

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

November 6, 2008

A Meeting of the Manistee City Historic District Commission was held on Thursday, November 6, 2008 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, T. Eftaxiadis, Teena Kracht, Nathaniel Neider, Kelly Niles, John Perschbacher

**Members Absent:** Maria DeRee (excused), Mallory Barkholz (Youth Observer)

**Others:** Jon Rose (Community Development), Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

The Commission welcomed new member Nathaniel Neider. Mr. Neider was appointed by City Council at their meeting on October 7, 2008. Welcome Nathaniel.

### APPROVAL OF AGENDA:

MOTION by Dave Carlson, seconded by Kelly Niles that the Agenda for the November 6, 2008 Meeting be approved.

Motion passed Unanimously

### APPROVAL OF MINUTES:

MOTION by Kelly Niles, Seconded by John Perschbacher that the Minutes of the October 2, 2008 Meeting be approved.

Motion passed Unanimously.

Commissioner Perschbacher wanted it noted he did not realize that the October Worksession was changed from Thursday to Wednesday. Commissioner Perschbacher reviewed the items discussed at the Worksession with City Staff on Thursday.

**NEW BUSINESS:**

**LFC, LLC, 343/345 River Street - Door Replacement**

A request has been received from LFC, LLC, 343/345 River Street for Door Replacement as submitted with application HDC-2008-33.

Steve Harold provided pictures of the building as it appeared in 1971. The door that was installed is similar to the door that was used at that time. Earlier photos of the building have not been found. The applicant indicated in their request that they intend to paint the door the red color that the previous door had been painted.

Motion by Dave Carlson, seconded by Kelly Niles to approve the replacement of the door as submitted with the application from LFC, LLC, 343/345 River Street marked HDC--2008-33.

With a roll call vote this motion passed 5 to 0

Yes: Eftaxiadis, Carlson, Perschbacher, Niles, Kracht

No: None

Applicant's request included asking the Commission which approval is required for work they are looking at doing in the future.

**Re-pointing the east side of the building.**

Consensus from the Commission is that Re-pointing the east side of the building will require:

Formal request to the Historic District Commission. Commission noted that consistency, appearance and color of materials are a consideration. A copy of the Historic Preservation Guideline will be forwarded to the applicant.

**Re-painting the front of the building in the same style/color as it is currently.**

Consensus from the Commission is that Re-painting the front of the building in the same style/color as it is currently.

Approval for paint colors would be required from Steve Harold if the color is changed. Repainting the existing colors on the same elements would not.

**Re-grouting/fixing some cracks over the entryway on Filer Street.**

Consensus from the Commission is that Re-grouting/fixing some cracks over the entryway on Filer Street:  
Formal request to the Historic District Commission. Commission noted that consistency, appearance and color of materials are a consideration.

**Jeffrey Skinner/Kieu Ngo - Extension of permit PHDC7015**

Jeffrey Skinner/Kieu Ngo on August 2, 2007 received a Certificate of Appropriateness for the construction of a new building on the vacant lot south of 65 Maple Street. Mr. Skinner and Mr. Ngo are requesting to extend Permit PHDC7015.

MOTION by John Perschbacher, seconded by Dave Carlson to approve the request from Jeffrey Skinner/Kieu Ngo to extend permit #PHDC7015 until October 4, 2009.

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

Yes: Perschbacher, Eftaxiadis, Carlson, Niles, Kracht  
No: None

**Policy Amendments/New Policies**

**Policy #2 - Application Policy (Amendment)**

The proposed Amendment to Policy #2 - Application Policy incorporates the information that was sent to the sign companies regarding submission of Applications. First a Sign Permit must be issued prior to application to the Historic District Commission. Also informs where a Building Permit may be required in addition to a Sign Permit and Certificate of Appropriateness.

Motion by John Perschbacher, seconded by Kelly Niles that the Historic District Commission Amend Policy #2 - Application Policy.

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

Yes: Perschbacher, Eftaxiadis, Carlson, Niles, Kracht  
No: None

**Policy #4 - Definition of Storefront (Amendment)**

With the requirement that Sign Permits must be issued prior to application to the Historic District Commission the references to Signage in the Definition of Storefront is unnecessary, this resulted in amending Policy #4 - Definition of Storefront.

Motion by John Perschbacher, seconded by Kelly Niles that the Historic District Commission Amend Policy #4 - Definition of Storefront.

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

Yes: Carlson, Niles, Eftaxiadis, Perschbacher, Kracht  
No: None

**Policy #6 - Permit Expiration (New)**

This is a new policy that has been developed to notify applicants that projects must be completed within 365 days of issuance of a permit. A copy of the Policy will be enclosed with issued permits.

A change from "Certificate of Compliance" to "Certificate of Appropriateness" will be made to the document.

Motion by John Perschbacher, seconded by Dave Carlson that the Historic District Commission Adopt Policy #6 - Permit Expiration.

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

Yes: Carlson, Perschbacher, Niles, Eftaxiadis, Kracht

No: None

**Policy #7 - Voting on a Request (New)**

This is a new policy that clarifies that Applications are approved in their entirety and that consensus on elements may be obtained individually, but the Commissions decisions are on the application as a whole.

A typographical error was corrected on the document.

Motion by T. Eftaxiadis, seconded by Kelly Niles that the Historic District Commission Adopt Policy #7 - Voting on a Request.

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

Yes: Niles, Eftaxiadis, Perschbacher, Carlson, Kracht

No: None

Commissioner Neider entered the meeting.

**Policy #8 - Defining a Contributing Building (New)**

This is a new policy that defines any building in the district that is 50 years or older as a Contributing Building and the Commission will apply Federal, State and Local Guidelines accordingly.

Discussion on the 50 year trigger for Contributing Buildings.

Motion by T. Eftaxiadis, seconded by Dave Carlson that the Historic District Commission Adopt Policy #8 - Defining a Contributing Building.

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

Yes: Niles, Perschbacher, Neider, Carlson, Eftaxiadis, Kracht

No: None

**Policy #9 - Authentication of Building Features (New)**

This new policy was developed to clarify that it is the owners responsibility to provide documentation that authenticates the building previously had a feature that does not meet the Secretary of the Interior's Guidelines. If authentication is not provided the Commission has no justification for the change.

Motion by John Perschbacher, seconded by Kelly Niles that the Historic District Commission Adopt Policy #9 - Authentication of Building Features.

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

Yes: Perschbacher, Carlson, Neider, Niles, Eftaxiadis, Kracht  
No: None

Guideline Amendment

**Guideline #2 - Signage (Amended)**

Changes were made to Guideline #2 - Signage that removes size requirements within the Guidelines. Since the applicant must meet the requirements of the Zoning Ordinance the Guidelines do not need size requirements. The Commission did restrict the amount of signage that would be allowed for Upper Story Windows in the District and the Table was changed to provide the requirements for signs that does not require approval from the Commission.

Motion by Dave Carlson, seconded by John Perschbacher that the Historic District Commission Amend Guideline #2 - Signage.

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

Yes: Eftaxiadis, Carlson, Neider, Perschbacher, Niles, Kracht  
No: None

**OLD BUSINESS**

None

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

None

## CORRESPONDENCE

Denise Blakeslee read an excerpt from Maria Peters blog. Maria is a Foreign Exchange student from Manistee that is in Slovakia. Ms. Peters took a trip to England and commented about the Architecture in London and how in fill buildings are not attractive.

## STAFF REPORTS

Jon Rose informed the Commission that the Consignment Shop at 333 River Street will be issued a ticket for failure to comply with the letter sent on September 26, 2008 that requires submission of an application for a Sign Permit and request for approval from the Historic District Commission for signage.

The Next meeting of the Historic District Commission will be on Thursday, December 4, 2008 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

Chair Kracht Scheduled a Worksession for Thursday, November 13, 2008 at 3:00 p.m. in the Executive Council Chambers, City Hall, 70 Maple Street.

## ADJOURNMENT:

MOTION by T. Eftaxiadis, seconded by Nathaniel Neider that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:02 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

A handwritten signature in black ink, appearing to read "Denise J. Blakeslee", is written over a horizontal line. The signature is cursive and somewhat stylized.

Denise J. Blakeslee, Recording Secretary