

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, December 4, 2008
3:00 p.m. in the 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 will take action to approve the December 4, 2008 Agenda.

IV Approval of Minutes

At this time the Historic District Commission will take action to approve the November 6, 2008 Meeting Minutes.

V New Business

Original Signage - Policy #10

The Historic District Commission discussed adding a new policy about Original Signage. This was discussed at their Worksession on November 13, 2008. A draft has been prepared for the History District Commission to review and possibly adopt.

At this time the Historic District Commission will review Original Signage - Policy #10 and if they feel the Policy is complete, adopt the policy.

Election of Officers

According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

At this time the meeting will be turned over to Jon Rose who will ask for nominations.

Chair

The Historic District Commission will select a Chair for 2009.

Vice-Chair

The Historic District Commission will select a Vice Chair for 2009.

Appointment of a Recording Secretary 2009

At this time the Historic District Commission shall appoint a Recording Secretary for 2009.

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

Jeffrey & Sharry Curtis owner of the My Way Sundae Shop on Washington Street were sent a letter regarding signage that was installed without a permit.

IX Staff Reports/Worksession

A Temporary Sign Permit was issued to Gateway Gallery/Melissa Ketz, 129 Washington Street for a Sign 16" x 7.5"

X 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: November 25, 2008
RE: December 4, 2008 Meeting

Commissioners, We have the following items on the December 4, 2008 Historic District Commission Agenda:

New Business:

New Policy - Original Signage - Policy #10

Election of Officers - According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

Appointment of a Recording Secretary 2009

Old Business:

None

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

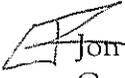
:djb



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MEMORANDUM

TO: Historic District Commissioners

FROM:  Jon R. Rose
Community Development Director

DATE: November 25, 2008

RE: Historic District Commission Meeting December 4, 2008

Commissioners, following is an update on the following items in your packet:

Jeffrey & Sharry Curtis - Letter regarding Signage

Mr. & Mrs. Curtis operated My Way Sundae this past season on Washington Street. It was brought to our attention that signage had been installed on the windows without a permit.

On November 24, 2008 Mr. Curtis called me stating that they had been away on vacation and just returned and did not have time to submit an application to meet the deadline for the December meeting. I told them that they needed to submit an application by December 22, 2008 for the January meeting.

Temporary Signage - Gateway Gallery/Melissa Ketz, 129 Washington Street

A temporary sign permit was issued to Gateway Gallery/Melissa Ketz, 129 Washington Street. The January 2009 meeting was moved back a week due to the New Year Holiday.

Due to the change in meeting date it would be appropriate to grant an extension of the temporary sign permit.

JRR:djb



Manistee Commercial Historic District Policy #10 Original Signage

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

Existing original signage in the Cornice Pinnacle and Recessed Panels below the Upper Cornice are exempt from signage calculations.

Original signage that is part of the architecture (i.e. "Ramsdell" carved in stone on the Ramsdell Building or "Manistee County Savings Bank", 375 River Street) are also exempt from signage calculations such signage may not be removed or altered and must be maintained.



City of Manistee

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
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

November 13, 2008

Jeffrey & Sharry Curtis
932 E. Sugar Grove Road
Scottville, MI 49454-9676

RE: Signage

Good Morning!

It has been brought to my attention that signage was installed at your building on Washington Street for your Sundae Shop. Your building is located within the Historic District and requires a Sign Permit and approval by the Historic District Commission.

Enclosed is a copy of the Sign Permit Application and Application for Signage in the Historic District. Please complete and return to our office by November 24, 2008.

If you have any questions, please call me at 231.398.2805.

Sincerely,

CITY OF MANISTEE



Jon R. Rose
Community Development Director

JRR:djb

Enclosures

cc: Historic District Commission





Application for a Temporary Sign 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: <u>John Bowen</u>	<u>Gail Zavada; Patti Janowiak</u>
Mailing Address: <u>29939 S. River Rd.</u>	<u>129 Washington St.</u>
Phone# & e-mail Address: <u>Harrison TOWNS, MI 48045</u>	<u>Manistee, MI 49660</u> <u>231 723-6050</u>

Address of Affected Property: 129 Washington Suite B Manistee

Name of Applicant (if different): Melissa Ketz

Mailing Address: 1660 Pine Creek Rd. Manistee

Phone# & e-mail Address: 231 887 9957

By Signing this form the Applicant agrees to the terms of the Temporary Sign Permit

Applicants Signature:

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 10 days prior to a meeting to be placed on the agenda.

Since signage is an important component of Businesses in the Manistee Commercial Historic District and applicants cannot always get their information to the Commission in time to be placed on the agenda, the Historic District Commission has developed a process that allows the installation of Temporary Signage as follows:

- ▶ Temporary Signs are limited to 45 days. An extension can only be granted by the Historic District Commission.
- ▶ Temporary Signage is limited to 16 square feet as approved by the Museum Director.
- ▶ 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.
- ▶ Temporary Signs require review and approval by Manistee County Historical Museum Director. Contact information is as follows:

Manistee County Historical Museum
 425 River Street, Manistee, Michigan, 49660
 231.723-5531 - Tuesday thru Friday - 10:00 a.m. till 5:00 p.m.
PLEASE CALL FOR AN APPOINTMENT

approved

 14 Nov 08

Office Use Only:		
Date Submitted: <u>11-14-08</u>	Application # <u>T-2008-04</u>	Expiration Date: <u>12-29-08</u>
Notes/Approval: _____		

16"

7 1/2"



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

The Historic District Commission will meet on **Thursday, December 4, 2008 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

New Business:

New Policy - Original Signage - Policy #10

Election of Officers - According to the By-Laws of the City of Manistee Historic District Commission their annual election of Officers is held at the December Meeting for the following year.

Appointment of a Recording Secretary 2009

Old Business:

None

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, November 26, 2008 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee