

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Worksession of Thursday, May 29, 2008

3:30 p.m. in the Second Floor Conference Room, City Hall

70 Maple Street - Manistee, Michigan

## AGENDA

I Call to Order

II Roll Call

III Items for Discussion

1. Policies/Guidelines

2. Misc.

IV Adjournment

**NOTICE OF  
Worksession  
Historic District Commission**

The Historic District Commission will hold a Worksession on Thursday, May 29, 2008 at 3:30p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan.

The Commission will discuss Policies and Guidelines.

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, May 9, 2008 on the bulletin board at the south entrance to City Hall.

Signed:

  
Denise J. Blakeslee



## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: May 9, 2008

RE: May 29, 2008 Worksession

Commissioners, a Worksession has been scheduled for 3:30 p.m. on Thursday, May 29, 2008 in the Second Floor Conference Room.

For the members that were unable to attend the May 8<sup>th</sup> Worksession, we reviewed copies of our Policies and Guidelines. The Guidelines were changed to include the language that denotes the use of the Secretary of the Interiors Standards and Preservation Briefs. The scans have been updated and are now legible and the captions for the illustrations have been typed in and some minor changes have been made. Please review them thoroughly as it is our hope to make all changes to the documents at the worksession on May 29<sup>th</sup> and adopt them on June 5<sup>th</sup>.

A synopsis of the changes are as follows:

### Guidelines

All Previously reviewed Guidelines - Scans and language for illustrations were updated that included reformatting of the document (includes paragraph #2 that references the Secretary of the Interior Guidelines and Preservation Briefs:

### New Documents/changes

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Overview

# 2 Signage - Pages 5 & 6 have been added

# 7 Front Facade/Storefront - changes to document to include concerns from Steve Harold expressed at the May 2, 2008 Worksession.

#8 In-Fill Construction - New document

#9 Energy Conservation - New document

#10 Window Display Suggestions - New document

## Policies

New Documents/changes

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#4 Definition of a Storefront - Included changes discussed at the 5-1-08 Worksession.

#5 Individual Discussions - New Draft

Commissioners that were not at the May 8, 2008 Worksession are receiving the packets that were handed out at the worksession.

All of you are receiving an updated copy of Policy #1 Temporary Signs that includes a change in the opening statements and adding a new bullet at the end the includes the language discussed at the May 8<sup>th</sup> Worksession.

A draft of a new Policy #5 is included for review that addresses Individual Discussions. Attached to it is a copy of the Planning Commissioners guideline relating to this issue.

The notes from the May 1, 2008 and May 8, 2008 worksession are enclosed for your review.

:djb



# Manistee Commercial Historic District Policy #1 Temporary Signage

Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

The Historic District Commission is sensitive to the need for business to have signage. Due to the timing required for submission of applications and the approval process the Commission recognizes the need for signage for businesses to operate.

In the event that a business has not received approval for their permanent signage by the time they wish to open, a temporary sign may be approved as follows:

- ▶ Temporary Signage will be limited to not more than 45 days.
- ▶ An extension to the 45 day limitation can only be granted by the Historic District Commission.
- ▶ Temporary Signs require approval by Steve Harold. Mr. Harold can be contacted at the Manistee County Historical Museum, 425 River Street, Manistee. 231.732-5531.
- ▶ Temporary Signage is limited to no more than 16 sq. ft. and must be located behind glass in the windows or door.
- ▶ If the Historic District Commission has approved a permanent sign, a temporary sign may remain in place until the permanent sign is installed. Once the permanent sign is installed the temporary sign is to be removed.



# Manistee Commercial Historic District Policy #5 Individual Discussions

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[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

The following policy is intended to address protocol as it relates to discussion of issues relating to the Historic District Commission outside of meetings.

- ▶ Do not discuss the proposal with the property owner, neighbors or applicant outside of the meeting. The intent of information gatherings is to insure that everyone has the same information on which to base a decision. This is not possible if individual commissioners contact or are contacted by interested parties outside of the meeting.
- ▶ If you are contacted by the applicant or others, be prepared to tell them that you are required to conduct all of your discussion only when the other commissioners are present. (Must be done at an Open Meeting)
- ▶ Encourage them to come to the meeting (tell them when and where) or ask them to submit their comments in writing (information should be sent to the Planning and Zoning Department at City Hall for distribution to members with their packets or at a meeting).
- ▶ If a contact cannot be avoided, it should be reported to the rest of the members during the meeting, along with the general content of the conversation.
- ▶ You may feel free to request information from Staff. But whatever information you receive should also be made available to other members.

side discussions, however, can violate the spirit as well as the letter of the Open Meetings Act.

There are two cautions to keep in mind when visiting a site.

1. Do not go onto the site unless specific written permission has been granted by the property owner or the site is otherwise available to the public (such as an existing shopping center). This can help avoid misunderstandings and problems with trespassing.

Resist the temptation to design the site. Your job is to review the applicant's plans and to identify your concerns. It is the applicant's job to design the site to meet those concerns.

If permission has not been granted and you feel as though your decision cannot be made without viewing the site, look for other ways to get the same information. This might include aerial photos or surveys. Or, you may request that the applicant submit photographs, slides or video tape, particularly for larger, inaccessible sites.

Do not allow your decision to be influenced by the applicant's reluctance to allow you on the site. Many people are concerned about liability or they simply are determined to protect their privacy. There are other ways to gather the information and you should not make a decision until the information is obtained.

2. Do not discuss the proposal with the property owner, neighbors or applicant outside of the meeting. The intent of information gathering is to insure that everyone has the same information on which to base a decision. This is not

**TIP:** Consider adding a line to your application form that allows the applicant the option to grant permission for the planning commission members to conduct a site visit.

possible if individual commissioners contact or are contacted by interested parties outside of the meeting.

If you are contacted by the applicant or others, be prepared to tell them that you are required to conduct all of your discussions only when the other commissioners are present.

Encourage them to come to the meeting (tell them when and where) or ask them to submit their comments in writing (tell them to whom and by what date).

If a contact cannot be avoided, it should be reported to the rest of the members during the meeting, along with the general content of the conversation.

You may feel free to request information from the community's staff. But whatever information you receive should also be made available to each of the other members.

**Remember** – you are only one person on the planning commission. The only time you should take action as a commissioner is in the presence of the other members at a scheduled meeting.

### During Your Site Visit

**§18** Look closely at traffic conditions, natural features, surrounding land uses and general neighborhood characteristics. Visits