MANISTEE CITY HISTORIC DISTRICT COMMISSION
Meeting of Thursday, March 7, 2013
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 March 7, 2013 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the February 7, 2013 meeting Minutes.

V New Business

HDC-2013-05 - Blue Cow LLC/Connie & Chuck Freiberg, 312 River Street

A request has been received from Blue Cow LLC/Connie & Chuck Freiberg, 312 River Street for an Application for a Certificate of Appropriateness as submitted with application HDC-2013-05.

At this time the Historic District Commission could take action to approve/approve with conditions, deny the request from Blue Cow LLC/Connie & Chuck Freiberg, 312 River Street for an Application for a Certificate of Appropriateness as submitted with application HDC-2013-05.

VI Old Business

335 River Street – Mike Cnudde (PHCD12-007)

The contractor for Mr. Cnudde brought two choices of Corbels for the building at 335 River Street.

At this time the Historic District Commission could select a Corbel to be installed at the building at 335 River Street.
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
February 7, 2013

A Meeting of the Manistee City Historic District Commission was held on Thursday, February 7, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:02 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 (excused)

Others: Travis Alden (Main Street/DDA Director), Mark Fedder (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

APPROVAL OF AGENDA:

MOTION by Dave Carlson, seconded by Mary Russell that the Agenda be approved as prepared.

With a voice vote this motion unanimously.

APPROVAL OF MINUTES:

MOTION by Mary Russell, seconded by Dave Carlson that the Minutes of the January 3, 2013 Meeting be approved as prepared.

With a voice vote this motion passed unanimously

NEW BUSINESS:

None
OLD BUSINESS

Application Michigan’s Certified Local Government Program

Staff has worked on the application to make the City of Manistee a Certified Local Government. One of the components of the application is that a resume be submitted for each member of the Historic District Commission. Ms. Blakeslee contacted each commissioner and drafted a resume for their review. Any changes were to be brought to the February Meeting for inclusion in the application.

When it was first discussed if an application should be made it was believed that the Commission would need to perform a new survey of the district. Staff discovered that SHPO may accept the survey from 2007 which was done when the Manistee Commercial Historic District designation was applied for. With that survey in place the other components of the application are in place and if the Commission recommends the application will be forwarded to City Council for their consideration.

MOTION by John Perschbacher, seconded by Mary Russell that City Council be forwarded the application to become a Certified Local Government.

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

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

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

The Historic District Commission received a letter from EBI Consulting for an invitation to Comment under Section 106 of the National Historic Preservation Act for a project they are proposing at 199 Maywood Avenue.

The Historic District Commission received a letter from Federal Communications Commission stating that a new Section 106 had been submitted by EBI Consulting.

199 Maywood Avenue is outside of the Manistee Commercial Historic District. No comment is necessary.

STAFF REPORTS

Travis Alden, DDA/Main Street Director – Gave the Commission an update on the Building at 312 River Street.

Mark Fedder, Museum Director – Issued the following Permits:
Joe Mathewson, 339 River Street – Routine Repair and Maintenance issued Permit PHDC13-02
Joe Mathewson, 339 River Street – Awning issued Permit PHDC13-03
Joe Mathewson, 339 River Street – Paint Colors issued Permit PHDC13-04

Closed out permit for:
Lighthouse Group – Manistee Abstract, 63 Maple Street – Signage & Awning

Denise Blakeslee, Recording Secretary - Jon Rose sent letter to Michael Cnudde, 335 River Street – Mr. Cnudde responded to the letter with a phone message and e-mail which read as follows:

Hi Denise,
I just left a message for John, it said Ken Orshal is making the new corbels for my building and will be bringing them in for John to approve before they install and the door way opening height will be corrected as soon as the weather permits.

Thank you,
Michael

MEMBERS DISCUSSION

None

The Next meeting of the Historic District Commission will be on Thursday, March 7, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

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

MEETING ADJOURNED AT 4:20 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

________________________________________

Denise J. Blakeslee, Recording Secretary
# Application for a Certificate of Appropriateness

## Please Print

### Standards

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.

This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and the 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.

Properties within the City of Manistee Historic Districts 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 resources. 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.

### Submission of Application

This application must be received by the City of Manistee 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.

### Property Information

<table>
<thead>
<tr>
<th>Address</th>
<th>Parcel #</th>
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<tbody>
<tr>
<td>312 E. Lake St.</td>
<td>51-452-204-19</td>
</tr>
</tbody>
</table>

### Applicant Information

<table>
<thead>
<tr>
<th>Name of Owner or Lessee</th>
<th>Address</th>
<th>Phone #</th>
<th>Cell #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE COW LLC</td>
<td>119 N. MICHIGAN AVE.</td>
<td>231-471-0712</td>
<td>231-471-0112</td>
<td><a href="mailto:bluecowbr6@gmail.com">bluecowbr6@gmail.com</a></td>
</tr>
</tbody>
</table>

### Name of Contractor (if applicable): Orshel Construction

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone #</th>
<th>Cell #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>6218 Lakeshore Rd, MANISTEE, MI 49660</td>
<td>231-770-1262</td>
<td>231-770-1262</td>
<td><a href="mailto:orshelconstruction@gmail.com">orshelconstruction@gmail.com</a></td>
</tr>
</tbody>
</table>

### Application Requirements

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 file.
- Current photo of the structure as seen from the street and where proposed work is to take place.
- 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.
- A completed Certificate of Appropriateness Checklist.
- Replacement doors, windows and lights require a copy of the specification sheet.
**Description of Work**

- **Rehabilitation/Restoration**
- Remove wood shingled turret, remove attic, and wood trim.
- Repair, clean, and paint brick masonry per Kelly Lauro design service schematic.
- Install new metal on turret roof.
- Replace exterior windows, replace if necessary.
- Install signage: projecting sign on second level, hard-wired sign on second level. Actual sign design will be presented at the next meeting.
- Note: pending sale of property. Applicant is buyer.

**Proposed Start Date:** 4/15/13  
**Proposed Completion Date:** 6/30/13

Incomplete requests will be returned to the applicant to supply needed information for review.

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:** 2/25/13

*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.*

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.

<table>
<thead>
<tr>
<th>Cornice Pinnacle</th>
<th>Upper Cornice with Brackets, Dentils and Recessed Panels</th>
<th>Corbeled Brickwork</th>
<th>Upper Façade Pilaster</th>
<th>Window Hood</th>
<th>Window Sash</th>
<th>Window Sill</th>
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<tbody>
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<tr>
<td>Lower Cornice</td>
<td>Transom Windows</td>
<td>Storefront Piers</td>
<td>Storefront Columns</td>
<td>Paneled Bulkheads</td>
<td>Paneled Wood Doors</td>
<td></td>
</tr>
</tbody>
</table>

Certificate of Appropriateness Page 2 of 3

2/25/2013 11:02 AM
## 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
- **Upper Cornice:** Repair and replace with new materials. Wood will be used and painted to match existing color scheme.
- **Corbeled Brickwork:** Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

### Renovations

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Upper Cornice</td>
<td>Paint per MSS design service.</td>
</tr>
<tr>
<td>Corbeled Brickwork</td>
<td>Repair + Paint per MSS design service.</td>
</tr>
<tr>
<td>Upper Façade Pilaster</td>
<td></td>
</tr>
<tr>
<td>Window Hood</td>
<td></td>
</tr>
<tr>
<td>Upper Windows</td>
<td>Repair existing windows as needed and paint.</td>
</tr>
<tr>
<td>Lower Cornice</td>
<td>Install wood trim, Repair masonry, Paint.</td>
</tr>
<tr>
<td>Transom Windows</td>
<td>Repair as needed + Paint.</td>
</tr>
<tr>
<td>Storefront Piers</td>
<td></td>
</tr>
<tr>
<td>Storefront Columns</td>
<td></td>
</tr>
<tr>
<td>Panelled Bulkhead</td>
<td></td>
</tr>
<tr>
<td>First Floor Windows</td>
<td>Repair existing windows as needed + Paint.</td>
</tr>
<tr>
<td>Doors</td>
<td>Repair + Paint.</td>
</tr>
<tr>
<td>Other</td>
<td>Remove shingle roof; Replace + reinforce with metal roof.</td>
</tr>
</tbody>
</table>

Certificate of Appropriateness

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2/25/2013 11:02 AM
Front of Building
COLOR SCHEME 2

PAINT CORNICE - COLOR: A
REPAIR, REPAINT, CLEAN AND PAINT BRICK MASONRY. NEW MORTAR SHOULD MATCH ORIGINAL MORTAR MATERIAL IN COLOR, TEXTURE, STRENGTH AND Joint Profile. DAMAGED BRICK SHOULD BE REPLACED WITH NEW BRICK MATCHING THE ORIGINAL. CLEAN BRICK USING THE GENTLEST MEANS POSSIBLE. DO NOT SANDING OR HIGH-PRESSURE POWER-WASH. SEE "ADDITIONAL INFORMATION" SECTION FOR PROPER REPAIR AND REPINTING METHODS AND LIST OF QUALIFIED CONTRACTORS. - COLOR: C
INSTALL NEW METAL ON ROOF OF TURRNET
PAINT TURRET - COLORS: A & B
REPAIR EXISTING WINDOWS AS NEEDED AND PAINT. COLOR: B
REPAIR STUDS WHERE NEEDED, INSTALL WOOD TRIM AND PAINT. - UPPER PORTION TO GIVE APPEARANCE OF A STOREFRONT CORNER. LOWER PORTION TO GIVE APPEARANCE OF BOTH SIDE OR EXTENSION OF STOREFRONT - COLOR: B
INSTALL NEW PROJECTING SIGN
PAINT STOREFRONT - COLOR: B
APPLY VINYL, LETTERING AND/OR GRAPHICS ON STOREFRONT WINDOWS AND DOORS

EXISTING CONDITIONS

PROPOSED FACADE - SOUTH ELEVATION

SECTION B-B

FREIBERG 312 RIVER STREET MANISTEE, MI 49660
North (Rear) Elevation Improvements

312 River Street
Manistee, Michigan

Install individual halo-lighted channel letters on north (rear) façade for traffic on US-31 and boats on the Manistee River
Summary of outside projects and interior wall projects on 312 River Street in Manistee, Michigan.

Front West side of Building – repair wood on outside of building and paint. Vinyl added to windows to add character and hide bathroom doors from sidewalk.
Front Center of Building – remove awnings, repair wood, vinyl front windows for character. Remove front electrical lighting.
Front West of Building – remove awning, fix wood and paint. The wood shingles on roof will be changed out to metal shingles. This was a phase II project that will be moved to Phase I.
Roof Sag on North side of building. This is where water was leaking and causing most of the damage to the interiors. This has been sealed and no longer leaking. Roofing Company said the six inch sag needs to be removed in the next 2 years or else it will begin leaking again.

Roofing Contractor pointed out the water damage on the first floor is caused by water leaking through the roof. The Roofing Contractor said they keep putting tar on the front roof and front wall attached above the roof line. Tar is only a temporary fix. Flashing needs to be installed to correct the problem.
This is an example of one of many windows leaking snow and or rain. Window seals need to be installed and some windows have to be redone when brick is re-pointed. Some window sills are installed so water runs into window and stays there. This will be corrected when re-pointing is done.
This is a summary of projects affecting the outside of historical building.

1. Restoring the original Historical look of the front of the building following the guidelines presented by Kelly Larson, Design Specialist of State Historic Preservation Office.
   a. Removing Awnings and modern light fixtures on front of building. Painting to match colors suggest by Kelly Larson.

2. Repairing the 2 chimneys by flashing and capping them.

3. Preventing water penetration by flashing backside of front wall that is above roof line.

4. Repairing any roof leaks.

5. Resealing all windows.

6. Remove and or modify interior walls. All original brick walls will be keep in tack and repaired if needed.

7. Removing wood shingles and installing metal shingles to match the original metal shingles.
Projecting Sign Examples
Halo Lighted Channel Letters Examples
To: Historic District Commissioners

From: Denise Blakeslee, Planning & Zoning

Date: February 26, 2013

RE: 312 River Street - Signage

Commissioners, the request from Blue Cow LLC/Connie & Chuck Freiberg, 312 River Street includes Halo – Lighted Channel Letter Signage. Kelly Larson, Design Specialist for the State Historic Preservation Office proposed this style of signage when she prepared Design Services for the Building.

On February 13, 2013 I received an inquiry relating to the installation of a Halo – Lighted Channel Letter sign and met with Mark Fedder. At our discussion we determined that the request would need to be sent to the Historic District Commission for their Consideration.

Examples of Halo Lighted Channel Letter signs were included in the packet. Kelly Larson also sent an email that reads:

Attached is a halo sign on the recently rehabbed (with historic tax credits) on the Book Cadillac in Detroit. Robb McKay has told me these types of signs are being used on all sorts of historic tax credit projects in Grand Rapids but I’ll have to do some digging to find actual photos. I’ll send some along when I find them.

Kelly Larson
State Historic Preservation Office
To: Historic District Commissioners

From: Denise Blakeslee
Planning & Zoning

Date: February 26, 2013

RE: Mike Cnudde, 335 River Street - Corbels

Commissioners, Jon Rose contacted Mr. Cnudde in January about the status of his project. We reported at the February meeting that his contractor would be bringing in Corbels for Jon to review. The Corbels will be presented at the March meeting for your selection.

Photo showing side by side comparison as they would appear looking at them from across the street.

“A” Larger of two
“B” Smaller of two
Side by Side comparison

“A” 11 ½ “  14 “

“B” 8 ¼ “  14 “