

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, September 3, 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 September 3, 2009 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the August 6, 2009 meeting Minutes.

### V New Business

#### Kellie & Doug Parkes, 445 River Street - Reconstruction of Storefront

A request has been received from Kellie & Doug Parkes, 445 River Street request for a Certificate of Appropriateness for reconstruction of storefront as submitted with Application HDC-2009-19.

At this time the Historic District Commission could take action to approve/deny the request from Kellie & Doug Parkes, 445 River Street for a Certificate of Appropriateness for reconstruction of storefront as submitted with Application HDC-2009-19.

#### ISO Grand Rapids Real Estate, 401 River Street - Doors and Windows

A request has been received from ISO Grand Rapids Real Estate, 401 River Street for a Certificate of Appropriateness for Doors and Windows as submitted with Application HDC-2009-20.

At this time the Historic District Commission could take action to approve/deny the request from ISO Grand Rapids Real Estate, 401 River Street for a Certificate of Appropriateness for Doors and Windows as submitted with Application HDC

### Meeting Dates 2010

The Historic District Commission will review the meeting dates recommended by Staff for the year 2010

At this time the Historic District Commission will take action to schedule meeting dates for 2010.

### Travis Alden, Main Street/DDA Director - Update

Travis Alden, Main Street DDA Director will give an update on the Activities in the District.

### **VI Old Business**

### **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 Worksession**

Application Forms  
Open Meetings Act

### **XII Adjournment**



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

## MEMORANDUM

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TO: Historic District Commissioners  
FROM: Denise Blakeslee   
DATE: August 27, 2009  
RE: September 3, 2009 Meeting

Commissioners, we will welcome new member Mary Murton at our September Meeting. Mary stopped in to the office to pick up her information and has a lot of enthusiasm WELCOME MARY!!

We have the following items on the September 3, 2009 Historic District Commission Agenda:

Kellie & Doug Parkes, 445 River Street - Reconstruction of Storefront

ISO Grand Rapids Real Estate, 401 River Street - Doors and Windows

Meeting Dates 2010

Travis Alden, Main Street/DDA Director - Update.

If time permits under Worksession we have:

Application Forms

Open Meetings Act

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

:djb



# Historic Overlay Permit No: PHDC09019

Community Development Department  
Phone: (231) 398 2805

70 Maple Street  
Fax: (231) 723 1546

Manistee, Michigan 49660

**445 RIVER STREET** Location  
51-349-705-05

Issued: 09/04/09  
Const value 0  
Zoning: Sec. No.

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

**Owner**  
PARKES DOUGLAS A & KELLIE  
724 HARBOR DRIVE  
MANISTEE MI 49660  
KELLIES HALLMARK

**Contractor**  
724 HARBOR DRIVE pH#  
MANISTEE MI 49660

**Work Description:** Certificate of Appropriateness as approved by the Historic District Commission during their meeting of September 3, 2009 for the following:  
  
For reconstruction of storefront as submitted with Application HDC-2009-19.

**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: KELLIE-DOUG PARKS

Name of Applicant (if different): JOHN BELL/ED KRISKYWICZ

Mailing Address: 724 HARBOR DRIVE, MANISTEE, MI 49660

Phone# & e-mail address: 231.723.8687

doug p @ honorstatebank.com

Address of Affected Property:

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

Proposed Work Start Date: AUG. 09 Proposed Completion Work Date: OCT 09

Contractor/Builder/Architect: DESIGNER JOHN BELL/ED KRISKYWICZ

Mailing Address: 357 RIVER STREET, MANISTEE, MI 49660

Phone# & e-mail Address: 231.723.9552

ed @ cdihome designs.com

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

EXISTING STORE FRONT CONSISTING OF...  
HAND-SPLIT MANSARD ROOF, REFLECTIVE  
FIXED GLASS AND PLYWOOD SIDING REMOVED.  
ONCE DOWN TO EXISTING FRAMED/BLOCK  
SURFACE, WE WILL BEGIN W/ OUR PROPOSED  
BUILT-UP FACADE. USING PLYWOOD, 1X TRIM  
AND BOX-CAR SIDING ALONG W/ NEW ALUM.  
STORE FRONT WINDOWS + ENTRY AND NEW CANVAS  
AWNING, SEE ATTACHED "CONCEPT DESIGN"

*Incomplete requests will be returned to the applicant to supply needed information for review.*

**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 at least 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 12 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.
- ▶ Photo or concept drawing showing how the building will look with proposed changes as seen from across the street including adjoining buildings and/or properties.
- ▶ 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, and 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.

APPLICANT'S SIGNATURE: Ed Kriskywicz ED KRISKYWICZ

PROPERTY OWNERS SIGNATURE: Douglas A. Parker Douglas A. Parker

<b>Office Use Only:</b>		
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.

# Certificate of Appropriateness Checklist

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

Cornice Pinnacle: NA

Upper Cornice: A SERIES OF STEP WOOD DETAIL USING 5/4" x 4 CAP W/ 1x10. PAINTED

Corbeled Brickwork: NA

Upper Facade Pilaster: 1x6 TRIM OVER PLYWOOD (RECESSED) IN CREATING A SHADE / SHADOW LINE. 1x6 CHAMFERED ON EDGES (PAINTED)

Window Hood: USED 1x4 CASING W/ 5/4" x 4" SILL (PAINTED)

Upper Windows: NA

Lower Cornice: NA

Transom Windows: YES. STACKED OVER PICTURE WINDOWS BELOW. TRANSOM WINDOWS TO HAVE 3 VERTICAL GRIDS EVENLY SPACED

Storefront Piers: SAME DETAIL AS UPPER  
PILASTERS BUT LONG (IN LENGTH)

Storefront Columns: \_\_\_\_\_

Paneled Bulkhead: SIDING (BOX-CAR) ABOVE A  
5/4 X 12 WRAP BOARD w/ BASE (CONTINUOUS ALONG  
ENTIRE FRONT OF BUILDING) (PAINTED)

First Floor Windows: STORE FRONT WINDOWS. ALUM+GLASS  
W/ TRANSOM WINDOWS ABV. (SOLID COLOR)

Doors: ALUM.+ GLASS DOOR FRONTS  
W/ LARGE STILES AND RAIL. (SOLID COLOR)

Other: \_\_\_\_\_

SEE ATTACH "CONCEPT." DESIGN.

Current



2007





## Historic Overlay Permit No: PHDC09020

Community Development Department  
 Phone: (231) 398 2805

70 Maple Street  
 Fax: (231) 723 1546

Manistee, Michigan 49660

**419 RIVER STREET** **Location**  
 51-350-701-13

**Owner**

PORT CITY INVESTMENTS  
 2845 CROOKS RD  
 ROCHESTER HILLS MI 48309  
 Suvi

Issued: 09/04/09  
 Const value 0  
 Zoning: Sec. No.  
**PLEASE CALL (231) 398-2806**  
**FOR AN INSPECTION 24 HOURS IN ADVANCE**

**Contractor**

2845 CROOKS RD pH#  
 ROCHESTER HILLS MI 48309

**Work Description:** Approval for the installation of of a Tile entry at 419, 421, & 423 River Street as submitted with application.

**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.**



TILE

Application for Signage  
~~and/or Awning~~

Manistee Commercial Historic District

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: PORT CITY INVESTMENTS L.C.  
 Name of Applicant (if different): E & KRISCOWIZ  
 Applicant Mailing Address: \_\_\_\_\_  
 Phone# & e-mail Address: \_\_\_\_\_  
 Name of Business/Tenant: \_\_\_\_\_  
 Address of Affected Property: 419, 421, 423, - RIVER

Signage within the Historic District requires approval by the Historic District prior to installation. The Historic District Commission meets the first Thursday of each month and requests before the Commission must be received at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

The following information must be included with this application. Additional information may be required. The applicant must supply 3 copies of any items submitted that are in color.

- ▶ Current photo of the structure as seen from the street where proposed work is to take place.
- ▶ Samples of proposed materials for awnings.
- ▶ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- ▶ Description of proposed materials for signage. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- ▶ If re-using/altering an existing sign color samples must be supplied and reviewed.
- ▶ Provide photo, composite sketch or digital print of building that shows all existing signage, that indicates if any signage is to be moved/removed and includes proposed new signage.
- ▶ Include in application a photo, composite sketch or digital print that shows the property as it would appear upon completion (must be to scale). If a ground mount sign is requested or exists it must be included with this photo, composite sketch or digital print .

- ▶ Provide a narrative of all signage (existing, proposed, removed, and signage to be moved/relocated). Including sizes be specific.(be specific and describe each work separately. Use additional sheets if necessary):

SEE ATTACHED - TILE ENTRY WITH H  
 FOR HALEY BOUNDING - COLORS SIMILAR  
 TO NEARBY TILE ENTRY.

SIGN AND RETURN FAX TX. CDI.

The Historic District Commission will deny incomplete applications. The applicant will need to submit a new application for placement on the next Agenda (must be received at least 10 days prior to meeting).

*By Signing this form the Applicant/Agent agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.*

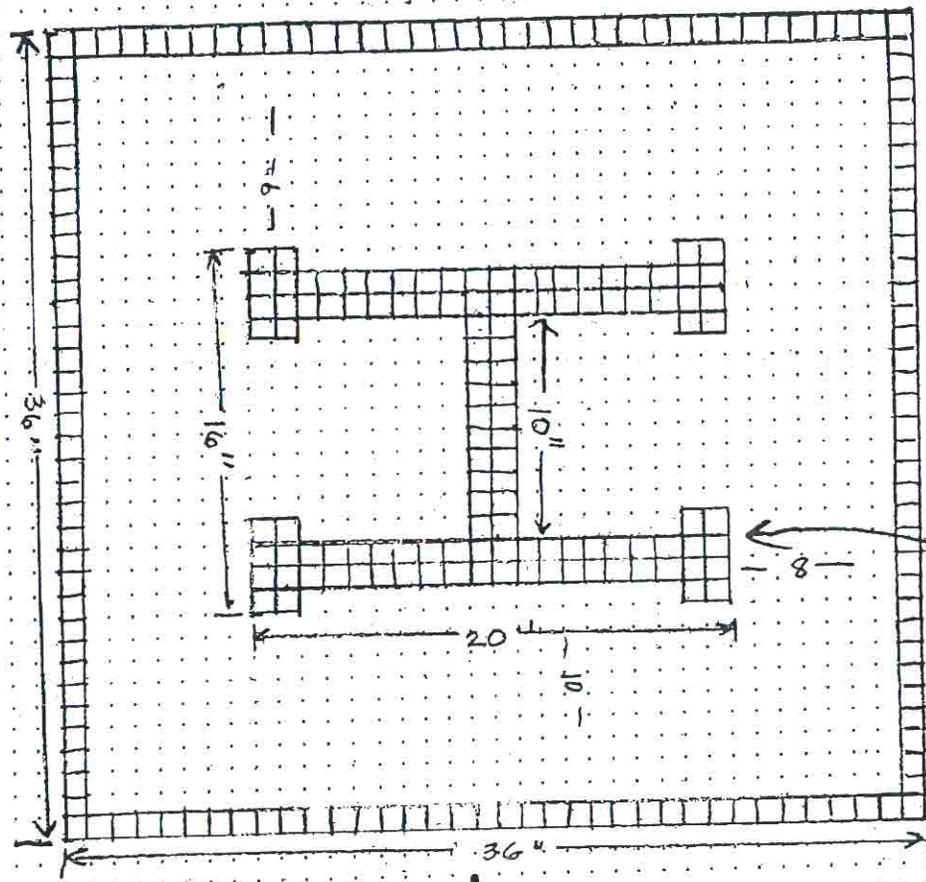
APPLICANT'S SIGNATURE: Ed Kriskywicz  
 ED KRISKYWICZ @ CDI.

PROPERTY OWNER'S SIGNATURE: Mary C. Filippin

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.

Office Use Only:		
Date Submitted: <u>18 Aug 2009</u>	Application # _____	Expiration Date: _____
Notes/Approval: <u>Steve / Hunt</u>	<u>19 Aug 2009</u>	

TO SIDEWALK



FIELD  
1X15  
GRAY

2 ROWS  
1X15  
BLACK

1 Row  
1X15  
BLACK



# Historic Overlay Permit No: PHDC09021

Community Development Department  
Phone: (231) 398 2805

70 Maple Street  
Fax: (231) 723 1546

Manistee, Michigan 49660

**369 RIVER STREET** Location  
51-453-702-05

**Owner**  
BIG BEAR INVESTMENTS LLC  
3528 POTTER RD  
BEAR LAKE MI 49614  
PURDOM & LANDSFELD

Issued: 09/14/09  
Const value 0  
Zoning: Sec. No.  
**PLEASE CALL (231) 398-2806**  
**FOR AN INSPECTION 24 HOURS IN ADVANCE**

**Contractor**  
3528 POTTER RD pH#  
BEAR LAKE MI 49614

**Work Description:** Certificate of Appropriateness - Paint Colors  
Martin Seymour MSW-2 Cream  
Valspar Medallion 40052 Taxi  
Marin Seymour 1050-D Fresh Brewed  
Martin Seymour 1128-D Cacti Stem

**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  
Paint Colors Only

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: ELBERT D. PURDOM

Name of Applicant (if different): \_\_\_\_\_

Mailing Address: 369 RIVER ST 49660

Phone# & e-mail address: 723 6576

Address of Affected Property: \_\_\_\_\_

Type of Application:  Paint Colors

Proposed Work Start Date: \_\_\_\_\_ Proposed Completion Work Date: 31 OCT 09

Contractor/Builder/Architect: DAON - HANUS, HOMEKEEPERS

Mailing Address: \_\_\_\_\_

Phone# & e-mail Address: \_\_\_\_\_

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

PAINT BUILDING  
MARTIN SEYMOUR MSW-2 CREAM  
VAN SPAR MEDALLION 40052 TAXI  
MARTIN SEYMOUR FRESH BREWED-1050-D  
MARTIN SEYMOUR CACTI SYSTEM 1128-D  
BLACK

*Incomplete requests will be returned to the applicant to supply needed information for review.*

**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.

- ▶ New color schemes following the guidelines may be approved by the Manistee County Historical Museum Director.
- ▶ Color schemes that do not follow the guidelines must be approved by the Historic District Commission.
- ▶ A building owner may request Historic District Commission review and/or approval of any paint scheme.
- ▶ The Manistee County Historical Museum Director may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.

**The following information should be included with this application**

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Photo or concept drawing showing how the building will look with proposed changes as seen from across the street including adjoining buildings and/or properties.
- ▶ 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.

APPLICANT'S SIGNATURE: Jamie C Purdom - Mrs. Elbert

PROPERTY OWNERS SIGNATURE OR ATTACH LETTER OF AUTHORIZATION:  
Jamie C Purdom - Mrs. Elbert

Office Use Only:	
Date Submitted: <u>4 Sept 2009</u>	Application # <u>HDC-2009-21</u>
Approved by: <u>[Signature]</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.

40052

MSW-2

White  
MSW-2

MSW-2

40052  
Taxi

Fresh Brewed  
1050-D

Cacti Stem  
1128-D

40052

MSW-2

White  
MSW-2

MSW-2

40052  
Taxi

Fresh Brewed  
1050-D

Cacti Stem  
1128-D

40052

MSW-2

White  
MSW-2

MSW-2

40052  
Taxi

Fresh Brewed  
1050-D

Cacti Stem  
1128-D





Historic Overlay Permit No: PHDC09022

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

445 RIVER STREET Location
51-349-705-05

PARKES DOUGLAS A & KELLIE Owner
724 HARBOR DRIVE
MANISTEE MI 49660
KELLIES HALLMARK

Issued: 09/17/09
Const value 0
Zoning: Sec. No.

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

724 HARBOR DRIVE pH# Contractor
MANISTEE MI 49660

Work Description: Approval of Paint Colors as submitted with application HDC-2009-22

- Do it Best Paint Colors
Bamboo Stalk CT116 - Base Color
Black Leather CT084 - Minor Trim Color
Champagne Bubbles CT024 - Major Trim Color

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

Handwritten signature

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 Paint Colors Only

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

Please Print or Type

Address of Affected Property: 445 RIVER ST  
 Name of Property Owner: DOUG & KELLIE PARKS  
 Name of Applicant: ED KRISKYWICZ  
 Mailing Address: 387 RIVER ST  
 Phone# & e-mail address: 723-9552 ED@CDIHOMEDESIGNS.COM  
 Proposed Work Start Date: IMMEDIATE Proposed Work Completion Date: OCT 31

- ▶ When 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.
- ▶ New color schemes following the *Manistee Commercial Historic District Commission Guideline #6 Painting* guidelines may be approved by the Manistee County Historical Museum Director.
- ▶ Color schemes that do not follow the *Manistee Commercial Historic District Commission Guideline #6 Painting* must be approved by the Historic District Commission.
- ▶ A building owner may request Historic District Commission review and/or approval of any paint scheme.
- ▶ The Manistee County Historical Museum Director may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.

APPLICANT'S SIGNATURE: Kellie B. Parks

PROPERTY OWNERS SIGNATURE: Ed Kriskywicz  
ED KRISKYWICZ

Office Use Only:	
Date Submitted: _____	Application # <u>HDC-2009-02</u>
Approved by: <u>[Signature]</u>	<u>16 Sep 2009</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.

~~#~~  
DO IT BEST - BAMBOO STALK QT2116 FIELD  
BLACK LEATHER CT084 MINOR TRIM  
CHAMPAGNE  
BUBBLES CT024 MAJOR TRIM

# Retailer Insig

Other than your own s  
tailor-made or incre

CT024

CT116

CT084

WINING





**Kellie's Hallmark**  
RIVER STREET ELEVATION

design team:  
john bell / ed kriskywicz  
387 river street, manistee, michigan  
231-723-9552

XI

9.3.09  
Withdrawn  
by Applicant



### 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: I 50 GRAND RAPIDS REAL ESTATE VII

Name of Applicant (if different): GERALD D PITCHER

Mailing Address: P.O. BOX 220 GOWEN, MI. 49326

Phone# & e-mail address: 616-984-6200 BRENDA-I50@YAHOO.COM

Address of Affected Property:

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

Proposed Work Start Date: OCT 09 Proposed Completion Work Date: DEC 09

Contractor/Builder/Architect: John C. BELL

Mailing Address: 1477 LAKE SHORE ROAD MANISTEE, MI. 49660

Phone# & e-mail Address: 231-398-0372 BELLJOHN@CHARTER.NET

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

Put EXIT DOOR AT S.W SIDE OF building 401 RIVER ST  
Put DOOR ON NW SIDE OF building, and <sup>NEW</sup> ~~RE DO~~ windows  
ON RIVER ST WEST END OF building.

*Incomplete requests will be returned to the applicant to supply needed information for review.*

**PROCEDURE AND REQUIREMENTS:**

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- ▶ Drawings to show details and specification of ornamental features.
- ▶ Where appropriate, plans showing property lines for fencing, and 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.

APPLICANT'S SIGNATURE: *[Signature]*

PROPERTY OWNERS SIGNATURE: *[Signature]*

<b>Office Use Only:</b>		
Date Submitted: <u>8-24-09</u>	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.*

Existing Facade

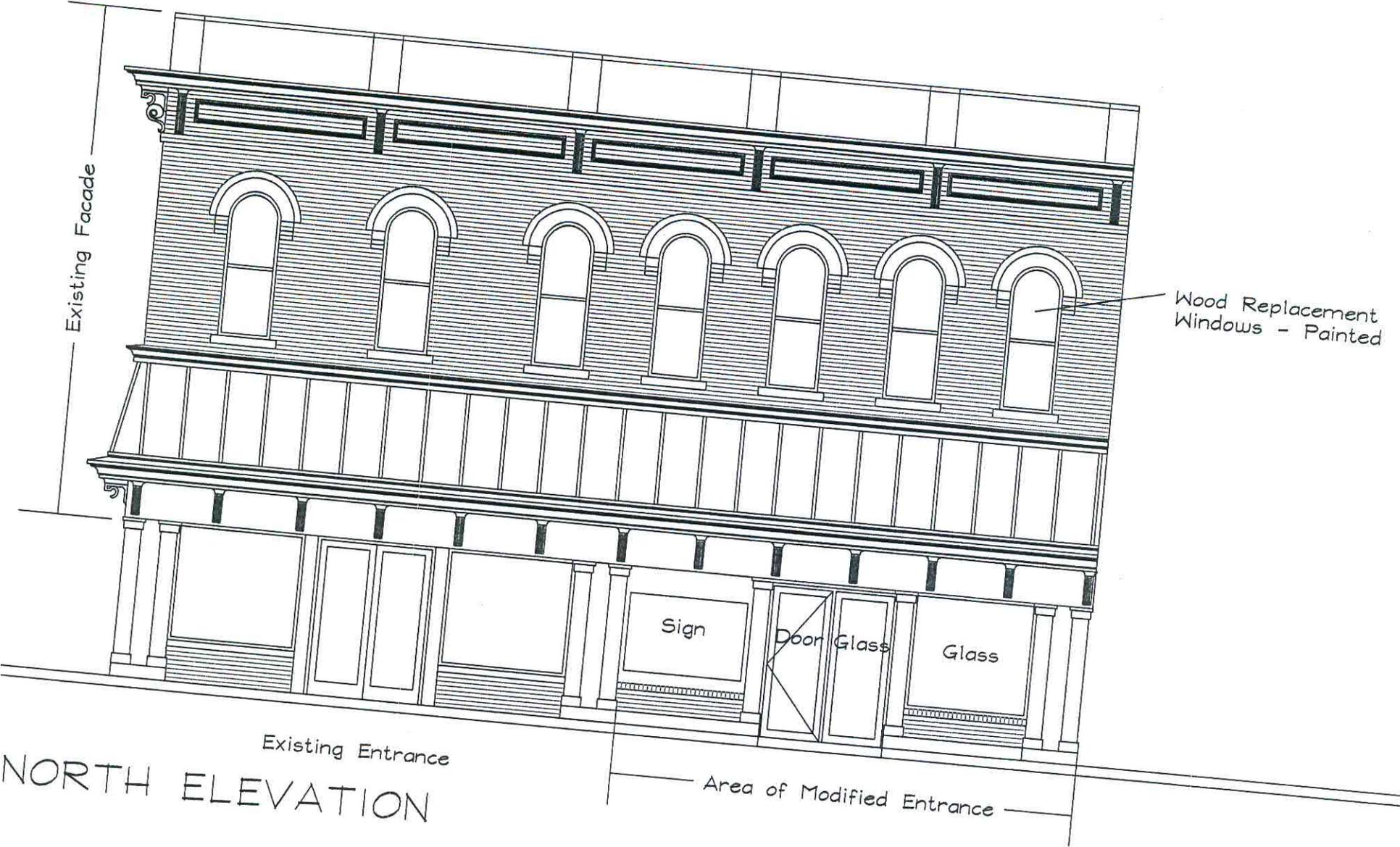
Wood Replacement Windows - Painted

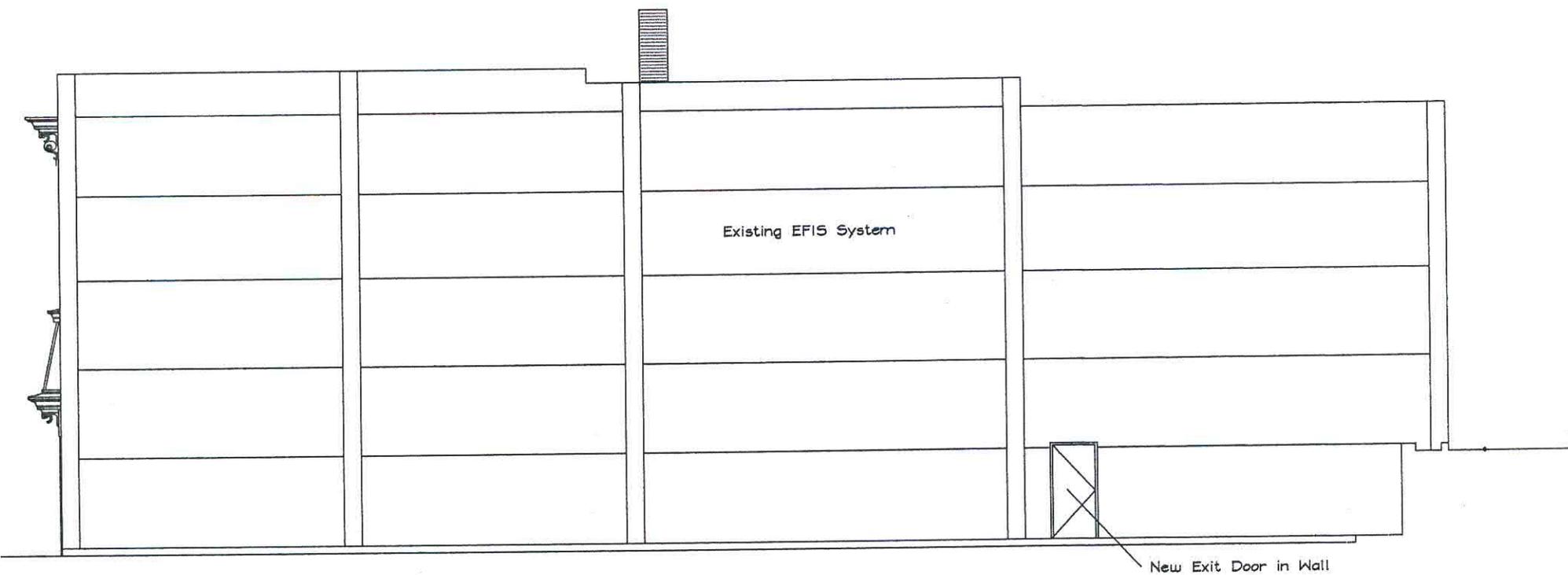
Sign  
Door Glass  
Glass

Existing Entrance

Area of Modified Entrance

# NORTH ELEVATION





Existing EFIS System

New Exit Door in Wall

WEST ELEVATION



**Historic District Commission Meeting  
Dates/Times  
Proposed for 2010**

**MEETINGS**

January 7, 2010

February 4, 2010

March 4, 2010

April 1, 2010

May 6, 2010

June 3, 2010

July 1, 2010

August 5, 2010

September 2, 2010

October 7, 2010

November 4, 2010

December 2, 2010

**WORKSESSIONS**

Meetings and Worksessions will be held at 3:00 p.m. in the Council Chambers at City Hall, 70 Maple Street, Manistee, Michigan.



P. O. Box 358 • Manistee, Michigan 49660-0358 • [www.ci.manistee.mi.us](http://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

MARKET/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

August 18, 2009

Manistee Inn & Marina  
378 River Street  
Manistee, MI 49660

RE: Historic District Permit  
PHDC08028

Good Morning!

You were issued a Certificate of Appropriateness by the City of Manistee Historic District Commission on September 5, 2008. This permit will expire on September 5, 2009.

In the event that you wish to proceed with your project at this time you will need to submit a letter to the Historic District Commission requesting an extension. This letter must be received in the Community Development Office at City Hall no later than August 25, 2009. The Commission will then review your request for an extension of your Certificate of Appropriateness during their regularly scheduled meeting on September 3, 2009.

In the event that you do not submit a request for extension, your permit will be voided and your file will be closed. Any future projects will require approval from the Historic District Commission.

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

Sincerely,

CITY OF MANISTEE

Jon R. Rose  
Community Development Director

JRR:djb

cc: Historic District Commission  
Amor Sign Studios



# NOTICE OF Meeting of the Historic District Commission

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

The agenda items include:

## New Business

Kellie & Doug Parkes, 445 River Street - Reconstruction of Storefront

ISO Grand Rapids Real Estate, 401 River Street - Doors and Windows

Schedule Meeting Dates 2010

Travis Alden, Main Street/DDA Director - Update

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, Thursday, August 27, 2009 on the bulletin board at the south entrance to City Hall.

Signed:



Denise J. Blakeslee



# Request for Design Guidelines

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

Please Print or Type

***This Is Not a Formal Request to the Historic District Commission. An Application for a Certificate of Appropriateness Is Required for All Projects in the District.***

Address of Affected Property: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone# & e-mail Address: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request must be submitted **at least 10 days** before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

**The following information must be included with this application. Additional information may be required. The applicant must supply 12 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.
- ▶ If available a Sketch or Drawing of proposed work.

**Incomplete requests will be returned to the applicant to supply needed information for review.**

APPLICANT'S SIGNATURE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

*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.*



# Application for a Certificate of Appropriateness Paint Colors Only

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

Please Print or Type

Address of Affected Property: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone# & e-mail address: \_\_\_\_\_

Proposed Work Start Date: \_\_\_\_\_ Proposed Completion Work Date: \_\_\_\_\_

- ▶ When 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.
- ▶ New color schemes following the *Manistee Commercial Historic District Commission Guideline #6 Painting* guidelines may be approved by the Manistee County Historical Museum Director.
- ▶ Color schemes that do not follow the *Manistee Commercial Historic District Commission Guideline #6 Painting* must be approved by the Historic District Commission.
- ▶ A building owner may request Historic District Commission review and/or approval of any paint scheme.
- ▶ The Manistee County Historical Museum Director may require Historic District Commission review or approval of any proposed paint scheme at his discretion. In this event the requirements for applications submittal to the Historic District Commission must be met.

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: \_\_\_\_\_

PROPERTY OWNERS SIGNATURE: \_\_\_\_\_

<b>Office Use Only:</b>	
Date Submitted: _____	Application # _____
Approved by: _____	

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.

# DRAFT



# Application for a Certificate of Appropriateness Signage and/or Awnings

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

Please Print or Type

Address of Affected Property: \_\_\_\_\_  
Name of Property Owner: \_\_\_\_\_  
Name of Business/Tenant: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Applicant Mailing Address: \_\_\_\_\_  
Phone# & e-mail Address: \_\_\_\_\_

Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director prior to installation.

Awning material and dimensions must be approved by the Manistee County Historical Museum Director and a Building Permit must be obtained prior to installation.

The following information must be included with this application. .

- ▶ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- ▶ Description of proposed materials for signage. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- ▶ If re-using/altering an existing sign color samples must be supplied and reviewed.

***By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.***

APPLICANT'S SIGNATURE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

<b>Office Use Only:</b>	
Date Submitted: _____	Application # _____
Approved by: _____	

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.

# DRAFT



# Application for a Certificate of Appropriateness

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

**If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.**

**If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.**

**This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.**

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.

Please Print or Type

Address of Affected Property: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Name of Applicant (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone# & e-mail address: \_\_\_\_\_

Contractor/Builder/Architect: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone# & e-mail Address: \_\_\_\_\_

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

Proposed Work Start Date: \_\_\_\_\_ Proposed Completion Work Date: \_\_\_\_\_

Description of Work (be specific and describe each work separately, use attached checklist. Use additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Incomplete requests will be returned to the applicant to supply needed information for review.*

This application must be received by the City at least 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 must be included with this application. Additional information may be required. The applicant must supply 12 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 to show details, dimensions and specification of ornamental features and a completed Certificate of Appropriateness Checklist. Replacement doors, windows and lights require a copy of the specification sheet.

Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.

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: \_\_\_\_\_

PROPERTY OWNERS SIGNATURE: \_\_\_\_\_

<b>Office Use Only:</b>		
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.*



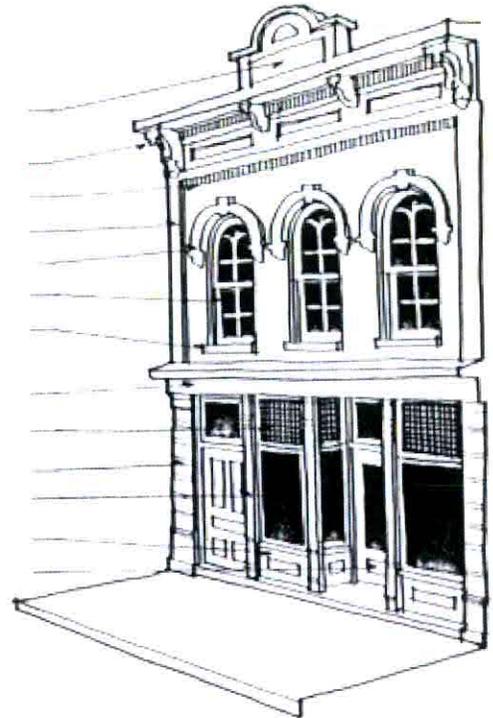
# Application for a Certificate of Appropriateness Check List

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 [www.ci.manistee.mi.us](http://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

- Cornice Pinnacle
- Upper Cornice with Brackets, Dentils and Recessed panels
- Corbeled Brickwork
- Upper Facade Pilaster
- Window Hood
- Window Sash
- Window Sill
  
- Lower Cornice
- Transom Windows
- Storefront Piers
- Storefront Columns
- Paneled Bulkhead
- Paneled Wood Doors



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 attached additional sheets if necessary:

Cornice Pinnacle: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Upper Cornice: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Corbeled Brickwork: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Upper Facade Pilaster: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Window Hood: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Upper Windows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Lower Cornice: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Transom Windows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

