

HISTORIC DISTRICT COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

February 1, 2023

A meeting of the Historic District Commission was held on Wednesday, February 1, 2023, at 4:00 pm, Manistee, Michigan.

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

Members Present: William Connor, Thad Taylor, Ron Helmboldt, Lee Trucks, Kathryn Kenny, Dennis Otto, Angie Quinn

Members Absent: none

Others: Katie Mehl (City Zoning /Planner 1) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

MOTION by Commissioner Quinn, seconded by Commissioner Taylor to approve the agenda as printed. Motion passed with a voice vote.

CONFLICT OF INTEREST

None.

APPROVAL OF MINUTES

MOTION by Commissioner Taylor, seconded by Commissioner Kenny to approve the January 4, 2023 minutes as printed. Motion passed with a voice vote.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

None

OLD BUSINESS

435 River Street—Joseph Mathewson

- ❖ Application for Certificate of Appropriateness received
- ❖ Application not signed by applicant
- ❖ City attorney advised it will take several months for circuit court process
- ❖ Mr. Mathewson, nor his contractor, are in attendance
- ❖ Ms. Mehl received exterior building sample and estimates from Mr. Mathewson

- ❖ HDC requesting Mr. Mathewson submit a rendering.
- ❖ *Stop Work Order* was placed on the project several years ago
- ❖ Request Mr. Mathewson and his contractor appear before the HDC with a plan
- ❖ Commissioners' comments: desire documentation on project, applicant and contractor attend meeting in person, possibly take no action at this time

MOTION by Commissioner Taylor, seconded by Commissioner Kenny to table until the next HDC meeting and present this to the city attorney to possibly take action.

Mr. Mathewson entered the meeting at 4:10 pm.

With a roll call vote motion passed – 4 to 3 vote

Yes: Helmboldt, Kenny, Quinn, Taylor

No: Connor, Otto, Trucks

MOTION by Commissioner Quinn, seconded by Commissioner Connor to ask staff to advise the applicant to provide rendering at the next HDC meeting, due to tabling this until then.

Commissioner Quinn amended her motion.

MOTION by Commissioner Quinn, seconded by Commissioner Connor to ask staff to advise the applicant to provide rendering at the next HDC meeting and to request the appearance of Mr. Mathewson and his contractor. Motion passed with a voice vote.

Amendment to Zoning Ordinance—Signs

Commissioner Quinn stated she received Ms. Mehl's photos, created a database but was unable to finish the database. This database will be completed by the next meeting.

Commissioner Kenny worked on comparing the guidelines and zoning ordinance, will also present at the next meeting.

MOTION by Commissioner Connor, seconded by Commissioner Helmboldt to table this until the next meeting when the new information is available. Motion carried with a voice vote.

Permit Review

Ms. Mehl reviewed the permit list.

Permit actions:

- Gordon/Rozmarek permits removed
- Library- Downtown Story Stroll permit added
- Library permit approved by Mr. Fedder for posting in windows for Downtown Story Stroll. Book pages will be placed in participating downtown businesses. Book pages will be changed quarterly. Pages have QR codes.
- Gordon/Rozmarek permits; contacted city attorney—issues were addressed, and files have been closed with attorney and courts.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

REPORTS

DDA Executive & Economic Development

None

Museum Curator

None

Planning & Zoning Administrator

Ms. Mehl: inquired if any 2022 training was completed by Commissioners' Quinn, Kenny, Helmboldt.

Chair Trucks opened the floor for HDC budget discussion; it was suggested to approach City Council with a request to increase the present available funding for the HDC.

Ms. Mehl; Alan Higgins, from SHPO, is willing to appear at an HDC meeting to educate, have Q&A, possibly provide training. Ms. Mehl will forward emails she receives from SHPO and National Preservation Society to the HDC.

MEMBERS DISCUSSION

Commissioners Taylor and Connor stated they will be absent for the March meeting.

Commissioner Helmboldt stated he may be absent as well but was unsure at this time.

Commissioner Kenny inquired on how many members are to be on the HDC. It was stated 7. The question of when a member's term expires and if they will be contacted regarding this. It was stated the city does the contacting.

ADJOURNMENT

MOTION by Commissioner Taylor, seconded by Commissioner Connor to adjourn the meeting.

Meeting was adjourned at 4:26 pm.

Nancy Baker

Nancy Baker, Recording Secretary