

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, March 3, 2016  
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 March 3, 2016 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the February 4, 2016 meeting Minutes.

### V New Business

#### **Kit Holmes and Cynthia Millonzi, 336/338 River Street – Inquiry on secondary egress**

Kit Holmes and Cynthia Millonzi own the building at 336/338 River Street and are planning to construct three residential living spaces on the upper level (third floor) of the building. They are asking for input from the Historic District Commission for secondary egress (fire escape) on the rear (north side) of the building.

At this time the Commission will discuss methods for secondary egress relating to the building at 336/338 River Street to assist the owners with the development of architectural plans.

### 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

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

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TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: February 23, 2016

RE: Historic District Commission Meeting March 3, 2016

Commissioners, the next Historic District Commission will be on Thursday, March 3, 2016. We have the following item on the agenda:

**Kit Holmes and Cynthia Millonzi, 336/338 River Street** – Inquiry on secondary egress - Kit Holmes and Cynthia Millonzi own the building at 336/338 River Street and are planning to construct three residential living spaces on the upper level (third floor) of the building. They are asking for input from the Historic District Commission for secondary egress (fire escape) on the rear (north side) of the building.

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

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

February 4, 2016

A Meeting of the Manistee City Historic District Commission was held on Thursday, February 4, 2016 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:** Aaron Bennett, Dave Carlson, Teena Kracht, John Perschbacher, Mary Russell, Lee Trucks

**Members Absent:** T. Eftaxiadis

**Others:** Ronan O'Neill (337 River Street), Venessa Bowden (337 River Street), Jim Nordlund, (Nordlund & Associates), T. Eftaxiadis (Consultant for River Parc Place II, LLC), Jim Smith (City Council), Roger Zielinski (City Council), Mark Fedder (Museum Director) Steve Harold (Museum Curator), Denise Blakeslee (Planning & Zoning Administrator) and others

Commissioner Eftaxiadis has a conflict of interest as the Consultant for River Par Place II, LLC. Since he is presenting the request on behalf of the developer he will not participate as a member of the Historic District Commission for the February 4, 2016 meeting.

### APPROVAL OF AGENDA

MOTION by Aaron Bennett, 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 Lee Trucks that the Minutes of the January 7, 2016 Meeting be approved as prepared.

With a voice vote this motion passed unanimously.

Commissioner Perschbacher entered the meeting

## **NEW BUSINESS**

### **HDC-2016-02 - Ronan O'Neill and Venessa Bowden (Ballyduff Properties LLC), 337 River Street – Request for Design Assistance/Application for a Certificate of Appropriateness**

A request has been received from Ronan O'Neill and Venessa Bowden (Ballyduff Properties LLC), 337 River Street for Design Assistance and for a Certificate of Appropriateness for the building at 337 River Street. The request is for the front façade (River Street), east façade and rear façade of the building.

Ronan O'Neill, 337 River Street spoke about purchasing the building. They are applying for a grant to construct four apartments. Three on the second floor and one on the rear, the rear apartment will be handicap accessible. They will maintain the storefront and want to restore the building to its former glory and work within the guidelines. Placement of the Corbels and an interior stairway indicates that there was originally access to the second floor. With that information, they want to reinstall a door to provide access to the proposed new apartments on the second floor and reconfigure the storefront.

The Commission deemed the application complete and went through the Secretary of Interiors' Standards for Rehabilitation (Checklist), reviewed the request and discussed various components of the project including:

The front façade (River Street) is the most significance façade.

The upper cornice cannot be approved until the T1-11 siding is removed to reveal what is behind it. Removal of the covering may reveal how the original upper cornice was configured. Applicant will need to bring a request back to the commission after the T1-11 siding has been removed and the area assessed.

The request for the doors indicates that the new fiberglass doors would have a wood grain appearance. Historically doors for the period the building was constructed would have had a smooth appearance and been painted.

The upper windows on the second floor of the front façade are original. This is one of a few remaining buildings that still have the original second floor windows and they need to be preserved. The applicant should restore the windows using the recommended method stated in Preservation Brief #3- The repair of historic wooden windows. The existing windows are two over two. The applicant can restore and construct replacement components. The windows need to be verified if they are or are not salvageable. The Museum Director will need to be present for inspection. Replacement Glass needs to be the same thickness. If the windows are deemed unsalvageable, the applicant will need to come back to the commission.

The second story windows on the east and south façade are not salvageable. The new second story replacement windows on the east and south façade should be two over two to match the existing window design. The commission wants a quality window that is historically accurate, not a snap in plastic divider. One of the second story windows on the East façade is located in a bathroom. Applicant has requested that the bottom window be frosted. Frosted windows are not historically accurate. The applicant can address the need

for privacy through interior window treatments (i.e. blinds, shutters, curtains, etc).

Unpainted brick on the building is not to be painted. The brick is to be cleaned and repaired as needed. Applicant is to clean using method prescribed in Preservation Brief #1 – Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings and Preservation Brief #2 – Repointing Mortar Joints in Historic Masonry Buildings. Since the rear of the building is the least visible, the applicant is to salvage brick from the south façade to use for the north and east façade. The applicant can use new brick on the rear of the building. Specifications for replacement brick and mortar mixtures are to be submitted to the Museum Director for review and approval.

The exterior lights were discussed. Approval has been given in the past for a similar wall light. The ceiling light should be a round globe flush mount style light.

First floor double hung windows on the first floor apartment on the rear of the building are not to have an arch. The Commission wants to review the materials the retaining wall is constructed out of. The Museum Director can approve the paint colors and door hardware for the building.

MOTION by John Perschbacher, seconded by Mary Russell that the Historic District Commission approves the request from Ronan O’Neill and Venessa Bowden (Ballyduff Properties LLC), 337 River Street for a Certificate of Appropriateness for the following façade improvements as submitted with application HDC-2016-02.

**BRICK – Applicant is to salvage brick from the Rear (south) façade to use on the Front (north) and East Facades.** *Unpainted brick is not to be painted.* Bricks are to be cleaned and repaired as needed. Applicant is to clean using method prescribed in Preservation Brief #1 – Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings and Preservation Brief #2 – Repointing Mortar Joints in Historic Masonry Buildings. Specifications for replacement brick and mortar mixtures are to be submitted to the Museum Director for review and approval.

#### **NORTH FAÇADE (RIVER STREET)**

**Upper Cornice** – The design of the upper cornice and corbel layout will be determined after the removal of the T1-11 siding and inspection of the area. ***The applicant will need to submit an application for a Certificate of Appropriateness once inspection of the structure is made after removal of the T1-11 siding is completed.***

**Second Story Windows** –The front of the building is the most important façade of the building for restoration. The applicant shall either:

1. Use the existing windows which are original to the building (two over two). The existing windows, frames, sills, and sashes are to be restored using the method prescribed in Preservation Brief #3 – The Repair of Historic Wooden Windows.
2. Replace/replicate any missing components, replacement Glass needs to be the same thickness.
3. The windows need to be assessed to determine if they are salvageable. The Museum Director will need to be present for inspection. ***If the windows are deemed unsalvageable, the applicant will need to come back to the commission.***

**Accent bricks around second story windows** - currently painted white will be repainted with approval of the color by the Museum Director.

**Lower Cornice** – Repair and Repaint (reproduce if necessary) the major and minor corbels that are present on the existing lower cornice. The corbels size and location will be maintained.

**Transom Windows** - Eight existing transom windows will be cleaned and returned to the original condition.

**Existing commercial storefront** – storefront is to be reconfigured to allow room for the upstairs apartment stairway in accordance with the corbel placement.

**Apartment entry door** - create a new entrance using a 3' x 8' six panel wood or fiberglass entry door (no grain) with transom window that will provide access to three (3) new second floor apartments. Door will be painted with final color approval by the museum director.

**Transom Window Apartment entrance**- Installation of a glass transom window over second floor entry door; glass will be clear with no tinting.

**Exterior Light for Apartment Entrance** – Bellacor Maximum Lighting International Bronze Dover one-light outdoor wall light #478453.

**Storefront windows** - Update the front storefront windows using aluminum-framed thermo-pane safety glass. Glass will be clear with no tinting. Aluminum frame to be hidden behind wood trim. Edges of the aluminum frame windows to be concealed behind molding or wood trim. The wood trim is to be painted to match the color of the doors/windows.

**Storefront door with sidelight** – Fiberglass door (no grain) with  $\frac{3}{4}$  light door with two panels below the glass lite. A sidelight will be installed on the right hand side and painted. Glass will be clear with no tinting. Hardware to be period type ADA approved.

**Transom Window storefront entrance** - Installation of a glass transom window over storefront entry door; Glass will be clear with no tinting.

**Exterior Light Storefront Entrance** – Historic District Commission is asking for a round flush mount globe style light to be approved by the Museum Director.

**Bulkhead** – a wood paneled bulkhead will be installed under the new storefront windows using plywood with trimmed wooden panels. Design of bulkhead panels will match drawing and will be painted.

## **EAST FAÇADE**

**Second Story Windows** – Installation of three 36" x 92" aluminum clad double hung windows "Jeld-Wen"

prefinished color dark brown where there originally were windows; the windows need to be two over two; glass will be clear with no tinting; no plastic snap in divider. Top of arch frame will have a solid panel that will be painted to match. The commission will not allow the installation of frosted glass for a window located in the bathroom. The applicant can address the need for privacy through interior window treatments (i.e. blinds, shutters, curtains, etc).

**Existing Concrete Block** – Block will be painted.

**New First Floor Window** - Installation of one new 36” x 68” aluminum clad double hung windows “Jeld-Wen” prefinished color dark brown. Glass will be clear with no tinting. No arch above window.

**Rear Apartment Entry Door** – Installation of a paintable steel six panel security door with peep. Hardware to be ADA approved – with final approval by the Museum Director.

**Exterior Light for Apartment Entrance** –Bellacor Maximum Lighting International Bronze Dover one-light outdoor wall light #478453.

## **SOUTH FAÇADE**

**Convert existing second floor doorway to window** - Installation of 36” x 92” aluminum clad double hung window “Jeld-Wen” prefinished color dark brown where there originally was a door. The window needs to be two over two; glass will be clear with no tinting; no plastic snap in divider. Top of arch frame will have a solid panel that will be painted to match.

**Second floor windows** - Installation of two 36” x 92” aluminum clad double hung windows “Jeld-Wen” prefinished color dark brown where there originally were windows; the windows need to be two over two; glass will be clear with no tinting; no plastic snap in divider. Top of arch frame will have a solid panel that will be painted to match.

**New First Floor Windows** - Installation of three new 36” x 68” aluminum clad double hung windows “Jeld-Wen” prefinished color dark brown; glass will be clear with no tinting. No arch above windows.

**Rain Gutter** – Installation of rain gutter to control and remove all roof water.

## **ROOF**

**Front Façade** – repair/reinforce as needed to safely support the brick and transom windows. All modern steel or engineered lumber to be concealed under trim bards painted in accordance with the approved color scheme.

**Rafters/Roof Deck** – inspect and repair a needed

**Existing Roof** – Install a new rubber membrane roof if needed

**South Facia/Drip Edge** – Wood structure to be inspected and repaired as needed. Install a wood or aluminum-

clad soffit that will be painted in accordance with the approved color scheme.

**Parapet Cap** – Install a metal parapet cap that is to be painted in accordance with the approved color scheme.

**OTHER**

**Retaining Wall** - *Applicant will need to bring back request to the Commission once they determine the type of material they propose to use to construct the wall with.*

**Door Hardware and Paint Colors** - require review and approval by the Museum Director.

With a roll call vote this motion passed 6 to 0.

Yes: Russell, Trucks, Perschbacher, Bennett, Carlson, Kracht

No: None

**HDC-2016-03 – River Parc Place II LLC, 80 Washington Street – Certificate of Appropriateness**

A request has been received from River Parc Place II, LLC, 80 Washington Street for a Certificate of Appropriateness for changes to the building that includes adding windows, replacing windows, addition of a corridor, removal of patio doors and changing the two east garage doors to commercial storefront entrances as submitted with application HDC-2016-03.

T. Eftaxiadis, consultant for River Parc Place II LLC spoke to the commission about the plans for the building. The building was originally constructed for ten units and after the shell was completed the developer walked away from the project. The building has fallen into disrepair and is a blighted property. The owner has applied for a blight elimination grant and is getting ready to move forward with the project. They are proposing to convert the building from ten units to eighteen units.

This results in the need to install two new windows on the east side of the building; convert two round windows into egress windows and add two additional windows on the west side of the building. The new windows will match the existing windows on the building.

They propose to add a corridor on the north side of the building that includes three new windows that are half windows. They will remove two patio doors on the north side of the building and convert two of the proposed garage areas into commercial space that will require the installation of a storefront.

Previously the commission approved the addition of a penthouse on top of the building. They have decided not to move forward with adding the penthouse; they will use the existing structure. The project is going to be referred to as Edgewater in the future.

The Commission noted that this building is an infill building and not a contributing building in the district and discussed if there will be a riverwalk constructed along the river.

Motion by John Perschbacher, seconded by Aaron Bennett to approve the request from River Parc Place II LLC (Edgewater) for a certificate of appropriateness for the following changes to the building at 80 Washington Street submitted with application HDC-2016-03:

- East Elevation: Installation of two new windows to match existing
- West Elevation: Installation of two new windows to match existing; replacement of two round windows with new windows to match existing.
- North Elevation: Construction of new corridor, Installation of three windows in corridor same style window as existing except half the size, Remove two patio doors, Replace two garage doors with commercial storefronts as shown on spec sheet storefronts and entrances (EcoLuminum by Tubelite).

With a roll call vote this motion passed 6 to 0.

Yes: Bennett, Carlson, Perschbacher, Trucks, Russell, Kracht  
No: None

## **OLD BUSINESS**

### **Amend By-Laws**

At the January Historic District Commission Meeting the commissioners asked that the annual review of the By-Laws take place at the December Meeting. Staff has drafted a change to the By-laws to reflect the change for the Commissioners consideration.

MOTION by John Perschbacher, seconded by Mary Russell that Historic District Commission amends Section 6 Annual Review of By-Laws to read: *The Commission shall annually review their By-Laws at the regularly scheduled meeting in December.*

With a roll call vote this motion passed 6 to 0.

Yes: Russell, Trucks, Perschbacher, Bennett, Carlson, Kracht  
No: None

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

Chair Kracht spoke with Denis TerHorst who noted that City Council will be discussing if trees should be allowed in the downtown at their worksession on February 9th. Commissioners were encouraged to attend.

Jim Smith, City Council – Spoke to the Commission about a discussion that both he and Councilman Zielinski had with the DDA Director and that a Development Guide is being prepared. He wanted to make sure the commission was aware of the guide and that it should be reviewed to make sure it details their requirements.

## **CORRESPONDENCE**

**Mark Fedder, Museum Director** - issued the following permits

50 Filer Street, Briny Inn issued a Certificate of Appropriateness for paint colors as approved by the Museum Director on January 29, 2016. This will replace permit PHDC203-014 which expired and was extend until October 31, 2014. ***Issued Permit PHDC16-004***

375 River Street, West Shore Medical Center issued a Certificate of Appropriateness for Signage as approved by the Museum Director on January 14, 2016 for a Wall Sign for “West Shore Medical Center” ***Issued Permit PHDC16-001***

**Denise Blakeslee, Planning & Zoning Administrator** – Commissioners were given copies of an email from the Michigan Historic Preservation Network that discussed proposed changes in the Act that would affect Historic Districts. The DDA is holding a Downtown Community Input Session on February 10<sup>th</sup> at 5:30 and 7:30 pm.

## **MEMBERS DISCUSSION**

None

The Next meeting of the Historic District Commission will be on Thursday, March 3, 2016 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

## **ADJOURNMENT**

MOTION by John Perschbacher, seconded by Mary Russell that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:40 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary

Inquiry to Historic District Commission

RE: Fire Escapes on rear of 346/348 River Street

We, the owners of the property at 346/348 River Street are currently working with our architect on preliminary construction designs for 3 separate residential living spaces (apartments) on the upper (third) floor. Code studies indicate that in lieu of creating a secondary internal egress for these units it would be acceptable to add fire escape(s) to the external, rear (north facing, channel side) wall of the structure.

We are seeking input and guidance on whether or not said fire escape(s) and/or decks/staircases that adhere to historic aesthetic design and safety code compliance would be within the scope of approved outdoor modifications to the building.

We've asked Historical Museum Executive Director Mark Fedder to speak on our behalf at the March 3, 2016 meeting of the Commission.

Thank you very much for your consideration.

Sincerely,

Kit Holmes  
(512) 497-1999  
Cynthia Millonzi  
(512) 964-2801