

**HISTORIC DISTRICT COMMITTEE**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

February 5, 2020

A meeting of the 2020 Historic District Committee was held on Wednesday, February 5, 2020 at 4:00 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The meeting was called to order at 3:55 by Chair Trucks.

**Members Present:** Dick Albee, Debra Greenacre, Ron Helmboldt, Dennis Otto and Lee Trucks

**Members Absent:** William Connor

**Others:** Kyle Storey (City Zoning) and Nancy Baker (Recording Secretary)

**APPROVAL OF AGENDA**

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

With a voice vote motion passed 5 to 0.

**APPROVAL OF MINUTES**

MOTION by Commissioner Albee, seconded by Commissioner Helmboldt to approve the January 8, 2020 minutes as presented.

With a voice vote motion passed 5 to 0.

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

**NEW BUSINESS**

None

**OLD BUSINESS**

MHPN Update

Mr. Storey stated a memo was received on January 14, 2020 welcoming the City of Manistee HDC members to the Michigan Historic Preservation Network (MHPN). Members will receive the newsletters, membership documents and the annual report. Chair Trucks stated the MHPN offer training programs. Mr. Storey will keep the HDC updated on any trainings being offered.

### Permit Form Update

Mr. Storey provided all the historic permit template forms to the HDC for their review.

The Commission requested that all actions for each permit are to be documented.

The permit fee of \$50 is to be added to each form.

#### ❖ **FORMS**

- Application for Certificate of Appropriateness  
Add to the *Step-By-Step Guide* sheet the following bullet points:
  - Staff will contact the applicant 2-months before the permit expiration requesting a progress report on the project.
  - The applicant is to submit a completed document reporting the status of the project. The applicant may request an extension.
  - Upon the discretion of the staff or the HDC a permit extension may be granted.
- Paint Color Requests
- Process for Signage/Awning Requests
- Process for Requesting Design Assistance
- Process for Application for Demolition  
(This follows the National Historic guidelines. The Secretary of Interior Standards lists the reasons of possible demolition.)
- Routine Repair and Maintenance Requests

All remaining forms *Step-By-Step Guide* sheet are to include the same bullet points as the Application for Certificate of Appropriateness. There were no other changes to the forms.

### Permit Review

There is no visible progress at 347/349 River Street. There is no visible progress at 411 River Street. These permits will all expire June 2020 and will not be renewed. Progress is being made on all other open permits. Letters will be sent to the open permit applicants 2 months before expiring requesting a project update or if there will be a need for an extension.

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

None

### **CORRESPONDENCE**

None

### **REPORTS**

DDA Executive & Economic Development Director

Caitlyn, DDA Director, stated they are part of the ad hoc blight committee. The City Council approved the tax increment and finance amendment. An extension for 25 years was requested for public hearing processes.

Museum Curator

No report

Museum Director

No report

Zoning Administrator

No report

**MEMBERS DISCUSSION**

Mr. Otto stated the Guardian Angels Church has applied to Lansing to be classified as a historical building. They have one more step to complete for this process.

Chair Trucks introduced Ms. Greenacre the new HDC member. Ms. Greenacre, County Library Director, gave a short background of herself and her desire to help maintain Manistee's history.

Chair Trucks stated permits are approved and issued according to the plans submitted to the HDC. If plan changes are desired the changes must be presented to the HDC.

Public comments or complaints of projects can be presented to the HDC. Any public wishing to comment on an ongoing project are welcome to attend a meeting to express themselves or they can correspond by writing a letter or sending an email.

**ADJOURNMENT**

The meeting was adjourned at 4:38 pm by call of the Chair.

2020 Historic Study Review Committee

  
Nancy Baker, Recording Secretary