

# **MANISTEE CITY HISTORIC DISTRICT COMMISSION**

Meeting of Thursday, May 2, 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 May 2, 2013 Agenda.

### **IV Approval of Minutes**

At this time Historic District Commission can take action to approve the April 4, 2013 meeting Minutes.

### **V New Business**

### **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**

Training Exercise – Demolition by Neglect

### **XII Adjournment**

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

April 4, 2013

A Meeting of the Manistee City Historic District Commission was held on Thursday, April 4, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:00 p.m. by Chair Kracht.

### ROLL CALL:

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

**Members Absent:** T Eftaxiadis (excused)

**Others:** Jayne Wortley-Caro (The Briny – 50 Filer Street), Travis Alden (Main Street DDA Director), Mark Fedder (Manistee County Historical Museum) Steve Harold (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 passed unanimously.

### APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Mary Russell that the Minutes of the March 7, 2013 Meeting be approved as written

With a voice vote this motion passed unanimously.

## **NEW BUSINESS:**

### **HDC-2013-08 - The Briny, 50 Filer Street – Window Replacement**

A request has been received from The Briny, 50 Filer Street a Certificate of Appropriateness for the replacement of six windows facing Filer Street as submitted with application HDC-2013-09.

**Jayne Wortley-Caro, Building Manager, 50 Filer Street** - the windows are the same as the windows that the Commission approved in May for the MRA offices in their building. They need a Certificate of Appropriateness to apply for a Façade Grant.

MOTION by John Perschbacher, seconded by Dave Carlson to approve the request from The Briny, 50 Filer Street for a Certificate of Appropriateness for the replacement of six windows facing Filer Street as submitted with application HDC-2013-09.

With a roll call vote this motion passed 6 to 0.

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

Ms. Wortley-Caro asked if they installed a bike rack if they needed approval from the Commission. The Commission said that she did not, she could just install the bike rack.

### **Guideline Amendments**

At the March meeting the Historic District Commission directed Staff to draft language that amends Guideline #2 Signage adding language for halo lit signs. Staff also recommends a minor change to Guideline #1 Awnings and Guideline # 6 Painting.

The proposed amendment to Guideline #2 Signage would add item #10 under General Sign Criteria:

10. Halo Lit signs are permitted in the Historic District if they are simply stated (no Bright chromium effect or plastic appearing materials) with minimal illumination. The Commission reserves the right to reduce the illumination in the event that it is over-stated.

Staff also noted that the guidelines did not specify that approval for signage, awnings and painting is done by the Museum Director or Curator. Language was drafted that would be added to the explanation box of each guideline as follows:

Guideline #1 Awnings - Awnings in the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.

Guideline #2 Signage - Signage within the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.

Guideline #6 Painting - Painting in the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.

Guideline #1 Awnings & Guideline #2 Signage

MOTION by John Perschbacher, seconded by Mary Russell to change Guideline #1 Awnings and Guideline #2 Signage as drafted by staff:

Guideline #1 Awnings - Awnings in the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.

Guideline #2 Signage - Signage within the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.

And **ADD** item #10 under General Sign Criteria:

10. Halo Lit signs are permitted in the Historic District if they are simply stated (no Bright chromium effect or plastic appearing materials) with minimal illumination. The Commission reserves the right to reduce the illumination in the event that it is over-stated.

With a roll call vote this motion passed 6 to 0

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

Guideline #6 Painting

Motion by John Perschbacher, seconded by Maria DeRee to amend Guideline #6 Painting as follows:

Guideline #6 Painting - Painting in the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Paint Sub-Committee who reserves the right to submit it to the Commission at their discretion.

With a roll call vote this motion passed 6 to 0.

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

**OLD BUSINESS**

None

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

None

**CORRESPONDENCE**

None

**STAFF REPORTS**

Travis Alden, DDA/Main Street Director – gave an update to the Commission on Blue Fish, Façade grant for 76 Division Street (outside district), Kelly Larson is working on Designs for 100 Washington Street, Historic Walking Tour and Historic Tourism is an untapped market and looking at ways to promote Manistee, Historic District Commission could assist in the process.

Mark Fedder, Museum Director – Issued permits:

Signage – Sara’s Downtown Hair Designs LLC, 335 River Street, 16 sq. ft. projecting Sign “Sara’s Downtown Hair Designs LLC” and window signs.

Signage – Daybreak Gallery - Calli Laundre, , 384 River Street, 6 sq. ft. projecting Sign “Daybreak Gallery”.

Routine Repair and Maintenance issued to Daybreak Gallery - Calli Laundre, 384 River Street for the Removal of “River Street Gallery” letters above transom windows; Removal with approval of Building Owner; Any holes from letter removal need to be filled and painted with appropriate matching paint colors.

Asked about a request for 75 Oak Street, owners plan to repaint and add an awning, entry door on Oak Street was damaged and will be replaced with a matching door, want to change outside fixtures (showed proposed door and lights to Commission). Consensus from the Commission was that repairs could be done under Routine Repair and Maintenance and did not to come to the Commission.

The Next meeting of the Historic District Commission will be on Thursday, May 2, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by Maria DeRee, seconded by Mary Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:43P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

\_\_\_\_\_  
Denise J. Blakeslee, Recording Secretary