

# HISTORIC DISTRICT COMMISSION

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

## MEETING MINUTES

June 5, 2008

A Meeting of the Manistee City Historic District Commission was held on Thursday, June 5, 2008 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:00 p.m. by Chair Kracht.

### ROLL CALL:

**Members Present:** Dave Carlson, Maria DeRee, T. Eftaxiadis, Teena Kracht, Kelly Niles, John Perschbacher, Dennis terHorst and Mallory Barkholz (Youth Observer)

**Members Absent:** None

**Others:** Tom Amor Jr. (Amor Sign Studios), John Smith (437 River Street), Vanessa Buhs (DDA Consultant), Jon Rose (Community Development), Steve Harold (Manistee County Historical Museum), Denise Blakeslee (Planning & Zoning) and others

### APPROVAL OF AGENDA:

MOTION by Maria DeRee, seconded by T. Eftaxiadis that the Agenda for the June 5, 2008 Meeting be approved.

With a roll call vote this motion passed 6 to 0.

Yes: Niles, Eftaxiadis, Perschbacher, DeRee, Carlson, Kracht  
No: None

### APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Kelly Niles that the Minutes of the May 1, 2008 Meeting be approved.

With a roll call vote this motion passed 6 to 0.

Yes: Carlson, Niles, Eftaxiadis, DeRee, Perschbacher, Kracht  
No: None

**NEW BUSINESS:**

**Tom & Donna Krahe, 142 Washington Street - Exterior Light**

A request has been received from Tom & Donna Krahe, 142 Washington Street to replace the existing mercury vapor light on the exterior of their building with a "Primelite" gooseneck style light fixture.

MOTION by T. Eftaxiadis, seconded by John Perschbacher to approve the request from Tom & Donna Krahe, 142 Washington Street to replace the existing mercury vapor light on the exterior of the building with a "Primelite" gooseneck style light fixture as submitted with application HDC-2008-13.

With a roll call vote this motion passed 6 to 0.

Yes: Perschbacher, Eftaxiadis, DeRee, Carlson, Niles, Kracht  
No: None

**Michelle & Rebecca Williams/Off the Rack Consignments, 333 River Street - Signage.**

A request has been received from Michelle & Rebecca Williams/Off the Rack Consignments, 333 River Street to remove "Mac's Design" Signage and Install a Projecting Sign, two window signs and a portable sign.

**Removal of Mac's Design Signage**

MOTION by John Perschbacher, seconded by Kelly Niles to approve the request from Michelle & Rebecca Williams/Off the Rack Consignments, 333 River Street for the removal of the "Mac's Design" Signage as submitted with application HDC-2008-14.

With a roll call vote this motion passed 6 to 0.

Yes: Perschbacher, Carlson, DeRee, Niles, Eftaxiadis, Kracht  
No: None

**Projecting Sign**

MOTION by T. Eftaxiadis, seconded by Dave Carlson to approve the request from Michelle & Rebecca Williams/Off the Rack Consignments, 333 River Street for the installation of a Projecting Sign as submitted with application HDC-2008-14.

With a roll call vote this motion passed 6 to 0.

Yes: DeRee, Carlson, Perschbacher, Niles, Eftaxiadis, Kracht  
No: None

### Window Signs

MOTION by Maria DeRee, seconded by Kelly Niles to approve the request from Michelle & Rebecca Williams/Off the Rack Consignments, 333 River Street for the installation of two window signs as submitted with application HDC-2008-14.

With a roll call vote this motion passed 6 to 0.

Yes: Niles, Perschbacher, Carlson, Eftaxiadis, DeRee, Kracht  
No: None

### Portable Sign

MOTION by Dave Carlson, seconded by John Perschbacher to approve the request from Michelle & Rebecca Williams/Off the Rack Consignments, 333 River Street for a portable sign as submitted with application HDC-2008-14.

With a roll call vote this motion passed 6 to 0.

Yes: Niles, Perschbacher, Carlson, Eftaxiadis, DeRee, Kracht  
No: None

### Ruth Wolak/Lakeside Restaurant & Lounge, 445 River Street - Design Assistance.

Applicant was not in attendance. Item moved to the end of New Business.

### Amor Sign Studios/Port City Candy Company, 356 River Street - Signage.

A request has been received from Amor Sign Studios/Port City Candy Company, 356 River Street to install a 25 sq. ft. wall sign on River Street, a 16 sq. ft. sign on the rear of the building (riverwalk) and two portable A-Frame signs for Port City Candy Company.

### Wall Sign on River Street

MOTION by T. Eftaxiadis, seconded by Kelly Niles to approve the request from Amor Sign Studios/Port City Candy Company, 356 River Street to install a 25 sq. ft. wall sign on River Street, as submitted with application HDC-2008-15.

With a roll call vote this motion passed 6 to 0.

Yes: Carlson, Niles, Eftaxiadis, DeRee, Perschbacher, Kracht  
No: None

### **Wall Sign on Riverwalk**

MOTION by T. Eftaxiadis, seconded by Dave Carlson to approve the request from Amor Sign Studios/Port City Candy Company, 356 River Street to install a 16 sq. ft. sign on the rear of the building (riverwalk) as submitted with application HDC-2008-15.

With a roll call vote this motion passed 6 to 0.

Yes: Niles, Eftaxiadis, Perschbacher, DeRee, Carlson, Kracht  
No: None

### **Portable Signs**

MOTION by T. Eftaxiadis, seconded by Maria DeRee to approve the request from Amor Sign Studios/Port City Candy Company, 356 River Street for two portable A-Frame signs for Port City Candy Company as submitted with application HDC-2008-15.

With a roll call vote this motion passed 6 to 0.

Yes: Carlson, Niles, Eftaxiadis, DeRee, Perschbacher, Kracht  
No: None

### **Amor Sign Studios/Boathouse Grill, 440 River Street - Awning with Signage, Exterior Lights, and Paint.**

Tom Amor Jr., Amor Sign Studios requested to withdraw this request. The request was removed from discussion. The applicant will need to submit a new request.

The applicant requested to be allowed to install a temporary sign that was previously used at this location until they can resubmit the request.

MOTION by T. Eftaxiadis, seconded by John Perschbacher that the applicant can re-install the temporary sign from last year for a period of 45 days.

With a roll call vote this motion passed 6 to 0.

Yes: Perschbacher, Eftaxiadis, DeRee, Carlson, Niles, Kracht  
No: None

### **Amor Sign Studios/Manistee Artist's Mall, 437 River Street - Signage.**

A request has been received from Amor Sign Studios/Manistee Artist's Mall, 437 River Street to install a projecting sign and two window signs.

Commissioner Eftaxiadis expressed concerns about how large the sign is in proportion to the building.

John Smith, 437 River Street asked if the words "Hobbies and" could be added before the word "Models" so that the bottom line of the sign would read "Hobbies and Models".

The Commission discussed the change and determined that it could be allowed.

### **Projecting Sign**

MOTION by Kelly Niles, seconded by John Perschbacher to approve the request from Amor Sign Studios/Manistee Artist's Mall, 437 River Street for the installation of a projecting sign as submitted with application HDC-2008-17 and allow the addition of the words "Hobbies and" "before the word "Models" so that the bottom line of the sign would read "Hobbies and Models"

With a roll call vote this motion passed 4 to 2.

Yes: Niles, Carlson, De Ree, Kracht.

No: Perschbacher, Eftaxiadis

### **Two Window Signs**

MOTION by John Perschbacher, seconded by Dave Carlson to approve the request from Amor Sign Studios/Manistee Artist's Mall, 437 River Street for the installation of two window signs as submitted with application HDC-2008-17.

With a roll call vote this motion passed 6 to 0.

Yes: Perschbacher, Carlson, DeRee, Niles, Eftaxiadis, Kracht

No: None

### **Policies**

The Historic District Commission has been working on establishing polices to assist them with the decision making process. The Policies are #1 Temporary Signage, #2 Application Policy #3 Administrative Policy, #4 Definition of Storefront and #5 Individual Discussions. Changes were discussed at their worksession on May 8, 2008 and May 29, 2008. These changes have been incorporated and the policies are ready for final approval.

Jon Rose sent a memo to the Commission recommending some changes to #2 Application Policy that names Steve Harold as the Historical Consultant, generalizes references and eliminates naming individuals in the Community Development/Planning and Zoning Department.

MOTION by John Perschbacher, seconded by T. Eftaxiadis that the Historic District Commission approve policy #1 Temporary Signage, #2 Application Policy, #3 Administrative Policy, #4 Definition of Storefront and #5 Individual Discussions with the changes to Policy #2 recommended by Jon Rose.

Steve Harold recommended changing the Policy #2 as it related to the Manistee County Historical Museum and generalize all references naming individuals.

MOTION was amended to include Steve Harold's recommendation changing Policy #2

With a roll call vote this motion passed 6 to 0.

Yes: Eftaxiadis, Carlson, Perschbacher, Niles, DeRee, Kracht  
No: None

### Guidelines

The Historic District Commission has been working on establishing guidelines to assist applicants and establish standards for projects within the district. These Guidelines are #1 Awnings, #2 Signage, #3 Doors, #4 Windows, #5 Rear Entrance, #6 Painting, #7 Front Facade/Storefront, #8 In-Fill Construction, #9 Energy Conservation, and #10 Window Display Suggestions. Changes were discussed at their worksession on May 8, 2008 and May 29, 2008. These changes have been incorporated and the guidelines are ready for final approval.

MOTION by T. Eftaxiadis, seconded by Maria DeRee that the Historic District Commission approves Guideline #1 Awnings, #2 Signage, #3 Doors, #4 Windows, #5 Rear Entrance, #6 Painting, #7 Front Facade/Storefront, #8 In-Fill Construction, #9 Energy Conservation, and #10 Window Display Suggestions.

With a roll call vote this motion passed 6 to 0.

Yes: Carlson, Niles, Eftaxiadis, DeRee, Perschbacher, Kracht  
No: None

### Meeting Time

Commissioner terHorst has requested that the Commission discuss changing the start time for meetings from 3:00 p.m. to 3:30 p.m.

MOTION by John Perschbacher, seconded by Kelly Niles that the Historic District Commission keep the meeting start time at 3:00 p.m.

With a roll call vote this motion passed 6 to 0.

Yes: Niles, Eftaxiadis, Perschbacher, DeRee, Carlson, Kracht  
No: None

**Ruth Wolak/Lakeside Restaurant & Lounge, 445 River Street - Design Assistance.**

Ms. Wolak is requesting to reuse an existing awning and add a new sign panel to the awning and is asking for Design Assistance from the Historic District Commission to see if this request will be allowed. Ms. Wolak did not have all of the information necessary to make a formal application to the commission but a formal application will be made at the July 3, 2008 meeting. The Commission will also be asked to extend the temporary sign permit until the July 3, 2008 meeting when the request for permanent signage will be made.

Jon Rose contacted Ms. Wolok who was unable to come because her business flooded during the storm we had today. Mr. Rose is requesting on behalf of Ms. Wolok the extension of the Temporary sign for 45 days under these circumstances.

**Extension of Temporary Sign**

MOTION by John Perschbacher, seconded by Maria DeRee to extend the use of the previously approved temporary for 45 days.

With a roll call vote this motion passed 6 to 0.

Yes: Eftaxiadis, Carlson, Perschbacher, Niles, DeRee, Kracht  
No: None

**OLD BUSINESS**

**Amor Sign Studios/Ronald Gardin, 390 River Street - Brick Sample and Digital Print Layout for the "leaded glass" overlays.**

Brick Sample and Digital Print Layout for the "leaded glass" overlays have been submitted for the facade improvement for Ronald Gardin's building at 390 River Street.

Tom Amor Jr. submitted a brick sample to the Commission. The brick is "Summit Vill - Red by the Panel Brick Company".

**Brick Sample**

MOTION by Dave Carlson, seconded by T. Eftaxiadis to approve the Brick Sample "Summit Vill - Red by the Panel Brick Company" for the facade improvement for Ronald Gardin's building at 390 River Street

With a roll call vote this motion passed 6 to 0.

Yes: Carlson, Niles, DeRee, Perschbacher, Eftaxiadis, Kracht  
No: None

**Digital Print Layout for the "Leaded Glass" overlays**

MOTION by T. Eftaxiadis, seconded by Maria DeRee to approve the Digital Print Layout for the "leaded glass" overlays for the facade improvement for Ronald Gardin's building at 390 River Street as submitted.

With a roll call vote this motion passed 6 to 0.

Yes: Perschbacher, Eftaxiadis, DeRee, Carlson, Niles, Kracht  
No: None

Denise Blakeslee noted to the applicant that the previous permit has exceeded the amount of space to type information on it and it will be assigned a new permit number. Mr. Amor said that would be fine.

Commissioner DeRee removed herself to the audience.

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

Maria DeRee has a Certificate of Appropriateness for the removal of paint for her building at 389 River Street. This permit will have been issued for a period of one year as of July 7, 2008. The permit that was mailed to her indicates that it will expire on July 7<sup>th</sup>.

This prompted a discussion of how the permit form indicates an expiration date but the Commission has not established a formal policy relating to the expiration of permits. Denise Blakeslee noted that the permit for Tuscan Grill for awning/signage and River Street Station for awning/signage will expire according to the permit on June 8, 2008.

After discussion the Commission decided that until a policy is finalized relating to permit expiration a letter will be mailed to persons who have permits that will expire to allow them to send a formal letter to the Commission requesting an extension. The letter must be submitted 10 days prior to the meeting.

MOTION by T. Eftaxiadis, seconded by Kelly Niles that a letter be sent to applicants to allow them to send a formal letter to the Commission that meets the same 10 day submission requirement as applications do, to request an extension if they desire one.

With a roll call vote this motion passed 5 to 0. Commissioner DeRee remained in the audience and did not vote on this request.

Yes: Eftaxiadis, Carlson, Perschbacher, Niles, Kracht  
No: None

Commissioner DeRee returned to her seat.

Commissioner terHorst entered the meeting.

## CORRESPONDENCE

### E-mail from Tom Amor Jr RE: Processing Old Business requests

An e-mail was received from Tom Amor Jr regarding how the requests for Old Business Items are being processed.

After lengthy discussion by the Commission and the withdrawal of a motion the Commission decided to discuss this item during a worksession.

Vanessa Buhs, DDA Consultant spoke of a memo that she had sent to the Commission. This request is in response to a MSHDA Exterior Facade Grant that includes three buildings in the District. Ms. Buhs will be bringing requests to the Commission for their July Meeting and wanted to discuss ways to assist in streamlining the process.

## STAFF REPORTS

Teena Kracht said that a Commissioner asked if the July 3<sup>rd</sup> meeting should be changed to the following week because of the 4<sup>th</sup> of July Holiday. Consensus of the Commission was taken and the meeting will remain as scheduled.

Jon Rose spoke of a presentation in Lansing on June 10<sup>th</sup> and was asking if any of the Commissioners who own buildings or operate business would be interested in attending?

Steve Harold said that the concern over the size of the projecting sign for the Manistee Artists Mall should be further discussed by the Commission. This item will be added to a Worksession Agenda in the future.

No worksession was scheduled at this time.

The Next meeting of the Historic District Commission will be on Thursday, July 3, 2008 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

## ADJOURNMENT:

MOTION by Maria DeRee, seconded by John Perschbacher that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 4:30 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION



Denise J. Blakeslee, Recording Secretary