

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, April 3, 2008
3:00 p.m. -Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

At this time the Historic District Commission will welcome Youth Observer Mallory Barkholz. Mallory is a student at Manistee High School who was appointed by City Council on March 18, 2008 to serve as a Youth Observer on the Historic District Commission. Ms. Barkholz will participate in discussion on items on the agenda but will not vote. Welcome Ms. Barkholz!

III Approval of Agenda

At this time the Historic District Commission can take action to approve the April 3, 2008 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the March 6, 2008 meeting Minutes.

V New Business

Amor Sign Studios

Shirley Cowie/Anne's, 380 River Street - Signage and Paint Colors. A request has been received from Amor Sign Studios for Shirley Cowie/Anne's, 380 River Street for the following:

Furnish and install formed plastic "Anne's" Letters per sketch.

Paint Burgundy (to match existing Burgundy on Building on back ground of sign band and on corrugated panel per sketch.

Paint trim around sign band teal to match existing building color.

At this time the Historic District Commission will take action on the request from Amor Sign Studios - Shirley Cowie/Anne's, 380 River Street for signage and paint colors as submitted with application HDC-2008-10 as shown on plan Dated 3-19-08, Disk: Amor/Design/Anne's.

Ronald Gardin, 390 River Street - Signage. A request has been received from Amor Sign Studios for Ronald Gardin, 390 River Street for signage as follows:

Remove, Redecorate, and reinstall existing Heritage Square sign breaking new parapet roof line per sketch.

Eliminate previously approved three sign panels (Permit HDC-2008-09)

Remove vinyl lettering above entrance doors for "Krahe & Associates" and "Heritage Square"

Furnish and apply "Gentle Dental Care" lettering in space above door.

Furnish and apply "Future Tenant" copy not to exceed square footage spelled out on attached sign schedule subject to layout approval in future.

"River Street Bold Yards" and "Ronald D. Gardin" window lettering to remain per attached sign schedule.

Furnish and install (5) under canopy signs per sketch subject to future layout approval.

At this time the Historic District Commission will take action on the request from Amor Sign Studios - Ronald Gardin, 390 River Street for signage as submitted with application HDC-2008-11 as shown on plan Dated 2-25-08, Disk: Amor/Design/Design Prop/Heritage Square

Establish Guidelines for Signage and Awnings

The Historic District Commission has held a worksession to discuss establishing guidelines for Signage and Awnings in the District.

At this time the Historic District Commission could adopt guidelines to assist applicants for Signage and Awning approval in the Historic District.

Application Forms and Review Forms

The Historic District Commission has held worksessions to develop new application forms and to establish a review form for requests before the Commission.

At this time the Historic District Commission could adopt the use of the new forms and review forms for requests before the Commission.

VI Old Business

None

VII Public Comments and Communications

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 Staff Reports

At this time the Chair will ask Staff for their report.

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 Adjournment

Establish Guidelines for Signage and Awnings

The Historic District Commission has held a worksession to discuss establishing guidelines for Signage and Awnings in the District.

Application Forms and Review Forms

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Please call me if you are unable to attend the meeting 398-2805. See you Thursday!

:djb



MEMORANDUM

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: March 27, 2008

RE: April 3, 2008 Meeting

Commissioners, the next meeting of the Historic District Commission will be on Thursday, April 3, 2008 at 3:00 p.m. in the Council Chambers.

We will begin our meeting by welcoming our Youth Observer Mallory Barkholz. Mallory will be receiving a packet and will participate in discussions on items on the Agenda.

WELCOME MALLORY!

We have the following items on the agenda:

Amor Sign Studios - Shirley Cowie/Anne's, 380 River Street - Signage and Paint Colors. A request has been received from Amor Sign Studios for Shirley Cowie/Anne's, 380 River Street for the following:

Furnish and install formed plastic "Anne's" Letters per sketch.

Paint Burgundy (to match existing Burgundy on Building on background of sign band and on corrugated panel per sketch.

Paint trim around sign band teal to match existing building color.

Amor Sign Studios - Ronald Gardin, 390 River Street - Signage. A request has been received from Amor Sign Studios for Ronald Gardin, 390 River Street for signage as follows:

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Eliminate previously approved three sign panels (Permit HDC-2008-09)

Remove vinyl lettering above entrance doors for "Krahe & Associates" and "Heritage Square"

Furnish and apply "Gentle Dental Care" lettering in space above door.

Furnish and apply "Future Tenant" copy not to exceed square footage spelled out on attached sign schedule subject to layout approval in future.

"River Street Bold Yards" and "Ronald D. Gardin" window lettering to remain per attached sign schedule.

Furnish and install (5) under canopy signs per sketch subject to future layout approval.



Historic Overlay Permit No: PHDC08010

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

380 RIVER STREET Location
51-51-452-701-11

CHERUKURI RAMA RAO ETUX Owner
5448 CRIPSIN WAY
WEST BLOOMFIELD MI 48323
Coldwell Banker

Issued: 04/04/08
Const value 0
Zoning: Sec. No.

PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

AMOR SIGN STUDIOS INC Contractor
443 WATER STREET pH# (231) 723 836
MANISTEE MI 49660

Work Description:

Historic District Commission on April 3, 2008 approved therequest from Amor Sign Studios - Shirley Cowie/Anne's, 380 River Street for signage and paint colors as submitted with application HDC-2008-10 as shown on plan Dated 3-19-08, Disk: Amor/Design/Anne's

and

a painting plan using existing colors labeled HDC-2008-10A.

Must follow all Codes and Ordinances as they apply to this project.

Table with 4 columns: Permit Item, Work Type, Fee Basis, Item Total. Row 1: 0.00, 0.00

Fee Total: \$0.00
Amount Paid: 0.00
Balance Due: \$0.00

Official

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



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: Shirley Cowie / ANNE'S
Mailing Address: 380 River St. Manistee
Phone# & e-mail Address: 231-398-9260

Address of Affected Property:

Type of Application: New Construction Rehabilitation/Restoration Demolition
 Addition Other (Specify) SIGNAGE & PAINTING

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

Contractor/Builder: Amar Sign Studios Inc
Mailing Address: 443 Water St. P.O. Box 433 Manistee, MI 49660
Phone# & e-mail Address: 231-723-8361

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

* FURNISH AND INSTALL FORMED PLASTIC "ANNE'S" LETTERS PER SKETCH.

* PAINT BURGUNDY (TO MATCH EXISTING BURGUNDY ON BUILDING) ON BACKGROUND OF SIGN BAND AND ON CORRUGATED PANEL PER SKETCH.

* PAINT TRIM AROUND SIGN BAND TEAL TO MATCH EXISTING BUILDING COLOR.

PROCEDURE AND REQUIREMENTS:

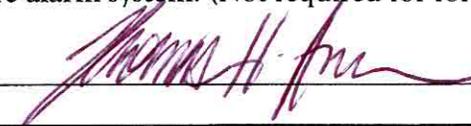
Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established 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. at the Manistee County Historical Museum, 425 River 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: <u>3.24.08</u>	Application # <u>HDC-2008.10</u>	Meeting Date: <u>4.3.08</u>
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.

Denise Blakeslee

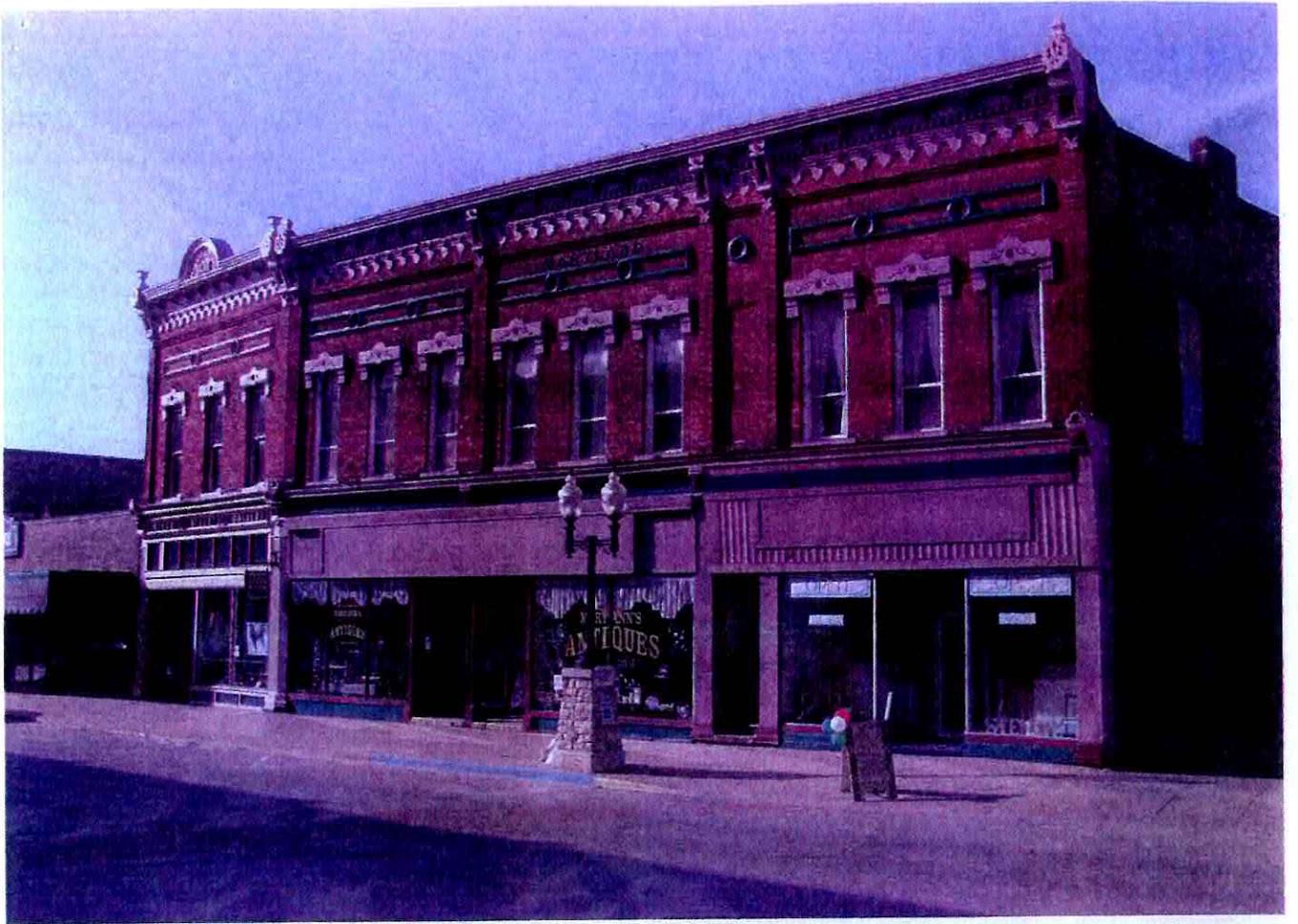
From: Tom H. Amor [tom@amorsign.com]
Sent: Tuesday, March 25, 2008 3:31 PM
To: Denise Blakeslee
Subject: Historic District Commission application - Anne's

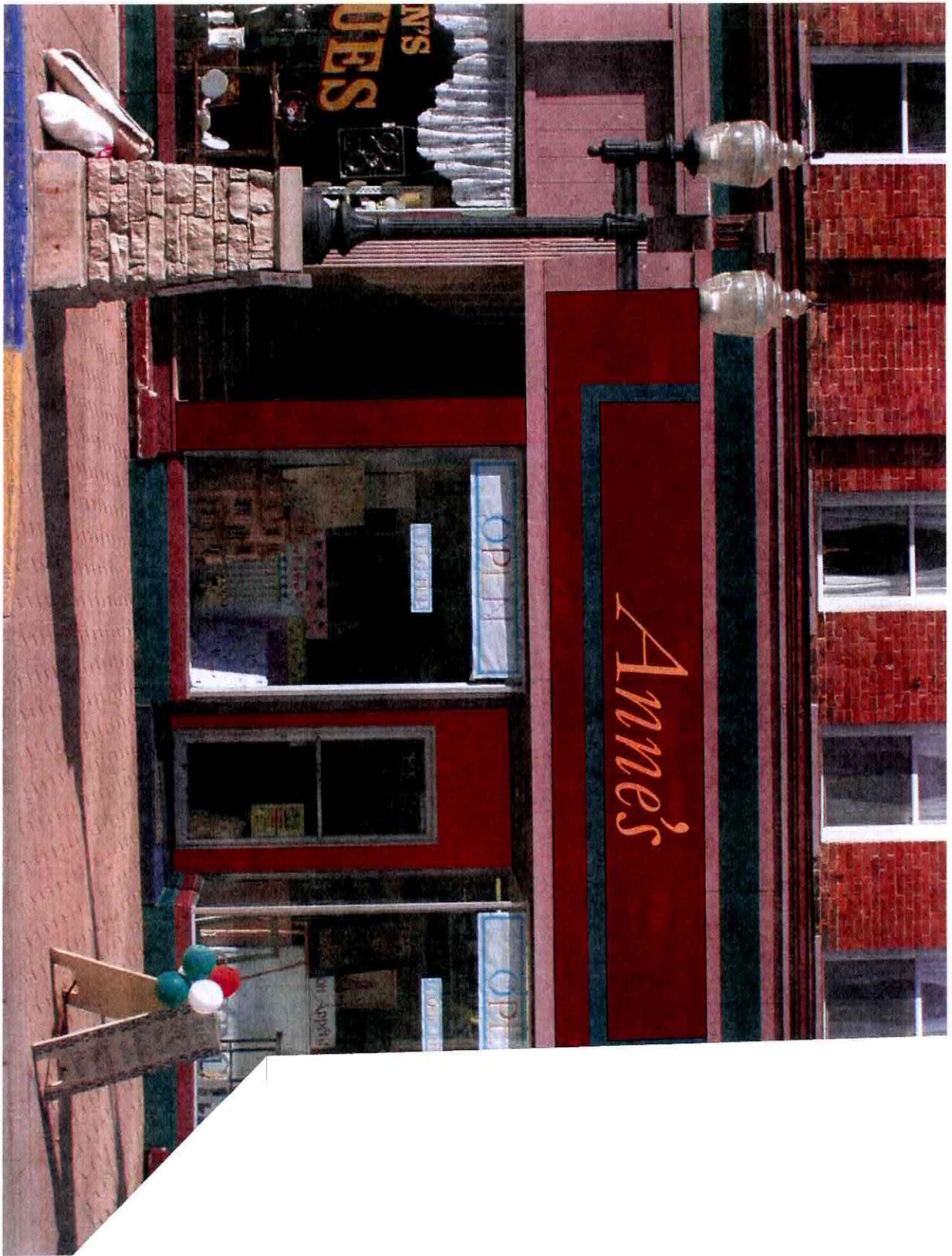
Hi Denise –

Here are the sign area calculations for Anne's:

Total Allowable Sign Area: 22' x 1.5 = 33 sq.ft.
Proposed Sign Area: 2' x 7' = 14 sq.ft.

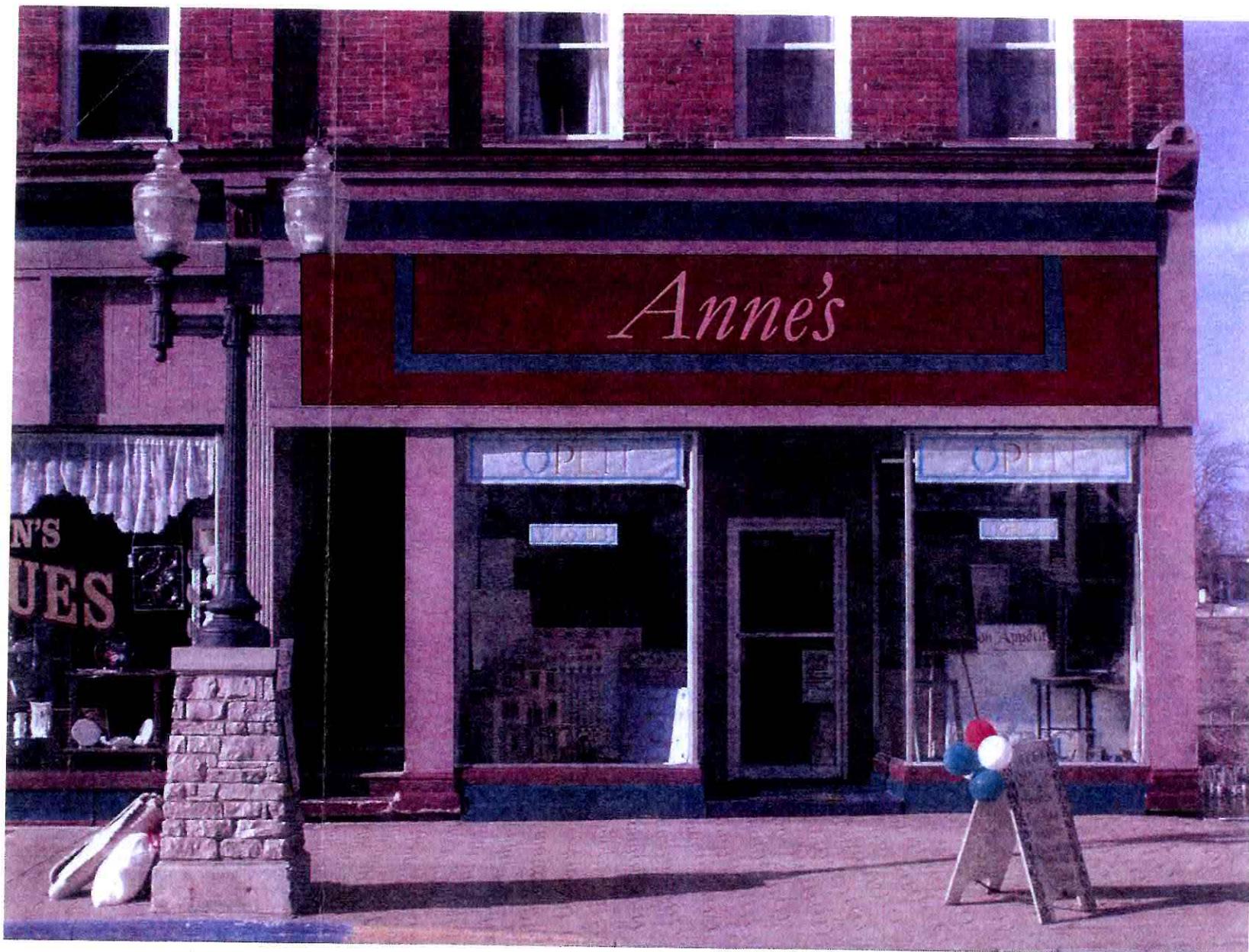
Thanks - Tom H. Amor (JR)
Amor Sign Studios, Inc.
800-922-2667 ext. 17
cell: 231-342-1144





DESIGN/ANNE'S

© 2000 Anne's, Inc. All rights reserved. Design and production by J.C. Federal. Color and text reproduction is strictly prohibited.



LETTERING

- * 24" uppercase 16" lowercase
GARAMOND ITALIC
- * FORMED PLASTIC LETTERS
#2756 METALLIC GOLD

PAINT

- * BURGUNDY ON SIGN PANEL
AND ON CORRUGATED PANEL
TO MATCH EXISTING BURGUNDY
COLOR ON BUILDING
- * TEAL ON SIGN PANEL TRIM
TO MATCH TEAL ON BUILDING


AMORSIGN

Amor Sign Studios, Inc.

443 WATER ST. - P.O. BOX 433 - MANISTEE, MI 49660 - 231-723-6361

IMAGEPRO

PROFESSIONAL SIGNAGE AFFILIATE

DATE: 04-04 SALES: DA

SCALE: 1/4" = 1'

GRAPHICS: WAYNE BIALIK

FILENAME: 3PRINT

DISK: AMOR/DESIGN/ANNE'S

AMOR SIGN STUDIOS, INC. MAKES NO WARRANTY, EXPRESS OR IMPLIED, FOR THE QUALITY OF THE MATERIALS OR THE WORKMANSHIP OF THE SIGNAGE. THE CLIENT IS RESPONSIBLE FOR THE QUALITY OF THE MATERIALS AND THE WORKMANSHIP OF THE SIGNAGE.



6-4-09
HDC
Expired permit

Historic Overlay Permit No: PHDC08011

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

390 RIVER STREET Location
51-51-452-701-04

GARDIN RONALD & SUZANN Owner
435 TAMARACK
MANISTEE MI 49660
Heritage Square

AMOR SIGN STUDIOS INC Contractor
443 WATER STREET pH# (231) 723 836
MANISTEE MI 49660

Issued: 04/04/08
Const value 0
Zoning: Sec. No.

PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

Work Description:

Historic District Commission on April 3, 2008 approved the following requests from Amor Sign Studios/Ronald Gardin, 390 River Street for Signage as submitted with application HDC-2008-11(Disk: Amor/Design/Design Prop/Heritage Square) received on 3-24-08:
Item #1 was approved request for the removal of vinyl lettering above entrance doors for "Krahe & Associates" and "Heritage Square"
Item #2. was approved for the application of "Gentle Dental Care" lettering in space above door.
Item #4. was approved MOTION to approve the request that "River Street Bold Yards" and "Ronald D. Gardin" window lettering to remain per attached sign schedule.
Item #5. MOTION to amend item #5 from Furnish and install (5) under canopy signs per sketch subject to future layout approval, Commission allows one projecting sign for Dr. Gardin over the entrance doors as shown on the plan (the other four signs were denied).

NOTE ITEM #3 was denied by the Historic District Commission that would furnish and apply "Future Tenant" copy not to exceed square footage spelled out on attached sign schedule subject to layout approval in future.

NOTE: A request to amend Amend Sign Permit HDC-2008-09 Item #3 was approved to allow the removal, redecoration, and reinstallation of existing Heritage Square sign breaking new parapet roof line per sketch

NOTE: A request to amend Amend Sign Permit HDC-2008-09 Item #4 -that would eliminate previously approved three sign panels was denied. (Sign panels are to remain)

Must follow all Codes and Ordinances as they apply to this project.

Permit Item	Work Type	Fee Basis	Item Total
-------------	-----------	-----------	------------

Fee Total: \$0.00
Amount Paid: 0.00

Balance Due: \$0.00


Official

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

Payment of permit fee constitutes acceptance of the above terms.



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: Ronald Gardin

Mailing Address: 390 River St. Manistee

Phone# & e-mail Address: _____

Address of Affected Property: 390 River St. Manistee

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

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

Contractor/Builder: Amar Sign Studios Inc

Mailing Address: 443 Water St. P.O. Box 433 Manistee, MI 49660

Phone# & e-mail Address: 231-723-8361

Description of Work Proposal (be specific and describe each work separately. Use additional sheets if necessary): AMMEND PREVIOUS HISTORIC OVERLAY PERMIT NO: PHDC08009

ITEM#3: REMOVE, REDECORATE, AND REINSTALL EXISTING HERITAGE SQUARE SIGN BREAKING NEW PARAPET ROOF LINE PER SKETCH.

ITEM#4: ELIMINATE PREVIOUSLY REQUESTED THREE SIGN PANELS.

ADD NEW SIGN ELEMENTS TO REQUEST.

1. REMOVE VINYL LETTERING ABOVE ENTRANCE DOORS FOR "KRAHE & ASSOCIATES" AND "HERITAGE SQUARE".

2. FURNISH AND APPLY "GENTLE DENTAL CARE" LETTERING IN SPACE ABOVE DOOR.

3. FURNISH AND APPLY "FUTURE TENANT" COPY NOT TO EXCEED SQUARE FOOTAGE SPELLED OUT ON ATTACHED SIGN SCHEDULE SUBJECT TO LAYOUT APPROVAL IN FUTURE.

4. "RIVER ST. BOAT YARDS" AND "RONALD D. GARDIN" WINDOW LETTERING TO REMAIN PER ATTACHED SIGN SCHEDULE.

5. FURNISH AND INSTALL (5) UNDER CANOPY SIGNS PER SKETCH SUBJECT TO FUTURE LAYOUT APPROVAL.

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.

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- ▶ 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.
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- ▶ 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: 

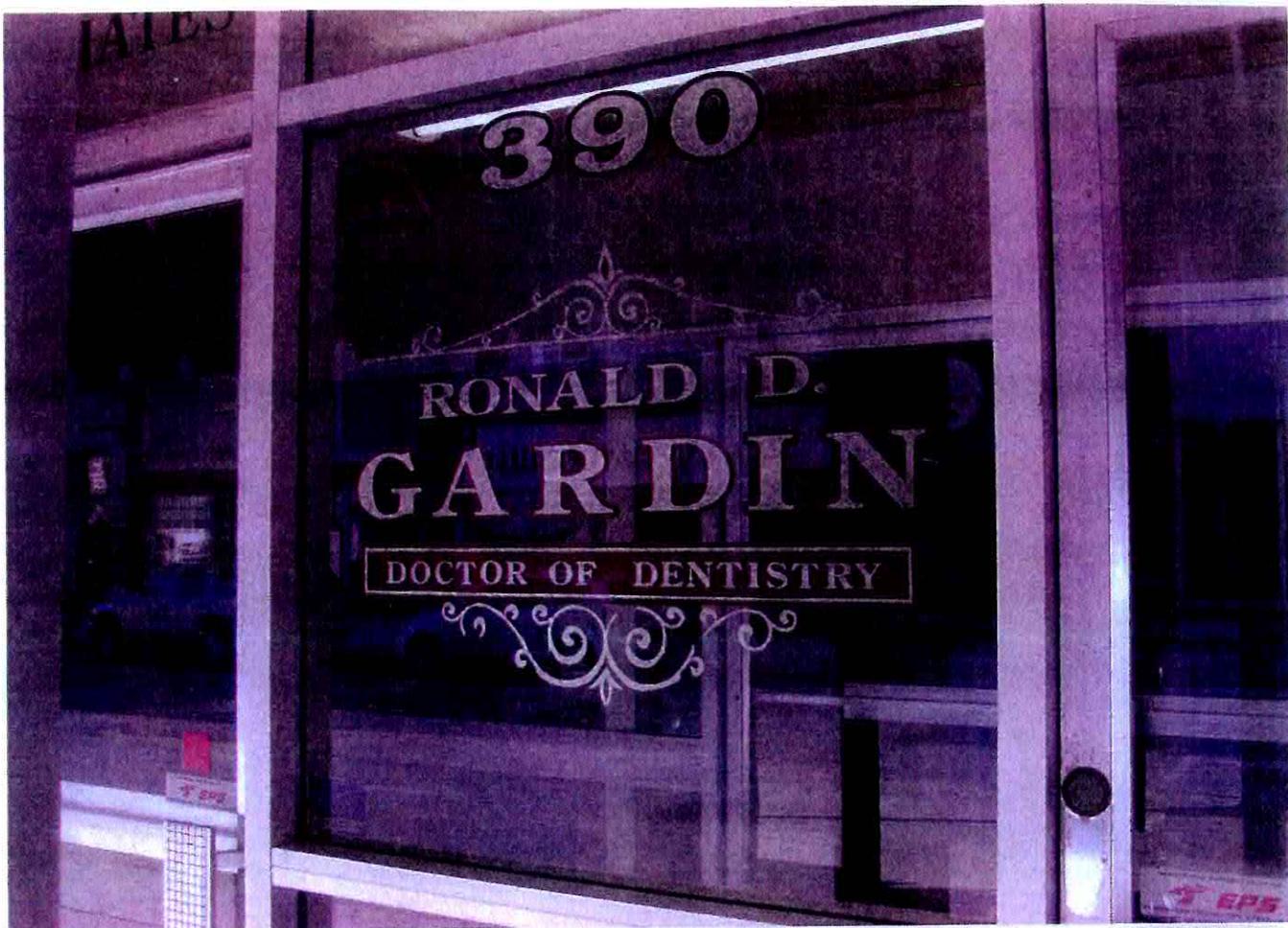
Office Use Only:		
Date Submitted: <u>3.24.08</u>	Application # <u>HDC 2008-11</u>	Meeting Date: <u>4.3.08</u>
Notes: _____		

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.

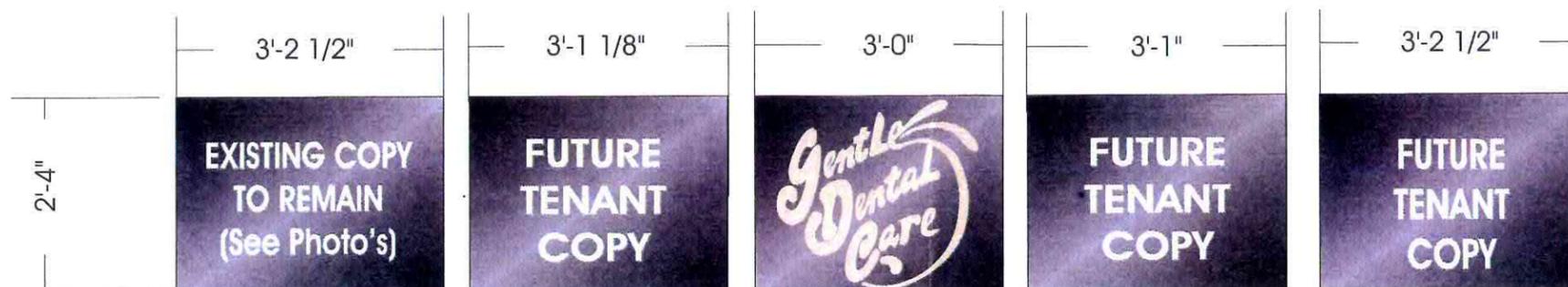
RONALD GARDIN, DDS - - Sign Area Schedule

SIGN DESCRIPTION	"BEFORE" SIGN AREA (square feet)	"AFTER" SIGN AREA (square feet)
1 Existing 6'-0" high x 18'-0" wide "Heritage Square" sign	108	108
2 (5) New 12" x 48" under canopy hanging signs	0	20
3 Existing "River Street Bolt Yards" west window vinyl	9	9
4 Existing "River St. Bolt Yards" entrance door window lettering	2	2
5 Existing "Krahe & Associates" entrance door window lettering	2	0
6 Existing "Heritage Square" entrance door window lettering	2	0
7 Existing "Ronald D. Gardin" window lettering at door	2	2
8 New "Gentle Dental Care" lettering above entrance doors	0	7
9 (3) New Future Tenant names in entrance door window lettering	0	8
TOTAL SIGN AREA:	125	156

Allowable sign square footage C-3 District: $78.75' \times 1.5' = 118.12$







AMORSIGN
 Amor Sign Studios, Inc.
 443 WATER ST. - P.O. BOX 433 - MANISTEE, MI 49660 - 231-723-8561
 IMAGEPRO
 Affiliates

DATE: 3-24-08 SALES: THA
 SCALE: 1/2" = 1'
 GRAPHICS: WAYNE BIALIK

FILENAME: WINDOW COPY

DISK: AMOR/DESIGN/DESIGN PROP/HERITAGE SQUARE

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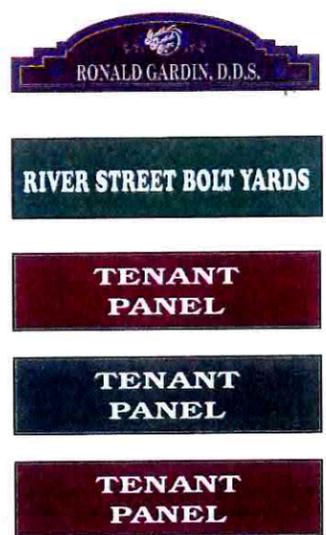


AWNING FABRIC:
SUNBRELLA

4909 PLUM FANCY
4631 BURGUNDY
4637 FOREST GREEN

PANEL BRICK COLOR:
OWENSBORO FLASHED MARTINGALE

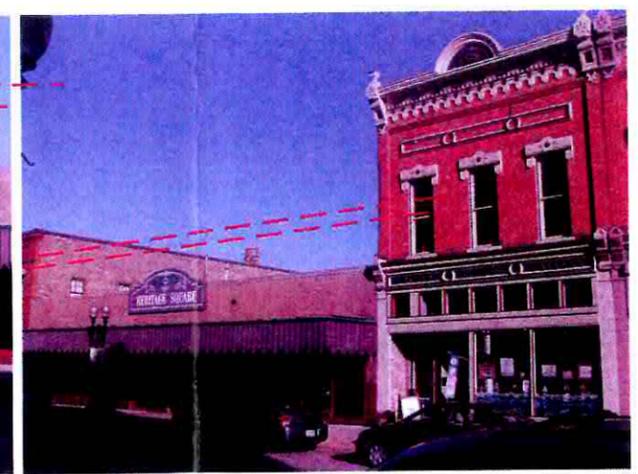
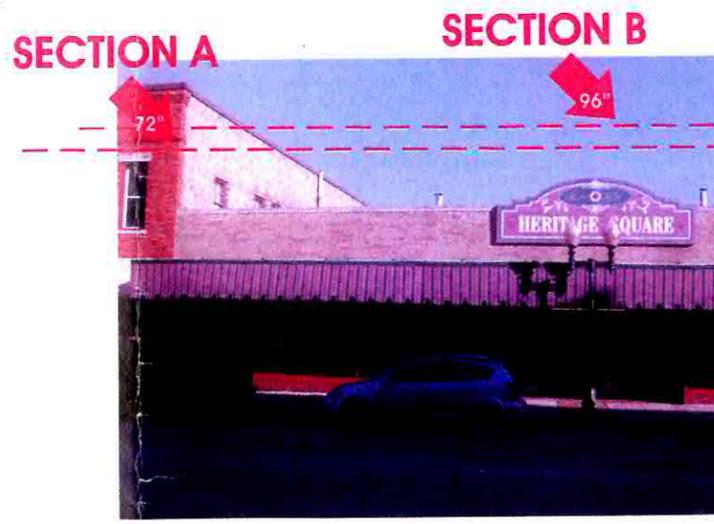
NO SCALE



5 - 12" x 48" HANGING UNDER CANOPY SIGNS
DOUBLE FACE
1/2" OMEGABOARD
3M VINYL COPY

EXISTING COPY TO REMAIN
(See Photo's)

FUTURE TENANT COPY



AMORSIGN
Amor Sign Studios, Inc.
443 WATER ST. - P.O. BOX 433 - MANISTEE, MI 49860 - 231-723-8361
IMAGEPRO Affiliate

DATE: 2-25-08 SALES: THA
SCALE: 1/8" = 1'
GRAPHICS: WAYNE BIALIK
FILENAME: BUILDING FASCIA VER 5
DISK: AMOR/DESIGN/DESIGN PROP/HERITAGE SQUARE
AMOR SIGN STUDIOS, INC. reserves the exclusive right to set on illustrated design. This design/illustration is protected by U.S. Federal Copyright Law. Reproduction in all or part is STRICTLY FORBIDDEN.



Signage Guidelines

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

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 mounted flush against the building or painted direction on the building.

- ▶ *Sign Panels.* These are signs placed on the fascia or horizontal band between the storefront and the second floor.
- ▶ *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 A-frame signs 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 area's 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 serifed (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 or for failure to apply for a permit.

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 of 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 (posts) are recommended ▶ Solid skirt panels are discouraged
<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 awning limited to 20% of front slope. 	<ul style="list-style-type: none"> ▶ Will follow canopy or awning requirements (see “Awning Guidelines”) ▶ Lettering must be applied directly 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.

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<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>Informational Flags</i>	<ul style="list-style-type: none"> ▶ Informational flags are allowed ▶ Flags must be of a size and shape and mounted in a mater that it does not interfere with the pedestrian path 	<ul style="list-style-type: none"> ▶ Limited one flag per storefront
<i>Lighted Signs</i>	<ul style="list-style-type: none"> ▶ Limited to 1.5 square feet. ▶ Limited to “Open” ▶ Logos and other design elements such as geometric embellishments are not allowed. ▶ No more than two colors are permitted. 	<ul style="list-style-type: none"> ▶ First Floor only ▶ Flashing, movement are not permitted. ▶ One (1) sign per storefront
<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 goods 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.

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

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 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: _____

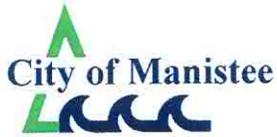
Phone# & e-mail Address: _____

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, composite sketch or digital print 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 sketch or digital print 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 sketch or digital print .



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, composite sketch or digital print 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 sketch or digital print 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 sketch or digital print .
- _____ Provide a narrative of all signage (existing, proposed, removed, and signage to be moved/relocated). Including sizes be specific.(be specific and describe each work separately).

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)



Request for Design Assistance

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 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 .
- ▶ 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 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 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 Review Form Certificate of Appropriateness

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)



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 13, 2008
RE: Tour of Traverse Commons

Commissioners, we will be rescheduling the tour of the Traverse Commons (Former State Asylum) for April. The current tour conflicts with Jon Rose's Mothers Memorial Service.

Sorry for any inconvenience.

:djb



P. O. Box 358 • Manistee, Michigan 49660-0358 • www.ci.manistee.mi.us

CITY HALL
70 Maple Street

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

**PLANNING, ZONING &
COMMUNITY DEV.**
231.398.2805

CITY CLERK
231.398.2803

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

ADMINISTRATION
FAX 231.723.1546

CLERK/TREASURER
FAX 231.723.5410

POLICE DEPARTMENT
70 Maple Street
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1803

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

March 27, 2008

Mallory Barkholz
1313 28th Street
Manistee, MI 49660

Dear Ms. Barkholz:

We would like to welcome you as the newly appointed Youth Observer to the City of Manistee Historic District Commission. Enclosed is your packet for the April 3, 2008 Meeting.

A binder has been prepared for you that includes a copy of the Historic District Study Committee Report/Survey, Secretary of the Interior's Guidelines and Preservation Briefs. We will give it to you at the meeting.

We look forward to this opportunity to work with you. If you have any questions, please feel free to call either of us at 398-2805.

See you next Thursday!

Sincerely,

CITY OF MANISTEE

Jon R. Rose
Community Development Director

Denise J. Blakeslee
Planning & Zoning
(Recording Secretary)

JRR:djb

Enclosure



NOTICE OF Worksession for the Historic District Commission

The Historic District Commission will hold a worksession on Wednesday, March 12, 2008 at 4:00 p.m. at the Manistee County Historical Museum, Manistee, Michigan.

All meetings and worksessions are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 Noon., Friday, March 7, 2008 on the bulletin board at the south entrance to City Hall.

Signed:


Denise J. Blakeslee