Las puertas plegables se abren a todo lo ancho, por lo que optimizan el espacio, acentúan su belleza y dejan pasar más luz natural.

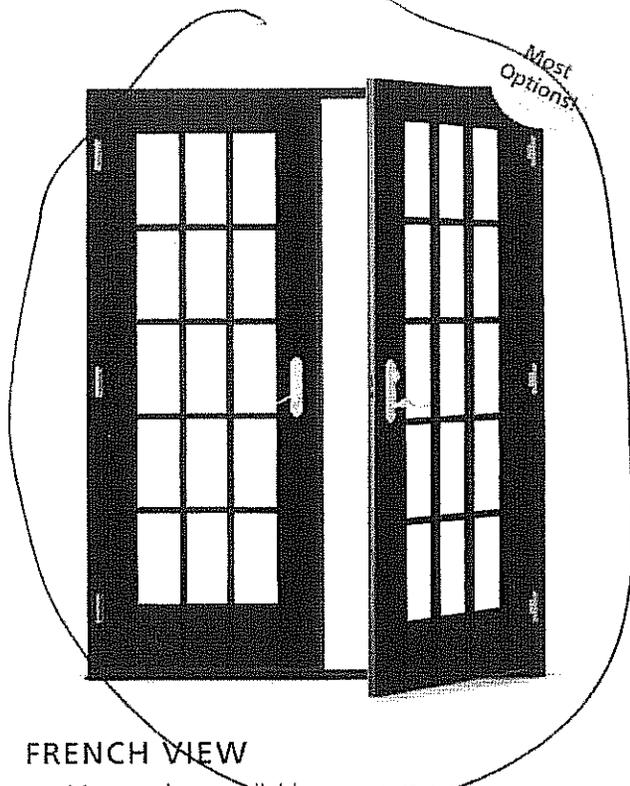


Folding Doors  
Puertas plegables

- Fáciles de instalar en espacios nuevos o existentes
- El sistema exclusivo de rodamiento en el piso, funciona como un carro en vez de sobre rieles; el movimiento es controlado por carretes articulados, ruedas de tamaño apropiado y cojinetes de empuje lateral
- Pueden hacerse ajustes verticales o horizontales en cualquier momento con un tornavita

- Los cubiertas de la ranura impiden la acumulación de suciedad en las pistas
- Los protectores funcionan como barretas de limpieza
- Los orificios de drenaje desechan el agua y el polvo

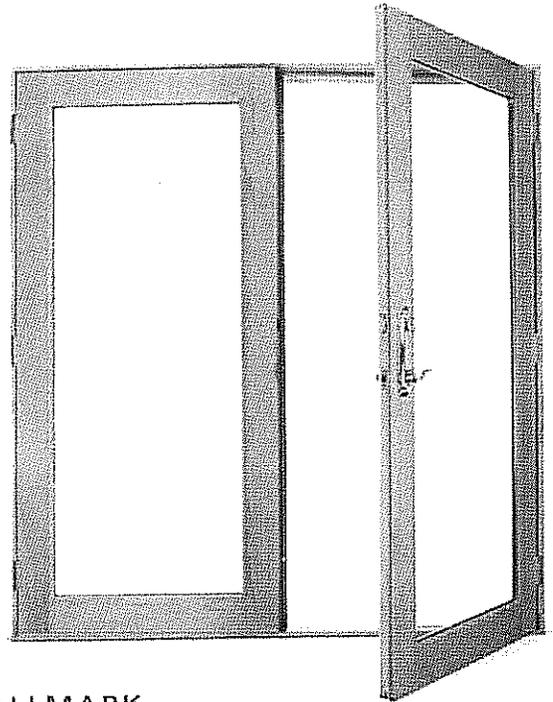
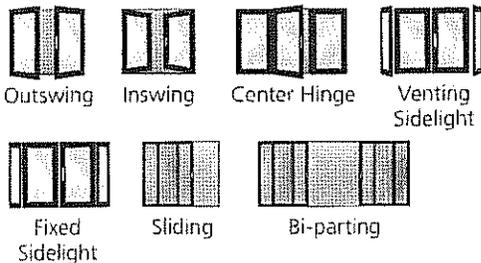
# JOD PATIO DOOR STYLES



## FRENCH VIEW

- Most options available means you can choose any of our options for:
  - Energy saving glass
  - Impact glass or Neat<sup>®</sup> naturally clean glass
  - Interior and exterior colors and stains
- Exterior options: 9 Aluminum Clad Colors, Natural Pine, Primed
- Sidelight option coordinates with Patio Door to let in more light
- Decorative grilles available to add visual interest
- Custom sizes available

### French View Door Styles



## HALLMARK

- Energy saving argon-filled Low-E tempered insulating glass
- 6 exterior aluminum clad colors
- Natural wood interior
- Neat<sup>™</sup> glass option for natural cleaning convenience
- Optional Grilles Between the Glass add visual interest
- Sidelight option coordinates with Patio Door to let in more light

### Hallmark Door Styles



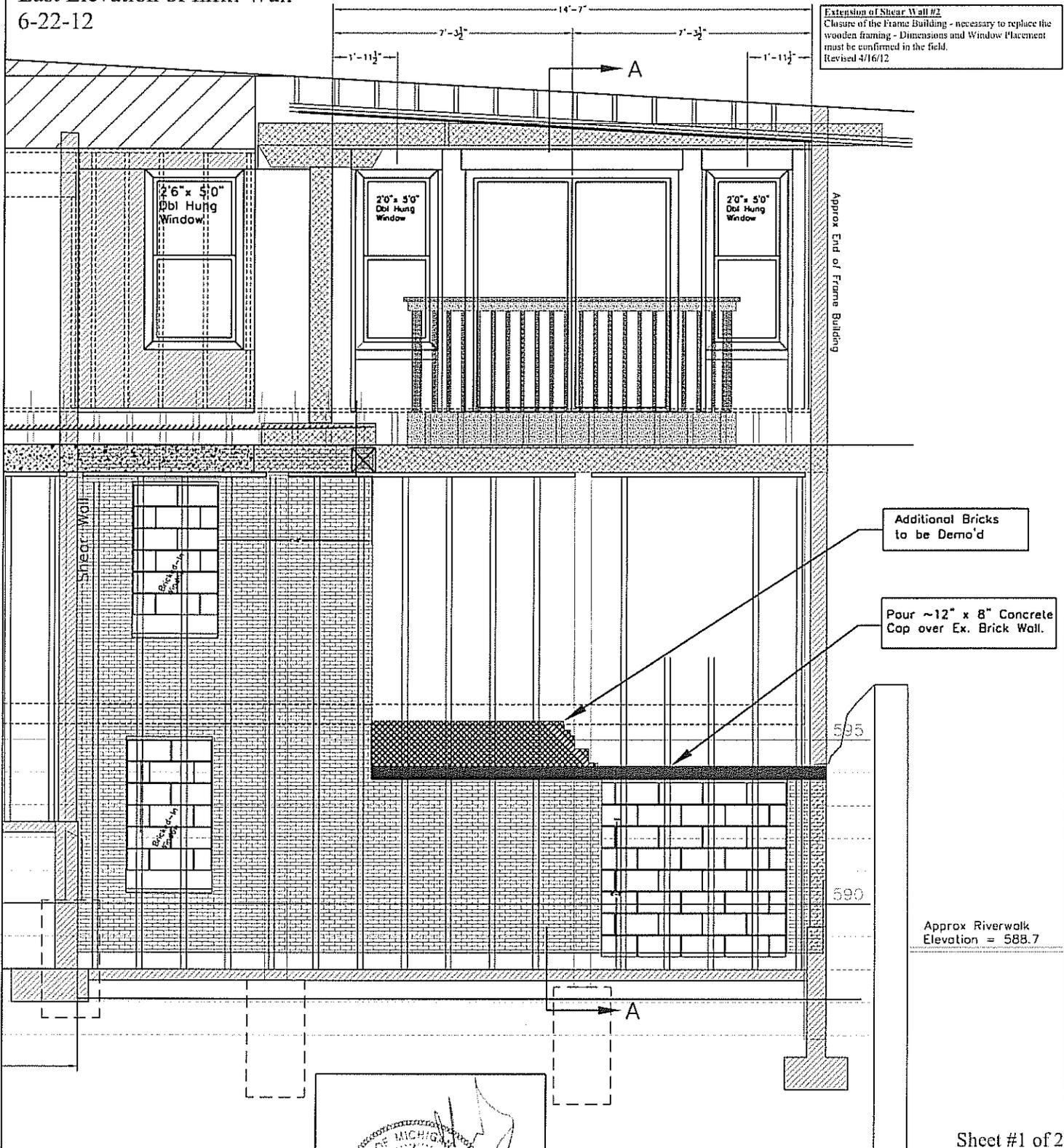
### APARIENCIA FRANCESA

- La mayor cantidad de opciones disponibles significa que puede escoger cualquiera de nuestras opciones para:
  - Vidrio ahorrador de energía
  - Vidrio contra impacto o de autolimpieza
  - Colores y tintas para interior y exterior
- Opciones para exterior: 9 colores de recubrimiento metálico, pino natural, blanco imprimado

### SELLO DISTINTIVO

- Vidrio aislado templado ahorrador de energía Low-E relleno de Argón
- 6 colores de recubrimiento exterior
- Interior de madera natural
- Opción de vidrio Neat<sup>™</sup> para una limpieza natural
- Las rejillas opcionales entre el vidrio agregan un interés visual

James Matthews  
 East Elevation of Infill Wall  
 6-22-12



Sheet #1 of 2



**INA** Providing Complete  
 Engineering & Surveying  
 Services since 1972

**NORDLUND & ASSOCIATES, INC.**  
 813 E. Ludington Ave. 267 River Street  
 Ludington, MI 49431 Manistee, MI 49660  
 (231) 843-3485 (231) 723-6460  
 FAX (231) 843-7676



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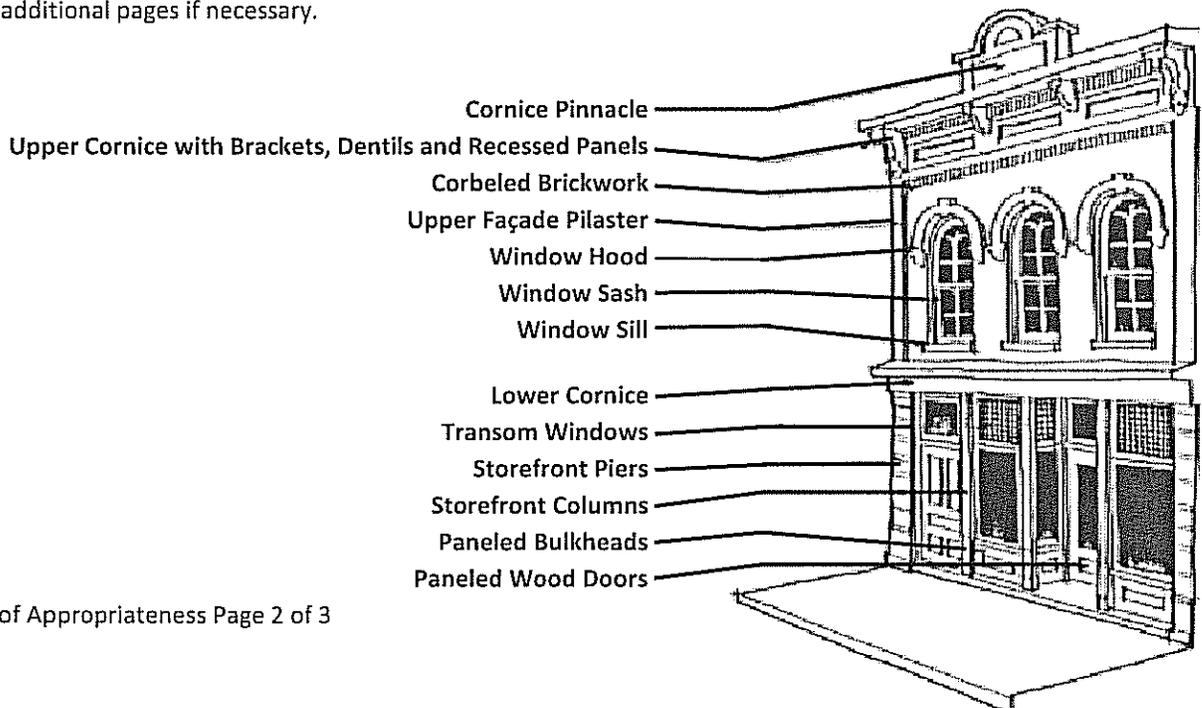
## Application for a Certificate of Appropriateness

Please Print

Standards			
<p>If the owner of the property is interested in receiving tax credits, <b>APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.</b> 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>			
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Property Information			
Address: 334 River St.		Parcel # 51-452-703-17	
Applicant Information			
Name of Owner or Lessee: James E. and Susan Matthews			
Address: 1713 W. 99th St.			
Phone #: 3142206253	Cell#:	e-mail: open01@ameritech.net	
Name of Contractor (if applicable): NA			
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>			
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<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.		
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Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
<p>Describe the proposed project</p> <p>Restore roof skylight in area that was previously the auto shop. The original framing is still in place, and will be inspected and utilized to support a new skylight. The new skylight will be a metal frame and glass unit, either hip or gable roof design. The metal frame will be a dark brown color similar to other colors on the building. The glass will be insulated and tempered to meet current code for skylight construction.</p> <p>This skylight is not visible from River Street, or the Riverwalk.</p>			
Proposed Start Date <u>August 2012</u>		Proposed Completion Date <u>October 2012</u>	
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
Authorization			
<p><i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i></p>			
Applicant Signature: <u><i>James J. Marks</i></u>		Date: <u><i>7/23/2012</i></u>	
<p><b>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.</b></p>			
Office Use Only			
HDC <u><i>002-16</i></u>		Notes: <u><i>[Signature]</i></u>	
Signature: <u><i>[Signature]</i></u>		Date: <u><i>7-23-12</i></u>	

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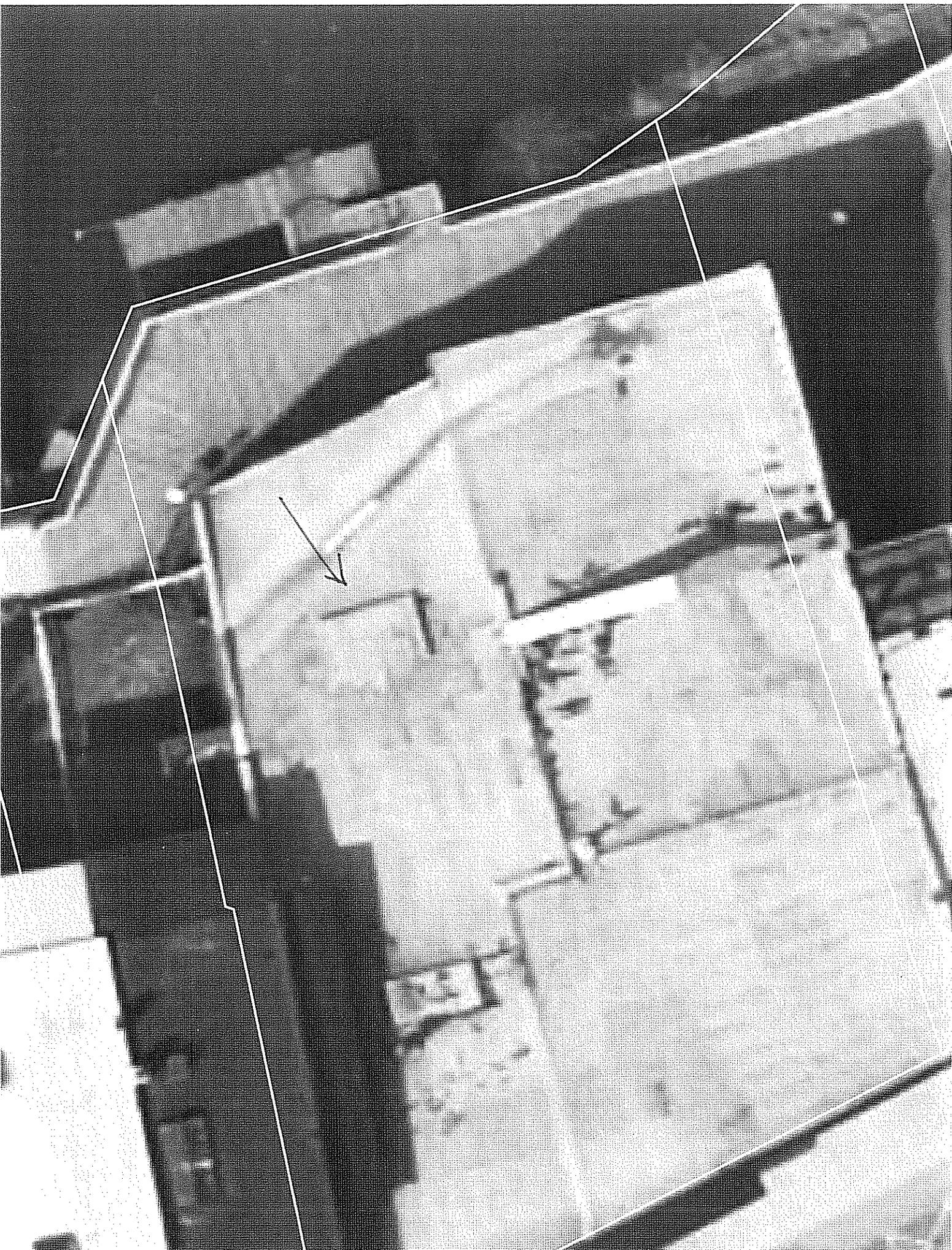
### Certificate of Appropriateness Checklist

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.

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<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input checked="" type="checkbox"/> Other	Roof skylight



## Denise Blakeslee

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**From:** Matthews, James E <James.Matthews@chartercom.com>  
**Sent:** Tuesday, July 24, 2012 4:26 PM  
**To:** Denise Blakeslee  
**Subject:** RE:  
**Attachments:** Flat\_Copper\_Skylight.jpg

Denise,  
It will be very similar to this one. Not sure if we will have the fan in it, but I had even thought that it would be copper clad.

Thanks again.  
Jim M.

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**From:** Denise Blakeslee [dblakeslee@manisteemi.gov]  
**Sent:** Tuesday, July 24, 2012 3:20 PM  
**To:** Matthews, James E  
**Subject:** RE:

This is the link that I found that shows all different styles of skylights.

<http://www.bing.com/images/search?q=rooftop+skylights&qpvrt=rooftop+skylights&FORM=IGRE>

Denise

-----Original Message-----

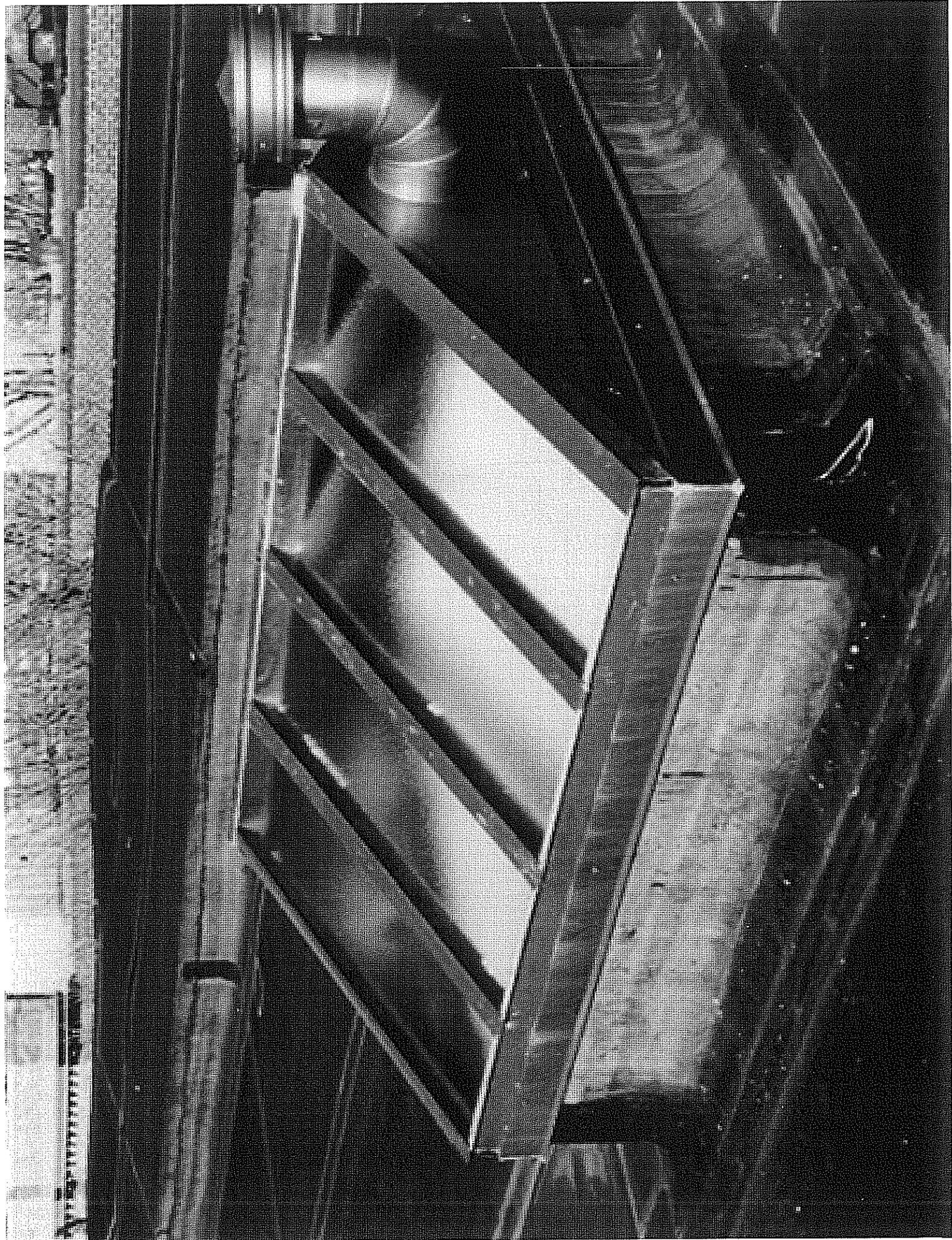
**From:** Matthews, James E [mailto:James.Matthews@chartercom.com]  
**Sent:** Tuesday, July 24, 2012 4:10 PM  
**To:** Denise Blakeslee  
**Cc:** Jon Rose  
**Subject:**

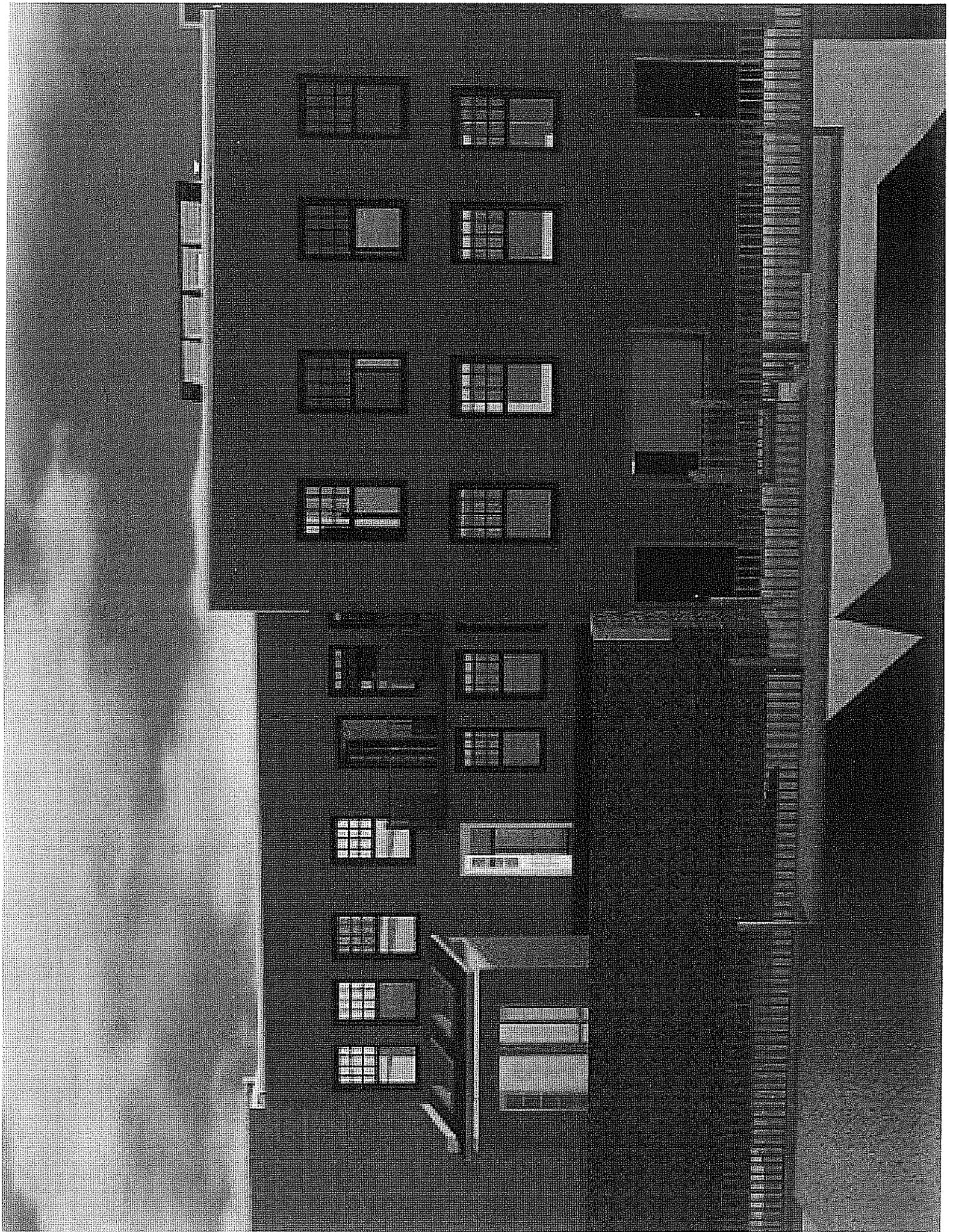
Denise,  
I will call you to confirm this one works. This is approximately what someone would see from Oleson's parking lot. Otherwise no one would see it.

Thank You,  
Jim M.

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## Denise Blakeslee

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**From:** James Matthews <open01@ameritech.net>  
**Sent:** Monday, July 23, 2012 11:57 PM  
**To:** Denise Blakeslee  
**Cc:** Jon Rose  
**Attachments:** skylight view (2).jpg

Denise,

This is all I could get together tonight. Most likely this has to be fabricated so there is no actual spec sheet, only the position on the roof; which is original, and the simple gable style.

I will call you to make sure the file opens ok for you.

Thanks for all of your help.

Jim Matthjews

