

**HISTORIC DISTRICT COMMITTEE**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

December 4, 2019

A meeting of the 2019 Historic District Committee was held on Wednesday, December 4, 2019 at 4:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 4:00 by Chair Trucks.

**Members Present:** William Connor, Dick Albee, Aaron Bennett, Ron Helmboldt, Dennis Otto and Lee Trucks

**Members Absent:** none

**Others:** Kyle Storey (City Zoning), Mark Fedder (City Museum), Nancy Baker (Recording Secretary), Shari Wild and Kendra Thompson, Architect

**APPROVAL OF AGENDA**

MOTION by Commissioner Connor, seconded by Commissioner Albee to approve the Agenda as printed.

With a voice vote motion passed 5 to 0.

**APPROVAL OF MINUTES**

MOTION by Commissioner Helmboldt, seconded by Commissioner Albee to approve the October 2, 2019 minutes as presented.

With a voice vote motion passed 5 to 0.

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

**NEW BUSINESS**

West Shore Community College (WSCC)

Ms. Kendra Thompson, Architect, reviewed the architectural exterior and interior of the old Milliken/Glik building. The building is now owned by WSCC. WSCC and several entities are planning to occupy the building.

Commissioner Bennett entered the meeting at 4:08 pm.

Her presentation detailed the exterior renovations and the general interior plans. The brick, cement, stucco, painting, window and door plans of the building were pointed out in great detail. Signage plans are undetermined at this time. Signage plans will be brought before the HDC at a later date and will follow the sign ordinance. The timeline is to present the plan as soon as possible to the college board and receive plan approval so bidding for the project can then be obtained. The projected start date is early spring 2020. The interior rooms for the business, economic and education collaborations (WSCC, Chamber of Commerce, Michigan Works, Network North West) and the possible types of rooms for the collaborations were explained. She stated the desire to obtain a Certificate of Appropriateness before the end of the meeting so the plan process can be presented to the college board.

MOTION by Commissioner Albee, seconded by Commissioner Bennett to grant the Certificate of Appropriateness for the West Shore Community College project.

Roll call vote was taken:

Voting yes: Dick Albee, Aaron Bennett, Bill Connor, Ron Helmboldt, Dennis Otto and Lee Trucks

Voting no: none

Motion passed.

Ms. Thompson stated the paint colors, tiles and signage designs will be brought before the HDC when these details are completed. The HDC requested project updates every several months.

#### Set 2020 Meeting Dates

Mr. Storey presented a calendar with the 2020 HDC meeting dates highlighted. The HDC meeting dates would be the first Wednesday of each month with the exception of January and July dates which were moved to the second Wednesday due to the holidays in these months. The 2020 HDC meeting schedule will be January 8<sup>th</sup>, February 5<sup>th</sup>, March 4<sup>th</sup>, April 1<sup>st</sup>, May 6<sup>th</sup>, June 3<sup>rd</sup>, July 8<sup>th</sup>, August 5<sup>th</sup>, September 2<sup>nd</sup>, October 7<sup>th</sup>, November 4<sup>th</sup> and December 2<sup>nd</sup>.

MOTION by Commissioner Bennett, seconded by Commissioner Albee to approve the HDC 2020 meeting schedule.

With a voice vote the motion passed 6 to 0.

#### **OLD BUSINESS**

##### Close Out Old Permits

Mr. Storey gave an update on the Outstanding Permits.

337 River Street: permit has expired, contact was made regarding the expired permit, no response has been received from them, a certified letter will be sent regarding the status of their project and the steps they will need to take to have the project move forward.

100 Washington Street: permit has expired, contact was made regarding the expired permit, no response has been received from them, contact will be made regarding the status of their project and the steps they will need to take to move forward with the project.

411 River Street, 347/349 River Street: this is the final extension for these projects, in order to further renovations past this extension they will need to reapply for a Certificate of Appropriateness, contact will be made regarding these issues.

Remaining outstanding permits: these permits do not expire until May or later of 2020.

Presently there is no permit fee for a Certificate of Appropriateness.

If an applicant does not reapply to continue with the renovations, the site becomes blight.

Blight issues are handled through the city's blight ordinance.

Building permits will soon go through the city with another entity handling the permitting process. Building permits in the city's historic district will require a Certificate of Appropriateness from the HDC.

Discussion of applying permit fees and showing progress on the project ensued.

Mr. Storey will present a set of permit procedures to the HDC at the next meeting. This will include permit fees, procedures and rules for extensions, consequences for not making progress with a project and working with the building permitting agency.

#### **PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS ON THE AGENDA**

None

#### **CORRESPONDENCE**

Mr. Bennett submitted a letter of resignation to the HDC, due to his moving from the area. The letter was read to the board. Chair Trucks thanked Mr. Bennett for his service on the HDC.

The HDC received a letter inviting them to become members of the Michigan Historic Preservation Network. The city will be contacted to request funding for this. Mr. Storey will report at the next meeting on the city's response. This will be further discussed in January.

#### **REPORTS**

##### DDA Executive & Economic Development Director

The DDA director sent her regrets for not being able to attend this meeting due to a training she is attending in Grand Rapids.

##### Museum Curator

No report

##### Museum Director

No report.

##### Zoning Administrator

Mr. Storey reached out to different historical agencies regarding their authority and procedures on permits and Certificates of Appropriateness. Several responded stating they have building permits that go through their city and the building permit is not valid without an HDC certificate.

**MEMBERS DISCUSSION**

None

**ADJOURNMENT**

MOTION by Commissioner Connor, seconded by Commissioner Albee to adjourn. The meeting was adjourned at 5:10 pm

2019 Historic Study Review Committee



Nancy Baker, Recording Secretary