

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, January 3, 2008
3:00 p.m. in the 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 will take action to approve the January 3, 2008 Agenda.

IV Approval of Minutes

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

V New Business

Agenda items from the December 6, 2007 Meeting

There was not a quorum at the December 6, 2007 Meeting. The Agenda items from that meeting are placed first on the agenda.

Saccharos - The Candy Store, 334 River Street - Window Sign

Saccharos - The Candy Store, 334 River Street is requesting a 4'9" x 1'10" window sign.

At this time the Historic District Commission will review the request from Saccharos - The Candy Store, 334 River Street for a Window Sign.

Election of Officers

According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

At this time the meeting will be turned over to Steve Harold who will ask for nominations.

Chair

The Historic District Commission will select a Chair for 2008.

Vice-Chair

The Historic District Commission will select a Vice Chair for 2008.

Appointment of a Recording Secretary 2008

At this time the Historic District Commission shall appoint a Recording Secretary for 2008.

Items for the January 3, 2008 Meeting

John Smith, 435 River Street

Mr. Smith was in attendance at the December Historic District Commission in response to a letter that was sent to him regarding alterations to his building. Mr. Smith dropped off a copy of a plan that was reviewed in July of 2006.

At this time the Historic District Commission will review the information submitted by Mr. Smith and determine if any additional information is required.

City Hall, 70 Maple Street

A request has been received to Remove the existing flag pole on roof of City Hall. This is the original flag pole and large crack have developed that are causing water damage to the office below. Plans are to remove the flag pole, repair the area that is leaking and install a new aluminum flag pole in the future.

At this time the Historic District Commission will review the request from City Hall for removal and replacement of the flag pole.

Annual Review of By-Laws

The Historic District Commission performs an annual review of their By-Laws at their January meeting.

At this time the Historic District Commission will review their By-Laws.

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



MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: December 21, 2007

RE: January 3, 2008 Meeting

Commissioners, we did not have a quorum at the December 6, 2007 meeting, so the January 3, 2008 Agenda includes the items from the December meeting. We have the following items on the agenda:

Saccharos - The Candy Store, 334 River Street Request for a 4'9" x 1'10" window sign. Members that were in attendance looked at the request and did not express any concerns.

Election of Officers At this time the meeting will be turned over to Steve Harold who will ask for nomination for Chair and Vice Chair for 2008. Nominations do not require a second and will be asked for three times before nominations are closed.

Appointment of a Recording Secretary 2008 The Historic District Commission shall appoint a Recording Secretary for 2008.

John Smith, 435 River Street Mr. Smith was in attendance at the December Historic District Commission in response to a letter that was sent to him regarding alterations to his building. Mr. Smith dropped off a copy of a plan that was reviewed in July of 2006. The Historic District Commission will need to review the plan to determine what is needed for an application or if the plan submitted is sufficient.

City Hall, 70 Maple Street Request to remove existing flag pole that has large cracks and is causing water damage to the office below. Remove the flag pole, repair the area that is leaking and install a new aluminum flag pole in the future.

Annual Review of By-Laws The Historic District Commission performs an annual review of their By-Laws at their January meeting.

I have enclosed the list of items that were reviewed by the Historic District Commission in 2007. I want to thank all of you for your service on the Commission and look forward to working with you in 2008.

I will be out of the office until January 2, 2008. If you are unable to attend the meeting please leave a message if I am not in the office. See you next year!!

:djb



Historic Overlay Permit No: PHDC08001

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

334 RIVER STREET Location
51-51-452-703-17

F AND L DEGUIA LLC Owner
BOX 2246
FRANKFORT MI 496359701
ERIC PAPENFUSS

Issued: 01/07/08
Const value 0
Zoning: Sec. No.
PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

Contractor
BOX 2246 pH#
FRANKFORT MI 496359701

Work Description: At the January 3, 2008 Historic District Commission the request from Saccharos - the Candy Store, 334 River Street for a 4'9" x 1'10" window sign was approved.

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

Table with 4 columns: Permit Item, Work Type, Fee Basis, Item Total. Row 1: Fee Basis 0.00, Item Total 0.00

Signature of Dennis J. Blahosky
Official

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: F&L de Guia, LLC

Mailing Address: 1082 Eden Hill Road, Benlah, MI 49617

Phone# & e-mail Address: 231.882.7210 / jundequia@yahoo.com

Address of Affected Property: 334 River Street, Manistee 49660

Type of Application: New Construction Rehabilitation/Restoration Demolition
 Addition Other (Specify) Sign

Proposed Work Start Date: January 2008 Proposed Completion Work Date: -

Contractor/Builder: Lessee: Eric J. Papenfuss

Mailing Address: 2201 Steinberg Rd., Manistee MI 49660

Phone# & e-mail Address: 650.219.6058 / eric.papenfuss@manisteecovers.com

Description of Work Proposal (be specific and describe each work separately. Use additional sheets if necessary): Install window sign w/ the dimensions of:

4' 9" x 1' 10"
(wide) (high)

Store name is to be: Saccharos

PROCEDURE AND REQUIREMENTS:

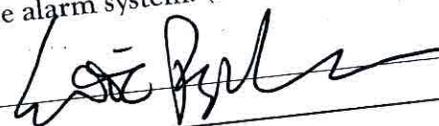
Properties within the City of Manistee Historic District are subject to the City of Manistee Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the City of Manistee and has the authority to review and approve all work permit applications and plans for exterior 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. 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.

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: 

Date Submitted: 11-27-07	Office Use Only: 2008-01	Meeting Date: 1-3-08
Notes: No quorum @ Dec meeting	Application # HDC-2007-32	- Approved 1-3-08

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.

334

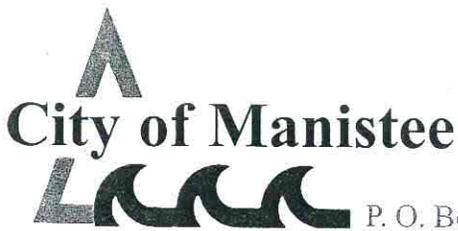
~~334~~ River Street, Manistee 49660



Sign Dimensions
4' 9" wide x 1' 10" high

Saccharos





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
231.398.2803

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

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

Monday, January 7, 2008

Eric Papenfuss
2201 Steinberg Road
Manistee, MI 49660

RE: PHDC08001

Good Morning!

Enclosed please find the Certificate of Appropriateness for your project. Historic Approval does not eliminate the need for other permits that may be applicable for your project.

Enclosed is a review of the property that indicates how much signage is allowed for the building. You will need to remove the amount of signage that is used by the Golden Apple from the total allowed for the building to determine how much remains. Also signage is allowed in the rear of the building (riverwalk) see enclosed chart.

If you have any questions please call me at 231.398.2805. Best of luck with your project and thank you for your contribution to our community!

Sincerely,

CITY OF MANISTEE

Denise J. Blakeslee
Planning & Zoning

:djb

Enclosure



Image/Sketch for Parcel: 51-51-452-703-17

[Back to Non-Printer Friendly Version] [Send To Printer]

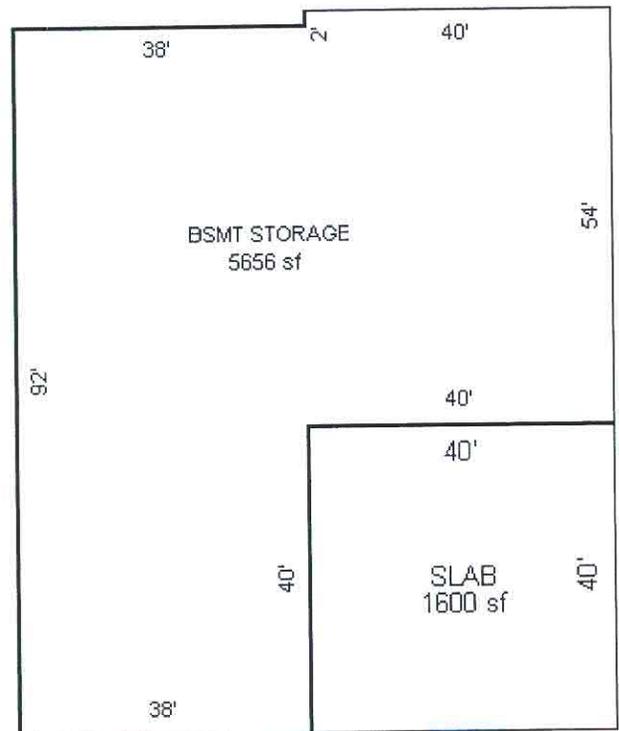
Caption: C001

Sketch by Apex IV™

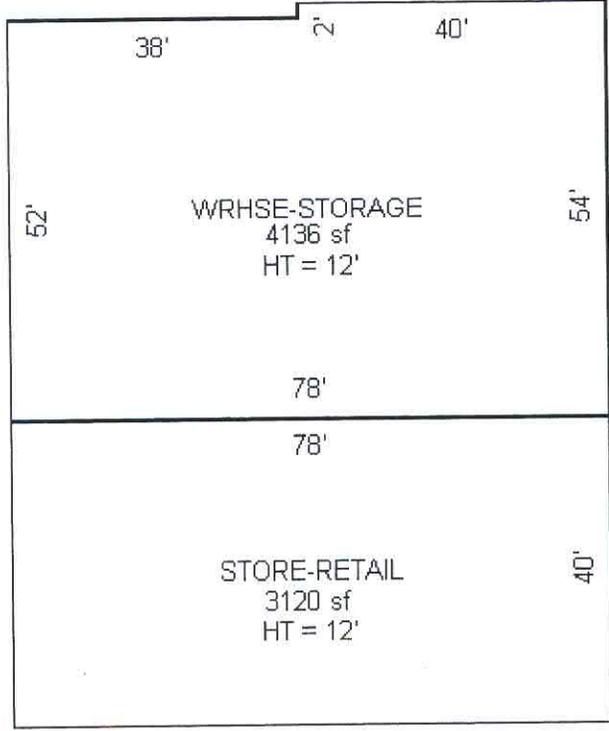
78 x 1.5 = 117 sq ft of signage allowed on River Street
✗ (Deduct signage used by Golden Apple and for window sign approved by Historic District Commission 1/3/08 for Saccharos)

78 x .75 = 58.5 sq ft of signage allowed on Riverwalk

PERIMETER NOT USED



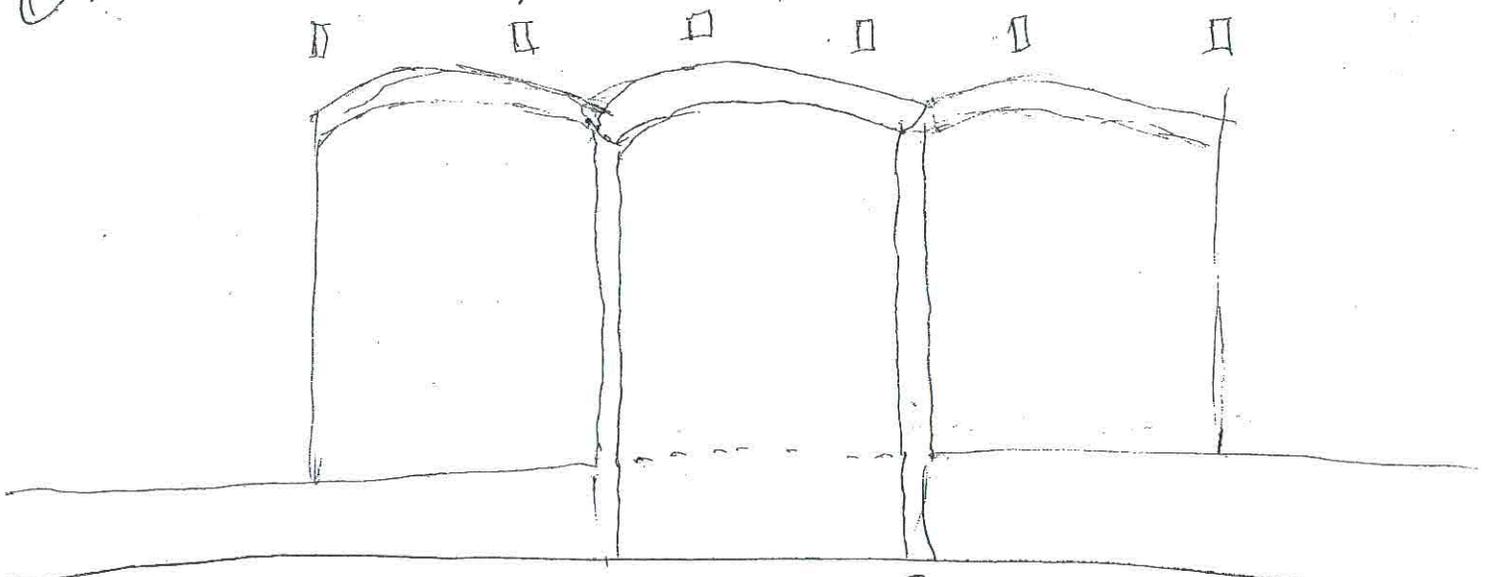
BASEMENT



FIRST FLOOR

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[Privacy Policy](#)

OAK STREET FACADE



ADD CONCRETE FLUSH WITH SIDEWALK
 AT FORMER STEPS
 REMOVE ROTTED CORNICE
 REMOVE WINDOWS, DOORS & SILL
 ALL ROTTED BEYOND SALVAGE.

REPLACE SANDSTONE SILLS
 WITH CONCRETE SAME SIZE
 ADD IDENTICAL SILL AT SAME HEIGHT
 IN FORMER DOOR OPENING.
 IN DARK RED BRICK UNDER

FINN FORMER DOOR & WINDOW OPENINGS
 WITH RED BRICK - NOT FLUSH
 FINN FRAMING POCKETS & MISSING BRICK
 WITH DARK RED BRICK.

approved to them 20 JULY 2006



Historic Overlay Permit No: PHDC08002

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

70 Maple Street Location
51-51-350-703-01

Owner
CITY OF MANISTEE
70 Maple Street
MANISTEE MI 49660

Issued: 01/07/08
Const value 0
Zoning: Sec. No.
PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

Contractor
70 Maple Street pH#
MANISTEE MI 49660

Work Description: Approval from the Historic District Commission that the request from the City of Manistee for the removal of the flag pole be approved and the applicant is to investigate replacement of the flag pole within twelve months of removal and approval is required from the Historic District Commission.

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

Permit Item	Work Type	Fee Basis	Item Total
		0.00	0.00

Official

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: **City of Manistee**
Mailing Address: **70 Maple Street, P.O. Box 358, Manistee, Michigan, 49660**
Phone# & e-mail Address: **231.398-2805 jrose@ci.manistee.mi.us**

Address of Affected Property: **70 Maple Street**

Type of Application: New Construction Rehabilitation/Restoration Demolition
 Addition Other (Specify) **Removal of Flag Pole**

Proposed Work Start Date: **Weather permitting**

Proposed Completion Work Date: **Weather permitting**

Contractor/Builder: **Not yet contracted**

Mailing Address: n/a

Phone# & e-mail Address: n/a

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

Remove existing flag pole on roof of City Hall. This is the original flag pole and large crack have developed that are causing water damage to the office below. Plans are to remove the flag pole, repair the area that is leaking and install a new aluminum flag pole in the future. The new flag pole will be installed to allow maintenance and repair as needed.

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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- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
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- ▶ 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.

X 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: 

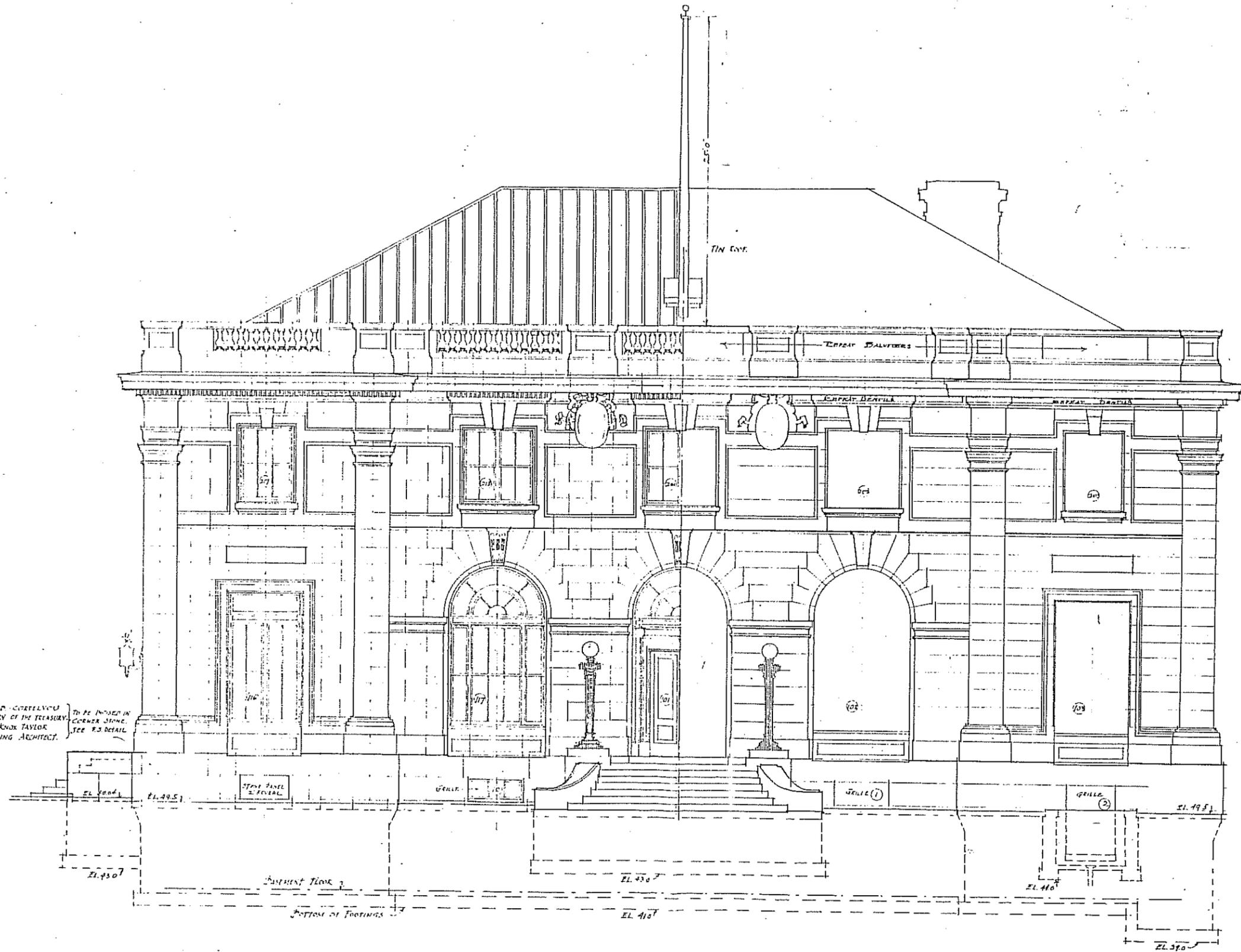
Office Use Only:		
Date Submitted: <u>12-10-07</u>	Application # <u>HDC-2008-02</u>	Meeting Date: <u>1-3-08</u>
Notes: <u>Approved 1-3-08</u>		

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.



Photos showing the water damage to the office below from the flag pole at City Hall 70 Maple Street.





GEORGE D. CORBALLY
 SECRETARY OF THE TREASURY
 JAMES KNOX TAYLOR
 SUPERVISING ARCHITECT

TO BE FINISHED IN
 CORNER STONE.
 SEE P. 3 DETAIL

STONE PANEL
 DETAIL

PAVEMENT FLOOR

POSITION OF FOOTINGS

FRONT ELEVATION - MAPLE - ST.
 SCALE 1/4 INCH = 1 FOOT.

U. S. POST OFFICE,
 MANISTEE, MICH.
 No. 7
 DESIGNED BY JAMES KNOX TAYLOR
 DRAWN BY G. D. CORBALLY

James Knox Taylor
 SUPERVISING ARCHITECT
 Treasury Department, Co.
 1107 M. B. B. B.

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.

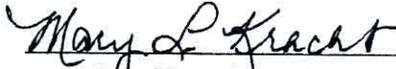
6. ANNUAL REVIEW OF BY-LAWS

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

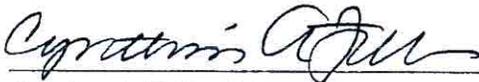


Mary (Teena) Kracht, Chair

Approved by the City of Manistee Council

4-17-07

Date



Cynthia A. Fuller, Mayor

NOTICE OF Meeting of the Historic District Commission

The Historic District Commission will meet on **Thursday, January 3, 2008 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

Saccharos - The Candy Store, 334 River Street for a 4'9" x 1'10" Window Sign

Election of Officers 2008

Appointment of a Recording Secretary 2008

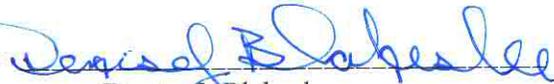
John Smith, 435 River Street - Exterior Changes to Building

City Hall, 70 Maple Street - Removal/Replacement of flag pole

Annual Review of By-Laws

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 4:30 p.m., Friday, December 21, 2007 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee