

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, October 6, 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 October 6, 2016 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the March 3, 2016 meeting Minutes.

### V New Business

#### **HDC-2016-17 James & Susan Matthews, 334 River Street – Gazebo**

A request for a certificate of appropriateness has been received from James & Susan Matthews, 334 River Street for the relocation of a gazebo from a famous Chicago Wedding Chapel which was disassembled and will be reconstructed and reassembled and installed in the yard area behind the wall to provide privacy from the parking lot/handicap ramp area to the east of the property.

At this time the Historic District Commission could take action to approve/deny the request from James and Susan Matthews, 334 River Street for a gazebo.

#### **HDC-2016-18 Kit Holmes and Cynthia Millonzi, 346-348 River Street - Signage**

A request for a certificate of appropriateness has been received from Kit Holmes and Cynthia Millonzi to refurbish the existing sign on the building at 346-348 River Street. The sign exceeds the requirements of the Zoning Ordinance and requires approval from the Historic District Commission.

At this time the Historic District Commission could take action to approve/deny the request from Kit Holmes and Cynthia Millonzi to refurbish the existing sign on the building at 346-348 River Street.

#### **HDC-2016-19 North Channel Investors LLC, 86 Washington Street – Complete renovation of the exterior of the building**

Request for a Certificate of Appropriates has been received from North Channel Investors LLC for the complete renovation of the exterior of the building including:

**East side:** Replacement/repair of the entire 1st floor facade, replacement of all windows, brick cleaning & repairs, repair/repainting of all wood elements.

**West side:** Replacement of all windows, addition of secondary entrance to building, addition of new balcony, replacement of exterior brick of "North" building, cleaning/repair of brick of "South" building.

**South side:** Replacement of all windows & door, installation of new windows, addition of new balconies, cleaning/repair of brick wall.

**North side:** Demolition of existing wall, construction of new wall, placement of new windows, addition of balconies, addition of entrance to apartments, and addition of utility doors/windows for brewery.

At this time the Historic District Commission could take action to approve/deny the request from North Channel Investors LLC for the complete renovation of the exterior of the building.

### **Schedule Meeting Dates 2017**

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 2017 for the Commissioners consideration.

At this time the Historic District Commission could take action to schedule their meeting dates for 2017.

## **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

231.398.2805

Fax 231.723-1546

[dblakeslee@manisteemi.gov](mailto:dblakeslee@manisteemi.gov)

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

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TO: Historic District Commissioners

FROM: Denise Blakeslee, Planning & Zoning

DATE: September 30 2016

RE: Historic District Commission Meeting October 6, 2016

Commissioners, the next Historic District Commission will be on Thursday, October 6, 2016. We have the following items on the agenda:

**HDC-2016-17 James & Susan Matthews, 334 River Street – Gazebo** - A request for a certificate of appropriateness has been received from James & Susan Matthews, 334 River Street for the relocation of a gazebo.

**HDC-2016-18 Kit Holmes and Cynthia Millonzi, 346-348 River Street** – A request for a certificate of appropriateness has been received from Kit Holmes and Cynthia Millonzi to refurbish the existing sign on the building at 346-348 River Street.

**HDC-2016-19 North Channel Investors LLC, 86 Washington Street – Complete renovation of the exterior of the building** - Request for a Certificate of Appropriates has been received from North Channel Investors LLC for the complete renovation of the exterior of the building.

**Schedule Meeting Dates 2017** - Staff has prepared a list of meeting dates for 2017 for the Commissioners consideration.

**431 River Street – Façade Improvements** – Due to scheduled time off for staff an application may be brought to the meeting on October 6, 2016 from Rachel Brooks for façade improvements at 431 River Street for the commission's consideration.

There are several new projects that will be coming to the Historic District Commission in the next few months, so it is important to have a quorum for the meetings. 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

March 3, 2016

A Meeting of the Manistee City Historic District Commission was held on Thursday, March 3, 2016 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:10 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** Dave Carlson, Teena Kracht, John Perschbacher, Lee Trucks

**Members Absent:** Aaron Bennett (excused), T. Eftaxiadis (excused), Mary Russell (excused)

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

### APPROVAL OF AGENDA

MOTION by John Perschbacher, seconded by Dave Carlson that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously.

### APPROVAL OF MINUTES

MOTION by Dave Carlson, seconded by John Perschbacher that the Minutes of the February 4, 2016 Meeting be approved as prepared

With a voice vote this motion passed unanimously.

### NEW BUSINESS

#### **Kit Holmes and Cynthia Millonzi, 346/348 River Street – Inquiry on secondary egress**

Kit Holmes and Cynthia Millonzi own the building at 346/334 River Street and are planning to construct three residential living spaces on the upper level 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.

Staff contacted the State Historic Preservation Office regarding the inquiry. There is not a preservation brief that addresses fire escapes, but they indicated the design and location should be compatible with the historic character of the building and that the local Fire Department should be contacted regarding Fire Code. The main issue they address relating to fire escapes is relating to removing them.

Staff discussed the request with Brent Haskins the Inspector for the Fire Department and he said he did not have an issue if it were built to meet the code requirements. The Fire Department would like to review the drawings and perform a site visit as they move along with the process.

Discussion by the Commission included:

- There is not a way to install an interior staircase for the second means of egress
- Would be supportive of either a fire escape or porches on the rear of the building
- Concerns about potential damage from a metal fire escape if not properly maintained can rust and stain the brick on the building
- The DDA encourages the development of the properties with waterfront in the district and suggested sending photos of other buildings with porches overlooking the river for the owner to review.
- Suggested the applicant send photos or specifications for their review prior to having engineered plans developed.

**OLD BUSINESS** - None

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

**CORRESPONDENCE** - None

#### **STAFF REPORTS**

**Mark Fedder, Museum Director** – Issued a permit to 336 River Street - Certificate of Appropriates for a Window/Door Sign for “Dwelling Realty” *Issued Permit #PHDC-16-005*

**Denise Blakeslee, Planning & Zoning Administrator** – spoke about window wraps and asked if the commission had any concerns with the installation of a window wrap vs a window display on the building at 332 River Street.

**MEMBERS DISCUSSION** - None

The Next meeting of the Historic District Commission will be on Thursday, April 7, 2016 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 pm

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

August 2, 2016

A Meeting of the Manistee City Historic District Commission was held on Tuesday, August 2, 2016 at 2:00 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 2:00 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** T. Eftaxiadis, Teena Kracht, John Perschbacher

**Members Absent:** Aaron Bennett, Mary Russell, Lee Trucks Vacancy

**Others:** Denise Blakeslee (Planning & Zoning Administrator)

The meeting was not held due to a lack of quorum. Meeting was closed.

## HISTORIC DISTRICT COMMISSION

### Permit Review Committee

#### MEETING NOTES

August 2, 2016

On January 5, 2012 the Historic District Commission established a Permit Review Committee. The Permit Review Committee consists of three members and one alternate appointed by the Chair that will review projects and close out permits.

**Members Present:** Teena Kracht, John Perschbacher

**Members Absent:** Mary Russell

### Site Visit – 334 River Street

Since a site visit of 334 River Street was scheduled for the August 2, 2016 Historic District Commission meeting and a quorum of members were not present to hold the meeting and the meeting was not held due to a lack of quorum. Teena Kracht and John Perschbacher went on the site visit in the capacity as members of the Permit Review Committee to close out outstanding permits for 334 River Street.

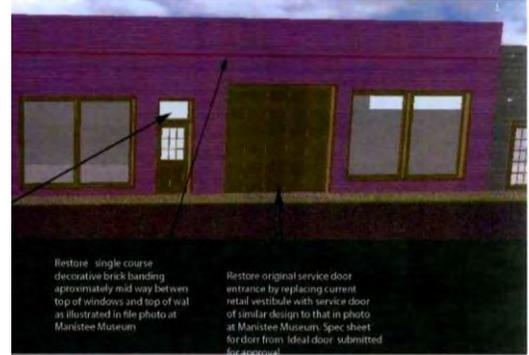
Upon their return from the site visit the Commission reviewed and closed outstanding permits for 334 River Street. Staff was directed to close out all outstanding permits as outlined outstanding permits for 334 River Street with notes/photos from walkthrough 7/14/16 by Denise Blakeslee/Mark Fedder that was included in the August 2, 2016 meeting packet as follows:

### River Street Façade – PHDC09028

Permit PHDC09028 was issued on January 7, 2010 and had received an extension until December 31, 2013 for the following:

- Remove East Entrance and install a garage door where a garage door previously existed.
- Removal of the existing window and replace with an entrance door where an entrance door was previously located

***Both garage and entry door were installed.***



### Demolition Permit – PHDC10012

Permit PHDC10012 was issued on June 3, 2010 for the demolition of a portion of the building as submitted with application HDC-2010-12 with the understanding that the building footprint will be as proposed when reconstruction is completed and had received an extension until December 31, 2013.



***Demolition is complete. Note Commission approved shed/pool addition with permit PHDC1020.***

### Rear of Building (north Façade) – PHDC1020

Permit PHDC1020 was issued on September 22, 2010 and had received an extension until December 31, 2013 for the following:

- Windows will be 6 over 6 OR 6 over 1.
- The proposed egress door on the west side of the building and two doors on the riverwalk will be six panel steel security doors.
  - ***A double half sized window was installed on the west side of the building, over the kitchen sink area (second uppers story window from the riverwalk)***

- **Fourth upper story window from the riverwalk is a double window (original opening was a double window that was revealed once siding was removed).**
- **Lower level third window and door were not installed due to neighboring staircase.**



- The privacy wall will reuse the existing 5 feet of concrete and 3 feet of existing brick. The step wall will reuse existing brick. In the event that a portion of the wall needs to be rebuilt then the applicant will need to come back to the commission for approval of finish materials.
  - **Step wall was not constructed due to addition of shed/pool addition/gate was installed to provide egress from area.**



- The corrugated galvanized siding is to be painted within one year of installation.
  - **On July 11, 2013 the Commission discussed if the siding needed to be painted as specified in the permit, they said they did not feel it would be required, but will wait for the site visit. During the site visit it was determined that the siding does not require painting.**
- The egress doors on the two decks will either be glass doors with grids as submitted with the application or a six panel steel security door.
- The Shed/pool will have French doors with grids as submitted with the application.
- The shed/pool addition with skylights will be acceptable as submitted with a reduction in the roof pitch as recommended by the Commission.
  - **Skylights were not installed in the shed/pool addition.**
  - **Second story balcony has wrought iron spindles**
  - **First floor deck/ is smaller than proposed in request**

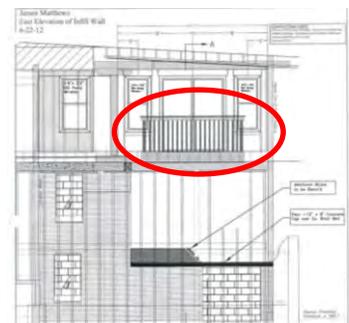


**Approving after the fact the following changes:**

- *A double half sized window was installed on the west side of the building, over the kitchen sink area (second upper story window from the riverwalk)*
- *Fourth upper story window from the riverwalk is a double window (original opening was a double window that was revealed once siding was removed).*
- *Lower level third window and door were not installed due to neighboring staircase.*
- *Step wall was not constructed due to addition of shed/pool addition/gate was installed to provide egress from area.*
- *Determined that the corrugated galvanized siding does not require painting.*
- *Skylights were not installed in the shed/pool addition.*
- *Second story balcony has wrought iron spindles*
- *First floor deck/ is smaller than proposed in request*

**French Door & Balcony NE Corner of the rear of Building PHDC12-015**

Permit PHDC12-015 was issued on August 2, 2012 and had received an extension until December 31, 2013 for a French Door and Balcony with a 4' x 10' deck on the North East Corner of the rear of the building.



- *The applicant had to expand the deck to extend on both side of the windows to attach it to the building.*

Approving after the fact that the deck is larger in size that appeared on the original request.

**Skylight – PHDC12-016**

Permit PHDC12-016 was issued on August 2, 2012 and had received an extension until December 31, 2013 to restore skylight in area that was previously the auto shop.

- *Skylight was been installed*



The Permit Review Committee members closed the meeting at 3:15 pm

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805  
[www.manisteemi.gov](http://www.manisteemi.gov)

## Application for a Certificate of Appropriateness

Please Print

### Standards

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.

### Submission of Application

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.

### Property Information

Address: 334, 336, 338 River St. Parcel #

### Applicant Information

Name of Owner or Lessee: James E & Susan Marshall

Address: 336 River St

Phone #: 314 220 6253

Cell#:

e-mail: CAwdl@Ameitech.NET

Name of Contractor (if applicable): NA

Address:

Phone #:

Cell#:

e-mail:

License Number:

Expiration Date:

### Application Requirements

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.

Current photo of the structure as seen from the street and where proposed work is to take place.

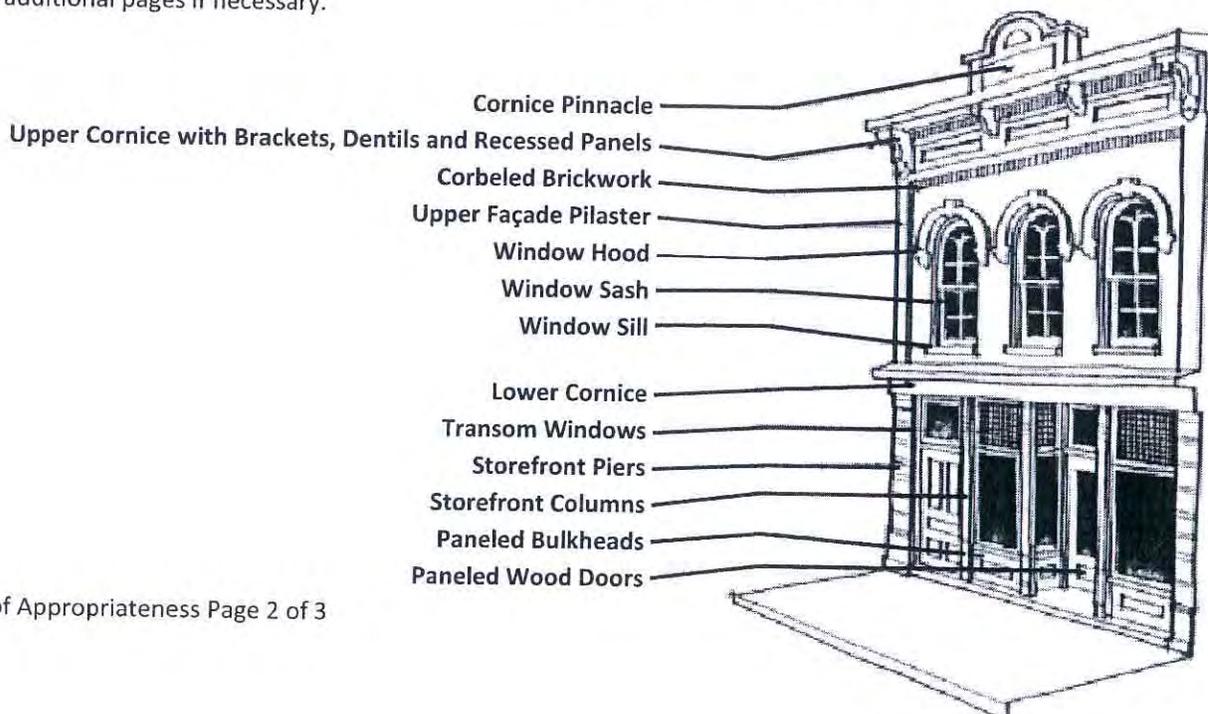
Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.

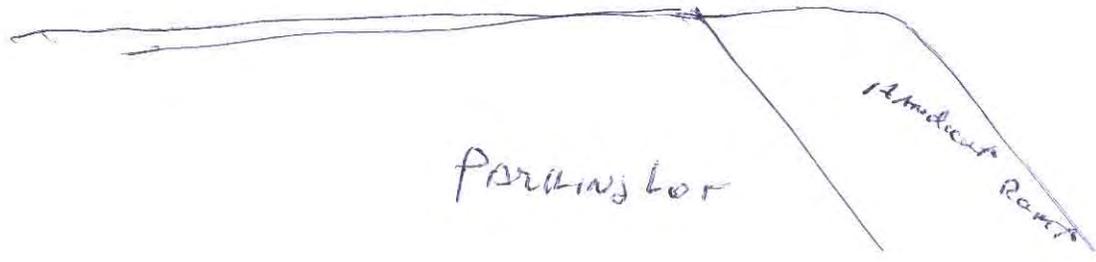
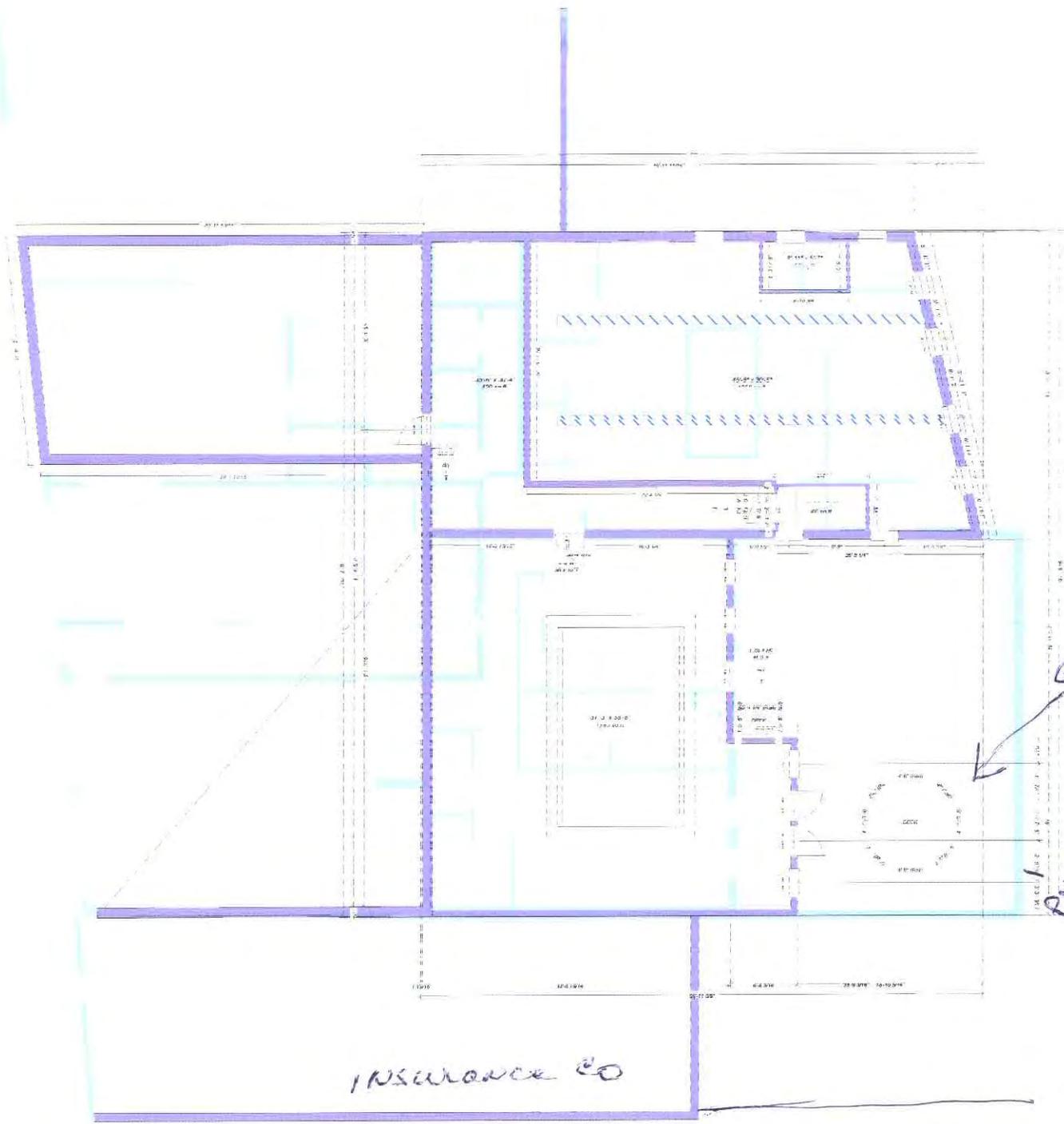
A completed Certificate of Appropriateness Checklist.

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 <i>Relocation of a Gazebo From a Famous Chicago Wedding Chapel that is being demolished, to the Back yard at 334 River St. Gazebo was disassembled and will be Reconditioned and Reassembled. Gazebo is Hexagonal Shape with a Roof and Secondary Roof (curtain?) Gazebo is 130" measured on the square, and 72" on the Radius, and approximately 15' tall. It will be visible above the Privacy wall. We had been looking for a way to avoid peering eyes from the parking lot to the East and this will provide that and add interest to the space.</i>			
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: <i>James E. Madden</i>		Date: <i>9/28/2016</i>	
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.









Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805  
[www.manisteemi.gov](http://www.manisteemi.gov)

## Signage – Awnings Application for a Certificate of Appropriateness

Please Print

Submission of Application		
<p><b>Signage</b> within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation.</p>		
<p><b>Awning material and dimensions</b> must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation.</p>		
Property Information		
Address: 346-348 River St.		Parcel #
Applicant Information		
Name of Owner or Lessee: Cynthia Millonzi and Mary Holmes		
Address: PO Box 2212, Wimberley, TX 78676		
Phone #: 512-964-2801	Cell#:	e-mail: cynthiamillonzi@gmail.com
Name of Contractor (if applicable): Amor Signs		
Address: 443 Water St, Manistee, MI 49660		
Phone #: 844-922-2667	Cell#:	e-mail: sales@amorsigns.com
License Number: UNK		Expiration Date: UNK
Sign Plan Requirements		
<input checked="" type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.	
<input checked="" type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)	
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)	
Authorization		
<p><i>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.</i></p>		
Applicant Signature: <u>Cynthia Millonzi</u>		Date: <u>9/26/2016</u>
<p><b>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.</b></p>		
<input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
HDC - _____ - _____	Notes:	
Signature: _____		Date: _____

September 26, 2016

City of Manistee  
Historic District Commission  
Planning & Zoning Department  
70 Maple Street  
Manistee, MI 49660  
231.398.2805

City of Manistee Board,

Please accept our submission to retain and rehabilitate the current signage at 346-348 River St.

It is our desire for the entire project is to maintain the character and charm of this historic building. Based on the research conducted by Mark Fedder (see attachment 1) the current sign most likely was installed in 1974. The sign has been a downtown fixture for more than 40 years and most people in town know this building because of the sign. It's kind of a landmark on River St.

We retained Amor signs to provide us two options for rehabilitating the sign (see attachment 2). The rehabilitation of the sign will bring current technology/materials to the project. Option one of the two designs modernizes the frame of the sign. Option two of the two designs uses the existing frame design. Both designs, of course, use the logo for The Music Vault. These designs are subject to further analysis of the existing structure to determine complete scope of rehabilitation. Amor signs would conduct the evaluation.

Note that each signs depicts a reader board/sign below the actual sign. We are requesting approval for the addition of the reader board noting that our rehabilitation request for the sign is not dependent upon approval of the reader board but we would like to explain why we request the reader board. We would like to honor and support the musicians who will come to Manistee to perform. Kit, as touring musician, can attest there is nothing better than seeing your name in lights when you arrive at a venue to perform and it serves as a vital marketing tool for the business as well as the downtown.

Unfortunately we will not be able to attend the board meeting in person as we are currently in WA state providing support for aligning family member. I understand you may have questions and I could be available by phone if necessary.

I thank you for your consideration of our request and appreciate the support that has been extended to us by the City of Manistee.

Sincerely,

*Cynthia Millonzi & Kit Holmes* -digitally signed  
Cynthia Millonzi & Mary "Kit" Holmes

Mark Fedder <manisteeuseum@yahoo.com>

Sep 13

to me, kitholmes

Hi Cynthia and Kit,

Hope you're doing well!

I was doing some snooping around and I came across the attached photos.

From what I could find and piece together, it looks like the storefront at 346 was vacant in the early 1970s. In 1973, the Sally and Sue Shop was still occupying the storefront at 348 River Street however sometime between mid-1973 and mid-1974, Daul's Read-Mor purchased the building and began occupying the entire store with the address of 348 River Street. Thus, I believe that the sign was put up around 1974.

Best,

Mark Fedder  
Executive Director  
Manistee County Historical Museum

3 Attachments

Download Recycle Google+



Attachment 1

DIGITALLY PRINTED BACKGROUND

# ATTACHMENT 2



1

ALUMINUM FACES  
ROUTED LETTERS WITH  
WHITE ACRYLIC BACKER

FIRST SURFACE 230-141 GOLD NUGGET  
TRANSLUCENT VINYL



1a



443 WATER STREET • P. O. BOX 433 • MANISTEE, MI 49660 • 231-723-8361  
844-922-2667 • FAX: 231-723-9365 • www.amorsign.com

DATE: 9-20-16  
SALES: MYLES AMOR  
SCALE: 1/2"  
GRAPHICS: BIALIK  
FILE: PROJECTING SIGN \_ ver 2  
FILE LOCATION: N \ DESIGN \ MUSIC VAULT



ILLUSTRATION ONLY . NOT FOR PRODUCTION

# ATTACHMENT 2

2



DIGITALLY PRINTED BACKGROUND

ALUMINUM FACES  
ROUTED LETTERS WITH  
WHITE ACRYLIC BACKER

FIRST SURFACE 230-141 GOLD NUGGET  
TRANSLUCENT VINYL



443 WATER STREET • P. O. BOX 433 • MANISTEE, MI 49660 • 231-723-8361  
844-922-2667 • FAX: 231-723-9365 • www.amorsign.com

DATE: 9-20-16  
SALES: MYLES AMOR  
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GRAPHICS: BIALIK  
FILE: PROJECTING SIGN\_ver 2  
FILE LOCATION: N \ DESIGN \ MUSIC VAULT

ILLUSTRATION ONLY . NOT FOR PRODUCTION



REQUIRES EXISTING  
CABINET AND SUPPORT  
EVALUATION

2a



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805  
[www.manisteemi.gov](http://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, <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"/> <b>This box must be checked by the applicant</b> 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 <b>at least 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: <b>86 Washington Street</b>		Parcel # <b>51-51-211-100-01/-02/-03</b>
Applicant Information		
Name of Owner or Lessee: <b>North Channel Investors LLC</b>		
Address: <b>300 Washington Avenue, Suite 100, Grand Haven, MI 49417</b>		
Phone #: <b>616-847-1031</b>	Cell#:	e-mail: <b>jg@capstonerealestate.com</b>
Name of Contractor (if applicable): <b>TBD</b>		
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 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.	

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input checked="" type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
<p><b>Describe the proposed project:</b></p> <ol style="list-style-type: none"> <li>1. The building is a contributing structure within the HDC and DDA District. Building rehabilitation will involve the creation of a commercial space (brewery and restaurant) that will occupy the entire first floor of the building, and 14 apartments on the second and third floors of the building.</li> <li>2. The building has been declared "Blighted" and "Functionally Obsolete" by the City of Manistee; it is also a "facility" (contaminated). Proposed rehabilitation is required to meet building code and accommodate residential and commercial uses.</li> <li>3. Proposed changes to the building are described below, are shown on the attached architectural drawings, and will include the following elements:               <ol style="list-style-type: none"> <li>a. East side: Replacement/repair of the entire 1<sup>st</sup> floor façade, replacement of all windows, brick cleaning &amp; repairs, repair/repainting of all wood elements.</li> <li>b. West side: Replacement of all windows, addition of secondary entrance to building, addition of new balcony, replacement of exterior brick of "North" building, cleaning/repair of brick of "South" building.</li> <li>c. South side: Replacement of all windows &amp; door, installation of new windows, addition of new balconies, cleaning/repair of brick wall.</li> <li>d. North side: Demolition of existing wall, construction of new wall, placement of new windows, addition of balconies, addition of entrance to apartments, and addition of utility doors/windows for brewery.</li> </ol> </li> <li>4. Detailed plans for all exterior and interior demolitions, replacements and new construction components of the building rehabilitation will be submitted to the State Historic Preservation Office (SHPO) for review and recommendations for approval of Historic Rehabilitation Tax Credits (HRTC) by the Parks Service of the US Department of Interior. Therefore, final rehabilitation details normally described in the Certificate of Appropriateness Checklist will be determined and specified following review/approval of the Part II application for HRTC by SHPO; SHPO is currently reviewing the Part I application.</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Photos of current exterior building views (East, West, North and South).</li> <li>2. Rendering of future East, West, North and South building facade.</li> <li>3. Exterior elevations – Architectural drawings (East, West, North and South).</li> </ol>			
Proposed Start Date: <b>November 2016</b>		Proposed Completion Date: <b>October 2017</b>	
<b><i>Incomplete requests will be returned to the applicant to supply needed information for review.</i></b>			
<b>Authorization</b>			
<p><i>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.</i></p>			
Applicant Signature: _____		Date: <b>September 29, 2016</b>	
<p><b>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.</b></p>			
<b>Office Use Only</b>			
HDC - _____ - _____	Notes: _____		
Signature: _____		Date: _____	

# NORTH CHANNEL BUILDING ELEVATIONS



## NORTH CHANNEL BUILDING ELEVATIONS



## NORTH CHANNEL BUILDING ELEVATIONS



## NORTH CHANNEL BUILDING ELEVATIONS



## NORTH CHANNEL BUILDING ELEVATIONS





WEST ELEVATION - PROPOSED



EAST ELEVATION - PROPOSED



SOUTH ELEVATION - PROPOSED



NORTH ELEVATION - PROPOSED



PROJECT # 0474-16

ISSUANCES	
SCHEMATIC REVIEW	05.31.2016
SCHEMATIC REVIEW	06.03.2016
SCHEMATIC REVIEW	01.01.2016
ELEVATION REVIEW	01.21.2016
SHPO MEETING	08.17.2016
SITE PLAN APPROVAL	04.01.2016
REVISED SITE PLAN APPROVAL	04.06.2016

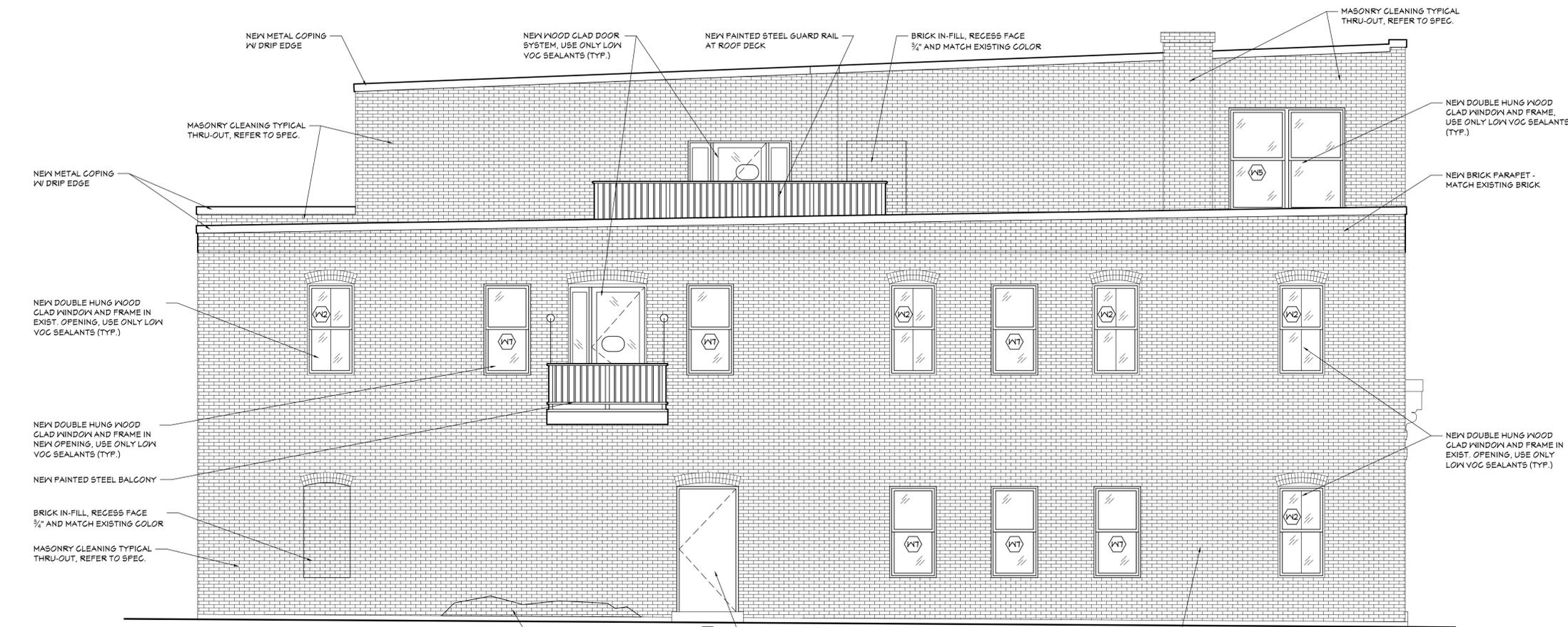
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DRAWN BY BAW

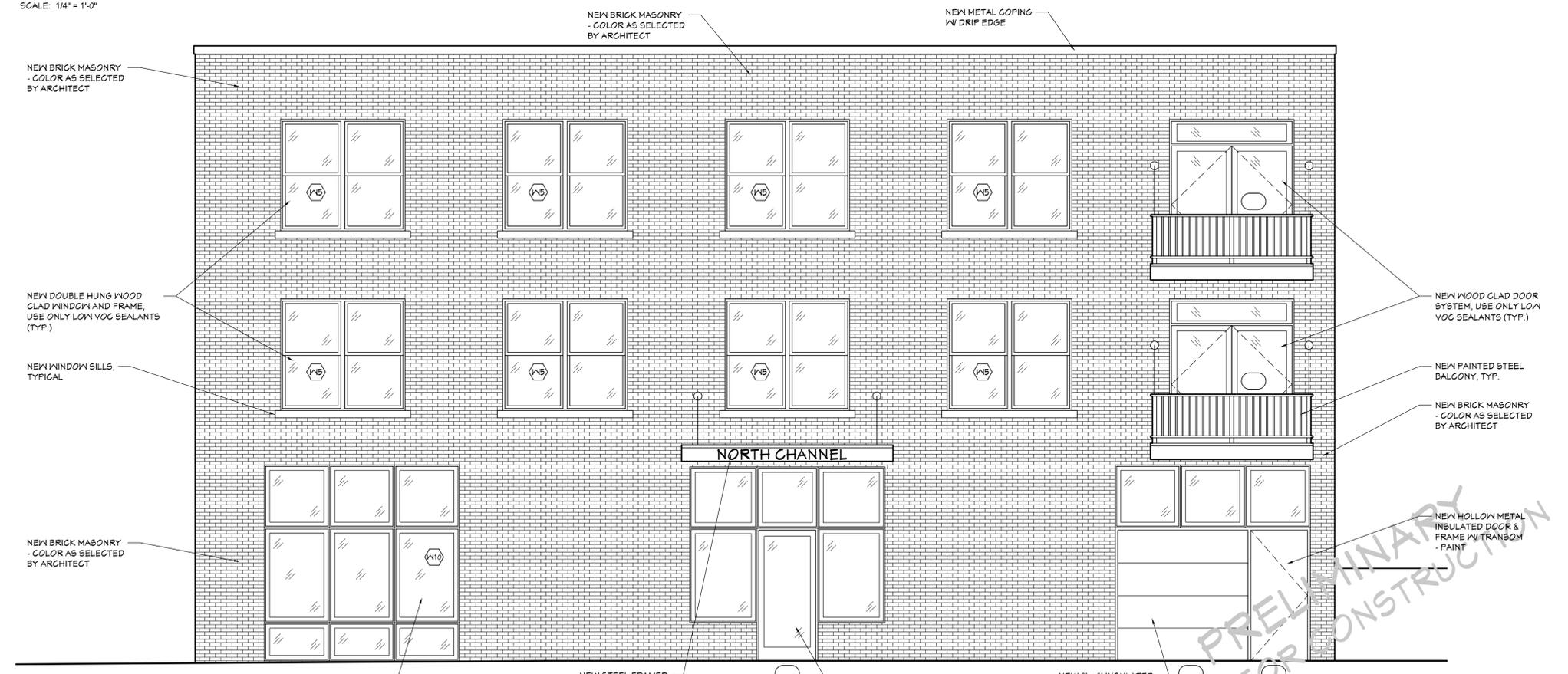
SHEET TITLE  
**EXTERIOR ELEVATIONS - PROPOSED**

SHEET NO.

**A3.12**



**SOUTH ELEVATION - PROPOSED**  
 SCALE: 1/4" = 1'-0"



**NORTH ELEVATION - PROPOSED**  
 SCALE: 1/4" = 1'-0"

PRELIMINARY  
 NOT FOR CONSTRUCTION

# Memorandum



TO: Historic District Commissioners

FROM: Denise Blakeslee  
Planning & Zoning Administrator

DATE: September 23, 2016

RE: 2017 Meeting Dates

**Denise Blakeslee**  
**Planning & Zoning**  
**Administrator**  
70 Maple Street  
Manistee, MI 49660  
231.398.2805  
dblakeslee@manisteemi.gov  
www.manisteemi.gov

Commissioners, staff has drafted a schedule for 2017 Meeting Dates as follows:

January 5, 2017	February 2, 2017	March 2, 2017	April 6, 2017
May 4, 2017	June 1, 2017	July 6, 2017	August 4, 2017
September 7, 2017	October 5, 2017	November 2, 2017	December 7, 2017

There are no conflicts with legal holidays this year and we will finalize the dates at the October Meeting.