

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Worksession of Wednesday, March 12, 2008
4:00 p.m. Manistee County Historical Museum
425 River Street - Manistee, Michigan

AGENDA

- I Call to Order
- II Roll Call
- III Items for Discussion
 - 1. Review draft Sign/Awning Standards
 - 2. Review forms
 - 3. Discuss Process
 - 4. Misc.
- IV Adjournment



PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: March 7, 2008

RE: Worksession, Wednesday, March 12, 2008

Commissioners, I have posted your Worksession for **Wednesday, March 12, 2008 at 4:00 p.m. at the Manistee County Historical Museum, 425 River Street.**

Enclosed are copies of the following:

Draft Sign/Awning Standards that the sub-committee have been working on

Draft Request for Design Guidelines

Draft Application Review Form

Application for a Certificate of Appropriateness (Review form to see if changes are needed)

I have prepared an agenda for the Worksession that is also enclosed in your packets. If you are unable to attend the worksession but have comments please call me so I can forward them to the commission.

I will be out of the office until Wednesday, please leave a message!

:djb

:djb

SIGNAGE.

Signs give a wealth of information about a particular time and place. Because historic signs often lack uniformity, they create a sense of vigor, spirit, and diversity. However, sign regulations are important within historic districts. Sign types need to integrate well with the historic character of the building and district. Here are some questions to ask when thinking about signs:

- ▶ If the business is changing hands, how can historic signs be reused or replicated? The scale of the structure will dictate the size of the sign. The placement of the sign should not cover important architectural features or elements.
- ▶ How can corporate logos and signs be adapted to blend with the historic character of the structure or neighborhood? In an age of uniform franchise and generic plastic signs, matching or blending them with the historic character of the building is nearly impossible. Modification of color, content, design, and size is needed. A first choice *An appropriate* sign would be made of wood preferably engraved or embossed with creative decorative elements (i.e., gold leaf, carvings, etc.). Two choices to secure signs to the wall include mounting the sign perpendicularly with brackets, or mounting it flat to the wall or fascia.

SIGNS AND REGULATIONS

Signs are important for every community because they give necessary information to a passerby. They may reflect the identity and character of the area. Over time, signage types will change in accordance to architecture and technology changes. Since they can leave a lasting impression on visitors, the Historic District Commission can regulate various aspects of the sign (i.e. height, size, color, type, number, location, etc). Sign Types:

- ▶ *Hanging or Suspended Signs.* These are signs that are either hung or suspended from a ceiling or other structure.
- ▶ *Flat Signs.* These are signs with lettering mounted flush against the building or wall surfaces of the building.
- ▶ *Fascia Signs.* These are signs placed on the fascia or horizontal band between the storefront and the second floor.
- ▶ *Projecting or Pole Signs.* These are signs that protrude from the building's surface. They include perpendicular signs that hangout over the sidewalk, marquee signs, and other variations.
- ▶ *Free-standing Signs.* These are signs that are not attached to a building.
- ▶ *Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior.

- ▶ **Wall Signs.** These were painted on exterior side walls.

—▶ ~~Rooftop Signs.~~ These are signs placed on top of the roof. Sizes vary depending upon the viewing distance. Huge historic buildings are typically the only place where you would find this type.

These signs listed above are not inclusive. Generally, a sign is considered something that promotes, identifies, informs, or advertises. A variety of signs may include lights, logos, and symbols. Variations of signage includes posters, print on awnings, art on blank walls, display of flags, and “sandwich” boards on sidewalks. The signs form, function, placement, color, material, and lighting method are all important considerations.

While sign regulation and control is to maintain public health and safety, it is also used for aesthetics. Signs in the historic district are reviewed to maintain the areas character. Signs cannot be installed to conceal, destroy, or violate any architectural features of a building.

Here are a few considerations when creating signs within an historic district:

- ▶ Work with someone who has design background. Often, they will be able to **integrate these signs with the character of the building and district.**
- ▶ Signs should be compatible with the design qualities of the building’s façade and with the surrounding historic context.
- ▶ If a sign is oversized, incompatible, or nonconforming due to issues with public safety, visual interference, or infringement on the historic integrity, it may not be approved.
- ▶ Signs painted on display windows, or ones that hang from a ceiling may be appropriate for historic commercial buildings. They need to be compatible with the scale and design of the building.

Signs that are installed on an interim basis, such as realtor and construction signs not exceeding **eight (CHECK SIZE)** square feet in sign face, are allowed **for the duration of the project.** However, these signs should not cause a visual nuisance. Prohibited signs include, among others identified in the zoning ordinance, anything that obstructs historic or architectural features; misleads, interferes, or confuses the viewers; and destroys or impairs the historic integrity of the resource or district.

General Sign Criteria:

1. Only on-premise business identification signs are permitted in the city.
2. All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code. It shall also comply with existing zoning requirements as established within the City's Zoning Ordinance.

3. Uniform lettering style shall be used throughout the sign. Preferred lettering styles for historic districts include serified (footed), Gothic(without serif), and script. They should also be compatible with the style and architecture of the building.
4. Letter size shall not exceeding 2/3 the height of background area *is recommended*.
5. Signs must use appropriate materials and be compatible with the historic character of the building. Bright chromium effect, glossy or leatherette finished vinyl is not acceptable.
6. Colors per sign shall be limited to three, plus black, white or accent guiding. *shall be appropriate for the era and the building*. Fluorescent colors are prohibited.
7. Texture of sign must be compatible with that of the building façade. *Sand blasted signs are not allowed*.
8. Signs may be illuminated by a reflected light from an exterior source. Flashing, intermittent, rotating or ones that create the illusion of movement are prohibited.
9. Shape and form of signs shall be proportioned in massiveness and scale to the building where they are installed.

(OLD INFORMATION) The table below provides the sign requirements in general:

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Flat – wall Signs or Flat signs</i>	<ul style="list-style-type: none"> ■ 10% of wall area where installed. ■ 24 sq. ft. per sign face. ■ Plastic materials discouraged. 	<ul style="list-style-type: none"> ■ 15 feet from sidewalk surface to top of sign or 1 inch below the second story window sill, whichever is lower
<i>Projecting, Hanging or Suspended Signs</i>	<ul style="list-style-type: none"> ■ 9 sq. ft. per sign face. ■ 3 inches thick maximum. ■ Plastic materials discouraged. 	<ul style="list-style-type: none"> ■ At least 8 feet above sidewalk surface and/or not to exceed 4 feet out from the building façade surface. Height limit for flat wall signs applies here, too.
<i>Free-Standing Signs, Pole signs</i>	<ul style="list-style-type: none"> ■ 20 sq. ft. (see zoning restrictions based on parcel frontage widths). 	<ul style="list-style-type: none"> ■ 15 feet from sidewalk surface to top of sign but not over roofline of building, whichever is lower.
<i>Ground Signs or Monument Signs</i>	<ul style="list-style-type: none"> ■ 20 sq. ft. per sign face ■ Internally illuminated, plastic and flimsy materials are discouraged. 	<ul style="list-style-type: none"> ■ Top of sign not to exceed 4 feet from ground level.
<i>Directional Signs</i>	<ul style="list-style-type: none"> ■ 4 sq. ft. per sign face. ■ Spaced no closer than 15 feet apart. 	<ul style="list-style-type: none"> ■ Not to exceed 4 feet above ground level.

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Portable Signs or A-frame Signs</i>	<ul style="list-style-type: none"> ■ 6 sq. ft. per sign face. ■ Signs not professionally fabricated and/or letters not satisfactorily printed are discouraged. 	<ul style="list-style-type: none"> ■ Not to exceed 4 feet from ground level. ■ Intended only on Clay-Western and National Register historic districts. ■ Cannot be placed elsewhere but on sidewalks where they do not interfere with the pedestrian path.
<i>Canopy or Awning Signs</i>	<ul style="list-style-type: none"> ■ To be compatible and proportionate with awning or canopy skirt size. ■ not to exceed 80% of canopy skirt area. 	<ul style="list-style-type: none"> ■ Will follow canopy or awning height requirement. Bottom of skirt not to extend below 8 feet from sidewalk surface.
<i>Window Signs; Neon signs</i>	<ul style="list-style-type: none"> ■ 20% of window surface area where applied. ■ Signs to apply only on ground floor windows or doors. 	<ul style="list-style-type: none"> ■ Where appropriate, visually pleasing, and/or reflects time period of building's architecture.
<i>Logo Signs</i>	<ul style="list-style-type: none"> ■ Shall conform to applicable sign requirements. ■ Corporate logo signs cannot be by itself, they must be integrated with designs compatible with historic character. 	<ul style="list-style-type: none"> ■ Applicable sign restrictions apply.
<i>Rooftop signs</i>	<ul style="list-style-type: none"> ■ Normally discouraged but may be considered depending on the size and mass of building where installed. 	<ul style="list-style-type: none"> ■ Where appropriate and visually pleasing.
<i>Electronic Message Board; TV screens</i>	<ul style="list-style-type: none"> ■ Not encouraged but may be considered if appropriately integrated with design elements of historic nature ■ Generally not permitted in zone H district. 	<ul style="list-style-type: none"> ■ If allowed, cannot be higher than the second floor line. ■ Dimension restrictions are determined on a case-by-case basis.

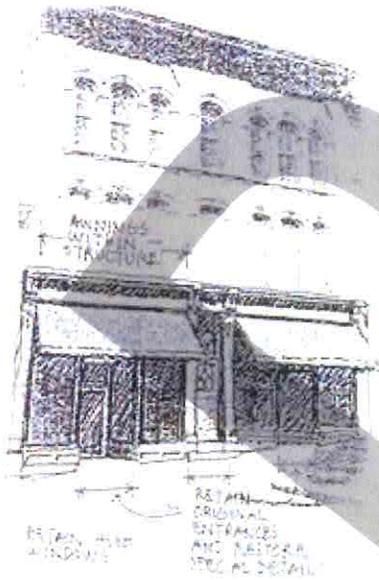
(NEW INFORMATION) The table below provides the sign recommendations in general:

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Flat – wall Signs or Flat signs</i>	<ul style="list-style-type: none"> ▶ Area (max) 1.5 times the principle building width ▶ Natural materials such as wood encouraged ▶ Plastic materials discouraged 	
<i>Projecting, Hanging or Suspended Signs</i>	<ul style="list-style-type: none"> ▶ Sixteen (16) square feet, per sign face, maximum ▶ Three (3) inch thickness maximum ▶ Plastic materials discouraged 	<ul style="list-style-type: none"> ▶ Must be at least eight (8) feet above sidewalk surface
<i>Ground Signs or Monument Signs</i>	<ul style="list-style-type: none"> ▶ Limited to 16 square feet pr sign face ▶ Internally illuminated, plastic or flimsy materials discouraged ▶ Three (3) inch thickness maximum 	<ul style="list-style-type: none"> ▶ Top of sign not to exceed five (5) feet above grade ▶ Bottom of sign must be at least two (2) feet above grade ▶ Ground-mount signs shall be open base mount (legs) are recommended ▶ Solid base mount discouraged
<i>Portable Signs or A-frame Signs</i>	<ul style="list-style-type: none"> ▶ Eight (8) square feet, per sign face, maximum ▶ Signs not professionally fabricated and/or letters not neatly printed discouraged 	<ul style="list-style-type: none"> ▶ Not to exceed four and a half (4 ½) feet from ground level ▶ Placement on sidewalk where sign does not interfere with the pedestrian path
<i>Canopy or Awning Signs</i>	<ul style="list-style-type: none"> ▶ Signage on side panels and/or front and side valance only ▶ Compatibility and proportionate with awning or canopy valance size ▶ Not to exceed eighty percent (80%) of valance area 	<ul style="list-style-type: none"> ▶ Will follow canopy or awning requirements (see “Awning Guidelines”)
<i>Window Signs</i>	<ul style="list-style-type: none"> ▶ Subject to total area requirements of flat signs (1.5 times the principle building width) 	<ul style="list-style-type: none"> ▶ Should be appropriate, visually pleasing, and reflect the time period of the buildings architecture.
<i>Logo Signs</i>	<ul style="list-style-type: none"> ▶ Shall conform to applicable sign requirements ▶ Corporate Logo Signs must be integrated with designs compatible with Historic District. 	<ul style="list-style-type: none"> ▶ Applicable restrictions apply
<i>Upper Story Window Signs:</i>	<ul style="list-style-type: none"> ▶ No more than twenty percent (20%) of glass, maximum. ▶ Gilt print recommended 	<ul style="list-style-type: none"> ▶ Neon not permitted
<i>Vacant storefronts</i>	<ul style="list-style-type: none"> ▶ Draping windows with fabric is recommended 	

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Posters and signs advertising product brands first and the business second or advertising product brands only</i>	<ul style="list-style-type: none"> ▶ If made of wood or a substantial material appropriate to the district and intended as permanent signage may be submitted to the Historic District Commission for approval or be displayed following the guidelines for flyers, leaflets and announcements or community events ▶ Ephemerals (paper, cardboard, other lightweight materials) may be displayed following the guidelines for flyers, leaflets and announcements of community events. 	
<i>Flags</i>	<ul style="list-style-type: none"> ▶ “Open” flags permitted ▶ Size limit ((CHECK)) ▶ Three (3) colors plus black ▶ “Open” only no logos or other informational flags are allowed 	<ul style="list-style-type: none"> ▶ Existing “Informational” flags other than “Open” flags are legal non-conforming flags (grand fathered) but may not be replaced ▶ Limited one (1) “Open” flag per business
<i>Neon Signs</i>	<ul style="list-style-type: none"> ▶ ((SIZE)) ▶ Limited to “Open” only, Logos and other design elements such as geometric embellishments are not acceptable ▶ One color 	<ul style="list-style-type: none"> ▶ First Floor only ▶ Flashing, movement are not acceptable ▶ One (1) sign per storefront ▶ Existing neon signs are legal non-conforming signs (grand fathered), but subject to the new guidelines upon application for any new sign permit. ▶ Suggested placement; in lower one-third (1/3) of window for best visibility, especially where fixed awnings are used. ▶ Approval of Historic District Commission required
<i>Temporary flyers, leaflets, and announcements of community events</i>	<ul style="list-style-type: none"> ▶ May cover ten percent (10%) of side windows, maximum ▶ Enclosed bulletin boards such as that on the Lyman Building (425 River Street) that are designed for the purpose or interior bulletin boards are recommended in appropriate venues 	<ul style="list-style-type: none"> ▶ Promotional materials for the on-site business such as classes and special events are allowed for the duration of the event and for advertising purposes up to seven (7) days prior to the event.
<i>Restaurant menus</i>	<ul style="list-style-type: none"> ▶ Restaurants may post menus and special information designed to inform customers of good and services prior to seating. 	

Note:

- ▶ Signs exempted from HDC review include commemorative plaques (max 1 sq. ft.), flags representing institutions or business, address signs, temporary signs (real estate, construction, political elections), special event signs, or signs required by federal, state, or local ordinance for purposes of traffic, public safety, and directional assistance.
- ▶ Signs prohibited at all times include ~~portable (not attached to a building)~~, signs that create the illusion of movement or make noise, signs attached to any natural growth, and signs that are abandoned and do not relate to existing business.
- ▶ Sum of all signage area shall not exceed 10% of building façade area.
- ▶ Sign colors, including corporate logos, shall match consistently with colors of building materials of the resource. Subdued colors, such as pastel and earth tone colors are suggested.

Awnings.

Canvass awnings are traditional features of historic storefronts. Aside from adding color, they provide a transition between the storefront and the upper façade of the building. Because the placement and design of awnings may affect the visual appearance of the building, the following guidelines should be observed:

- ▶ Features between the second story windowsills and storefront cornices should not be covered;
- ▶ Aluminum or metal awnings can be maintained. **are only appropriate on age appropriate buildings (i.e. 1950/60 constructed buildings);**
- ▶ Awnings may be able to effectively cover previous non-historic storefront renovations, and;
- ▶ Off-sized awnings may alter the historic scale of the building and unsuitable locations may destroy its integrity;
- ▶ Flaps shall be straight cut or scalloped;
- ▶ Signage may be placed on the front flap or the side panels fo the awnings and shall be limited to business name, address and logo;

- ▶ Fabric should be canvas or modern material with the appearance of canvas and have flat or dull finish and opaque to light (shiny, vinyl or other glossy finishes are not acceptable);
- ▶ Awnings shall not be back lighted;
- ▶ Traditional triangular awnings with an approximate slope of forty five percent (45%) are preferred;
- ▶ Awnings shall be mounted in such a manner that the sign panel and significant architectural details of the building remain exposed;
- ▶ An approximate clearance of eight (8) feet shall is desirable for if possible for non -retractable awnings;
- ▶ Awnings shall be a solid colors or stripped colors that compliment the buildings exterior color scheme;
- ▶ Upper floor awnings shall be small canvas or canvas like awnings used on upper floor windows and should coordinate with the storefront awnings or compliment the buildings exterior color scheme;

The Historic District Commission recommends the installation of retractable awnings which are historically appropriate. Retractable Awnings control light and radiant heat in the building, visibility into the store, view of window displays from the street when retracted. Retractable Awnings provide protection from the elements when needed and may be retracted to prevent weather damage. Retractable Awnings provide attractive variety to a storefront with periodic expanding color patterns and signage on a changing basis in the raised position reduction in risk of over-night vandalism.



Request for Design Guidelines

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
www.ci.manistee.mi.us

Please Print or Type

THIS IS NOT A FORMAL REQUEST TO THE HISTORIC DISTRICT COMMISSION. THIS IS A REQUEST FOR DESIGN GUIDELINES. AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS IS REQUIRED FOR ALL PROJECTS IN THE DISTRICT.

Name of Property Owner: _____

Mailing Address: _____

Phone# & e-mail Address: _____

Address of Affected Property: _____

Description of Work Proposal (be specific and describe each work separately. Use additional sheets if necessary): _____

This request must be submitted 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

The following information should be included with this application. Additional information may be required. The applicant must supply 10 copies of any items submitted that are in color.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Sketch, drawing or plans and/or elevations of proposed work if available.
- ▶ Drawings to show details and specification of ornamental features.

APPLICANT'S SIGNATURE: _____

contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



Application Review Form

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
www.ci.manistee.mi.us

Name of Applicant: _____

Meeting Date: _____

APPLICATION REQUIREMENTS:

- _____ Current Photo of the structure as seen from the street and where proposed work is to take place.
- _____ Sketch, drawing or plans and/or elevation of proposed work scaled proportionally. Provide dimensions. Indicate where this work is in relation tot he main structure.
- _____ Drawings to show details and specification of ornamental features.
- _____ Plans showing property lines for fencing, projected view of structure for signs, perspective drawings for new addition.
- _____ If changing paint colors you must provide brand name of paint, paint color name, paint color numbers, paint color chips and a paint plan for the building showing the proposed work.

NONCONFORMANCE CONSIDERATIONS:

- _____ Historically accurate maintenance, renovation or replacement
- _____ Iconic, relevant to local history
- _____ Other: _____

OTHER

- _____ Samples provided
- _____ Other: _____

APPLICATION

Complete

Deficiencies _____

RECOMMENDATIONS:

MOTION:

Approve

Approve with Conditions

List of conditions

Deny

Table until _____ (meeting date)

PROCEDURE AND REQUIREMENTS:

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.

This application must be received by the City no less than 10 days 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.

The following information should be included with this application. Additional information may be required. The applicant must supply 10 copies of any items submitted that are in color.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Sketch, drawing or plans and/or elevations of proposed work scaled proportionally. Provide dimensions. Indicate where this work is in relation to the main structure.
- ▶ Drawings to show details and specification of ornamental features.
- ▶ Where appropriate, plans showing property lines for fencing, projected view of structure for signs, perspective drawings for new additions.
- ▶ If changing paint colors you must provide; brand name of paint, paint color name, paint color numbers, paint color chips and a paint plan for the building showing the proposed work.

I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system. (Not required for signage)

APPLICANT'S SIGNATURE: _____

Office Use Only:		
Date Submitted: _____	Application # _____	Meeting Date: _____
Notes: _____		

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



PLANNING AND ZONING
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MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: March 14, 2008

RE: Worksession

Commissioners, I want to thank all of you who have been able to attend the worksession that we are holding on developing our guidelines. The Historic District Commission requested a continuance of the worksession and will reconvene on **Thursday, March 20th at 4:00 p.m.** in the **Executive Council Chambers at City Hall.** That is the room that is located behind the Council Dias.

I have worked on incorporating the changes we have discussed in the Signage Guidelines and Awning Guidelines. I have also made some recommended changes to the forms and developed a new form for Signage requests. Copies are enclosed for your review.

Thank you for your all of your input and together we should have guidelines that can be adopted at the April Meeting. See you Thursday!

:djb

SIGNAGE

These Guidelines have been developed by the Historic District Commission to assist applicants. Each request will be reviewed individually by the commission based on its own merit. Exceptions to these guidelines may be made by the Commission on a case by case basis .

Signs give a wealth of information about a particular time and place. Because historic signs often lack uniformity, they create a sense of vigor, spirit, and diversity. However, sign regulations are important within historic districts. Sign types need to integrate well with the historic character of the building and district. Here are some questions to ask when thinking about signs:

- ▶ If the business is changing hands, how can historic signs be reused or replicated? The scale of the structure will dictate the size of the sign. The placement of the sign should not cover important architectural features or elements.
- ▶ How can corporate logos and signs be adapted to blend with the historic character of the structure or neighborhood? In an age of uniform franchise and generic plastic signs, matching or blending them with the historic character of the building is nearly impossible. Modification of color, content, design, and size is needed. An appropriate sign would be made of wood preferably engraved or embossed with creative decorative elements (i.e., gold leaf, carvings, etc.). Two choices to secure signs to the wall include mounting the sign perpendicularly with brackets, or mounting it flat to the wall or fascia.
- ▶ Signs should be compatible with the design qualities of the building's facade and with the surrounding historic context. They need to be compatible with the scale and design of the building.

SIGNS AND REGULATIONS

Signs are important for every community because they give necessary information to a passerby. They may reflect the identity and character of the area. Over time, signage types will change in accordance to architecture and technology changes. Since they can leave a lasting impression on visitors, the Historic District Commission can regulate various aspects of the sign (i.e. height, size, color, type, number, location, etc). Sign Types:

- ▶ *Hanging or Suspended Signs.* These are signs that are either hung or suspended from a ceiling or other structure.
- ▶ *Wall Signs.* These are signs with lettering mounted flush against the building or wall surfaces of the building. **Wall Signs. These were painted on exterior walls.**

- ▶ *Fascia Signs.* These are signs placed on the fascia or horizontal band between the storefront and the second floor. Should this be “Sign Panel”?
- ▶ *Projecting Signs.* These are signs that protrude from the building’s surface. They include perpendicular signs that hangout over the sidewalk, marquee signs, and other variations.
- ▶ *Ground Signs.* These are signs that are not attached to a building.
- ▶ *Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior.

These signs listed above are not inclusive. Generally, a sign is considered something that promotes, identifies, informs, or advertises. A variety of signs may include lights, logos, and symbols. Variations of signage includes posters, print on awnings, art on blank walls, display of flags, and “sandwich” boards on sidewalks. The signs form, function, placement, color, material, and lighting method are all important considerations.

While sign regulation and control is to maintain public health and safety, it is also used for aesthetics. Signs in the historic district are reviewed to maintain the areas character. Signs cannot be installed to conceal, destroy, or violate any architectural features of a building.

Signs that are installed on an interim basis, such as realtor and construction signs not exceeding **sixteen** square feet in sign face, are allowed for the duration of the project. However, these signs should not cause a visual nuisance.

Prohibited signs include, **in addition to those** identified in the zoning ordinance, anything that obstructs historic or architectural features; misleads, interferes, or confuses the viewers; and destroys or impairs the historic integrity of the resource or district.

General Sign Criteria:

1. Only on-premise business identification signs are permitted in the city.
2. All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code.
3. Preferred lettering styles for historic districts include serified (footed), Gothic(without serif), and script. They should also be compatible with the style and architecture of the building.
4. Signs must use appropriate materials and be compatible with the historic character of the building. Bright chromium effect, glossy or leatherette finished vinyl is not acceptable.

5. Colors shall be appropriate for the era and the building. Fluorescent colors are prohibited.
6. Texture of sign must be compatible with that of the building façade. ***Sand blasted signs are not allowed.***
7. **illuminated signs are not recommended.** Flashing, intermittent, rotating or ones that create the illusion of movement are prohibited.
8. Shape and form of signs shall be proportioned in **mass** and scale to the building where they are installed.
9. **Logos (Corporate Logos) shall be integrated with designs compatible with the Historic District.**
10. **Temporary signage for events or sales should be limited to no more than 10% of the window area and shall be limited to 30 days.**

The Historic District Commission reserves the right to address businesses that are not in compliance with the guidelines of the district on a case by case basis. Existing non-complying signage will be brought into compliance upon receipt of any application to the Historic District Commission.

The table below provides the sign recommendations in general:

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Wall Signs</i>	<ul style="list-style-type: none"> ▶ Area (max) 1.5 times the principle building width ▶ Natural materials such as wood encouraged ▶ Plastic appearing materials are discouraged 	
<i>Projecting, Signs</i>	<ul style="list-style-type: none"> ▶ Sixteen (16) square feet, per sign face, maximum ▶ Three (3) inch thickness maximum ▶ Plastic appearing materials are discouraged 	<ul style="list-style-type: none"> ▶ Must be at least eight (8) feet above sidewalk surface
<i>Ground Signs</i>	<ul style="list-style-type: none"> ▶ Limited to 16 square feet pr sign face ▶ Internally illuminated, plastic or flimsy materials discouraged ▶ Three (3) inch thickness maximum 	<ul style="list-style-type: none"> ▶ Top of sign not to exceed five (5) feet above grade ▶ Bottom of sign must be at least two (2) feet above grade ▶ Ground-mount signs shall be open base mount (legs) are recommended ▶ Solid base mount discouraged

Sign Type	Sign Face Area (max) and Other Restrictions	Sign Type
<i>Portable Signs or A-frame Signs</i>	<ul style="list-style-type: none"> ▶ Eight (8) square feet, per sign face, maximum ▶ Professionally fabricated signs are encouraged 	<ul style="list-style-type: none"> ▶ Not to exceed four and a half (4 ½) feet from ground level ▶ Placement on sidewalk where sign does not interfere with the pedestrian path
<i>Awning Signs</i>	<ul style="list-style-type: none"> ▶ Signage on side panels and/or front and side valance only ▶ Signage on awning limited to 25% of awning area compatibility and proportionate with awning 	<ul style="list-style-type: none"> ▶ Will follow canopy or awning requirements (see “Awning Guidelines”) ▶ Lettering must be directly applied to awning fabric.
<i>Window Signs</i>	<ul style="list-style-type: none"> ▶ Subject to total area requirements of wall signs (1.5 times the principle building width) ▶ Subject to a maximum of 70% of window area. 	<ul style="list-style-type: none"> ▶ Should be appropriate, visually pleasing, and reflect the time period of the buildings architecture.
<i>Upper Story Window Signs:</i>	<ul style="list-style-type: none"> ▶ No more than twenty percent (20%) of glass, maximum. ▶ Gilt print recommended 	<ul style="list-style-type: none"> ▶ Neon not permitted
<i>Flags</i>	<ul style="list-style-type: none"> ▶ 3' x 5' (Maximum) rectangular flags permitted. ▶ Informational flags are allowed 	<ul style="list-style-type: none"> ▶ Limited one flag per storefront
<i>Neon Signs</i>	<ul style="list-style-type: none"> ▶ ((SIZE)) ▶ Limited to “Open” only. ▶ Logos and other design elements such as geometric embellishments are not acceptable ▶ No more than two colors str permitted. 	<ul style="list-style-type: none"> ▶ First Floor only ▶ Flashing, movement are not permitted. ▶ One (1) sign per storefront ▶ Suggested placement; in lower one-third (1/3) of window for best visibility, especially where fixed awnings are used.
<i>Temporary flyers, leaflets, and announcements of community events</i>	<ul style="list-style-type: none"> ▶ May cover ten percent (10%) of side windows, maximum ▶ Enclosed bulletin boards such as that on the Lyman Building (425 River Street) that are designed for the purpose or interior bulletin boards are recommended in appropriate venues 	<ul style="list-style-type: none"> ▶ Promotional materials for the on-site business such as classes and special events are allowed for the duration of the event and for advertising purposes up to seven (7) days prior to the event.
<i>Restaurant menus</i>	<ul style="list-style-type: none"> ▶ Restaurants may post menus and special information designed to inform customers of good and services prior to seating. 	

Note:

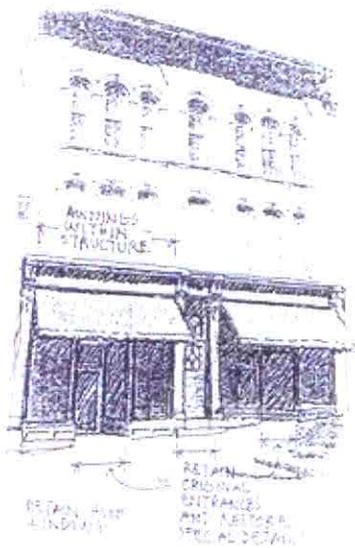
- ▶ Signs exempted from HDC review include commemorative plaques (max 1 sq. ft.) or signs required by federal, state, or local ordinance for purposes of traffic, public safety, and directional assistance.
- ▶ Signs prohibited at all times include signs that create the illusion of movement or make noise, signs attached to any natural growth, and signs that are abandoned and do not relate to existing business.

AWNINGS

These Guidelines have been developed by the Historic District Commission to assist applicants. Each request will be reviewed individually by the commission based on its own merit. Exceptions to these guidelines may be made by the Commission on a case by case basis .

As per the Secretary of the Interiors Guidelines, the Historic District Commission recommends the installation of retractable awnings which are historically appropriate.

Canvas awnings are traditional features of historic storefronts. Aside from adding color, they provide a transition between the storefront and the upper façade of the building. Because the placement and design of awnings may affect the visual appearance of the building, the following guidelines should be observed:



- ▶ Features between the second story windowsills and storefront cornices must not be covered;
- ▶ Awnings may be able to effectively cover previous non-historic storefront renovations, and;
- ▶ Off-sized awnings may alter the historic scale of the building and unsuitable locations may destroy its integrity;
- ▶ Straight cut or scalloped awning valances are historically accurate and are highly recommended, especially on contributing buildings.
- ▶ Fabric should be canvas or modern material with the appearance of canvas and have flat or dull finish and opaque to light (shiny, vinyl or other glossy finishes are not acceptable);
- ▶ Awnings shall not be back lighted;
- ▶ Traditional triangular awnings with an approximate slope of forty five degrees are preferred;
- ▶ Awnings shall be mounted in such a manner that the sign panel and significant architectural details of the building remain exposed;
- ▶ An approximate clearance of eight (8) feet is desirable (if possible) for non -retractable awnings;
- ▶ Awnings shall be a solid color or striped colors that compliment the buildings exterior color scheme;
- ▶ Upper floor awnings shall be small canvas or canvas like awnings limited to window size and should coordinate with the storefront awnings and/or compliment the buildings exterior color scheme.

Any signage on an awning must comply with the Signage Guidelines.



Application Review Form

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
www.ci.manistee.mi.us

Name of Applicant: _____

Meeting Date: _____

APPLICATION REQUIREMENTS:

_____ Current Photo of the structure as seen from the street and where proposed work is to take place.

_____ Sketch, drawing or plans and/or elevation of proposed work scaled proportionally. Provide dimensions. Indicate where this work is in relation to the main structure.

_____ Drawings to show details and specification of ornamental features.

_____ Plans showing property lines for fencing, projected view of structure for signs, perspective drawings for new addition.

_____ If changing paint colors you must provide brand name of paint, paint color name, paint color numbers, paint color chips and a paint plan for the building showing the proposed work.

NONCONFORMANCE CONSIDERATIONS:

_____ Historically accurate maintenance, renovation or replacement

_____ Iconic, relevant to local history

_____ Other: _____

OTHER

_____ Samples provided

_____ Other: _____

APPLICATION

Complete

Deficiencies _____

RECOMMENDATIONS:

MOTION:

Approve

Approve with Conditions

List of conditions

Deny

Table until _____ (meeting date)



Application for a Certificate of Appropriateness

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

Please Print or Type

Name of Property Owner: _____

Name of Applicant (if different): _____

Mailing Address: _____

Phone# & e-mail address: _____

Address of Affected Property:

Type of Application: New Construction Rehabilitation/Restoration Demolition
 Addition Other (Specify) _____

Proposed Work Start Date: _____ Proposed Completion Work Date: _____

Contractor/Builder/Architect: _____

Mailing Address: _____

Phone# & e-mail Address: _____

Description of Work (be specific and describe each work separately. Use additional sheets if necessary):

Incomplete requests will be returned to the applicant to supply needed information for review.

PROCEDURE AND REQUIREMENTS:

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.

This application must be received by the City at least 10 days 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.

The following information should be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Photo or concept drawing showing how the building will look with proposed changes as seen from across the street including adjoining buildings and/or properties.
- ▶ Sketch, drawing or plans and/or elevations of proposed work scaled proportionally. Provide dimensions. Indicate where this work is in relation to the main structure.
- ▶ Drawings to show details and specification of ornamental features.
- ▶ Where appropriate, plans showing property lines for fencing, and projected view of structure for signs, perspective drawings for new additions.
- ▶ If changing paint colors you must provide; brand name of paint, paint color name, paint color numbers, paint color chips and a paint plan for the building showing the proposed work.

I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

APPLICANT'S SIGNATURE: _____

Office Use Only:		
Date Submitted: _____	Application # _____	Meeting Date: _____
Notes: _____		

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



Application for Signage and/or Awning Manistee Commercial Historic District

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

Please Print or Type

Name of Property Owner: _____

Name of Applicant (if different): _____

Applicant Mailing Address: _____

Phone# & e-mail Address: _____

Address of Affected Property: _____

Signage within the Historic District requires approval by the Historic District prior to installation. The Historic District Commission meets the first Thursday of each month and requests before the Commission must be received at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

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.

- ▶ Current photo of the structure as seen from the street where proposed work is to take place.
- ▶ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- ▶ Samples of proposed materials for awnings.
- ▶ Description of proposed materials for signage. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- ▶ If re-using/altering an existing sign color samples must be supplied and reviewed.
- ▶ Provide photo or composite of building that shows all existing signage, that indicates if any signage is to be moved/removed and includes proposed new signage.
- ▶ Include in application a photo/composite that shows the property as it would appear upon completion (must be to scale). If a ground mount sign is requested or exists it must be included with this photo/composite.



Request for Design Guidelines

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805
www.ci.manistee.mi.us

Please Print or Type

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.

Name of Property Owner: _____

Name of Preparer if not the owner: _____

Mailing Address: _____

Phone# & e-mail Address: _____

Address of Affected Property: _____

Parcel ID #(s): _____

Description of Work (be specific and describe each work separately. Use additional sheets if necessary):

This request must be submitted at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

The following information **should 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.

- ▶ Current photo of the structure as seen from the street and where proposed work is to take place.
- ▶ Sketch, scaled drawing or plans and/or elevations of proposed work **.if available.**
- ▶ Drawings to show details and specification of ornamental features.
- ▶ Samples of proposed materials.

Incomplete requests will be returned to the applicant to supply needed information for review.

APPLICANT'S SIGNATURE: _____

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



Application Review Form Signage/Awnings

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

Name of Applicant: _____

Meeting Date: _____

APPLICATION REQUIREMENTS:

- _____ Current photo of the structure as seen from the street where proposed work is to take place.
- _____ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- _____ Samples of proposed materials for awnings.
- _____ Description of proposed materials for signage. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- _____ If re-using/altering an existing sign color samples must be supplied and reviewed.
- _____ Provide photo or composite of building that shows all existing signage, that indicates if any signage is to be moved/removed and includes proposed new signage.
- _____ Include in application a photo/composite that shows the property as it would appear upon completion (must be to scale). If a ground mount sign is requested or exists it must be included with this photo/composite.
- _____ Provide a narrative of all signage (existing, proposed, and signage to be moved/relocated). Including sizes be specific.(be specific and describe each work separately. Use additional sheets if necessary):

NONCONFORMANCE CONSIDERATIONS:

- _____ Historically accurate maintenance, renovation or replacement
- _____ Iconic, relevant to local history
- _____ Other: _____

OTHER

_____ Samples provided

_____ Other: _____

APPLICATION

_____ Complete

_____ Deficiencies _____

RECOMMENDATIONS:

MOTION:

_____ Approve

_____ Approve with Conditions

List of conditions

_____ Deny

_____ Table until _____ (meeting date)