

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, February 5, 2009
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 February 5, 2009 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the January 8, 2009 meeting Minutes.

V New Business

Travis Alden, Main Street/DDA Director

The Historic District Commission will welcome Travis Alden the new Main Street/DDA Director. The Historic District is predominantly located in the Main Street/DDA District.

VI Old Business

Application for a Certificate of Appropriateness - Check List

A check list has been developed to assist applicants with facade improvements. The check list details elements that may be on a building. The check list should eliminate any omissions or oversights on applications.

At this time the Historic District Commission can take action to adopt the use of an Application for a Certificate of Appropriateness - Check List for requests with facade improvements.

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 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 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: January 27, 2009
RE: February 5, 2009 Meeting

Commissioners, We have the following items on the February 5, 2009 Historic District Commission Agenda:

New Business:

Travis Alden, Main Street/DDA Director

The Historic District Commission will welcome Travis Alden the new Main Street/DDA Director. The Historic District is predominantly located in the Main Street/DDA District.

Old Business:

Application for a Certificate of Appropriateness - Check List

A check list has been developed to assist applicants with facade improvements. The check list details elements that may be on a building. The check list should eliminate any omissions or oversights on applications.

If you are unable to attend the meeting please call me at 398-2805. See you Thursday!

:djb

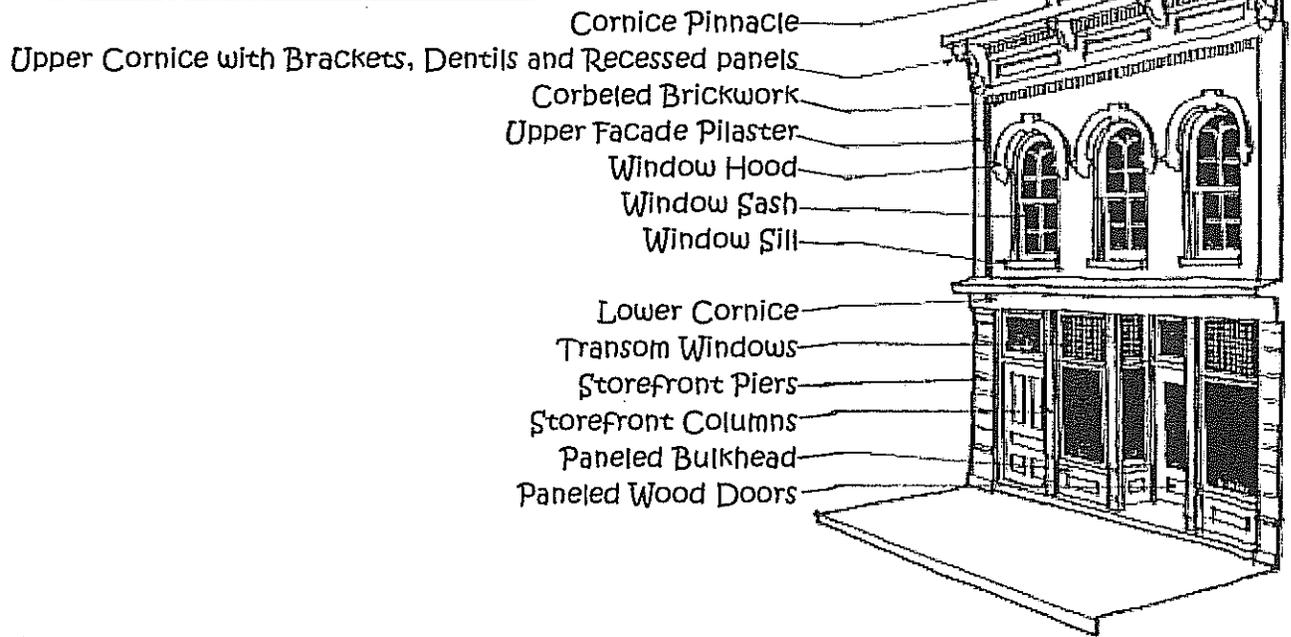


Application for a Certificate of Appropriateness Check List

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

This drawing depicts many of the Types of Historical Decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.

Types of Historical Decoration



Example:

- Cornice Pinnacle: N/A
- Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attache additional sheets if necessary:

Cornice Pinnacle: _____

Upper Cornice: _____

Corbeled Brickwork: _____

Upper Facade Pilaster: _____

Window Hood: _____

Upper Windows: _____

Lower Cornice: _____

Transom Windows: _____



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MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: January 21, 2009

RE: SHPO Webinar Info.

Commissioners, enclosed is an e-mail from Travis Alden regarding a SHPO Webinar presentation on Thursday, January 29, 2009 at City Hall. You are all invited to attend, no reservations are needed.

Travis will be attending the February 5, 2009 Historic District Commission meeting to discuss how the Main Street/DDA will be working with the Historic District Commission in the future. There are lots of exciting programs/information that we will be receiving now that a Main Street Director has been appointed.

Thank you!!

:djb

Denise Blakeslee

From: Travis B. Alden [tbalden@manisteedowntown.com]
Sent: Wednesday, January 21, 2009 12:24 PM
To: Denise Blakeslee
Subject: SHPO Webinar info

Denise -

Here is the info that I sent out this morning to the downtown google group. Pass along as you see appropriate, especially to the Hist. district commission. Thanks!

-Travis

 The Manistee Main Street Program/DDA will be hosting a "Main Street Building Basics" presentation on Thursday, January 29th, 2009, from 8:30-10:00am in the City Hall Council Chambers (70 Maple Street). The public, especially downtown property owners and individuals interested in historic preservation, are invited to attend.

The presentation will be a webinar conducted by Kelly Larson, Main Street Architect for the State Historic Preservation Office. The presentation will focus on the history of downtowns and the evolution of older buildings over time. Also discussed will be good historic preservation principles and practices to maintain the unique qualities of historic buildings while also making them functional for today's needs.

The presentation is a kick-off point for the Manistee Main Street Design Committee to select downtown buildings to receive design services intended to facilitate the rehabilitation of a building's facade. Any building located within the downtown is eligible to receive the no-cost design services that include a schematic drawing of the proposed facade improvement, preliminary cost estimate, and paint samples. The design services are provided by the Michigan Main Street Center and the State Historic Preservation Office.

Any property owner interested in receiving the free services must first attend a "Main Street Building Basics" presentation, such as this webinar. An application, available at the Manistee DDA/Main Street office in City Hall, can then be submitted to the Design Committee for review and approval.

To learn more about the presentation and design services, please contact Travis Alden, Manistee DDA/Main Street Director at 231-398-3262 or tbalden@manisteedowntown.com. Kelly Larson at the State Historic Preservation Office may be reached at 517-241-0242.

—
 Travis B. Alden
 Director, Manistee Main Street &
 Downtown Development Authority
tbalden@manisteedowntown.com
 231-398-3262
www.manisteedowntown.com
 "The Victorian Port City"

1/21/2009

**NOTICE OF
Presentation attended by members of
the Historic District Commission**

Members of the Historic District Commission will be attending a presentation hosted by the Manistee Main Street/DDA on "Main Street Building Basics" on Thursday, January 29, 2009 from 8:30 .am. - 10:00 a.m. in the City Hall Council Chambers, 70 Maple Street, Manistee, Michigan.

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., Thursday, January 22, 2009 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee



City of Manistee

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
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

January 21, 2009

Travis Alden
Main Street/DDA Director
City Hall
70 Maple Street
Manistee, MI 49660

Dear Mr. Alden:

The City of Manistee Historic District Commission would like to welcome you to our community and congratulate you on your new position as the Main Street/DDA Director. We want to take this opportunity to invite you to attend our Historic District Commission meetings so that we can work closely with the Main Street/DDA on future developments in the district.

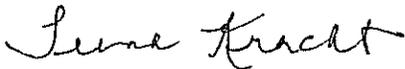
Downtown Manistee is not only the heart of our community Business District it has the distinction of being on the National Register of Historic Places and is a recognized Local Historic District. All exterior modifications to buildings in the district require Historic District Approval. In the event that a building were proposed to be demolished approval from the Historic District Commission would be required.

We treasure all of the buildings in the district and want to do everything in our power to maintain, restore and preserve them.

We look forward to working with you and a member of the Historic District Commission would like to serve on the Main Street/DDA Design Committee. We wish you the best of luck and look forward to working with you in the future.

Sincerely,

CITY OF MANISTEE
HISTORIC DISTRICT COMMISSION



Mary (Teena) Kracht
Chair

MK:djb



NOTICE OF Meeting of the Historic District Commission

The Historic District Commission will meet on Thursday, February 5, 2009 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

Travis Alden, Main Street/DDA Director

Application for a Certificate of Appropriateness - Check List

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, Tuesday, January 27, 2009 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee

January 7, 2009

Jeffrey & Sharry Curtis
932 E. Sugar Grove Road
Scottville, MI 49454-9676

RE: Signage

Dear Mr. & Mrs. Curtis:

A letter was sent on November 13, 2008 regarding the signage that was installed at your building on Washington Street for your Sundae Shop. You called the office after receipt of the letter and said that you returned from vacation and did not have the opportunity to submit the application for the December Historic District Commission meeting.

During that conversation you indicated that you would be installing different signage when the Sundae Shop re-opened in the Spring and that the Signage that is in violation would be removed. **This letter is to advise you that you can remove the existing signage now and thereby eliminate the violation.**

If this signage is not removed an application must be made for a sign permit and approval from the Historic District Commission. The deadline for submission for the February Meeting is Monday, January 26, 2009.

Application must be made to the Historic District Commission prior to the installation of new signage. If you have any questions, please call me at 231.398.2805.

Sincerely,

CITY OF MANISTEE

Jon R. Rose
Community Development Director

JRR:djb

Enclosures

cc: Historic District Commission

1-26-09
Signage
Removed
DB



City of Manistee

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

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70 Maple Street

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231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

November 13, 2008

Jeffrey & Sharry Curtis
932 E. Sugar Grove Road
Scottville, MI 49454-9676

RE: Signage

Good Morning!

It has been brought to my attention that signage was installed at your building on Washington Street for your Sundae Shop. Your building is located within the Historic District and requires a Sign Permit and approval by the Historic District Commission.

Enclosed is a copy of the Sign Permit Application and Application for Signage in the Historic District. Please complete and return to our office by November 24, 2008.

If you have any questions, please call me at 231.398.2805.

Sincerely,

CITY OF MANISTEE

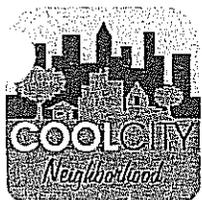


Jon R. Rose
Community Development Director

JRR:djb

Enclosures

cc: Historic District Commission



MEMO TO: Jon Rose, Community Development
FROM: Sid Scrimger, Fire Chief 
DATE: December 17, 2008
SUBJECT: Magazine Article

As I reported at Tuesday's staff meeting, The City of Manistee was recently featured in the Knox Corporation's National Newsletter. I think Knox did a good job with the article. They highlighted our efforts to work cooperatively with the historic overlay commission and local businesses to provide a higher level of security and protection for our downtown businesses. This magazine is distributed to all Knox customers throughout the United States and Canada.

Please share this information with the Historic Overlay Committee with my thanks. They should be proud that their efforts to enhance safety and security in a way that protects the integrity of our historic buildings is being recognized by others. I have attached a copy of the Knox magazine.

Protecting Historic Buildings

MANISTEE, MI



Historic buildings pose a unique challenge for fire departments.

Historical societies or architectural committees want to keep the buildings as close to their original designs as possible. Fire departments want to install the latest firefighting tools to help make their job easier and to provide the greatest protections to the buildings. Manistee Michigan Fire Department found a way for the two sides to work together to find an agreeable solution.

The Manistee Fire Department wanted to install a Knox-Box on all commercial buildings to assist with rapid entry, reduce response times and minimize firefighter injury. The biggest obstacle in achieving this goal is that Manistee's downtown district retains many of the original buildings from the Victorian era. These buildings are part of a historic district and all buildings within the commercial historic district must receive approval

for any alterations to the exterior of the buildings – including adding a Knox-Box.

Forced entry results in damage to a building. For a historic building the damage is even of greater concern since it is very difficult and costly to repair historic buildings. The fire department felt strongly that each of the historic buildings needed a Knox-Box to help preserve them in case of a fire. With a Knox-Box, the fire department would be able to enter more quickly without causing additional damage to the building.

The Manistee's code enforcement office worked the historical architectural committee to devise a plan for each building to have a Knox-Box. To start, the code enforcement office took photos of each historic building. Next, they met with the historical architectural committee to review the Knox Program and work with them on a solution. While the architectural committee does not own the buildings, all changes to exterior must

be approved by them. Since each historic building is very unique, they reviewed the photos of the buildings, one building at a time. Together they came up with a location that would be appropriate for the Knox-Box. Each photo was labeled with a button showing the agreed location.

The code enforcement office now has a file of 75 historic buildings showing the agreed upon location for the Knox-Box. The code enforcement office is now working with the building owners to have a Knox-Box installed.

The City of Manistee in Michigan is very proud of its long history. The fire department first began serving the community in 1873 and serves a population of 7600 in a 3.86 square mile area. The fire department has been housed in the same firehouse since 1889. Besides the firehouse, the downtown district retains many of the original buildings from the Victorian era. ■

