

HISTORIC DISTRICT COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

May 3, 2023

A meeting of the Historic District Commission was held on Wednesday, May 3, 2023, at 4:00 pm, Manistee, Michigan.

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

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

Members Absent: William Connor

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 Quinn to approve the April 5, 2023 minutes as printed. Motion passed with a voice vote.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Certificate of Appropriateness (COA) Amendment Request—457 River Street

Kit Potter, contractor:

- Red brick in poor condition
- Place vertical board along brick area, place lap board along white area
- Free standing signs-2 locations
 - Patio River Street side and patio southeast corner menu board signs

MOTION by Commissioner Taylor, seconded by Commissioner Helmboldt to approve the amendment request for 457 River Street COA.

With a roll call vote. Motion passed.

Yes: Helmboldt, Kenny, Quinn, Taylor, Otto, Trucks

No: None

By-Law Amendment—RRC Training Strategy

Ms. Mehl: amendments to the By-laws:

- Amendments to be reviewed by attorney
- Under 3.7 Order of Business add
 - After Approval of Agenda, “Conflicts of Interest”
 - After Public Comments and Communications, “Meetings and Trainings Attended by Members”
- Add #6 ANNUAL REVIEW OF TRAINING GOALS, #6 AMENDMENTS change to #7

MOTION by Commissioner Quinn, seconded by Commissioner Taylor to approve the changes to the HDC By-laws and to present them to City Council for approval. Motion carried with a voice vote.

Discussion: would business products in window(s) be considered signage such as business T-shirts with business logos; drawings/paintings of business logos or writing/drawing on public sidewalks. City Police monitor sidewalks.

OLD BUSINESS

Update Amendment to Zoning Ordinance—Signs

Ms. Mehl: City Planning Commission will hold a public hearing at the PC 5/5/2023 meeting on the HDC Signage Guidelines being referenced in the Zoning Ordinance

Amendment to HDC Guidelines #2—Signage

Ms. Mehl:

- Alan Higgins, SHPO, approved the changes on 4/10/2023
- Will send final draft approved guidelines to the city office for posting on their website
- Do mass mailings on HDC sign amendments

MOTION by Commissioner Quinn, seconded by Commissioner Taylor to approve the final draft changes of the amended HDC signage guidelines. Motion passed with a voice vote.

Permit Review

Ms. Mehl reviewed the permit list

- New permits
 - Snyder Shoes updating store sign
 - Golden Stag signage

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

REPORTS

DDA Executive & Economic Development

None

Museum Curator

Mr. Fedder: Historical Walking Book, now have a new 90-minute walking tour map booklet/pamphlet giving brief history with locations of museums and historical houses, booklet/pamphlets to be distributed to the Planning Department- city/county offices- historic district businesses

Planning & Zoning Administrator

Ms. Mehl: city may be pulling zoning to be in-house; County Planning Department will not facilitate zoning for the city if contract is not renewed, present contract ends September 30th

MEMBERS DISCUSSION

Mr. Trucks: inquired on HDC attending a DDA meeting Friday; there are 3 separate meeting times 8:30-10:00 am, noon -2:00 pm and 4:00-6:00 pm, attending—Ms. Quinn am, Ms. Mehl noon and Mr. Trucks afternoon. Others can attend anytime, caution on quorum occurring.

Ms. Kenny: Alpine Chocolate store opening on River Street. Ms. Mehl will contact them as exterior work needs HDC COA, interior work does not.

ADJOURNMENT

MOTION by Commissioner Taylor, seconded by Commissioner Kenny to adjourn the meeting. The meeting was adjourned at 4:36 pm.

Nancy Baker

Nancy Baker, Recording Secretary