

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, December 3, 2015
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 3, 2015 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the October 1, 2013 meeting Minutes.

V New Business

HDC-2015-20 Tracey Lindeman, 308 River Street – request for the installation of a French Door on rear of building.

A request has been received from Tracey Lindeman, 308 River Street for a Certificate of Appropriateness for the installation of a single French Door in the place of the second story window (second window from the east) to match replacement windows that were approved by the Museum Director on 9/15/15. The request is needed to provide access to a new deck to be construction in late 20016 or spring of 2017.

At this time the Historic District Commission could take action on the request from Tracey Lindeman, 308 River Street to approve/deny the request for a Certificate of Appropriateness for the installation of a single French Door in the place of the second story window (second window from the east) to match replacement windows that were approved by the Museum Director on 9/15/15.

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 2016.

Vice-Chair

The Historic District Commission will select a Vice Chair for 2016.

Appointment of a Recording Secretary 2016

At this time the Historic District Commission shall appoint a Recording Secretary for 2016.

VI Old Business

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
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

Fax 231.723-1546

dblakeslee@manisteemi.gov

www.manisteemi.gov

TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: November 24, 2015

RE: Historic District Commission Meeting December 3, 2015

Commissioners, the next meeting of the Historic District Commission is on Thursday, December 3, 2015 at 3 pm. We have the following items on the agenda:

HDC-2015-20 Tracey Lindeman, 308 River Street – request for the installation of a French Door on rear of building. - A request has been received from Tracey Lindeman, 308 River Street for a Certificate of Appropriateness for the installation of a single French Door in the place of the second story window (second window from the east) to match replacement windows that were approved by the Museum Director on 9/15/15. The request is needed to provide access to a new deck to be construction in late 20016 or spring of 2017.

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.

Appointment of a Recording Secretary 2016 - The Commission shall appoint a Recording Secretary for 2016.

If you are unable to attend the meeting please call me at 398.2805. Have a Happy Thanksgiving!

HISTORIC DISTRICT COMMISSION

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

MEETING MINUTES

October 1, 2015

A Meeting of the Manistee City Historic District Commission was held on Thursday, October 1, 2015 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:15 p.m. by Chair Kracht.

ROLL CALL:

Members Present: T. Eftaxiadis, Teena Kracht, John Perschbacher, Lee Trucks

Members Absent: Aaron Bennett (excused), Dave Carlson, Mary Russell (excused)

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

APPROVAL OF AGENDA:

MOTION by John Perschbacher, seconded by Lee Trucks that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Lee Trucks that the Minutes of the September 3, 2015 Meeting be approved with a correction Lee Trucks not Mary Trucks seconded the motion to approve the agenda.

With a voice vote this motion passed unanimously.

NEW BUSINESS:

Schedule Meeting Dates 2016

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 2016 for the Commissioners consideration.

Commissioner Eftaxiadis asked about the possibility to change the meetings from monthly to quarterly. Commissioner Trucks asked if the meeting time could be changed to before 10 am or after 4 pm. The commissioners will discuss if meetings should be held quarterly and if the meeting time should be changed at the next meeting when more members are present.

MOTION by John Perschbacher, seconded by Lee Trucks that the Historic District Commission schedules their meeting dates for 2016 as follows:

January 7, 2016	February 4, 2016	March 3, 2016	April 7, 2016
May 5, 2016	June 2, 2016	July 7, 2016	August 4, 2016
September 1, 2016	October 6, 2016	November 3, 2016	December 1, 2016

With a roll call vote this motion passed unanimously

OLD BUSINESS - None

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA - None

CORRESPONDENCE - None

STAFF REPORTS

Mark Fedder, Museum Director – Issued the following permits

- 308 River Street – Routine Repair & Maintenance, window replacement on rear of building, windows will be six over six with black finish, *issued permit HDC-2015-15.*
- 339 River Street – Routine Repair & Maintenance, frame upper portion of transom window located above front entrance with wood to match trim around the other windows, *issued permit HDC-2015-16.*
- 339 River Street – Paint Colors, add accent color raspberry cocoa to match front trim of building (below window sills), *issued permit HDC-2015-17.*

MEMBERS DISCUSSION

Commissioner Trucks noted how nice the “window wrap signs” look at the building at 346/348 River Street.

The Next meeting of the Historic District Commission will be on Thursday, November 5, 2015 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by John Perschbacher, seconded by Lee Trucks that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:30 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary

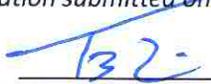


Historic District Commission
 Planning & Zoning Department
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

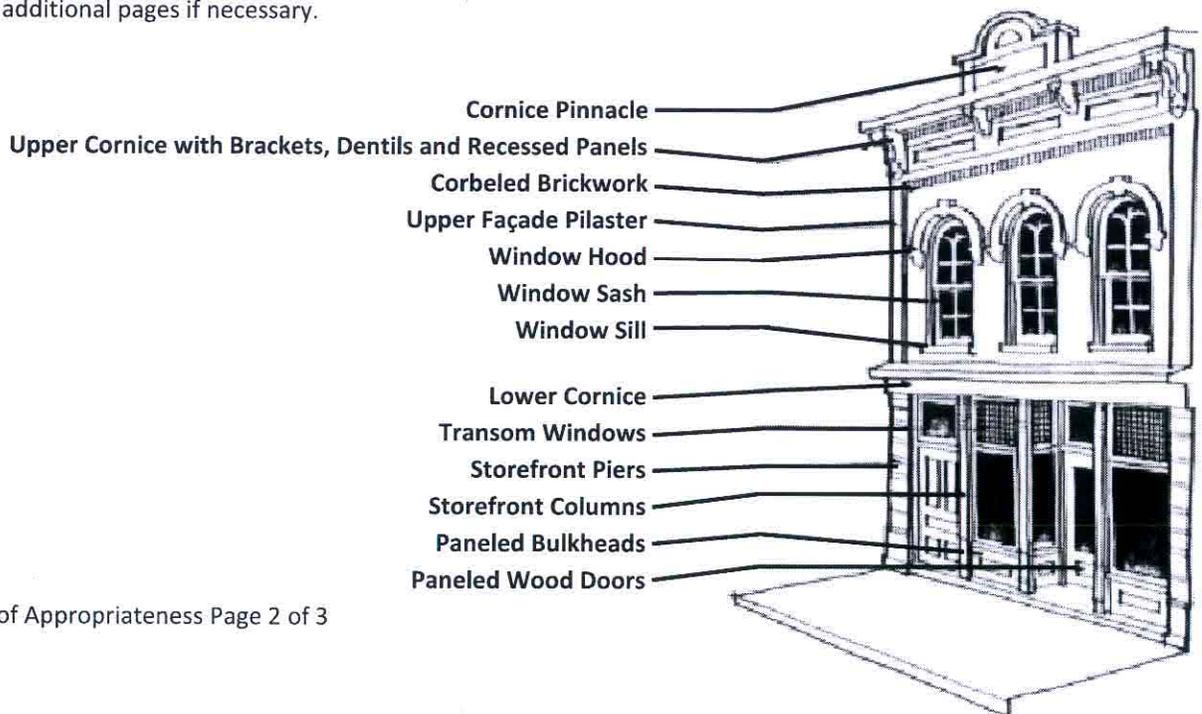
Application for a Certificate of Appropriateness

Please Print

Standards			
<p>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.</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 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.</p>			
Property Information			
Address: 308 River Street		Parcel # 51-452-704-23	
Applicant Information			
Name of Owner or Lessee: Tracey Lindeman			
Address: 300 Auburn Road, Pilesgrove, NJ 08098			
Phone #: 856-297-0859		Cell#: same	e-mail: tlindeman@comcast.net
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 checked="" type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.		
<input checked="" 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 checked="" type="checkbox"/>	A completed Certificate of Appropriateness Checklist.		
<input checked="" type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.		

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			
Approval received from Museum director for the replacement of windows on the rear of the building. Request for the installation of a french door to match replacement windows on rear of the building.			
This requested is needed to provide access to a new deck to be constructed in late 2016 or spring of 2017. Applicant understands that deck will require approval from the HDC.			
Proposed Start Date <u>spring 2016</u>		Proposed Completion Date <u>spring 2016</u>	
Incomplete requests will be returned to the applicant to supply needed information for review.			
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></u>		Date: <u>11/13/15</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:

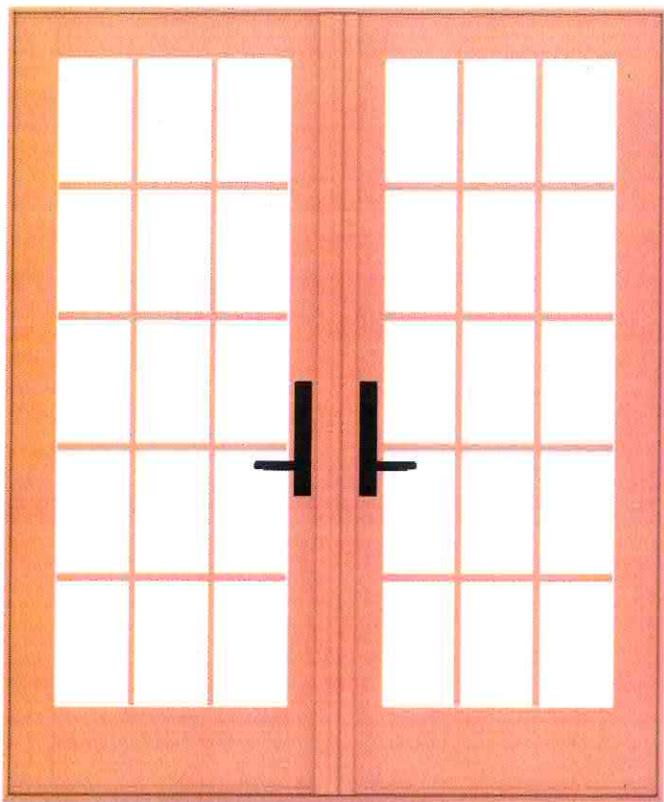
Example:

- 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.

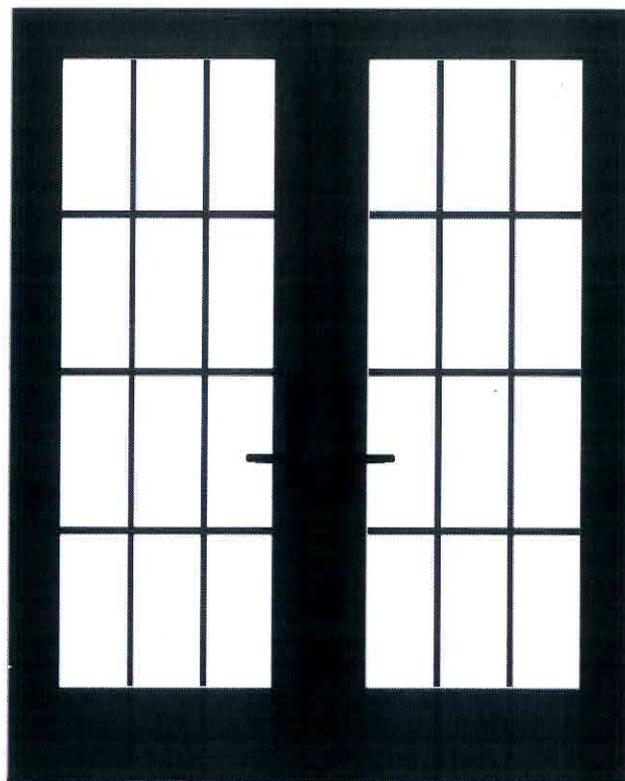
<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	Installation of french door on rear of building



A-Series Frenchwood® Hinged Patio Door



INTERIOR



EXTERIOR

SUMMARY

Interior	Pine
Interior Stain	Unfinished Pine
Exterior Door Color	Black
Hardware Options	Anvers®, Oil Rubbed Bronze
Grille Style	Colonial
Exterior Trim Profile	2" Brickmould
Exterior Trim Color	White

* Distressed bronze and oil rubbed bronze are 'living' finishes that will change with time and use.

* Actual wood is sapele, a non-endangered species of mahogany, grown in Africa, with color and characteristics similar to American mahoganies.

* Options shown are not available for all products within the series. Computer monitor limitations prevent exact color duplication. For an accurate representation of color options please view actual color samples available at your Andersen window & patio door supplier.

NS SECTION
= 1'-0"

