

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, October 2, 2014
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 October 2, 2014 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the September 4, 2014 meeting Minutes.

V New Business

Request for Design Guidelines, River Parc, Washington Street

The Historic District Commission has received a request from the owner of the partially constructed building commonly known as River Parc on Washington Street. The request is for the construction of a partial upper floor addition.

At this time the Commission will discuss the proposal with the applicant.

Reschedule November Historic District Commission Meeting

Staff will be attending the Redevelopment Ready Communities Best Practice Training Series on Thursday, November 6, 2014 this conflicts with the November Historic District Commission Meeting.

At this time the Historic District Commission could take action to reschedule their November 6, 2014 Meeting.

Schedule Meeting/Worksession Dates 2015

The Manistee City Historic District Commission generally holds their regular business meetings on the first Thursday of each month. These meetings are held in Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 3:00 pm. Staff has prepared a list of meeting dates for 2015 for the Commissions consideration.

At this time the Historic District Commission could take action to schedule their meeting dates for 2015.

VI Old Business

John Smith, 435 River Street – Icehouse

A letter was sent to Mr. Smith to contact the Historic District Commission about the status of the “Ice House” located on the rear of the building (Water Street).

Permit Review

At this time the Commission may take action to close out any outstanding permits.

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
Historic District & 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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dblakeslee@manisteemi.gov

www.manisteemi.gov

TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: September 25, 2014

RE: Historic District Commission Meeting October 2, 2014

Commissioners, the next Historic District Commission will be on Thursday, October 2, 2014. We have not the following items on the agenda:

- **Request for Design Guidelines, River Parc, Washington Street** - The Historic District Commission has received a request from the owner of the building commonly known as River Parc on Washington Street. The request is for the construction of a partial upper floor addition.
- **Reschedule November Historic District Commission Meeting** - Staff will be attending the Redevelopment Ready Communities Best Practice Training Series on Thursday, November 6, 2014 this conflicts with the November Historic District Commission Meeting.
- **Schedule Meeting/Worksession Dates 2015** - Staff has prepared a list of meeting dates for 2015 for the Commissions consideration.
- **John Smith, 435 River Street – Icehouse** – A letter was sent to Mr. Smith to contact the Historic District Commission about the status of the “Ice House” located on the rear of the building (Water Street).

If you are unable to attend the meeting please call me at 398-2805, see you next Tuesday!

HISTORIC DISTRICT COMMISSION

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

MEETING MINUTES

September 4, 2014

A Meeting of the Manistee City Historic District Commission was held on Thursday, September 4, 2014 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:00 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Dave Carlson, Teena Kracht, John Perschbacher, Mary Russell, Thomas Smith,

Members Absent: T. Eftaxiadis (excused), Vacancy

Others: Mark Fedder (Museum Director) Steve Harold (Museum Curator) and Denise Blakeslee (Planning & Zoning Administrator)

APPROVAL OF AGENDA:

MOTION by Dave Carlson, seconded by Mary Russell that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously

APPROVAL OF MINUTES:

MOTION by Mary Russell, seconded by Thomas Smith that the Minutes of the August 7, 2014 Meeting be approved.

With a voice vote this motion passed unanimously

NEW BUSINESS:

None

OLD BUSINESS

Outstanding Permits

Due to rain the Commission did not go out to review permits. Chair Kracht asked staff to add "Permit Review"

to all future agendas to allow the commissioners the opportunity to review projects and close out permits as projects are completed.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

Commissioners received a copy of a letter from City Manager Mitch Deisch to John Smith regarding the Ice House.

STAFF REPORTS/MEMBERS DISCUSSION

Denise Blakeslee, Planning & Zoning Administrator – Updated the commission on the building at 337 River Street (former H&K Building), there is a purchase offer on the building. Mr. Smith is given until the October Meeting to report to the Commission on the Ice House on the rear of 435 River Street.

Mark Fedder, Museum Director – Jeff Gordon spoke to him about the columns on the building at 347 River Street, they need replacement and asked if he could use a block style column instead of a round column. The Commission said that he would need to bring examples to the Commission for their consideration.

Steve Harold, Museum Curator – Spoke of the issues that the Mackinaw Island Historic District Commission is having relating to attorney fees, he expressed his appreciation of the work the City of Manistee Commission provides.

The Next meeting of the Historic District Commission will be on Thursday, October 2, 2014 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by Mary Russell, seconded by Thomas Smith that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:09 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary

Memorandum



Denise Blakeslee
Planning & Zoning
Administrator

70 Maple Street
Manistee, MI 49660
231.398.2805

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www.manisteemi.gov

TO: Historic District Commissioners
FROM: Denise Blakeslee, Planning & Zoning Administrator
DATE: September 24, 2014
RE: River Parc Place II, LLC
Design Guidelines

Commissioners, we have received a request from River Parc Place II, LLC for Design Guidelines for the River Parc Building on Washington Street (south of North Channel Outlet).

This building is a Non-Conforming Building that was under construction when the District was established. Original Design of the building was approved by the Historic Overlay Committee 2005/2006. The developer went bankrupt and the building is now a blighted structure.

On September 23, 2014 staff was given access to the building and photos were taken to document some of the issues. The building was never secured from the elements and there are openings and gaps in the structure that need to be repaired. There are windows that are missing, broken and installed flush and recessed. The owner will be replacing all the windows and doors to meet building code requirements, replace rotted wood and siding, and repaint the exterior under Routine Repair and Maintenance authorized by the Museum Director.



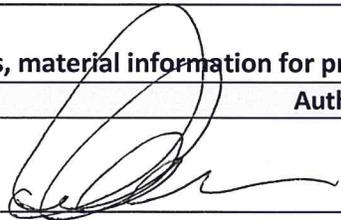
The Request for Design Guidelines is for the addition of a partial upper floor. The applicant will discuss the request at the October 2, 2014 meeting. They will present preliminary drawings at the meeting.



Historic District Commission
 Planning & Zoning Department
 70 Maple Street, P.O. Box 358
 Manistee, MI 49660
 231.398.2805
www.ci.manistee.mi.us

Request for Design Guidelines

Please Print

Submission of Request		
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. <i>This is for assistance from the Historic District Commission prior to making Application for a Certificate of Appropriateness. An Application for a Certificate of Appropriateness is Required for all projects in the District.</i>		
Property/Applicant Information		
Address: NO ADDRESS ISSUED YET	Parcel #	51-51-211-100-05
Name of Owner or Lessee: RIVER PARC PLACE II, LLC.		
Address: 800 WASHINGTON AVE, GRAND HAVEN, MI 49417		
Phone #: 616-847-1031	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Description of Work		
Describe the proposed project [Use checklist to detail project] ADDITION OF PARTIAL UPPER FLOOR ON THE EXISTING ABANDONED AND BLIGHTED RIVER PARC PLACE BUILDING. THE BUILDING IS A NON-CONTRIBUTING STRUCTURE WITHIN THE HDC AND MAIN STREET DDA. PLAN HAS BEEN PREVIOUSLY APPROVED FOR REHABILITATION BY FORMER HISTORIC OVERLAY DISTRICT. COLORS APPROVED IN 2014 BY MUSEUM DIRECTOR. THE ADDITION OF PARTIAL UPPER FLOOR IS NECESSARY TO FINANCIALLY ENABLE THE PROPOSED BUILDING REDEVELOPMENT. COMBINED NEW BUILDING HEIGHT WILL BE WITHIN CITY ZONING GUIDELINES. BUILDING MATERIAL OF PROPOSED ADDITION WILL BE SIMILAR AND COMPATIBLE WITH PREVIOUSLY APPROVED MATERIAL AND ARCHITECTURE. DETAILED CONSTRUCTION PLANS WILL BE PREPARED UPON POSITIVE HDC FEEDBACK. PROPOSED BUILDING RENDERINGS WILL BE PROVIDED AT MEETING TO DISCUSS PROJECT CONCEPT.		
Attach Photos, sketches, material information for proposed project.		
Authorization		
Applicant Signature: 	Date:	9-25-14
Office Use Only		
HDC - _____ - _____	Notes:	
Signature: _____	Date: _____	

Memorandum



Denise Blakeslee
Planning & Zoning
Administrator

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Manistee, MI 49660
231.398.2805

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www.manisteemi.gov

TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator

DATE: September 24, 2014

RE: Reschedule November Meeting
Schedule Meeting Dates 2015

Commissioners, Staff will be attending the Redevelopment Ready Communities Best Practice Training Series on Thursday, November 6, 2014 this conflicts with the November Historic District Commission Meeting which will need to be rescheduled. Staff recommends rescheduling the meeting to the following week, November 13th.

We will also be scheduling meeting dates for 2015. The following are dates recommended by Staff. Please review the dates and times with your schedule and we will discuss them at the October 2, 2014 Meeting.

The January Meeting has been changed due to the New Year's Day Holiday.

January 8, 2015*	February 5, 2015	March 5, 2015	April 2, 2015
May 7, 2015	June 4, 2015	July 2, 2015	August 6, 2015
September 3, 2015	October 1, 2015	November 5, 2015	December 3, 2015

*Changed due to holiday