

# **MANISTEE CITY HISTORIC DISTRICT COMMISSION**

Meeting of Thursday, November 7, 2013  
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 November 7, 2013 Agenda.

### **IV Approval of Minutes**

At this time Historic District Commission can take action to approve the October 10, 2013 meeting Minutes.

### **V New Business**

#### **HDC-2013-32 - City of Manistee, 70 Maple Street – Air conditioner condenser unit**

A request has been received from the City of Manistee for the placement of an air conditioner condenser unit at the south east corner of the building. The area proposed for the unit would be shielded by pine trees.

At this time the Commission could take action to approve/deny the request from the City of Manistee for the placement of an air conditioner condenser unit at the south east corner of the building.

### **VI Old Business**

#### **Joe Mathewson, 339 River Street – Corbels**

The Historic District Commission will discuss the placement of the Corbels on Joe Mathewson's Building at 339 River Street.

**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**



City of Manistee Planning & Zoning Administrator



## MEMORANDUM

231.398.2805

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TO: Historic District Commissioners

FROM: Denise Blakeslee  
Planning & Zoning

DATE: October 30, 2013

RE: November 7, 2013 Historic District Commission Meeting

Commissioners, the next meeting of the Historic District Commission is Thursday, November 7, 2013 at 3 pm in the Council Chambers. We have two items on the agenda as follows:

### **New Business**

**HDC-2013-32 - City of Manistee, 70 Maple Street – Air conditioner condenser unit** - A request has been received from the City of Manistee for the placement of an air conditioner condenser unit at the south east corner of the building. The area proposed for the unit would be shielded by pine trees.

### **Old Business**

**Joe Mathewson, 339 River Street – Corbels** - The Historic District Commission will discuss the placement of the Corbels on Joe Mathewson's Building at 339 River Street.

We currently have one vacancy on the board and Commissioner Russell will be unable to attend.

Please let me know if you are unable to attend the meeting so I can determine if there will be a quorum issue. See you next Thursday!

:djb

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

October 10, 2013

A Meeting of the Manistee City Historic District Commission was held on Thursday, October 10, 2013 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, T. Eftaxiadis, Teena Kracht, John Perschbacher, Mary Russell

**Members Absent:** Jeremy Loveless (excused), Vacancy

**Others:** Mark Fedder (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

### APPROVAL OF AGENDA:

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

With a voice vote this motion passed UNANIMOUSLY.

### APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Mary Russell that the Minutes of the September 5, 2013 Meeting be approved as written

With a voice vote this motion passed UNANIMOUSLY.

### NEW BUSINESS:

#### Schedule Meeting Dates 2014

The Manistee City Historic District Commission generally hold 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 2014 for the Commissions consideration.

MOTION by John Perschbacher, seconded by Mary Russell that the Historic District Commission schedules their 2014 meetings to be held at 3 pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan as follows:

January 2, 2014	February 6, 2014	March 6, 2014	April 3, 2014
May 1, 2014	June 5, 2014	July 10, 2014 *	August 7, 2014
September 4, 2014	October 2, 2014	November 6, 2014	December 4, 2014

\*Changed due to holiday

With a voice vote this motion passed UNANIMOUSLY.

### **Property Cards**

After the Commission reviewed the District in August it was apparent that there had been numerous changes to buildings since the district was established in 2007. In 2008 Property Information cards were prepared for each property in the district with a photo and information from the District Study. The commission reviewed the cards for 312 River Street and 334 River Street that were given as examples.

Members of the Commission discussed establishing a master file of property cards that documents and details changes that have been made to buildings in the district. Review draft of new card and discussed adding additional data including Sandborn Map and additional historical information.

### **OLD BUSINESS**

None

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

None

### **CORRESPONDENCE**

None

## STAFF REPORTS

Mark Fedder, Museum Director – Issued the following Permits

Joe Mathewson, 339 River Street - Certificate of Appropriates for paint colors three front columns to be painted Rustoleum - Raspberry Coca 20075 *Issued Permit#PHDC13-028*

Manistee Historical Society, 425 River Street – Certificate of Appropriates Patch and Seal Brick on upper portion of building and paint to match existing color. *Issued Permit #PHDC13-029*

Mark Fedder was contacted by Jim Matthews, 334 River Street regarding the portion of his building on the east side where an existing widow was boarded up and partially covered by the adjacent building (330 River Street) when it was constructed. Mr. Mathews wants to remove the wood and insert brick. Mr. Fedder discussed the request with the commission and asked if it could be handled under Routine Repair and Maintenance.

MOTION by T. Eftaxiadis, seconded by Mary Russell that if the applicant were to use brick that was compatible in size, was the correct brick for expansion and co-efficiency, and was painted to match the applicant could replace the wood with brick under an application for Routine Repair and Maintenance.

With a roll call vote this motion passed 4 to 0

Yes: Perschbacher, Carlson, Eftaxiadis, Russell, Kracht

No: None

In the event the applicant did not want to paint the brick they could make a request to the commission.

**Denise Blakeslee, Planning & Zoning Administrator** – Spoke with Jessica Flores, State Historic Preservation Office. Ms. Flores has received the Application to become a Michigan Local Certified Local Government and will begin reviewing the document in October.

She reported that Mark Niesen received a call from Jon Smith. Mr. Smith has ordered something to put over the Oak Street windows. He hired an architect that will be getting information to him about the icehouse in the next few weeks.

**MEMBERS DISCUSSION**

None

The Next meeting of the Historic District Commission will be on Thursday, November 7, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by Dave Carlson, seconded by John Perschbacher that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:48 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

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Denise J. Blakeslee, Recording Secretary



City of Manistee Planning & Zoning Administrator



## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee  
Planning & Zoning

DATE: October 17, 2013

RE: City of Manistee, 70 Maple Street – Outside Air Conditioner Condenser

Commissioners, enclosed is a request from the City of Manistee for a Certificate of Appropriateness for the placement of an Air Conditioner Condenser unit at the south east corner of the building. A separate air-conditioning unit needs to be installed in the basement of City Hall to maintain a constant temperature for equipment. The current interior unit has failed and their HVAC provider has recommended the installation of a unit that be installed through the basement window on the south/east corner of the building.

The Basement window currently has “Iron Bars” over the window and it is hoped that the unit will have minimal impact if any to them. An outside condenser will need to be placed on a pad outside the building. There currently are pine trees in place that will conceal the unit from the street.

This item has been placed on the November 7, 2013 HDC Agenda for your consideration.

:djb



Historic District Commission  
 Planning & Zoning Department  
 70 Maple Street, P.O. Box 358  
 Manistee, MI 49660  
 231.398.2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

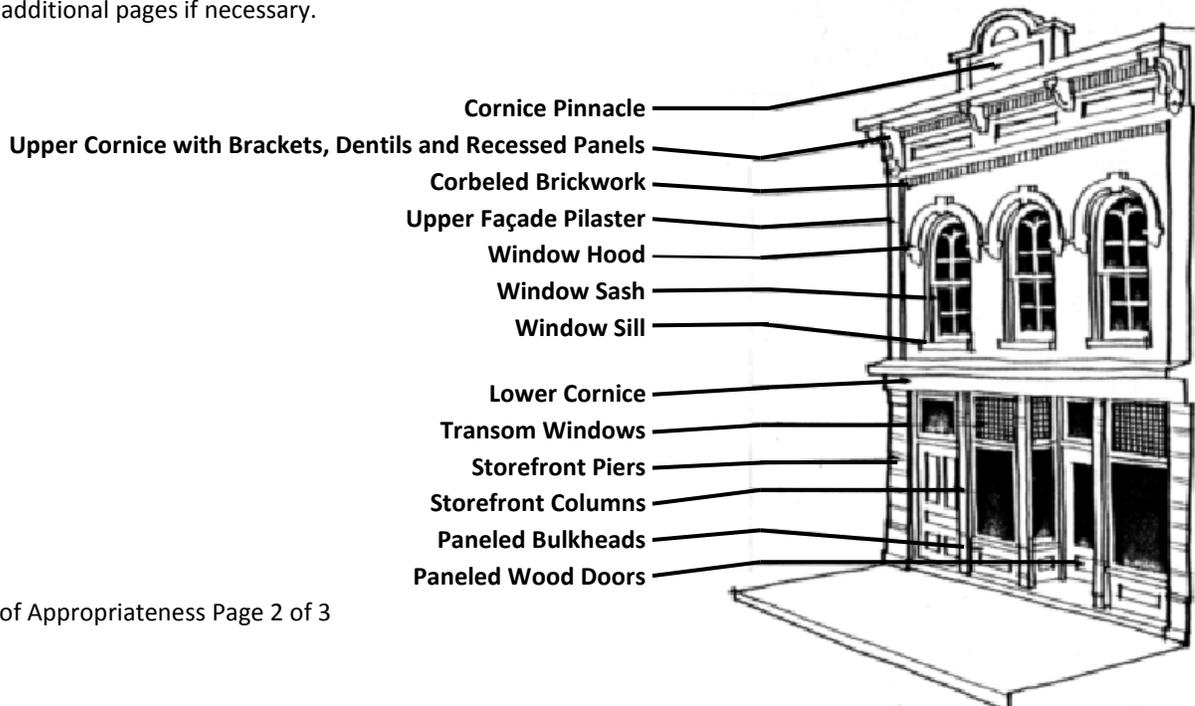
## Application for a Certificate of Appropriateness

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>70 Maple Street</b>		Parcel # <b>51-350-703-01</b>
Applicant Information		
Name of Owner or Lessee: <b>City of Manistee – Ed Bradford, Finance Director</b>		
Address: <b>70 Maple Street, Manistee, MI 49660</b>		
Phone #: <b>231.398.2804</b>	Cell#:	e-mail: <b>ebradford@manisteemi.gov</b>
Name of Contractor (if applicable):		
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 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 type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input checked="" type="checkbox"/> Other (specify) <b>Air conditioner</b>
Describe the proposed project <b>A separate air-conditioning unit needs to be installed in the basement of City Hall to maintain a constant temperature for equipment. The current interior unit has failed and our HVAC provider has recommended the installation of a unit that will require an air condenser unit to be installed through the basement window on the south/east corner of the building.</b>			
<b>The Basement window currently has "Iron Bars" over the window and it is hoped that the unit will have minimal impact if any to them. An outside condenser will need to be placed on a pad outside the building. There currently are pine trees in place that will conceal the unit from the street.</b>			
Proposed Start Date <b>Upon approval from HDC</b> Proposed Completion Date <b>Shortly after installation</b>			
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
Authorization			
<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>			
Applicant Signature: <i>Edward Bradford</i>		Date: <b>October 18, 2013</b>	
<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>			
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.



### Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:

Example:

- Cornice Pinnacle:     N/A
- X    Upper Cornice       Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- X    Corbeled Brickwork   Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

<input type="checkbox"/> Cornice Pinnacle	_____
<input type="checkbox"/> Upper Cornice	_____
<input type="checkbox"/> Corbeled Brickwork	_____
<input type="checkbox"/> Upper Façade Pilaster	_____
<input type="checkbox"/> Window Hood	_____
<input type="checkbox"/> Upper Windows	_____
<input type="checkbox"/> Lower Cornice	_____
<input type="checkbox"/> Transom Windows	_____
<input type="checkbox"/> Storefront Piers	_____
<input type="checkbox"/> Storefront Columns	_____
<input type="checkbox"/> Paneled Bulkhead	_____
<input type="checkbox"/> First Floor Windows	_____
<input type="checkbox"/> Doors	_____
<input checked="" type="checkbox"/> Other	<b><i>Installation of Air Conditioner condenser unit on a pad on the south east side of building.</i></b>

City of Manistee  
City Hall, 70 Maple Street

City Hall as seen from  
Water Street



South East Basement Window  
Showing Grid

Area for installation of  
Air conditioner condenser unit



As seen from West Entrance  
Stairway





City of Manistee Planning & Zoning Administrator



## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee  
Planning & Zoning

DATE: October 17, 2013

RE: Joe Mathewson, 339 River Street - Corbels

Commissioners, staff received a call from an individual who noted that the Corbels for Joe Mathewson's building had not been reinstalled as originally placed. Museum Director Mark Fedder went down to Mr. Mathewson's building and discussed the placement of the corbels. Mr. Mathewson said that he re-installed the corbels so that they were evenly spaced across the front of the building.



Mr. Mathewson said that there are seams behind some of the corbels and if he needed to relocate them the seam would show. In the event he had to redo the lower cornice the cost would be over \$1,200.

This item has been placed on the November 7, 2013 HDC Agenda under Old Business for your consideration.

:djb