

# **MANISTEE CITY HISTORIC DISTRICT COMMISSION**

Meeting of Thursday, November 1, 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 November 1, 2012 Agenda.

### **IV Approval of Minutes**

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

At this time Historic District Commission can take action to approve the Minutes of the October 12, 2012 Emergency Review Subcommittee Meeting.

### **V New Business**

#### **Michigan's Certified Local Government Program**

Members of the Commission were sent information about the Michigan's Certified Local Government Program and the application process. The Commission will discuss the program.

#### **Meeting Dates 2013**

Staff has prepared a list of Meeting dates for 2013 for the Commission to review.

At this time the Historic District Commission could take action to schedule their Meeting dates for 2013.

### **VI Old Business**

None

**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

**DRAFT**

## MEETING MINUTES

August 2, 2012

A Meeting of the Manistee City Historic District Commission was held on Thursday, August 2, 2012 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:05 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** Dave Carlson, , Teena Kracht, Jeremy Loveless, John Perschbacher, Mary Russell

**Members Absent:** Maria DeRee (excused), T. Eftaxiadis

**Others:** Jim Matthews (334 River Street), Mark Fedder (Manistee County Historical Museum) Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

### APPROVAL OF AGENDA:

MOTION by John Perschbacher, seconded by Mary Russell that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

### APPROVAL OF MINUTES:

The July 12, 2012 Meeting was cancelled – No Requests were received.

MOTION by John Perschbacher, seconded by Mary Russell that the Minutes of the June 14, 2012 Meeting be approved

With a voice vote this motion passed unanimously.

### 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.

Mr. Mathews discussed the request with the Commission. Building is under construction; when removed the portion of the building to the east determined that a means of egress was needed resulting in request; balcony with small deck where entrance originally was between two buildings, not intending to construct stairs, will use emergency ladder. Showed two door samples, commissioners did not have concerns with either and left it up to the applicant to choose.

MOTION by John Perschbacher, seconded by Mary Russell that the Historic District Commission approves 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.

With a roll call vote this motion passed 5 to 0.

Yes: Carlson, Perschbacher, Loveless, Russell, Kracht  
No: None

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#### **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.

Mr. Matthews reviewed request with Commission, showed location on aerial, drawing showed how it would be seen from Olson's parking lot, picture showing style of proposed skylight; copper with vent. Commission discussed request and would not have an issue if he used copper as a material and could vent it as shown in the photo if needed.

MOTION by John Perschbacher, seconded by Mary Russell that the Historic District Commission approves 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.

With a roll call vote this motion passed 5 to 0.

Yes: Russell, Loveless, Perschbacher, Carlson, Kracht  
No: None

#### **OLD BUSINESS**

None

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

None

## **CORRESPONDENCE**

Commissioners received copy of information on Placemaking and Historic Preservation Workshop on September 17<sup>th</sup>. Members will contact Denise to let her know if they are able to attend.

## **STAFF REPORTS**

Mark Fedder, Museum Director – issued the following permits

Ed Kriskywicz, 387 River Street – Window Signage, issued Permit #PHDC12-12

Donna Ervin/The Glenwood, 417 River Street – Window Signage, issued Permit #PHDC12-13

Jerry Johnson, 390 River Street – Window Signage, issued Permit #PHDC12-14

Denise Blakeslee, Recording Secretary – discussed with the commission ways to close out permits, will discuss in more detail in September.

The Next meeting of the Historic District Commission will be on Thursday, September 6, 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 3:37pm

MANISTEE HISTORIC DISTRICT COMMISSION

**DRAFT**

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Denise J. Blakeslee, Recording Secretary

**HISTORIC DISTRICT COMMISSION  
Emergency Review Subcommittee  
Second Floor Conference Room, City Hall  
70 Maple Street, Manistee, MI 49660**

**Meeting Minutes  
October 12, 2012**

A meeting of the Manistee City Historic District Commission Emergency Subcommittee was held on Friday, October 12, 2012 at 10 am in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 10:00 am by Chair Kracht.

**ROLL CALL:**

Present: T. Eftaxiadis, Teena Kracht and Mary Russell

Others: Travis Alden (DDA/Main Street Director) and Denise Blakeslee (Planning & Zoning)

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

An Emergency Review Committee meeting was called in response to a situation that arose on the property at 335 River Street owned by Michael Cnudde. Mr. Cnudde received approval from the Historic District Commission at their meeting on June 14, 2012. The Commission approved the request 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.

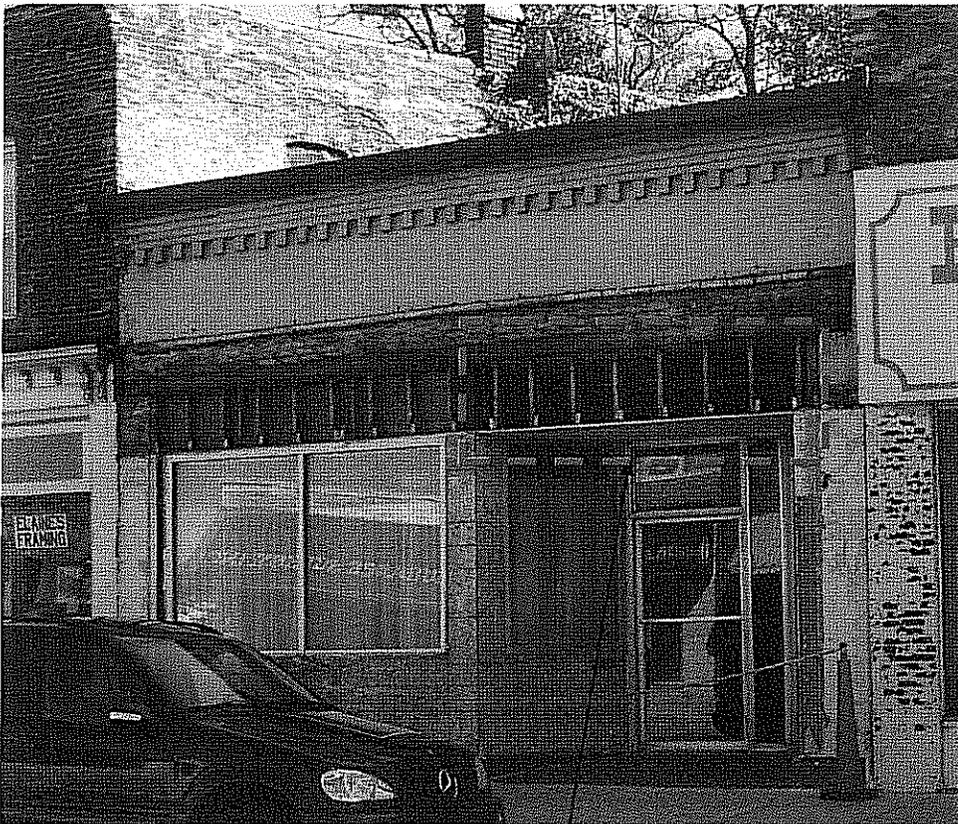
During renovation it was discovered that there was not brick behind the plywood and tile. Kelly Larson, Design Specialist from the State Historic Preservation Office was in town when it was discovered and she revised plans which were presented to the Emergency Review Committee.

## Revised Facade Improvements – 10/4/12

335 River Street  
Manistee, Michigan

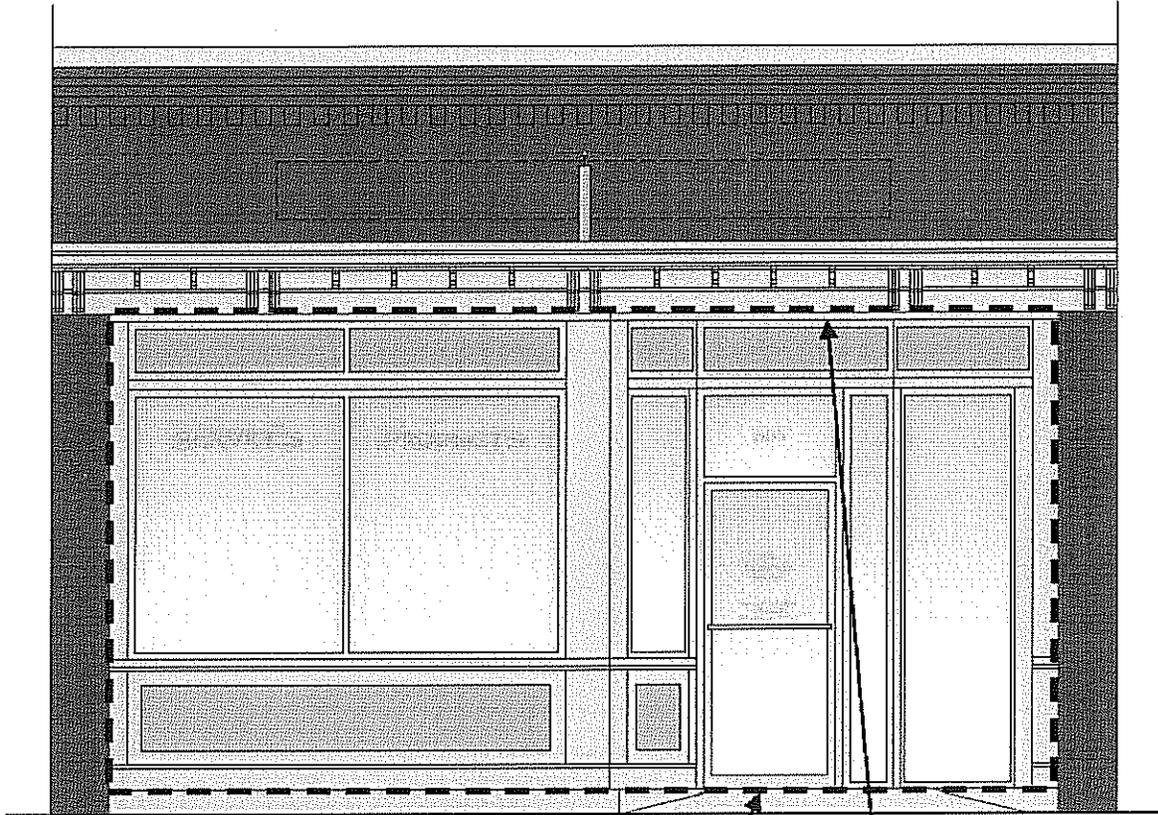
Below is a revised recommendation for façade improvements based on existing conditions after the tile was removed from the building. Please let me know if you have any questions.

Kelly Larson, Design Specialist  
State Historic Preservation Office



- Remove framing to expose full height of the recessed entrance

335 River Street, Manistee – Revised Facade Improvements (cont.)



- Install wood panels and trim (simple design, not overly elaborate or detailed) on any areas of the storefront exposed by removing the plywood and tile
- Height of recessed entrance to extend up to original ceiling height (just below cornice). Repair wood ceiling as needed.
- All other recommendations for the façade outlined in the design services package (dated May 15, 2012) are to remain.

MOTION by T. Eftaxiadis, seconded by Mary Russell that the following revised Façade Improvements for 335 River Street is approved as follows:

- Install wood panels and trim (simple design, not overly elaborate or detailed) on any areas of the storefront exposed by removing the plywood and tile.
- Height of recessed entrance to extend up to original ceiling height (just below cornice) repair wood ceiling as needed.
- All other recommendations for the façade outlined in the design services package (dated May 15, 2012) are to remain.

As shown on Revised Façade Improvements plan dated 10/4/12.

The members of the Emergency Review Committee discussed the changes as proposed by Kelly Larson, Design Specialists, State Historic Preservation Office and reviewed a current photo of the building that was taken on October 11<sup>th</sup>.

With a Roll Call Vote Motion Passed 3 to 0.

Yes: Russell, Eftaxiadis, Kracht  
No: None

The Commissioners discussed subjectivity in the Standards and the need to have additional training for members.

There being no other items for discussion the meeting adjourned at 11:04 am.

Respectfully Submitted

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Denise J. Blakeslee  
Recording Secretary

**CITY OF MANISTEE HISTORIC DISTRICT COMMISSION  
MEETING DATES 2013**

The Manistee City Historic District Commission generally hold their regular business meetings on the first Thursday of each month. These meetings will be held in Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 3:00 p.m. as follows:

January 3, 2013	February 7, 2013	March 7, 2013	April 4, 2013
May 2, 2013	June 6, 2013	July 11, 2013 *	August 1, 2013
September 5, 2013	October 3, 2013	November 7, 2013	December 5, 2013

\*Changed due to holiday

Jon R. Rose, Community Development Director

Box Ad - Classified Page

Run: Manistee News Advocate - December 1, 2012

Run: Next issue of The West Shore Shoppers Guide

Please send an affidavit to: Jon Rose  
City of Manistee  
P.O. Box 358  
Manistee, MI 49660