

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, May 3, 2007

3:00 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 May 3, 2007 Agenda.

IV Approval of Minutes

At this time the Historic District Commission will take action to approve the April 5, 2007 Minutes.

V. New Business

Ramsdell Theatre - Request for Exterior Benches - The Ramsdell Theatre is requesting approval to place benches outside their facility at 101 Maple Street.

At this time the Commission will review the request from the Ramsdell Theatre for exterior benches.

Manistee County Historical Museum - Exterior Door Replacement - The Manistee County Historical Museum needs to replace the existing (locked) exterior door located halfway up the stairs on the front of their building at 425 River Street. They are asking to replace the door with a steel door with "panic hardware" in the event of a fire.

At this time the Commission will review the request from the Manistee County Historical Museum to replace the exterior door on the front of their building located halfway up the stairs.

Review of Secretary of the Interior's Guidelines - If time permits the Committee will begin review of the ten Secretary of the Interior's Guidelines for Rehabilitation.

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/Worksession

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

X 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 
DATE: April 26, 2007
RE: May 3, 2007 Meeting

Good morning!

Enclosed is your meeting packet for the Thursday, May 3, 2007 meeting. Please note that the meeting time has been changed to 3:00 p.m. We have the following items on the Agenda:

Ramsdell Theatre - Request for Exterior Benches - The Ramsdell Theatre is requesting approval to place benches outside their facility at 101 Maple Street.

Manistee County Historical Museum - Exterior Door Replacement - The Manistee County Historical Museum needs to replace the existing (locked) exterior door located halfway up the stairs on the front of their building at 425 River Street. They are asking to replace the door with a steel door with "panic hardware" in the event of a fire.

Review of Secretary of the Interior's Guidelines - If time permits the Committee will begin review of the ten Secretary of the Interior's Guidelines for Rehabilitation.

If you are unable to make the meeting please call me at 398-2805. Have a wonderful weekend!

:djb



P. O. Box 358 • Manistee, Michigan 49660-0358 • www.ci.manistee.mi.us

CITY HALL
70 Maple Street

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

PLANNING, ZONING &
COMMUNITY DEV.
231.398.2805

CITY CLERK
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ADMINISTRATION
FAX 231.723.1546

CLERK/TREASURER
FAX 231.723.5410

POLICE DEPARTMENT
70 Maple Street
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1803

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

May 7, 2007

Edward Bradford
City of Manistee - Ramsdell Theatre
P.O. Box 358
Manistee, MI 49660

Hand Delivered

RE: Incomplete Application for a Certificate of Appropriateness

Dear Mr. Bradford:

The Historic District Commission did not take action on your request because the application was incomplete. Enclosed is a draft of the May 3, 2007 Meeting Minutes.

Please resubmit your application for the June Meeting with the following additional items:

- ▶ A site plan showing the proposed placement of benches including sizes of the benches..
- ▶ Information on how the benches are to be fastened.
- ▶ A sample of the bench slat material needs to be submitted for review.

If you have any questions, please call me at 398-2805.

Sincerely,

CITY OF MANISTEE

Denise J. Blakeslee
Recording Secretary for
Historic District Commission

:djb

cc: Historic District Commission file HDC-2007-05





Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

Please Print or Type

Name of Property Owner: City of Manistee - Ramsdell Theatre

Mailing Address: PO Box 358 Manistee MI 49660

Phone# & e-mail Address: 398-2804 ebradford@ci.manistee.mi.us

Address of Affected Property: 101 Maple Street

Type of Application: New Construction Rehabilitation/Restoration Demolition
 Addition Other (Specify) Installation of park benches

Proposed Work Start Date: upon approval Proposed Completion Work Date: _____

Contractor/Builder: N/A

Mailing Address: _____

Phone# & e-mail Address: _____

Description of Work Proposal (be specific and describe each work separately. Use additional sheets if necessary): _____

To install park benches outside of Ramsdell Theatre. The number will depend upon funding; however it is expected that there will be between 3-5 benches. They will be located on ^{the} Maple and/or First Street sides of building.

Please see attached bench brochure.

See 6-7-07 Meeting for Approval

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 3:00 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. The applicant must supply 10 copies of any items submitted that are in color.

- ▶ 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 scaled proportionally. Provide dimensions. 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.
- ▶ If changing paint colors you must provide; brand name of paint, paint color name, paint color numbers, paint color chips and a paint plan for the building showing the proposed work.

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. (Not required for signage)

APPLICANT'S SIGNATURE: Edward Bradford City of Manistee
574-701-09

Office Use Only:		
Date Submitted: <u>4-23-07</u>	Application # <u>HDC-2007-05</u>	Meeting Date: <u>5-3-07</u>
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.

Denise Blakeslee

From: Robin Hogan [robinh@boyeragency.com]
Sent: Tuesday, April 24, 2007 9:55 AM
To: Denise Blakeslee
Subject: Benches

<http://www.belson.com/cvrb1.htm>

Denise,

Here is the bench that we found for \$700 each. Can you see if they will approve this one in the redwood color.

Robin L. Hogan, CIC
Charles A. Boyer Inc.
258 River Street
PO Box 459
Manistee, Michigan 49660
231-723-6283 Phone
231-723-9606 FAX

Victorian Recycled Plastic Bench

The Victorian Series

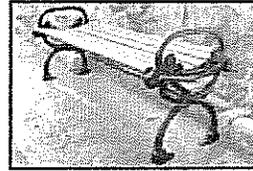


258-230 | Sand Color | Black Frame
Visible Hardware

>> Click Here for Dimensions <<

The Victorian Series adds style to the surrounding with it's antique and romantic design combining the traditional styling of cast elements with the advanced performance of it's plastic slats. The pattern of it's frame evokes memories of the wrought iron ornaments of old English parks.

Matching Products



Straight Bench

Color Options



ENTER QUANTITIES FOR THE ITEM(S) YOU WOULD LIKE TO ORDER

5' Victorian Series Recycled Plastic Bench Hidden Hardware					Qty
250	Portable Mount	Gray	(125 lbs)	\$599.00	<input type="text"/>
252	Portable Mount	Brown	(125 lbs)	\$599.00	<input type="text"/>
254	Portable Mount	Green	(125 lbs)	\$599.00	<input type="text"/>
258	Portable Mount	Sand	(125 lbs)	\$599.00	<input type="text"/>
253	Portable Mount	Redwood	(125 lbs)	\$599.00	<input type="text"/>
5' Victorian Series Recycled Plastic Bench Visible Hardware					Qty
250-230	Portable Mount	Gray	(125 lbs)	\$599.00	<input type="text"/>
252-230	Portable Mount	Brown	(125 lbs)	\$599.00	<input type="text"/>
254-230	Portable Mount	Green	(125 lbs)	\$599.00	<input type="text"/>
258-230	Portable Mount	Sand	(125 lbs)	\$599.00	<input type="text"/>
253-230	Portable Mount	Redwood	(125 lbs)	\$599.00	<input type="text"/>

(Prices F.O.B. Origin)
Some Assembly Required

 **Previous Product**

Copyright and Disclaimer © 1993-2007, Belson Outdoors, Inc.

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- Weekly Specials
- Featured Products
- Buying Guides
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- Barbecue Smoker Grills
- Banquet Tables
- Bike Racks
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- Bus Stop Shelters
- Canopy Tents
- Cigarette Receptacles
- Drinking Fountains
- Fire Rings
- Food Service Equipment
- Park Benches
- Park Grills | Camp Stoves
- Parking Lot Equipment
- Patio | Cafe Furniture
- Pedal Boats
- Picnic Tables
- Planters
- Pool Furniture
- Sanitation Equipment
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- Trash Receptacles
- Universal Access
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- Wood



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WASTEWATER PLANT
50 Ninth St.
231.723.1553

May 7, 2007

Steve Harold
Manistee County Historical Museum
425 River Street
Manistee, MI 49660

Dear Mr. Harold:

At their May 3, 2007 Meeting the City of Manistee Historic District Commission denied your Application for a Certificate of Appropriateness for a Steel Door. Enclosed are the Draft Meeting Minutes for your files.

If you have any questions, please call me at 398-2805.

Sincerely,

CITY OF MANISTEE

Denise J. Blakeslee
Recording Secretary
for the Historic District Commission

:djb





Historic Overlay Permit No: PHDC7006

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

425 RIVER ST Location
51-51-350-701-05

MANISTEE COUNTY HISTORICA Owner
425 RIVER ST
MANISTEE MI 49660

Issued: 06/08/07
Const value 0
Zoning: Sec. No.

Contractor
425 RIVER ST pH#
MANISTEE MI 49660

**PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE**

Work Description: DENIED Request for Exterior Door Replacement

Commission denied request 5/3/07

Must follow all Codes and Ordinances as they apply to this project.

Permit Item	Work Type	Fee Basis	Item Total
		0.00	0.00

No Permit Issued
Official *DB*

Fee Total: \$0.00
Amount Paid: 0.00
Balance Due: \$0.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

Please Print or Type

Name of Property Owner: Manistee County Historical Museum
Mailing Address: 425 River Street, Manistee
Phone# & e-mail Address: 723-5531

Address of Affected Property:

Type of Application: New Construction Rehabilitation/Restoration Demolition
 Addition Other (Specify) Replace Exterior Door

Proposed Work Start Date: May 2007 Proposed Completion Work Date: _____

Contractor/Builder: Structural Specialties

Mailing Address: _____

Phone# & e-mail Address: _____

Description of Work Proposal (be specific and describe each work separately. Use additional sheets if necessary):

Replace existing ^{locked} wood and glass door located half way up the front stairway with steel panic exit door - Painted Black to match existing.
Steelcraft CE18 & CE16 - Series Emcraft Door.

PROCEDURE AND REQUIREMENTS:

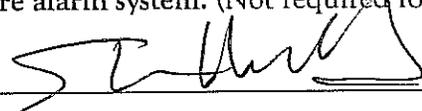
Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established 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.

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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. (Not required for signage)

APPLICANT'S SIGNATURE: 

Office Use Only:		
Date Submitted: <u>4-23-07</u>	Application # <u>HTC-2007-010</u>	Meeting Date <u>5-3-07</u>
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.

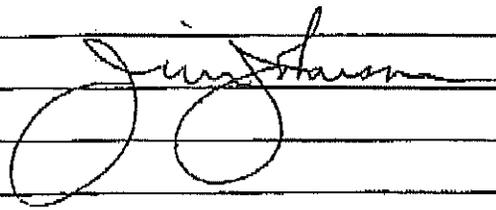
STRUCTURAL SPECIALTIES, INC.
249 RIVER STREET
MANISTEE, MI 49660
PH (231) 723-2982
FAX (231) 723-3278

FAX TRANSMISSION COVER SHEET

DATE: April 24, 2007
TO: DENISE B.
WITH: CITY OF MANISTEE - HISTORIC OVERLAY COMMITTEE?
FAX NUMBER: 723-1546
FROM: Jim JOHNSON
RE: MAN Co HISTORIC OVERLAY COMMITTEE

NUMBER OF PAGES INCLUDING COVER SHEET 2

COMMENTS: DENISE, ATTACHED IS SPECIFICATION
SHEET FOR PROPOSED DOOR ON MAN. Co. HISTORIC
BLDG ON RIVER STREET.
THIS DOOR IS SIMILAR TO THE TWO DOORS
ON THE SOUTH WALL OF THE BLDG.



IF YOU DO NOT RECEIVE ALL PAGES OR IF THEY ARE ILLEGIBLE,
PLEASE CALL US AT (231) 723-2982.

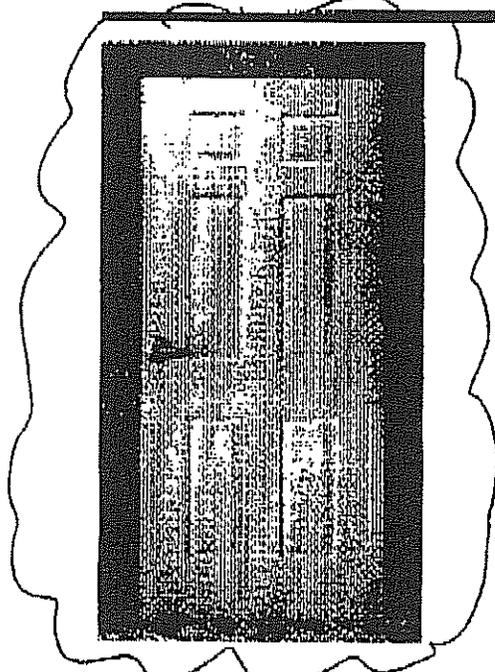
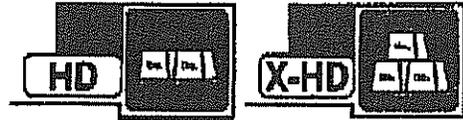
FROM: JIM @ STRUCTURAL

ATTN: DENISE → STEVE HAROLD

STEELCRAFT

2 PAGES

CE18 AND CE16-SERIES EMCRAFT™ DOORS



EXTERIOR
STEEL

FEATURES AND BENEFITS:

Steelcraft's CE-Series Doors offer the following standard unique features, which enhance long term performance and durability.

1. Polystyrene core system enhances the structural integrity of the door.
2. Embossed panels to create an architecturally appealing elevation.
3. Full height, epoxy filled mechanical interlock edges provide structural support and stability the full height of the door edges.
4. Patented universal hinge preparations allow for easy field conversion from standard weight (.134) hinges to heavy weight (.180) hinges.
5. 14 gage top and bottom channels provide stability and protection from abuse for the top and bottom edges.
6. Beveled hinge and lock edges allow for tighter installation tolerances, ensure easier operation, and eliminate binding and sticking.
7. Recessed Designer™ glass trim provides a clean, neat, and flush finish with the door surface.
8. Factory applied baked on rust inhibiting primer in accordance with ANSI A250.10.

ABOUT THE PRODUCT:

The CE18 and CE16-Series Embossed Panel Doors are designed to meet architectural requirements. This door construction combines the polystyrene and honeycomb core constructions. The continuous bonding of core to metal provides an attractive flat door, free of face welding marks.

To meet application, specification and performance requirements, the CE-Series doors offer a wide range of specifiable options including sizes, glass lite designs, and hardware preparations.

SPECIFICATION COMPLIANCE:

1. Door construction for the Steelcraft CE18 and CE16-Series Embossed Panel Doors meet the construction requirements of ANSI A250.8-1998 (commonly referred to as SDI-100).
2. Hardware preparations and reinforcements are in accordance with ANSI A250.6-1997. Locations are in accordance with ANSI/DHI A115.
3. Door construction for the Steelcraft CE-Series Embossed Panel doors meet ANSI A117.1-1998 (ADA) requirements for minimum 10" bottom rail height measured from floor.

FIRE RATINGS:

The CE-Series doors meet fire rating requirements. They are listed for installations requiring compliance to both negative pressure testing (ASTM E152 and UL-10B) and positive pressure standards (UBC 7-2 and UL-10C).

CE-SERIES DOORS

Frame Gage	Interior/Exterior	Usage	Applications
16 gage (1.3mm)	Interior & Exterior	Extra-heavy duty	• 18 & 14 gage steel frames
18 gage (1mm)	Interior & Exterior	Heavy duty	• 18 gage steel frames
Finish	Interior/Exterior	Applications	
Galvanneal ¹	Interior & Exterior	Used in locations with high humidity and/or weather exposure	

MATERIAL:

The CE18 and CE16-Series doors are constructed from galvanneal (A-40 per ASTM A653) steel.

¹ Usage frequency is based on ANSI A250.8-1998

² Reinforcements for galvanneal doors are also galvanneal

Details are subject to change without prior notice.

© 2000 Steelcraft Co.
Printed in USA



Spec Manual
Rev. 5/2002

CE1-1



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: April 25, 2007
RE: Approved By Laws

Commissioners, attached is your copy of the approved By-Laws. I have punched them so you can insert them into your binders.

:djb

CITY OF MANISTEE
HISTORIC DISTRICT COMMISSION
BY-LAWS AND RULES OF PROCEDURES

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Historic District Commission of the City of Manistee, County of Manistee, (hereinafter referred to as the Commission) pursuant to Public Act 169 of 1970, as amended, the Local Historic Districts Act; the City of Manistee Codified Ordinance, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

2.1 Selection. At the December meeting, the Historic District Commission shall elect a chair, vice-chair and appoint a recording secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Commission shall be filled at the next regular meeting of the Commission. The membership shall elect one of its members to fill the vacancy until the next annual election.

2.2 Duties. The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein and sign all official documents. The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time. The Recording Secretary shall be responsible for execution of documents in the name of the Historic District Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Commission operations. In the event the Recording Secretary is absent, the chair or acting chair shall appoint a temporary recording secretary for such meeting.

2.3 Tenure. The officers shall take office at the first regularly scheduled meeting immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETINGS

- 3.1 Meeting Notice. Notice of all meetings shall be posted at City Hall by December 31st of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting act.
- 3.2 Attendance A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon. Un-excused absences may be reason for removal and three (3) un-excused absences in a row, shall be reported in writing to the City Manager.
- 3.3 Special Meetings. A special meeting may be called by the Chair, or three members of the Historic District Commission upon written request to the Recording Secretary. The business which the Historic District Commission may perform shall be conducted at a public meeting of the Historic District Commission held in compliance with the Open meeting Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meeting act, and the Recording Secretary shall provide notice to commission members by writing, telephone, or e-mail.
- 3.4 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least a majority of the appointed Commissioners shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the commission may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced at the meeting.
- 3.5 Public Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and Ordinance cited in Section 1. Public hearings conducted by the Historic District Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.

1. The Chair of the Historic District Commission shall announce that a public hearing will be conducted on a request.
2. The Chair shall read the public hearing announcement as published in the newspaper and give a brief description of the hearing subject and the public notice procedure.
3. The Chair shall announce the following hearing rules:
 - a. The Chair will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.
 - b. Each speaker shall state their name and address for the record and may present written comments for the record.
 - c. Speakers shall address all comments and questions to the Historic District Commission and comments will be limited to the subject matter of the Public Hearing.
 - d. Unless waived by the Historic District Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be designated who may request that more than five (5) minutes be permitted for collective comments of the group as presented by that speaker.
 - e. The Chair may require that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak. Everyone shall have an opportunity to speak before someone is allowed to speak a second time.
 - f. The Chair may establish additional rules of procedure for particular hearings as he/she determines appropriate.
 - g. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior may result in removal from the hearing or an adjournment.
4. Once all public comments have been stated, the Chair shall close the hearing. Any voting member of the Historic District Commission may initiate a motion to close the hearing.
5. Public Hearings shall be carried out in the following format:
 - a. The Chair shall open the hearing.
 - b. The Applicant shall present any comments and explanation of the case. Applicant's presentation shall not be subject to the five (5) minute limitation.
 - c. The City staff and any consultants serving the City shall present their reports.
 - d. The hearing will be opened for public comment.
 - e. The public comment period will be closed.
 - f. Deliberation and discussion by the Historic District Commission.
 - g. Disposition of the case by the Historic District Commission.

- 3.6 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of each motion shall be recorded.
- 3.7 Voting. An affirmative vote of the majority of those members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.
- 3.8 Order of Business. A written agenda for all regular meetings shall be prepared.
- 3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.
- 3.10 Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be submitted to the City no later than the established policy of the City prior to the next scheduled Historic District Commission Meeting.
- 3.11 Conflict of Interest:
1. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. A commission member issuing, deliberating, voting or reviewing a case concerning himself.
 - b. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
 - c. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
 - d. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
 - e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
 - f. A commission member may consider the possibility of declaring a conflict of interest if his/her home falls within a notification radius used for a Public Hearing. Because the sending of the notice automatically presumes some degree of interest, this fact should be recognized by declaring a conflict, particularly if a financial impact is likely.

- g. A commissioner who feels, in his/her judgement that his/her job, scope of duties and/or position may be at risk, pending the outcome of the permitting process.
- 2. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
 - a. declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
 - b. refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
 - c. refrain from casting a vote on any motion having to do with the case.

4. MINUTES

- 4.1 Preparation. Commission minutes shall be prepared by the Recording Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, action and resolutions shall be attached to the minutes.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

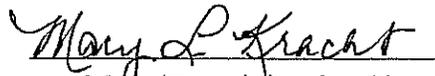
6. ANNUAL REVIEW OF BY-LAWS

The Commission shall annually review their By-Laws at the regularly scheduled meeting in January .

7. AMENDMENTS

These rules may be amended by the Commission by a concurring vote subject to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

I HEREBY CERTIFY that the above Bylaws were adopted the 15th day of March, 2007



Mary (Teena) Kracht, Chair

Approved by the City of Manistee Council

4-17-07

Date



Cynthia A. Fuller, Mayor