

# **MANISTEE CITY HISTORIC DISTRICT COMMISSION**

Meeting of Thursday, December 5, 2013  
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 December 5, 2013 Agenda.

### **IV Approval of Minutes**

At this time Historic District Commission can take action to approve the November 7, 2013 meeting Minutes.

### **V New Business**

#### **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 Denise Blakeslee who will ask for nominations.

#### **Chair**

The Historic District Commission will select a Chair for 2014.

#### **Vice-Chair**

The Historic District Commission will select a Vice Chair for 2014.

#### **Appointment of a Recording Secretary 2014**

At this time the Historic District Commission shall appoint a Recording Secretary for 2014.



## **VI Old Business**

### **The Historic Vogue Theatre of Manistee, 383 River Street – PHDC11013**

A request has been received from the Historic Vogue Theatre of Manistee to amend Permit PHDC11013. The request is to allow the lower front windows on River Street and Poplar Street to be left an aluminum color which more closely matches more recently discovered photographic evidence of the originally installed material and color.

At this time the Historic District Commission could take action to amend permit PHDC11013 by allowing the lower front windows on River Street and Poplar Street to be an aluminum color instead of “Redwood” as originally requested.

## **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 Reports**

Main Street/DDA Director  
Museum Curator  
Museum Director  
Planning & Zoning Administrator

## **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**

## **XII Adjournment**





City of Manistee Planning & Zoning Administrator



## MEMORANDUM

231.398.2805

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[www.manisteemi.gov](http://www.manisteemi.gov)

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TO: Historic District Commissioners

FROM: Denise Blakeslee  
Planning & Zoning

DATE: November 26, 2013

RE: December 5, 2013 Historic District Commission Meeting

Commissioners, the next meeting of the Historic District Commission is Thursday, December 5, 2013 at 3 pm in the Council Chambers. We have the following items on the agenda:

New Business:

- Election of Officers
- Appointment of a Recording Secretary 2014

Old Business:

- Vogue Theatre of Manistee, 383 River Street (PHDC11013) - Permit Amendment/lower front windows

See you next Thursday!

:djb

# HISTORIC DISTRICT COMMISSION

Council Chambers, City Hall  
70 Maple Street  
Manistee, MI 49660

## MEETING MINUTES

November 7, 2013

A Meeting of the Manistee City Historic District Commission was held on Thursday, November 7, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 4:03 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** Dave Carlson, T. Eftaxiadis, Teena Kracht, Jeremy Loveless, John Perschbacher,

**Members Absent:** Mary Russell (excused) Vacancy

**Others:** Joe Mathewson (339 River Street), Mark Fedder (Manistee County Historical Museum)  
Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

### APPROVAL OF AGENDA:

MOTION by T. Eftaxiadis, seconded by John Perschbacher that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

### APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Dave Carlson that the Minutes of the October 10, 2013 Meeting be approved.

With a voice vote this motion passed unanimously.

### NEW BUSINESS:

#### **HDC-2013-32 - City of Manistee, 70 Maple Street – Air conditioner condenser unit.**

A request has been received from the City of Manistee for the placement of an air conditioner condenser unit at

the south east corner of the building. The area proposed for the unit would be shielded by pine trees.

Staff reported that a separate air-conditioning unit needs to be installed in the basement of City Hall to maintain a constant temperature for equipment. The current interior unit has failed and their HVAC provider has recommended the installation of a unit through the basement window on the south/east corner of the building. The unit will be approximately 12" x 30" and 25" in height.

The Basement window currently has "Iron Bars" over the window and it is hoped that the unit will have minimal impact if any to them. An outside condenser will need to be placed on a pad outside the building. There currently are pine trees in place that will conceal the unit from the street.

MOTION by John Perschbacher, seconded by T. Eftaxiadis that the application is incomplete. The Historic District Commission requested the applicant provide a specification sheet for the unit including actual dimensions, want to know where it is to be placed, and determine if any alteration needs to be made to the "Iron Bars" for the unit to be installed.

With a roll call vote this motion passed 4 to 0.

Yes: Carlson, Perschbacher, Eftaxiadis, Kracht  
No: None

The Commission will schedule a special meeting if necessary.

## OLD BUSINESS

### Joe Mathewson, 339 River Street – Corbels

The Historic District Commission will discuss the placement of the Corbels on Joe Mathewson's Building at 339 River Street.



Staff received a call from an individual who noted that the Corbels for Joe Mathewson's building had not been reinstalled as originally placed. Museum Director Mark Fedder went down to Mr. Mathewson's building and discussed the placement of the corbels. Mr. Mathewson said that he re-installed the corbels so that they were evenly spaced across the front of the building.

Mr. Mathewson said that there are seams behind some of the corbels and if he needed to relocate them the seam would show. In the event he had to redo the lower cornice the cost would be over \$5,000.

Discussion included:

Original parts of the building removed need to be replaced as originally installed.

Discussed the original placement of the corbels and that by not installing them as originally placed violates the Secretary of the Interior's Standards for Rehabilitation items #2 & #5 which read as follows:

2. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
5. *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*

It was noted that thirteen (13) corbels were replaced, when originally there were fourteen (14) corbels.

Mr. Mathewson said he would place fourteen (14) corbels as originally located on the building and will patch nail holes and seams as needed.

The commission commended Mr. Mathewson for the work he has done on his building.

#### **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA**

None

#### **CORRESPONDENCE**

None

#### **STAFF REPORTS**

Mark Fedder, Museum Director – Issued permits

Robert Lapp, 340 River Street issued a Certificate of Appropriateness for paint colors. (*issued permit PHDC13-030*)

Jim Mathews, 334 River Street issued a Certificate of Appropriateness for moving and recovering existing awning. *(issued permit PHDC13-031)*

Manistee County Historical Society, 425 River Street issued a Certificate of Appropriateness to remove the upper decorative element (teeth/square panels) from the top of the roof. Panels are falling off onto the roof (causing damage to the roof) and into the street (safety issue). Panels are to be saved and replicated for future reinstallation. *(issued permit PHDC13-033)*

Vogue Theater, 383 River Street, staff issued sign permit. HDC already approved Signage on April 5, 2012. Shari Wild, 431 River Street, issued a Certificate of Appropriateness to patch and repair door and window sills to match existing colors (71 Oak Street). *(issued permit HPDC13-034)*

Joe Mathewson, 339 River issued a Certificate of Appropriateness to replace door to business entrance with Countryside #55 style oak door, new door will be customized with "Half Moon" grill. *(issued permit HPDC13-035)*

#### **MEMBERS DISCUSSION**

Commissioner Eftaxiadis spoke of contractors doing work in the district without approvals. Asked how do we educate them on the process?

The Next meeting of the Historic District Commission will be on Thursday, December 5, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

#### **ADJOURNMENT:**

MOTION by John Perschbacher, seconded by T. Eftaxiadis that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:23 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street, P.O. Box 358  
 Manistee, MI 49660  
 231.398.2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

## Application for a Certificate of Appropriateness

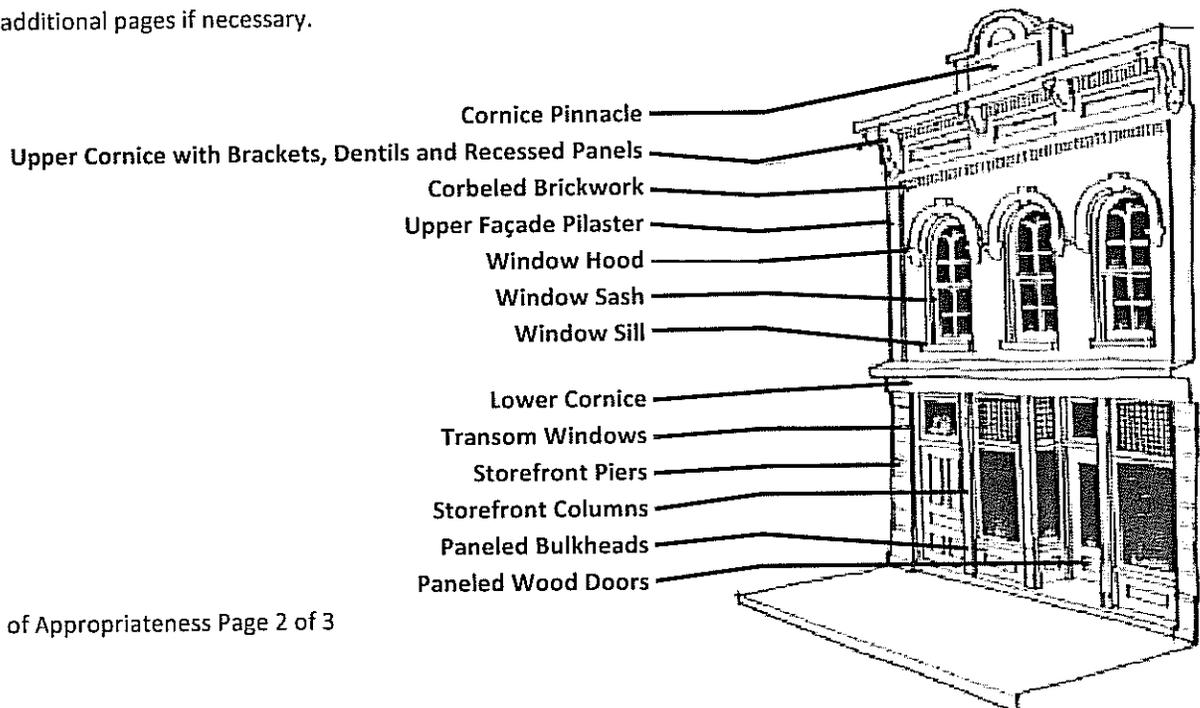
Please Print

Standards		
<p>If the owner of the property is interested in receiving tax credits, <b>APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE.</b> 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.</p>		
<p><input type="checkbox"/> 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.</p>		
<p>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.</p>		
Submission of Application		
<p>This application must be received by the City at least <b>10 days</b> 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.</p>		
Property Information		
Address: <i>383 River Street</i>		Parcel #
Applicant Information		
Name of Owner or Lessee: <i>The Historic Vogue Theatre of Manistee</i>		
Address: <i>PO Box 291 Manistee, MI</i>		
Phone #: <i>231-233-4143 (BLind)</i> Cell#:		e-mail: <i>barrylind@yahoo.com</i>
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Application Requirements		
<p>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.          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.</p>		
<input type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.	
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.	
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.	
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.	

on file  
 ↓

Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other (specify)
Describe the proposed project			
Lower front store windows were specified to be painted "Redwood" in permit# PHDC11013.			
Requesting that the Lower front store windows on River St and Poplar St be left an aluminum color, which more closely matches more recently discovered photographic evidence of the originally installed material and color.			
Note: Doors will be "Redwood" in color upon completion of project.			
Proposed Start Date _____		Proposed Completion Date _____	
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>Barrington</u>		Date: <u>11/25/2013</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
HDC - _____ - _____	Notes: _____		
Signature: _____		Date: _____	

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.



### Certificate of Appropriateness Checklist

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

Example:

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

<input type="checkbox"/> Cornice Pinnacle	<hr/> <hr/>
<input type="checkbox"/> Upper Cornice	<hr/> <hr/>
<input type="checkbox"/> Corbeled Brickwork	<hr/> <hr/>
<input type="checkbox"/> Upper Façade Pilaster	<hr/> <hr/>
<input type="checkbox"/> Window Hood	<hr/> <hr/>
<input type="checkbox"/> Upper Windows	<hr/> <hr/>
<input type="checkbox"/> Lower Cornice	<hr/> <hr/>
<input type="checkbox"/> Transom Windows	<hr/> <hr/>
<input type="checkbox"/> Storefront Piers	<hr/> <hr/>
<input type="checkbox"/> Storefront Columns	<hr/> <hr/>
<input type="checkbox"/> Paneled Bulkhead	<hr/> <hr/>
<input checked="" type="checkbox"/> First Floor Windows	<u>Change in color</u>
<input checked="" type="checkbox"/> Doors	<u>Will be painted "Redwood" by completion of project.</u>
<input type="checkbox"/> Other	<hr/> <hr/>

Historic Photos from Museum showing aluminum windows at 381 River Street (Vogue Theatre)

