

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, December 1, 2011

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 1, 2011 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the November 17, 2011 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.

Appointment of a Recording Secretary 2012

At this time the Historic District Commission shall appoint a Recording Secretary for 2012.

VI Old Business

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
Community Development Director

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

HISTORIC DISTRICT COMMISSION

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

SPECIAL MEETING MINUTES

November 17, 2011

A Special Meeting of the Manistee City Historic District Commission was held on Thursday, November 17, 2011 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, T. Eftaxiadis, Teena Kracht, John Perschbacher

Members Absent: Maria DeRee (excused), (2) vacancies

Historic Vogue

Theatre Members: Cyndy Fuller, Chair; Barry Lind, President; Jim Drazee, Vice President; and Frank Greco, Secretary

Others: Kendra Thompson (Kendra Thompson Architects), Jon Rose (Community Development), Mark Fedder (Manistee County Historical Museum), Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

APPROVAL OF AGENDA:

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

With a voice vote this motion passed unanimously

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by T. Eftaxiadis that the Minutes of the September 15, 2011 Meeting be approved.

With a voice vote this motion passed unanimously

NEW BUSINESS:

HDC-2011-17 Vogue Theater, 383 River Street – Request for Certificate of Appropriateness Façade Modifications

The Vogue Theater, 383 River Street is requesting approval from the Historic District Commission for Façade Modifications to the building at 383 River Street as submitted with Application HDC-2011-17.

Cyndy Fuller, Chair Historic Vogue Theatre – Ms. Fuller spoke to the Commission about the new proposal for façade modifications. The set-back has been maintained in accordance with the expressed requirements from the Historic District Commission Members at the Special Worksession.

Kendra Thompson (Architect) – Ms. Thompson updated the commission on housekeeping items:

- Some brick work has been done after it was discovered that there were loose bricks immediately below coping. Brick is being removed down to stable brick.
- Taking parapet wall down to roof deck where it's unstable. Will rebuild with wood-stucco work to be completed in the spring.

Ms. Thompson discussed the request:

- The request is for the North Façade improvements only exclusive of sign and marquee.
- Doors are 30" – Power actuation is required and both leaves will open to meet Accessibility Requirements.
- Upper Windows are similar to Kawneer 450/451 widows. Windows in the bathrooms will be frosted glass.
- They will recreate the round medallions on the front
- They will extend the canopy banner panel with neon
- Doors will require four lites due to the height of the ticket counter
- Showed Commissioners an aluminum cross section of aluminum window and paint sample (paint will be baked on)
- There will not be handles on the ticket booth to eliminate any confusion for the Fire Department in the event of an emergency

MOTION by John Perschbacher, seconded by T. Eftaxiadis to approve the request from the Vogue Theater, 383 River Street for a Certificate of Appropriateness for Façade Modifications as submitted with Application HDC-2011-17 with the condition that the current entrance doors be stored for potential re-use.

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

Yes: Carlson, Perschbacher, Eftaxiadis, Kracht

No: None

Ms. Fuller discussed with the Commission the Marquee Signage and what options the Commission would consider for approval.

Ms. Blakeslee entered the meeting.

The Commission discussed the possible options:

- Lower the sign so that it was in line with the upper windows.
- Install a two faced sign that can be seen from the east/west so that if you stand across the street and look south at the front of the building you can see the original front façade with minimal impact.

They asked if they could bring plans to a Worksession in after the first of the year. The Commission said they would schedule a worksession when needed.

Schedule Meeting Dates 2012

The Historic District Commission members were asked to schedule meeting dates for 2012. Two dates are near holidays and the Commission will need to determine if these dates should be changed.

MOTION by T. Eftaxiadis, seconded by John Perschbacher that the Historic District Commission will hold their regular monthly meetings at 3pm in the Council Chambers on the following dates:

January 5, 2012	February 2, 2012	March 1, 2012	April 5, 2012
May 3, 2012	June 7, 2012	July 12, 2012 *	August 2, 2012
September 6, 2012	October 4, 2012	November 1, 2012	December 6, 2012

With a voice vote this motion passed unanimously

OLD BUSINESS

Policies and Guidelines

The Historic District Commission began reviewing their policies at the August/September Meetings. They were asked to review all of the documentation for corrections and approval at the October meeting.

MOTION by Dave Carlson, seconded by John Perschbacher that the Historic District Commission approves changes to their Policies as follows:

Previous Policy	Converted/Deleted
#1 Signage/Awnings	Historic District Information Brochure
#2 Application Policy	Historic District Information Brochure
#3 Administrative Policy	Historic District Commissioner's Code of Conduct
#4 Definition of Storefront	Delete
#5 Individual Discussions	Historic District Commissioner's Code of Conduct
#6 Permit Expiration	Historic District Information Brochure
#7 Voting on a Request	Historic District Commissioner's Code of Conduct
#8 Defining a Contributing Building	Appendix to Guidelines
#9 Authentication of Building Features	Appendix to Guidelines
#10 Original Signage/Architectural Features	Appendix to Guidelines
#11 Directory Signage	Delete
#12 Air Conditioners	Converted to Guideline #10
#13 Murals	Converted to Guideline #11
#14 Demolition	Converted to Guideline #12
#15 Routine Repair & Maintenance	Historic District Commissioner's Code of Conduct

AND changes to Guideline #2 Signage.

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

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

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

STAFF REPORTS

Denise Blakeslee, Recording Secretary – received an e-mail from Nan Taylor who would like to schedule a training workshop in January – February for the Historic District Commission.

The Commission asked to schedule the Workshop for the February Meeting in the hopes that new members would be able to attend. They will try to coordinate with Travis so that members of the Main Street Committees could attend.

Jon Rose, Community Development Director – The “Little Green Book” the *Secretary of the Interior’s Standards for Rehabilitation AND Guidelines for Rehabilitating Historic Buildings* have been copied and are on single pages in the Commissioners Books. Discussed the difference between STANDARDS and GUIDELINES.

The Next meeting of the Historic District Commission will be on Thursday, December 1, 2011 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 4:13 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary