

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, November 6, 2008
3:00 p.m. -Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the November 6, 2008 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the October 2, 2008 meeting Minutes.

V New Business

LFC, LLC, 343/345 River Street - Door Replacement

A request has been received from LFC, LLC, 343/345 River Street for Door Replacement as submitted with application HDC-2008-33.

At this time the Historic District Commission will take action to approve/deny/approve with conditions the replacement of the door as submitted with the application from LFC, LLC, 343/345 River Street marked HDC-2008-33.

Jeffrey Skinner/Ngo Kieu - Extension of permit PHDC7015

Jeffrey Skinner/Ngo Kieu on August 2, 2007 received a received a Certificate of Appropriateness for the construction of a new building on the vacant lot south of 65 Maple Street. Mr. Skinner and Mr. Tan are requesting to extend Permit PHDC7015.

At this time the Historic District Commission could take action to approve/deny the request from Jeffrey Skinner/Ngo Kieu to extend permit #PHDC7015.

Policy Amendments/New Policies

Policy #2 - Application Policy (Amendment)

Incorporated the information that was sent to the sign companies regarding submission of Applications. First a Sign Permit must be issued prior to application to the Historic District Commission. Also informs where a Building Permit may be required in addition to a Sign Permit and Certificate of Appropriateness.

At this time the Historic District Commission could take action to Amend Policy #2 - Application Policy.

Policy #4 - Definition of Storefront (Amendment)

References to Signage has been removed from the Definition of Storefront. With the requirement that Sign Permits must be issued prior to application to the Commission the storefront references are unnecessary.

At this time the Historic District Commission could take action to Amend Policy #4 - Definition of Storefront.

Policy #6 - Permit Expiration (New)

This policy has been developed to notify applicants that projects must be completed within 365 days of issuance of a permit. A copy of the Policy will be enclosed with Issued Permits.

At this time the Historic District Commission could take action to adopt Policy #6 - Permit Expiration.

Policy #7 - Voting on a Request (New)

This clarifies that Applications are approved in their entirety and that consensus on elements may be obtained but the Commission's decisions are on the application as a whole.

At this time the Historic District Commission could take action to adopt Policy #7 - Voting on a Request.

Policy #8 - Defining a Contributing Building (New)

This defines any building in the district that is 50 years or older as a Contributing Building and the Commission will apply Federal, State and Local Guidelines accordingly.

At this time the Historic District Commission could take action to adopt Policy #8 - Defining a Contributing Building.

Policy #9 - Authentication of Building Features (New)

This clarifies it is the owners responsibility to provide documentation that authenticates the building previously had a feature that does not meet the Secretary of the Interior's Guidelines. If authentication is not provided the Commission has no justification for the change.

At this time the Historic District Commission could take action to Adopt Policy #9 - Authentication of Building Features.

Guideline Amendment

Guideline #2 - Signage (Amended)

Changes were made that removed size requirements within the Signage Guidelines. Since the applicant must meet the requirements of the Zoning Ordinance the Guidelines do not need size requirements. The Commission did restrict the amount of signage that would be allowed for Upper Story Windows in the District.

The Table was changed to provide the requirements for signs that do not require approval from the Commission.

At this time the Historic District Commission could take action to Amend Guideline #2 - Signage.

VI Old Business

None

VII Public Comments and Communications concerning Items not on the Agenda

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



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: October 28, 2008
RE: November 6, 2008 Meeting

Commissioners, We have the following items on the November 6, 2008 Historic District Commission Agenda:

New Business:

LFC, LLC, 3344/345 River Street - Door Replacement

Jeffrey Skinner/NGO Kieu - Extension of permit PHDC7015

Policy Amendments/New Policies

- Policy #2 - Application Policy (Amendment)
- Policy #4 - Definition of Storefront (Amendment)
- Policy #6 - Permit Expiration (New)
- Policy #7 - Voting on a Request (New)
- Policy #8 - Defining a Contributing Building (New)
- Policy #9 - Authentication of Building Features (New)

Guideline Amendment

- Guideline #2 - Signage (Amended)

Old Business:

None

If you are unable to attend the meeting please call me at 398-2805. See you Thursday!

:djb



Historic Overlay Permit No: PHDC08033

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

343 RIVER ST Location
51-51-453-708-06

LFC LLC Owner
72 FILER STREET
MANISTEE MI 49660
GOODY'S JUICE & JAVA

Issued: 11/06/08
Const value 0
Zoning: Sec. No.
PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

72 FILER STREET Contractor
MANISTEE MI 49660 pH#

Work Description: Certificate of Appropriateness as approved by the Historic District Commission during their meeting of November 6, 2008 for the following:

The replacement of the door as submitted with the application from LFC, LLC, 343/345 River Street marked HDC--2008-33.

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

Official

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

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: LFC, LLC

Name of Applicant (if different): PAUL ANTAL

Mailing Address: 72 Filer Street

Phone# & e-mail address: ~~398~~ 723-5600, lakeshorefamilycare@yahoo.com
398-0898 - Paul Antal's home number.

Address of Affected Property:

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

Proposed Work Start Date: 10/14/08 Proposed Completion Work Date: 10/14/08

Contractor/Builder/Architect: N/A.

Mailing Address: _____

Phone# & e-mail Address: _____

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

Current Front Door @ 343 1345 River Street is rusting out. Inside of door has metal shards that are peeling away + pose a potential hazard to customers of both establishments. Previous attempts @ grinding the metal down were unsatisfactory. A brick plate was not an option as the metal was separating from the door.

Door replaced with the exact same door present previously. Plans were to repaint door to the same red paint as previous door. Currently door is primed white & I will await your approval.

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.
- ▶ *N/A* 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.
- ▶ *N/A* Drawings to show details and specification of ornamental features.
- ▶ *N/A* Where appropriate, plans showing property lines for fencing, and perspective drawings for new additions. *N/A*
- ▶ 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. *No change*

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: *Tea*

PROPERTY OWNERS SIGNATURE: *Tea*

5151-453-7080

Office Use Only:		
Date Submitted: <u><i>11-17-08</i></u>	Application # <u><i>HDC-2008-33</i></u>	Meeting Date: <u><i>11-6-08</i></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.



October 17, 2008

Historic District Commission
City of Manistee
70 Maple Street
Manistee, MI 49660
231 398 2805

ADDENDUM TO DESCRIPTION OF WORK

To Whom It May Concern:

Per the discussions with John Rose and Steve Harold I have included the additional information requested.

Dimensions of old door: 36 x 79

Dimensions of new door: 36 x 79

Dimensions of glass in old door: 21 x 63

Dimensions of glass in new door: 21 x 63

A photo of the building in addition to photo of door itself. (attached)

The address (343, 345) will also be placed on the glass of the door by Amor signs in the same type and style as the previous door.

Once again, I apologize for this late application. I was just viewing the replacement of this door hazard as regular maintenance on the building and just assumed that replacing the door with a perfect match would not need any type of permit. This also brings up some other maintenance issues that I will be contemplating within the next year. Please comment as to whether or not each of these projects will need specific approval as they come up and what exactly would be needed.

1. Repointing the east side of the building.
2. Repainting the front of the building in the same style/color as it is currently.
3. Regrouting/fixing some cracks over the entryway on Filer Street.

I have attached 2 additional pictures re points #1 and #3 above. If you have any further questions or comments please feel free to correspond with me at the below address or you may contact me on my cell 690-5361 or by pager 255-0011.

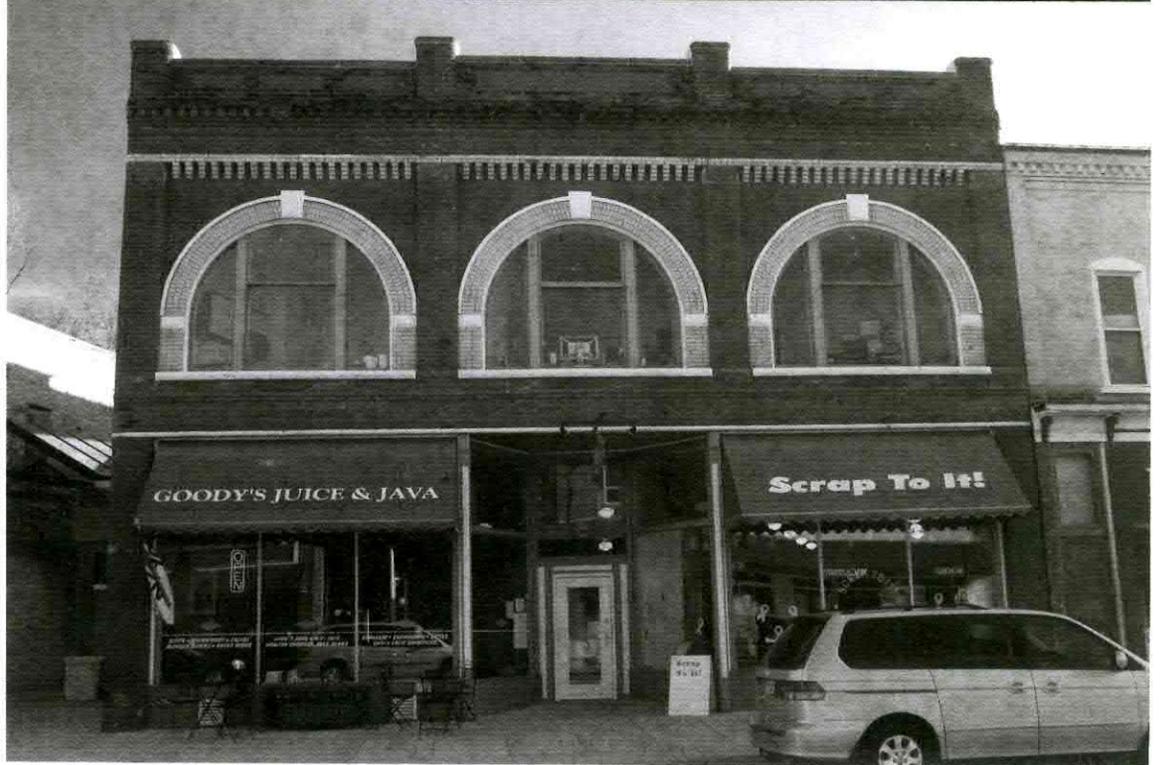
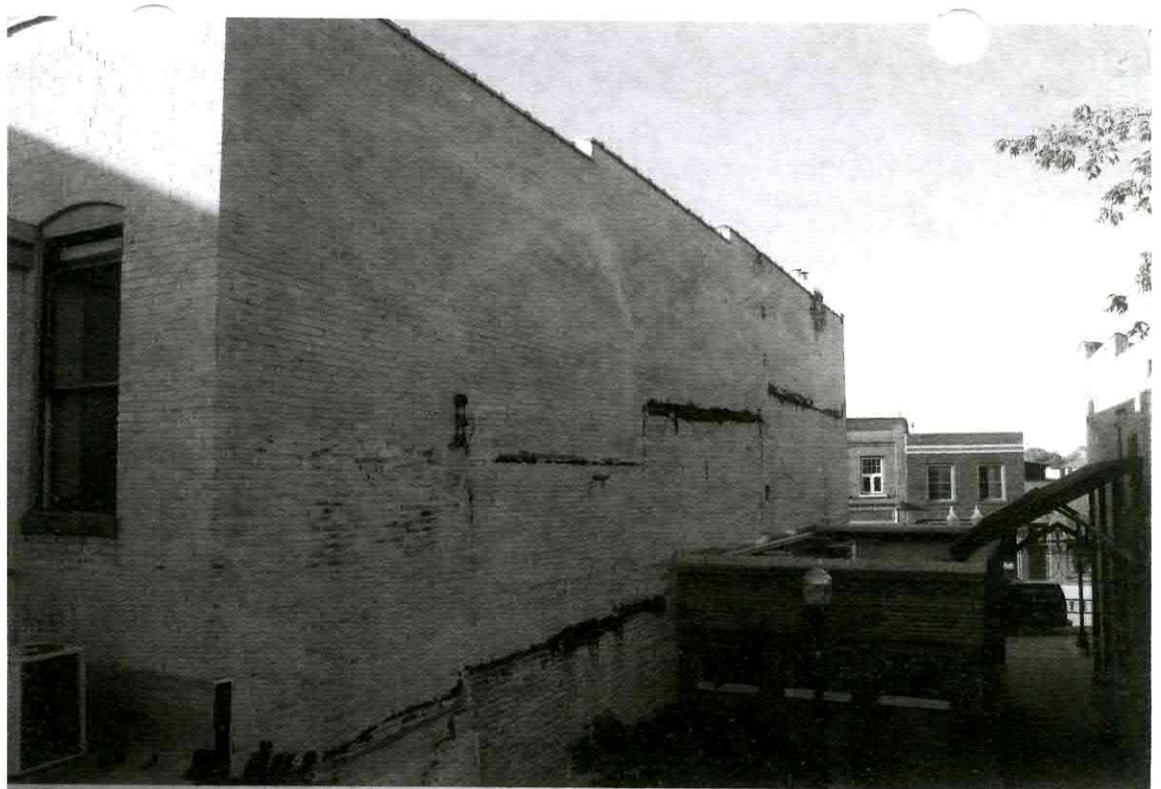
Sincerely,

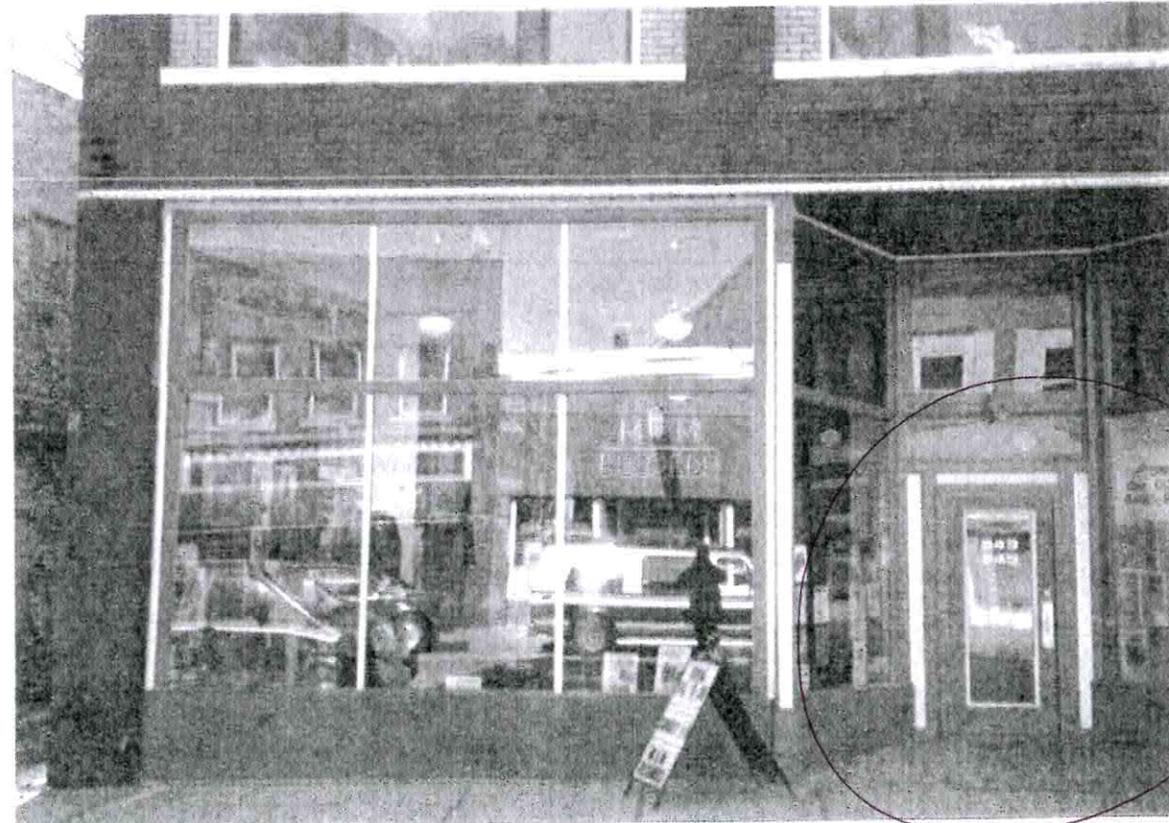


Paul J. Antal MD
LFC, LLC

Question #1
→
East
Side

#3
↓
South Side of Bldg





How it will
look.



Historic Overlay Permit No: PHDC7015

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

VACANT **Location**
51-51-453-703-01

Issued: 10/08/07
Const value 0
Zoning: Sec. No.

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

Owner
Skinner Jeffrey Ronald & Ngo Kie
57 Greenbush Street
Manistee MI 49660

Contractor
57 Greenbush Street pH#
Manistee MI 49660

Work Description: Reviewed by Historic District Commission at their Meeting of August 2, 2007. Commission requesting submission of new plan that includes recommended changes.

October 4, 2007 Historic District Commission reviewed and approved new plans submitted on September 26, 2007 labled HDC-2007-15 on file at City Hall for achitectural elements.

The Historic District Commission approved the placement of a "Future Development Site" sign at the property pending review and approval by Steve Harold. Thesign must also meet the requirements of the Zoning Ordinance.

Applicant will return to the Historic District Commission for paint colors, awning materials, awning colors, and signage.

November 6, 2009 the Historic District Commission extended permit PHDC7015 until October 4, 2009.

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

Permit Item	Work Type	Fee Basis	Item Total
		0.00	0.00

Official

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

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.

OCTOBER 27, 2008

CITY OF MANISTEE
P.O. BOX 358
MANISTEE, MICHIGAN 49660

RE: HISTORIC DISTRICT PERMIT
PHDC7015

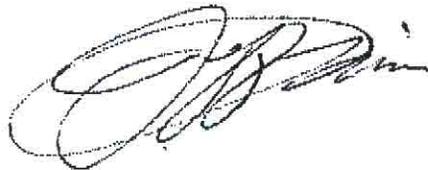
DEAR SIRs,

THIS LETTER IS TO ASK FOR AN EXTENSION OF THE ABOVE
PERMIT.

THANKING YOU IN ADVANCE FOR YOUR ASSISTANCE.

MOST SINCERELY,

JEFFREY SKINNER
KIEU NGO



City of Manistee



CITY HALL
70 Maple Street

CITY MANAGER
391.590.1801

CITY ASSESSOR
391.590.1802

BUILDING INSPECTOR
391.590.1800

PLANNING, ZONING &
COMMUNITY DEV.

CITY CLERK
391.590.1803

CITY TREASURER

WATER BILLING

ADMINISTRATION

CLERK/TREASURER

POLICE DEPARTMENT
70 Maple Street
391.590.1804

FIRE DEPARTMENT
281 First Street
391.590.1805

PUBLIC WORKS
280 Washington St.
391.590.1806

PARKS DEPARTMENT
391.590.1807

WATER MAINTENANCE
391.590.1808

WASTEWATER PLANT
50 Ninth St.
391.590.1809

October 7, 2008

Jeffrey Skinner
Ngo Kieu Tan
418 Sixth Street, Unit 1
Manistee, MI 49660

RE: Historic District Permit
PHDC7015

Dear Mr. Skinner & Mr. Kieu:

This letter is to notify you that your Historic District Commission Permit #PHDC7015 will expire due to non-activity. The Historic District Commission asked me to notify you of the expiration of the permit and allow you the opportunity to request an extension of the permit if you desire.

If you want to request an extension please submit a letter to the Commission to my office no later than Monday, October 27, 2008. If we do not receive a request for extension the Commission will take action to expire the permit at their meeting on November 6, 2008.

If you have any questions, please call me at 398-2805.

Sincerely,

CITY OF MANISTEE

Jon R. Rose
Community Development Director

JRR:djb

cc: Historic District Commission





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

MEMORANDUM

TO: Historic District Commissioners

FROM: Jon R. Rose 
Community Development Director

DATE: October 16, 2008

RE: Policies & Guideline

Commissioners, The attached Policies and Guideline have been forwarded for your review. These will individually appear on the November 6, 2008 meeting agenda for your consideration. New language is indicated by the **bold print, underlined, and highlighted** to make your review easier. Language that is being removed has been ~~struckout~~.

Policy #2 - Application Policy (Amendment)

In September 2008 letters were mailed to the Sign Companies that established the way in which applications for signage in the Historic District will be processed. A Sign Permit must be issued prior to application to the Historic District Commission. If the request is for more signage than is permitted in the Zoning Ordinance, the applicant must obtain a variance from the Zoning Board of Appeals before the request can go to the Historic District Commission for review. Also included is information about when a Building Permit may be required.

The proposed Amendment to Policy #2 - Application Policy incorporates the information that was sent to the sign companies regarding submission of Applications. This was added to page 2 of the Policy.

Policy #4 - Definition of Storefront (Amendment)

With the requirement that Sign Permits must be issued prior to application to the Historic District Commission the references to Signage in the Definition of Storefront is no longer needed.

Policy #4 - Definition of Storefront (Amendment) - Cont.

The proposed Amendment to Policy #4 - Definition of Storefront removes all references to signage. We have highlighted how the Policy would read if adopted to assist you in your review.

While making the noted changes it was discovered that other parts of Policy #4 referenced Signage that were not noted in the review at the Worksession. Staff removed these portions in order to eliminate any confusion and the changes are reflected in the attached copy.

Policy #6 - Permit Expiration (New)

On several occasions the Commission discussed when permits expire. Staff worked on developing a policy that would establish the expiration of permits.

Policy #6 - Permit Expiration is a new policy that has been developed to notify applicants that projects must be completed within 365 days of issuance of a permit. A copy of the Policy will be enclosed when permits are issued.

Policy #7 - Voting on a Request (New)

Policy #7 was developed to clarify that Applications are approved in their entirety and that consensus on elements may be obtained individually, but the Commissions decisions are on the application as a whole.

Policy #8 - Defining a Contributing Building (New)

The information that was used in submission to establish the Historic District was obtained from the 1980 National Register Nomination Form. The map and notation on the survey forms did not reflect the current age of the buildings.

Policy #8 - Defining a Contributing Building is a new policy that defines any building in the Historic District that is 50 years or older as a Contributing Building and the Commission will apply Federal, State and Local Guidelines accordingly.

Members that were in attendance at the Worksession will note that to eliminate confusion instead of referencing the Policy as Non-Contributing we changed the title and text to Contributing.

Policy #9 - Authentication of Building Features (New)

In the past applicants have stated their building may have originally had a feature, used a material or been finished in a way that does not meet the Secretary of the Interior's Guidelines.

Policy #9 - Authentication of Building Features was developed to clarify that it is the owners responsibility to provide documentation that substantiates their claim. If authentication is not provided the Commission has no justification for approval.

Guideline #2 - Signage (Amended)

With the requirement that Sign Permits must be issued prior to application to the Historic District Commission the references to sign sizes in the Guideline #2 - Signage is no longer needed.

The proposed Amendment removes size requirements within the Guideline #2.

It should be noted that the "other restrictions" from the "Sign Table" were incorporated in the "Sign Types" and "General Signs Criteria" (pages 2 & 3). Upper Story Window Signs were added to "Sign Types" on page 2.

The Table was changed to provide the standards for signs that do not require approval from the Commission. "Other Restrictions" was changed to "Standards" and one box included all of the requirements instead of two (page 4 of 6)

If you have any questions or would like clarification on any of the proposed changes please call Denise or myself at 398-2805.

JRR:djb



Manistee Commercial Historic District Policy #2 Application Policy

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

The following policies for making application to the Historic District Commission were established to assist applicants with the process. Applicants should review the Guidelines that pertain to their request for technical assistance.

The Museum Director at the Manistee County Historical Museum, 425 River Street, Manistee, Michigan is the Historic District Commission's Historical Consultant. It is recommended that you take questions about the appropriateness of your project to the Museum Director as the first step. The Museum Director is familiar with the Local, State and Federal Guidelines and local history. This resource will be able to provide you with preliminary guidelines for your project. In general the Museum Director will be able to assist you at the Museum Tuesday through Friday from 10:00 a.m. until 5:00 p.m. You are advised to call ahead of time to schedule an appointment this allows time for issues to be researched if needed. The phone number at the Museum is 231.723.5531.

Final approval for Certificates of Appropriateness and Sign/Awning Permits is made by the Historic District Commission.

Staff in the Community Development/Planning and Zoning Office at City Hall can assist you to obtaining the necessary guidelines and application forms. Guidelines and Forms are also available on the City's Web Page www.ci.manistee.mi

Staff in the Community Development Office/Planning and Zoning Office processes requests for the Commission, Staff does not determine if any application is complete.

The Historic District Commission does not pre-approve signage for non-existing businesses and/or tenants. The Commission may approve a general signage plan, but final approval may be given only upon application with final sign design as outlined on the signage and awning application form, complete with text design and graphics.

Temporary Signage may be approved under **Temporary Sign Policy #1.**

Any amendment or change made to an application by the applicant or applicant's agent requires a new application. During the course of the meeting new items may not be added to any application under consideration by the Historic District Commission. If construction has begun, construction will cease until the Commission has acted on the new application containing the proposed amendments. This process allows the members of the Commission adequate time to review the complete amended package before having to make a decision.

Signage:

Signage within the Historic District will also require approval from the Historic District Commission prior to installation (Sign Permits issued within the Historic District will be conditioned that approval must be received from the Commission prior to installation). Only after a Sign Permit has been issued, can application be made to the Historic District Commission for approval of color, appearance, and lettering.

1. The first step is to apply for a Sign Permit. If the application meets all of the requirements of the Zoning Ordinance a Sign Permit will be issued.
2. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. If a variance is granted then a Sign Permit will be issued.
3. The following signs will require a Building Permit prior to installation. Projecting Signs, Marquee Signs (including awning/canopy), Suspended Signs, Pole Signs and Internally Illuminated Signs. Please check with the Building Inspector (231-398-2806) for his requirements.

Facade Improvements:

The Historic District Commission approval is always conditional upon approval of the Building Inspector where required under the State Building Code. Because of this requirement the Historic District Commission recommends the following procedure for any major construction projects requiring a Building Permit:

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



Manistee Commercial Historic District Policy #4 Definition of Storefront

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

The Manistee Commercial District has many unique buildings within the district. In an effort to eliminate confusion, the Historic District Commission determined that Storefront needed to be defined to meet the needs of the district.

- ▶ For the purposes of the Manistee Historic District Commission signage calculations, A storefront is the front entrance to a commercial space. It is characterized by the entrance directly into that space or the vestibule leading into it (as in interior vestibules added for energy conservation). In some cases a single vestibule has been added with interior entrances into two businesses with display area fronting the street (343 & 345 River Street).

For Historic District Consideration a storefront is based largely on visible exterior divisions of the facade such as entrances, display space, piers, cornices, sign panels, pilasters, recesses, etc. This is independent of the division of interior space. While many possible divisions of the interior space may affect signage area distribution, The Historic District Commission's consideration deals only with the exterior presentation of the building, and primary consideration is given to the visible appearance of original storefronts and compatibility of in-fill constructions or rehabilitations or renovations with surrounding contributing buildings. In cases where the buildings have been further subdivided into smaller spaces, these subdivisions share the allowable storefront signage space in a manner to be determined by the owner and the tenant. Rear Entrances and Riverwalk entrances will be treated in the same fashion if the situation arises.

- ▶ Signage amount is defined per storefront as indicated in the guidelines. The division of allowable signage is between the property owner and tenant; is not a decision to be made by the Historic District Commission. Non-Conformities that are the result of self-created hardship in respect to signage will not be approved by the Historic District Commission. Signage is considered by the Historic District Commission on totality of the storefront signage design.

— For example, if the owner has assigned the majority of the allowable signage space to existing tenants and there is a request for additional signage for a new tenant which would result in a non-conformity, that request will be denied.

- ▶ The Historic District Commission encourages the use of existing original sign panels as well as new sign panels where appropriate.

- ▶ Self created hardship does not constitute a basis for approval for any application for non-conforming change to property in the Historic District.

For example, maintenance neglect by the current owner does not constitute a basis for approval of an application resulting in a non-conformance regardless of cost or inconvenience.



Manistee Commercial Historic District Policy #6 Permit Expiration

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

There have been instances in the past where an applicant has received a permit for a project and never started the project or completed only a portion of the project. To eliminate any confusion relating to when a Permit (including awning and signage requests) will expire, the Historic District Commission has developed the following policy.

- ▶ Permits will expire and become null and void if work is not completed within 365 days of issuance. An extension may be granted upon formal request to the Commission.
- ▶ Uncompleted Permits will expire upon the transfer of ownership of a property, unless the permit holder/applicant has requested approval from the Historic District Commission to transfer the permit to the new owner.

The Historic District Commission can approve an extension for a period not to exceed 365 days upon a formal request from the applicant. This extension requires the submission of an application for a Certificate of Compliance that includes the date that the previous permit was issued and any conditions that were placed on the permit.

A copy of this policy will be enclosed with each Permit to inform the applicant of the possibility of expiration. Upon expiration of a permit it is the owners responsibility to reapply to the Historic District Commission.



Manistee Commercial Historic District Policy #7 Voting on a Request

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

This policy has been developed to understand the process the Historic District Commission will use to vote on applications with numerous components.

For the purpose of organization different elements of a proposed project listed on an application may be acted upon individually by the Historic District Commission. However, these approvals are based on the completion of the entire project. The applicant may not "Pick and Choose" parts of an approved application for completion.

If an applicant decides to complete only selected parts of an approved application he/she must submit a new application prior to beginning the project.

Exception: If an applicant chooses to use less signage than approved and there are no other changes to the signage, the Museum Director at the Manistee County Historical Museum, 425 River Street, Manistee, Michigan is the Historic District Commission's Historical Consultant may approve the change.



Manistee Commercial Historic District Policy #8 Defining a Contributing Building

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

The Historic District shall define a Contributing Building as follows:

A number of buildings which are listed as “Non-Contributing” in the 1980 National Register Nomination Form at the time the district was established were less than 50 years in age. The 50 year mark which would have qualified them for consideration as “Contributing” in the original application may not be applicable.

The Historic District Commission will consider all buildings within the Historic District 50 years in age as “Contributing” and apply Federal, State and Local Guidelines accordingly.



Manistee Commercial Historic District Policy #9 Authentication of Building Features

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

The Historic District Commission follows the Secretary of the Interior Guidelines for all exterior modifications to buildings within the Historic District. It is recommended that the property/business owner research the historical appropriateness of changes to properties which may not meet the Secretary of the Interior Guidelines.

It is the owner's responsibility to provide documentation that authenticates the building previously had a feature that does not meet the Secretary of the Interior Guidelines. If authentication is not provided the Commission has no justification for the change.



Manistee Commercial Historic District Commission Guideline # 2 Signage

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.

The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. Copies are available through the National Park Service on line www.nps.gov/history/hps/TPS/briefs/presbhom.htm, at the Manistee County Historical Museum and in the Planning & Zoning Department at City Hall.

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 with 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 directly on the building.
- ▶ *Projecting Signs.* These are signs that protrude from the building's surface. They include perpendicular signs that hang out over the sidewalk, marquee signs, and other variations.
- ▶ *Ground Signs.* These are signs that are not attached to a building. **Ground signs shall be open base mount (posts). Solid skirt panels are discouraged.**
- ▶ *Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior. **Should be appropriate, visually pleasing and reflect the time period of the building's architecture.**
- ▶ *Upper Story Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior. **No more than twenty percent (20%) of glass maximum. Gilt print is recommended. No internally lit or neon signs are permitted.**

The signs listed above are not exclusive. Generally, a sign is considered something that promotes, identifies, informs, or advertises. A variety of signs may include logos and symbols. Variations in signage include posters, print on awnings, art on blank walls, display of flags, and A-frame signs on sidewalks. The sign's 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 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. **Natural materials such as wood are encouraged.**
5. Colors shall be appropriate for the era and the building. Fluorescent colors are prohibited.
6. The texture of sign must be compatible with that of the building facade. **Sand blasted signs are not allowed.**
7. **With the exception of "Lighted Open Signs" (see standards below), Internally illuminated signs are not recommended permitted.** Flashing, intermittent, rotating signs or signs 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 are limited to no more than 10% of the window area and shall be limited to 30 days.
11. Plastic appearing materials are not allowed.

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 requirements for signage in the Historic District that does not require review from the Commission.

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 	
<i>Projecting Signs</i>	<ul style="list-style-type: none"> → Sixteen (16) square feet, per sign face, maximum → Three (3) inch thickness maximum 	<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, are not permitted. → 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) → Solid skirt panels are discouraged.

		▶
<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 building’s 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
Sign Type	<u>Standards</u>	
<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 ▶ 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>Informational Flags</i>	<ul style="list-style-type: none"> ▶ Limited to one (1) flag per storefront ▶ Informational flags are allowed ▶ Flags must be of a size and shape and mounted in a manner so that they do not interfere with the pedestrian path 	
<i>Lighted “Open” Signs</i>	<ul style="list-style-type: none"> ▶ Limited to one (1) sign per storefront ▶ 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 (2) colors are permitted. ▶ First Floor only ▶ Flashing, movement are not permitted. 	
<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 ▶ 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.

Historical Background relating to signage

The signs in the downtown should work with the architecture to create a positive image for individual businesses and for the downtown as a whole. Four general concepts should guide the design of all signs.

First, each sign should be carefully planned to fit its facade. It should not be so large that it overwhelms the facade. Instead, it should be designed so that it looks like a part of the total facade rather than tacked on. It should not cover important details, but should complement them.

Second, each sign should be coordinated with any other signs on the facade. The signs should look like they belong together. Each facade (storefront) should have no more than two or three signs.

Third, the signs on neighboring buildings should be coordinated. They do not need to be similar, but they should not clash in color, size or design. There should be a harmony between them.

Last, and most important, each sign should have a high level of quality of design, materials, and workmanship. A simple well-made sign is far more appropriate than an extravagant sign which is sloppy in appearance. Quality sign makers should be able to do attractive signs using appropriate materials and colors. The use of a talented local sign maker should assure quality signs which enhance the character of the individual buildings and of the street as a whole.

This drawing shows a catalogue of the typical signage types that are appropriate for Historic Facades. Signage proposals should be limited to two, or at most, three signage types.

Painted signs on upper floor windows

Small flat signs hanging perpendicular to the facade wall (Projecting Sign)

Long, horizontal flat signs under the storefront cornice (sign panel)

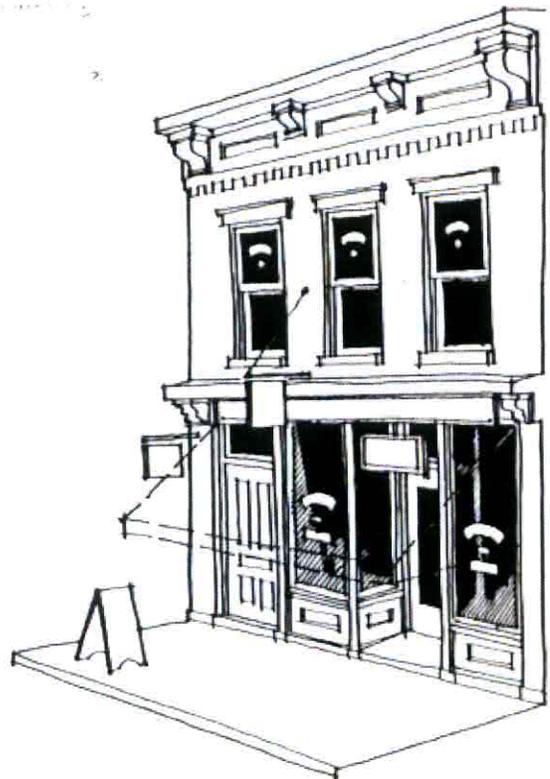
Small flat hanging signs in the entry recess.

Canvas awning with sign on its front flap.

Window Display

Painted sign on windows and/or door

Movable signboards or placards for special announcements (portable or A-Frame Signs)

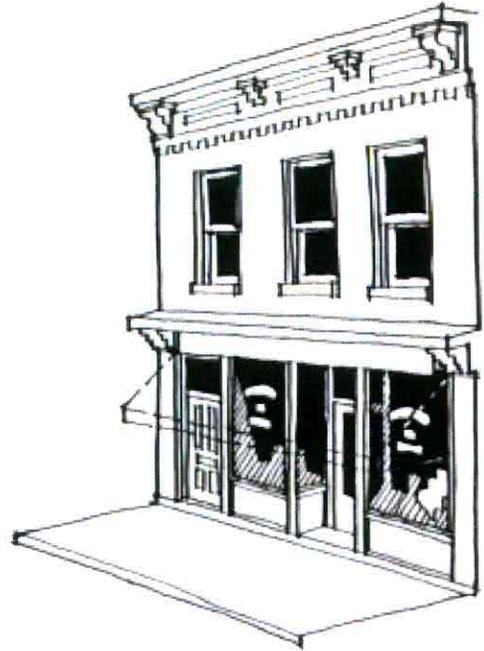


Signage Suggestions

Signs should be planned to fit into the facade rather than be applied to it. They should look like a balanced part of the facade.

If more than one sign is desired, each sign should be relatively small and visually related to the others.

A lowered ceiling inside a store often creates an enlarged transom area which can be used as a sign panel. The sign should be carefully designed to fit the available area without becoming overwhelmingly large. Window display should be used as a typical part of storefront signage.



Signage Problems

Signs which are too large overwhelm a facade. They destroy the balance between the various parts of the traditional facade.

Flashy or electrical signs are not appropriate on the traditional facade and are prohibited in the Historic District.

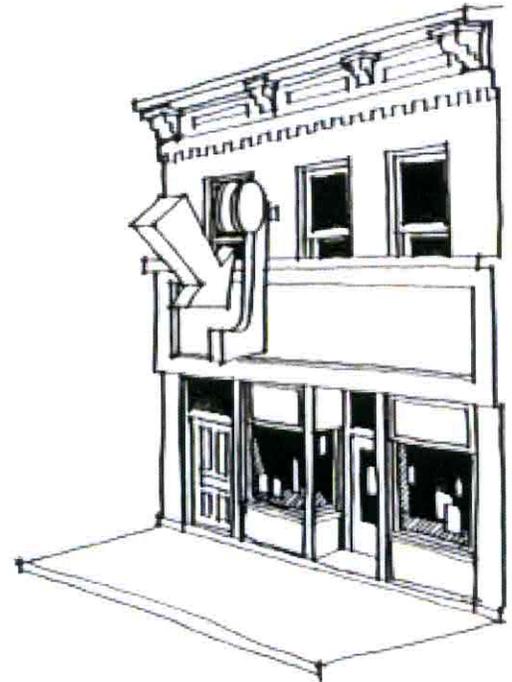
Signs should not cover up important parts of the facade.

Too many signs on a facade create a cluttered, confusing appearance.

Signs advertising product brands first and the business second should be avoided in favor of signs advertising only the business name and/or the service rendered.

Signs should not reduce the window display area.

Haphazardly-placed signs make the storefront look cluttered and sloppy. Even temporary signs should be carefully placed.



City of Manistee



P. O. Box 353 • Manistee, MI 49660 • Phone: 398-2805

CITY HALL
70 Maple Street

CITY MANAGER
398-2805

CITY ASSESSOR
398-2805

BUILDING INSPECTOR
398-2805

**PLANNING, ZONING &
COMMUNITY DEV.**
398-2805

CITY CLERK
398-2805

CITY TREASURER
398-2805

WATER BILLING
398-2805

ADMINISTRATION
398-2805

CLERK/TREASURER
398-2805

POLICE DEPARTMENT
78 Maple Street
398-2805
Ext. 210

FIRE DEPARTMENT
281 First Street
398-2805
Ext. 200

PUBLIC WORKS
280 Washington St.
398-2805
Ext. 200

PARKS DEPARTMENT
398-2805

WATER MAINTENANCE
398-2805

WASTEWATER PLANT
50 Ninth St.
398-2805

October 7, 2008

Jeffrey Skinner
Ngo Kieu Tan
418 Sixth Street, Unit 1
Manistee, MI 49660

RE: Historic District Permit
PHDC7015

Dear Mr. Skinner & Mr. Kieu:

This letter is to notify you that your Historic District Commission Permit #PHDC7015 will expire due to non-activity. The Historic District Commission asked me to notify you of the expiration of the permit and allow you the opportunity to request an extension of the permit if you desire.

If you want to request an extension please submit a letter to the Commission to my office no later than Monday, October 27, 2008. If we do not receive a request for extension the Commission will take action to expire the permit at their meeting on November 6, 2008.

If you have any questions, please call me at 398-2805.

Sincerely,

CITY OF MANISTEE

Jon R. Rose
Community Development Director

JRR:djb

cc: Historic District Commission



**Historic District Commission Meeting
Dates/Times
2009**

MEETINGS

January 8, 2009 due to Holiday on January 1st
Moved to 2nd Thursday

February 5, 2009

March 5, 2009

April 2, 2009

May 7, 2009

June 4, 2009

July 9, 2009 due to Holiday on July 4th
Moved to 2nd Thursday

August 6, 2009

September 3, 2009

October 1, 2009

November 5, 2009

December 3, 2009

Meetings will be held at 3:00 p.m. in the Council Chambers at City Hall, 70 Maple Street, Manistee, Michigan.

**NOTICE OF
Meeting of the Historic District Commission**

The Historic District Commission will meet on **Thursday, November 6, 2008 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

New Business:

LFC, LLC, 3344/345 River Street - Door Replacement

Jeffrey Skinner/NGO Kieu - Extension of permit PHDC7015

Policy Amendments/New Policies

- Policy #2 - Application Policy (Amendment)
- Policy #4 - Definition of Storefront (Amendment)
- Policy #6 - Permit Expiration (New)
- Policy #7 - Voting on a Request (New)
- Policy #8 - Defining a Contributing Building (New)
- Policy #9 - Authentication of Building Features (New)

Guideline Amendment

Guideline #2 - Signage (Amended)

All meetings 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, Wednesday, October 29, 2008, 2008 on the bulletin board at the south entrance to City Hall.

Signed:


Denise J. Blakeslee

October 21, 2008 - Excerpt from Maria Peters Blog about her adventures as a foreign exchange student in Slovakia.

Ok, first of all I apologize this took so long. I was catching up on my sleep, unpacking, and well just procrastinating I guess. The longest and hardest part of my journey was the 24 hour bus ride. I didn't know my butt could hurt in that many places! We took the "night passage" on the ferry more like...we get there at 1 AM and have to wait until 3 AM to board and it takes an hour and a half to get there passage. I quickly became friends with Matus a 6 foot 3 inch hockey player that is built like such and a blonde named Martin who enlightens me when we first meet that he has a girlfriend in Norway. London has great historical architecture but, it also has new buildings that stick out like sore thumbs. I have always secretly wished that the mansions still were in Manistee. Seeing London made me realize when I am an architect I want to incorporate the history of a place into a building in that place. I absolutely LOVED Edingburgh! All of the Architecture matched! It was all renaissance period. I would have loved to go on a haunted valley tour, and if and when I return I will. Falkirk Boat Locks, yes it wasn't a boat house, it housed boats. It can probably be googled as Falkirk Wheel, It was a really interesting design concept that was followed through. We stayed in two separate however TINY hotels. The showers and toilets reminded me of Porta-Potties and were not ensuite. I could actually lay on the bed and touch both walls. I ate my second piece of cow while I was there and it was awesome. I bought my FAVORITE movie ever Wizard of Oz so now I can drive my host mother nuts with it. I also bought Grease and The Notebook. She thinks it's funny to see me dancing in the living room to "Follow the Yellow Brick Road" and "Grease Lightnin" who da thought? I loved the countryside of Scotland and understand why Mr. and Mrs. Cooper visit there every year and he paints there. However I am not hoping on a bus again any time soon. My butt still hurts to sit for more than an hour...hope you feel informed!

1. Cau

Maria

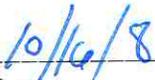
Receipt of Reference Materials

I **Nathaniel Neider** newly appointed member of the City of Manistee Historic District Commission have received the following reference materials:

- ▶ Historic District Commission By-Laws
- ▶ Secretary of the Interior's Standards for Rehabilitation
- ▶ "The Historic District Commission"
- ▶ "The Appeal Process"
- ▶ "Frequently asked Questions about Historic Districts"
- ▶ "Michigan's Historic Preservation Tax Incentives"
- ▶ Final Report of the Historic District Study Committee
- ▶ Manistee Commercial Historic District Survey Report
- ▶ Local Historic Districts Act (Act 169 of 1970)
- ▶ Historic District and Historic District Commission Ordinances

In addition I authorize staff in the Community Development Department to open any correspondence received in my name. The correspondence may be copied and distributed to the other members of the Historic District Commission upon the judgement of the staff.


Nathaniel Neider


Date