

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, March 15, 2007
4:00 p.m. Manistee County Historical Museum
425 River Street
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission will take action to approve the March 15, 2007 Agenda.

IV Approval of Minutes

At this time the Historic District Commission will take action to approve the March 1, 2007 Minutes.

V. New Business

Review/Approval of By-Laws - Draft By-Laws have been drafted for the Historic District Commission. The Commission will review the By-Laws and make changes if needed then adopt the By-Laws.

At this time the Historic District Commission could take action to adopt the By-Laws.

Election of Officers - The Historic District Commission will need to hold an election of Officers for 2007.

At this time Jon Rose will ask for nominations for Chair, upon election the Chair will ask for nominations for Vice-Chair.

Review Application Form - An application form has been prepared for requests to the Historic District Commission.

At this time Denise Blakeslee will review the application form.

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 Staff Reports

At this time the Chair will ask staff for their report.

X Worksession

At this time the Historic District Commission will begin their Worksession.

XI Adjournment



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee *DB*

DATE: March 9, 2007

RE: Additional Information

Oops! I forgot to include the Architecture section of the Manistee Downtown Preservation and Development Plan in your packets. This is the information that Steve Harold discussed at the last meeting.

Have a wonderful weekend!

:djb

PROCEDURE AND REQUIREMENTS:

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.

This application must be received by the City no less than 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 4:00 p.m. at the Manistee County Historical Museum, 425 River 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.

The following information should be included with this application. Additional information may be required.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Sketch, drawing or plans and/or elevations of proposed work. Provide dimensions or draw to scale. Indicate where this work is in relation to the main structure.
- ▶ Drawings to show details and specification of ornamental features.
- ▶ Where appropriate, plans showing property lines for fencing, projected view of structure for signs, perspective drawings for new additions.

I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

APPLICANT'S SIGNATURE: _____

Office Use Only:		
Date Submitted: _____	Application # _____	Meeting Date: _____
Notes: _____		

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



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MEMORANDUM

TO: Historic District Commissioners
FROM: Denise Blakeslee 
DATE: March 8, 2007
RE: March 15, 2007 Meeting

Commissioners, enclosed is your agenda for the March 15, 2007 Meeting. Included on the Agenda are:

- ▶ Review/Approval of By-Laws
- ▶ Election of Officers
- ▶ Review Application Form

Please call me at 398-2805 if you are unable to attend. See you Thursday!

:djb

NOTICE OF Meeting of the Historic District Commission

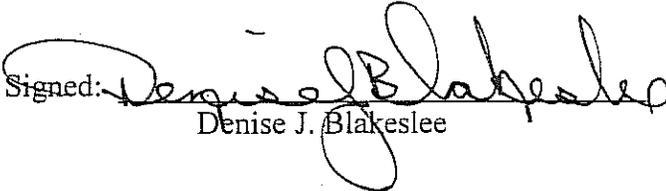
The Historic District Commission will meet on Thursday, March 15, 2007 at 4:00 p.m. at the Manistee County Historic Museum, 425 River Street, Manistee, Michigan.

The agenda includes:

- ▶ Review/Approval of By-Laws
- ▶ Election of Officers
- ▶ Review Application Form
- ▶ Request from Manistee County Historical Museum (Exterior Door)

All meetings are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 Noon., Friday, March 9, 2007 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee