

## Requests reviewed by the Museum Director/Curator

### Awnings

Awning material and dimensions must be approved by the Museum Director or Curator. Requests for Awnings that **do not** meet the requirements of *Guideline #1 - Awnings* will be forwarded to the Historic District Commission for review. If the Awning includes signage the applicant must follow the requirements for Signage. A Building Permit must be obtained prior to installation.

### Paint Colors

New color schemes following the requirements of *Guideline #6 - Painting* may be approved by the Museum Director or Curator. The Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at their discretion.

### Routine Maintenance

The Historic District Commission is sensitive to the desire for property owners to maintain their buildings in the Manistee Commercial Historic District. Requests for Routine Repair and Maintenance must be approved by the Museum Director or Curator.

### Signage

Signage within the Historic District requires an approved Sign Permit. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. Only after a Sign Permit has been issued will the request be reviewed by the Museum Director or Curator. Requests that **do not** meet the requirements of *Guideline #2 - Signage* will be forwarded to the Historic District Commission for review. In that event the Museum Director or Curator may permit temporary signage to be installed. Projecting Signs require a Building Permit prior to installation.

*Buildings 50 years or older are considered to be a Contributing Building*

### Demolition

The Historic District Commission is charged with insuring the **Maintenance and Preservation** of Buildings in the Manistee Commercial Historic District. Under **exceptional circumstances** a request may be made for the demolition of all or a portion of a building following *Guideline #12 - Demolition*. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.

The City of Manistee Historic District Commission defines the demolition of all or a portion of a building as a reduction in the footprint or elevation or a portion of an elevation of a building. This application must be received by the City **at least 15 days** prior to a meeting. As part of the review of the Application the Historic District Commission will schedule a Site Visit during the meeting to review the structure.

*Contributing Buildings in the Manistee Commercial Historic District may be eligible for both Federal and State Tax Credits. By demolishing a portion of a building the owner may forfeit eligibility. Owners are advised to have all demolition plans reviewed by the State Historic Preservation Office prior to application for demolition to determine if the demolition may jeopardize tax credits.*

**Permits will expire and become null and void if work is not completed within 365 days of issuance. An extension may be granted upon formal request to the Commission.**

## CITY OF MANISTEE HISTORIC DISTRICT

### INFORMATION



**Historic District Commission  
Planning & Zoning Department  
70 Maple Street  
Manistee, MI 49660  
231.398.2805**

## Requests

The City of Manistee Historic District Commission meets the first Thursday of the Month at 3:00 pm in the Council Chambers (Third Floor), City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. All meetings are open to the public; requests are processed by the Planning and Zoning Department.

The Historic District Commission was established by Ordinance and operates under Chapter 1280 Historic District 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 the district.

The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. Copies are available at the Manistee County Historical Museum and in the Planning & Zoning Department at City Hall and online.

*Applicants should review the Guidelines that pertain to their request for technical assistance.*

The Manistee County Historical Museum Director and Curator are the Commission's Historical Consultants. They are familiar with the Local, State and Federal Guidelines and local history. It is recommended that you take questions about the appropriateness of your project to them as the first step. Call 231.723.5531 for an appointment.

*If you are interest in tax credits, application must be made first to the **State Historic Preservation Office**.*

## Design Assistance

Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting.

**This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.**

## Façade Improvement Projects

Applications must be received **at least 10 days** prior to a regularly scheduled meeting. You will need to review the various *Guidelines and Preservation Briefs that apply to your project*.

Approval is conditional upon meeting the requirements of the State Building Code. It is recommended to:

- Consult with staff at the Manistee County Historical Museum for design input.
- Consult with the Historic District Commission via the Request for Design Assistance.
- Consult with the Building Inspector. (You may request Historic District Commission approval prior to approval from the Building Inspector; however, any Historic District Commission approval will be conditional upon approval from the Building Inspector).
- Complete and submit an Application for a Certificate of Appropriateness.

*If original features are found during renovation or demolition, a project must be stopped until an emergency meeting 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)*

Manistee County Historical Museum  
425 River Street, Manistee, MI 49660  
231.723.5531  
Tuesday –Friday 10am to 5pm

*It is the owner's responsibility to provide documentation that authenticates the building previously had a feature that does not meet the Secretary of the Interior Guidelines.*

*If authentication is not provided the Commission has no justification for the change.*

Application Forms and Guidelines  
[www.manisteemi.gov](http://www.manisteemi.gov)

Secretary of the Interior's Preservation Briefs  
<http://www.nps.gov/tps/how-to-preserve/briefs.htm>