

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, March 5, 2009  
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 March 5, 2009 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the February 5, 2009 meeting Minutes.

### V New Business

#### HDC-2009-02 - Elbert Purdom/Big Bear Investments, 369 River Street - Lower Cornice

A request has been received from Elbert Purdom/Big Bear Investments, 369 River Street for a Certificate of Appropriateness for the Lower Cornice as submitted with Application HDC-2009-02.

The Lower Cornice was omitted from the request for Exterior Facade Improvements approved by the Historic District Commission October 2, 2008.

At this time the Historic District Commission can take action to approve/deny the request from Elbert Purdom/Big Bear Investments, 369 River Street for a Lower Cornice as submitted with application HDC-2009-02.

#### HDC-2009-03 - Debra Herrera/The Gift House, 378 River Street - Window signage

A request has been received from Debra Herrera/The Gift House, 378 River Street for an Application for a Certificate of Appropriateness for Window Signage as submitted with Application HDC-2009-03.

At this time the Historic District Commission can take action to approve/deny the request from Debra Herrera/The Gift House, 378 River Street for Window Signage as submitted with Application HDC-2009-03.

## Policy #11 - Directory Signage

After an inquiry as to how changes can be made to a previously approved Directory Sign the Historic District Commission requested that a policy drafted. A policy has been drafted for the Commission to review.

At this time the Historic District Commission can take action to approve/make changes to Policy #11 - Directory Signage.

### 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



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

## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: February 24, 2009

RE: March 5, 2009 Meeting

Commissioners, We have the following items on the March 5, 2009 Historic District Commission Agenda:

**New Business:**

**HDC-2009-02 - Elbert Purdom/Big Bear Investments, 369 River Street - Lower Cornice -**

A request has been received from Elbert Purdom/Big Bear Investments, 369 River Street for a Certificate of Appropriateness for the Lower Cornice as submitted with Application HDC-2009-02. The Lower Cornice was omitted from the request for Exterior Facade Improvements approved by the Historic District Commission October 2, 2008.

**HDC-2009-03 - Debra Herrera/The Gift House, 378 River Street - Window signage -**

A request has been received from Debra Herrera/The Gift House, 378 River Street for an Application for a Certificate of Appropriateness for Window Signage as submitted with Application HDC-2009-03

**Policy #11 - Directory Signage -**

After an inquiry as to how changes can be made to a previously approved Directory Sign the Historic District Commission requested that a policy drafted. A policy has been drafted for the Commission to review.

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

:djb



Historic Overlay Permit No: PHDC09002

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

369 RIVER STREET Location
51-51-453-702-05

BIG BEAR INVESTMENTS LLC Owner
3528 POTTER RD
BEAR LAKE MI 49614
PURDOM & LANDSFELD

Issued: 03/06/09
Const value 0
Zoning: Sec. No.

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

Contractor
3528 POTTER RD pH#
BEAR LAKE MI 49614

Work Description: The Historic District Commission issued a Certificate of Appropriateness on March 5, 2009 for Elbert Purdom/Big Bear Investments, 369 River Street for a Lower Cornice as submitted with application HDC-2009-02.

Condition: That the Lower Cornice be constructed out of Wood.

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

Handwritten signature of Denise B. Blakeslee
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.



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

## MEMORANDUM

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MEMO FOR FILE

FROM: Jon Rose *JR*  
Community Development Director

DATE: March 2, 2009

RE: Sign Permits /Certificates of Appropriateness

I will be out of town from March 4, 2009 thru March 16, 2009. During my absence Denise Blakeslee will be issuing Certificates of Appropriateness (Historic District Commission) and Sign Permits.

JRR:djb



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

## MEMORANDUM

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TO: Historic District Commissioners

FROM: Jon Rose   
Community Development Director

DATE: February 18, 2009

RE: Elbert Purdom/Big Bear Investments, 369 River Street - **Lower Cornice**

Commissioners, application has been received from Elbert Purdom/Big Bear Investments, 369 River Street for the Lower Cornice which was omitted from the original application. The Historic District Commission reviewed the Lower Cornice Profile at the December 4, 2008 meeting and requested the application include the type of material the Lower Cornice was to be constructed from.

**After checking with the Architect it has been confirmed that the proposed Lower Cornice is to be constructed out of wood.** With this information, a copy of the original application and the new request this application should be complete for the Commission to take action on at the March 5, 2009 meeting.

I will be out of town and will not be attending the March Meeting. If you have any concerns please address Steve Harold at the meeting for his input.

JRR:djb



# 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: Big Bear Investments

Name of Applicant (if different): Albert Purdon

Mailing Address: 3528 Patten Rd.

Phone# & e-mail address: 231-889-3344 elbert.purdon@hughes.net

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: Abonmarche

Mailing Address: \_\_\_\_\_

Phone# & e-mail Address: \_\_\_\_\_

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

Lower Cornice  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*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.

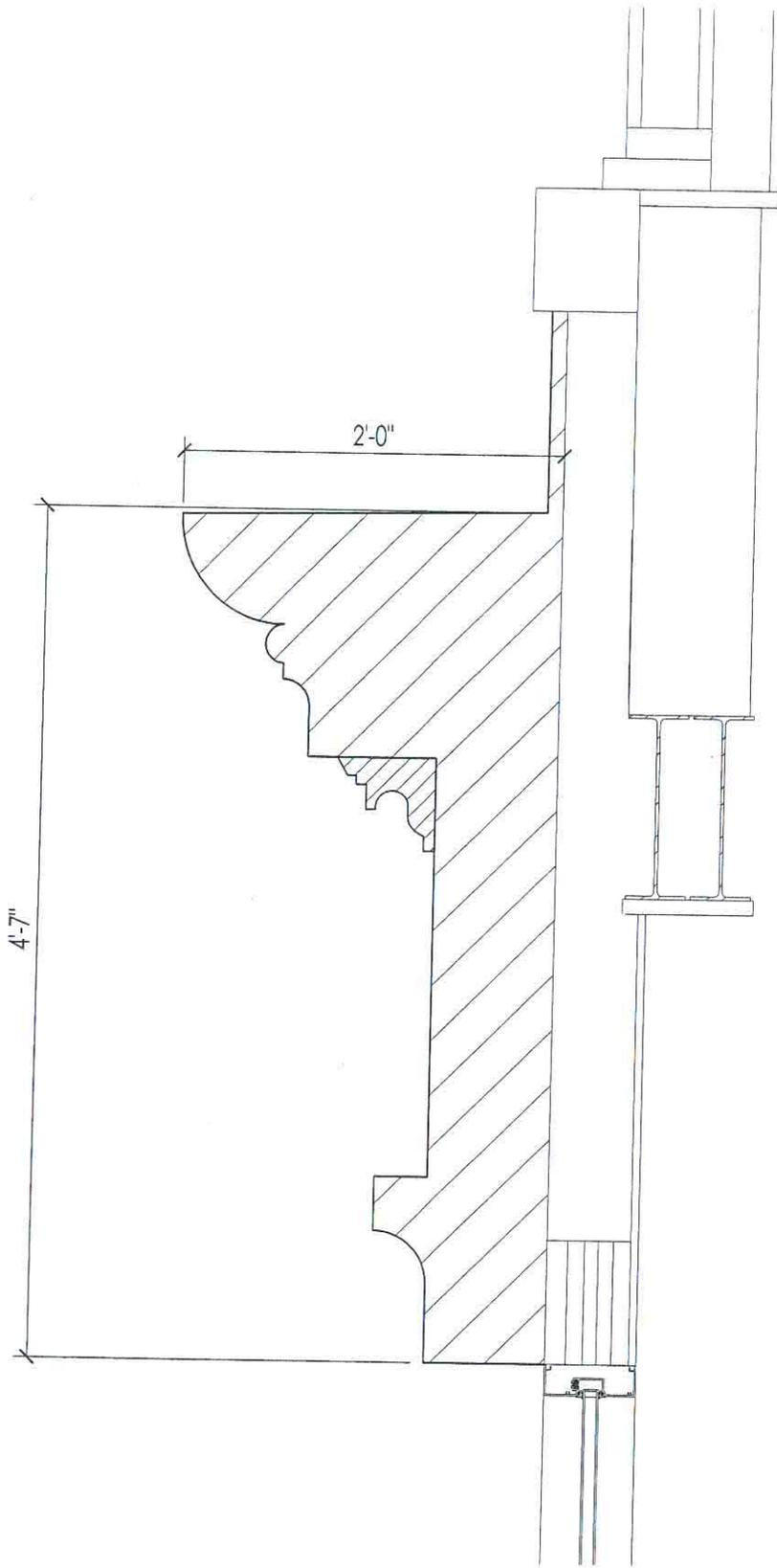
I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

APPLICANT'S SIGNATURE: BIG BEAR INVESTMENT LLC *Elbert Anderson*

PROPERTY OWNERS SIGNATURE: BIG BEAR INVESTMENT LLC *Elbert Anderson*

<b>Office Use Only:</b>		
Date Submitted: <u>1-28-09</u>	Application # <u>HDC-2009-08</u>	Meeting Date: <u>3-5-09</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.*



**CORNICE PROFILE**  
 SCALE: 1" = 1'-0"



**ABONMARCHÉ**  
 Confidence By Design

ENGINEERS / ARCHITECTS / PLANNERS / SURVEYORS

361 1st. STREET  
 MANISTEE,  
 MI 49660  
 T 231.723.1198  
 F 231.723.1194

JOB NO.: M7-1095  
 DATE: 09/25/08  
 DRWN BY: CLS

[www.abonmarche.com](http://www.abonmarche.com)

CORNICE PROFILE  
 PURDOM BUILDING  
 395 RIVER STREET  
 MANISTEE, MI 49660

SHEET

**SK-4**



PURDOM

369

PURDOM BUILDING

**NEW BUSINESS:**

**Michael Mulder/River Street Station, 350 River Street - Amend Permit HDC-2007-09**

A request has been received from Michael Mulder/River Street Station, 350 River Street to amend Permit HDC-2007-09 that the Historic District Commission approved on June 7, 2008. Previously the Commission extended the permit until January 2009 to allow the applicant time to complete the project. Mr. Mulder is now requesting from the Commission a change in type style on the approved awning that was submitted with the original application.

No representative from River Street Station was at the meeting. Commissioners asked if the copy was an actual depiction of the proposed font. Steve Harold discussed the proposed changes with the applicant and the request is only for a change in font. There is not a change in color and the awning must be the same angle as the other two (no waterfall awning).

MOTION by Kelly Niles, seconded by John Perschbacher to approve the request to amend permit HDC-2007-09 by allowing a change in type style on the approved awning.

With a roll call vote this motion passed 4 to 0.

Yes: Niles, DeRee, Perschbacher, Kracht  
No: None

**Elbert Purdom/Big Bear Investments, 369 River Street - Exterior Facade Improvements**

A request has been received from Elbert Purdom/Big Bear Investments, 369 River Street for a Certificate of Appropriateness for exterior facade improvements as submitted with Application HDC-2008-31. The Historic District Commission approved a concept plan that was submitted at their meeting on July 7, 2008 for exterior renovations to the building.

Mr. Purdom asked the Commission to direct their questions to Kevin Mulvihill from Abonmarche the Architect for the project.

Specific questions were asked on the following elements:

**Furnish & Install New Windows - First Floor** - These widows will have storefront framing (aluminum frames). The frames will be painted and they will use non-glossy paint.

**Furnish & Install Exterior Shutters** - Shutters will be wooden, they will recess into the existing window frames and will be functional.

**Paint Exterior of Building** - Paint samples were provided for the commission to review.

**Furnish and Install two New Doors** - The proposed doors were acceptable.

**Install Security Grille** - The proposed Security Grille will fit into the frame for the upstairs door.

MOTION by Maria DeRee, seconded by Kelly Niles to approve the request from Elbert Purdom/Big Bear Investments, 369 River Street for a Certificate of Appropriateness for exterior facade improvements as submitted with Application HDC-2008-31.

With a roll call vote this motion passed 4 to 0.

Yes: Perschbacher, DeRee, Niles, Kracht

No: None

**Paula M. Rozmiarek and Jeff Gordon, 347-349 River Street - Ledge Reconstruction.**

A request has been received from Paula Rozmiarek and Jeff Gordon, 347-349 River Street for Ledge Reconstruction on the front exterior of the building at 347-349 River Street as submitted with application HDC-2008-32.

Jeff Gordon explained the proposed project and answered questions.

Jon Rose noted that the previous permit that was approved for the doors indicated that no other stain materials were to be used.

Mr. Gordon assured the commission that the proposed ledge previously had stained wood prior to being painted.

Steve Harold commented that stain was uncommon in the district. Other than having someone test the existing material there is no way to determine if it was stained in the past. It is not unreasonable to accept that it was stained. Mr. Harold noted that we have lost two cornices on buildings in the district in the past and that they are an important feature of the building and he would not want to lose any more.

Jeff Gordon stated it was their intent to preserve and maintain the building historically.

MOTION by Maria DeRee, seconded by John Perschbacher to approve the request from Paula Rozmiarek and Jeff Gordon, 347-349 River Street for Ledge Reconstruction on the front exterior of the building at 347-349 River Street as submitted with application HDC-2008-32.

With a roll call vote this motion passed 4 to 0.

Yes: DeRee, Perschbacher, Niles, Kracht

No: None

MOTION by Dave Carlson, seconded by Nathaniel Neider that the Historic District Commission allow the temporary sign permit issued to Gateway Gallery/Melissa Ketz, 129 Washington Street to remain in force until January 8, 2009.

With a roll call vote this motion passed 4 to 0.

Yes: Carlson, Neider, Perschbacher, Kracht  
No: None

**Consignment Shop, 333 River Street - Signage**

The Consignment Shop has removed the signage.

**Purdom Building, 369 River Street - Cornice Profile**

Commissioners were given a Cornice Profile for the Purdom Building at 369 River Street. This element was not on the previous request submitted to the Commission. An application will be made to the Commission for the January Meeting.

Consensus from the Commission is they would like specified on the application what type of material will the Cornice will be made from. Other than that no problem with the Cornice Profile.

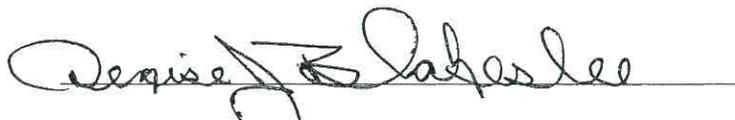
The Next meeting of the Historic District Commission will be on Thursday, January 8, 2009 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

**ADJOURNMENT:**

MOTION by John Perschbacher, seconded by Nathaniel Neider that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 3:45 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION



Denise J. Blakeslee, Recording Secretary



# Historic Overlay Permit No: PHDC08031

Community Development Department  
 Phone: (231) 398 2805

70 Maple Street  
 Fax: (231) 723 1546

Manistee, Michigan 49660

**369 RIVER STREET** Location  
 51-51-453-702-05

**BIG BEAR INVESTMENTS LLC** Owner  
 3528 POTTER RD  
 BEAR LAKE MI 49614  
 PURDOM & LANDSFELD

Issued: 10/02/08  
 Const value 0  
 Zoning: Sec. No.  
**PLEASE CALL (231) 398-2806**  
**FOR AN INSPECTION 24 HOURS IN ADVANCE**

**Contractor**  
 3528 POTTER RD pH#  
 BEAR LAKE MI 49614

**Work Description:** Certificate of Appropriateness as approved by the Historic District Commission during their meeting of October 2, 2008 for the following:  
 Request from Elbert Purdom/Big Bear Investments, 369 River Street for a Certificate of Appropriateness for exterior facade improvements as submitted with Application HDC-2008-31.  
 Application on file at City Hall.

**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 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: Elbert Purdom - Big Bear Investments

Name of Applicant (if different): \_\_\_\_\_

Mailing Address: 3528 Potter Rd

Phone# & e-mail address: 231-889-3344 ELBERTPURDOM@hughes.net

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 Abonmarche

Mailing Address: \_\_\_\_\_

Phone# & e-mail Address: \_\_\_\_\_

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

- Remove Drivert
- Furnish & install new windows - First Floor
- Furnish & install exterior shutters
- Paint 1, 2, & 3 Floors
- Furnish & install two new doors
- See detailed Rendering & Specifications

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

**PROCEDURE AND REQUIREMENTS:**

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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.

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- ▶ 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.

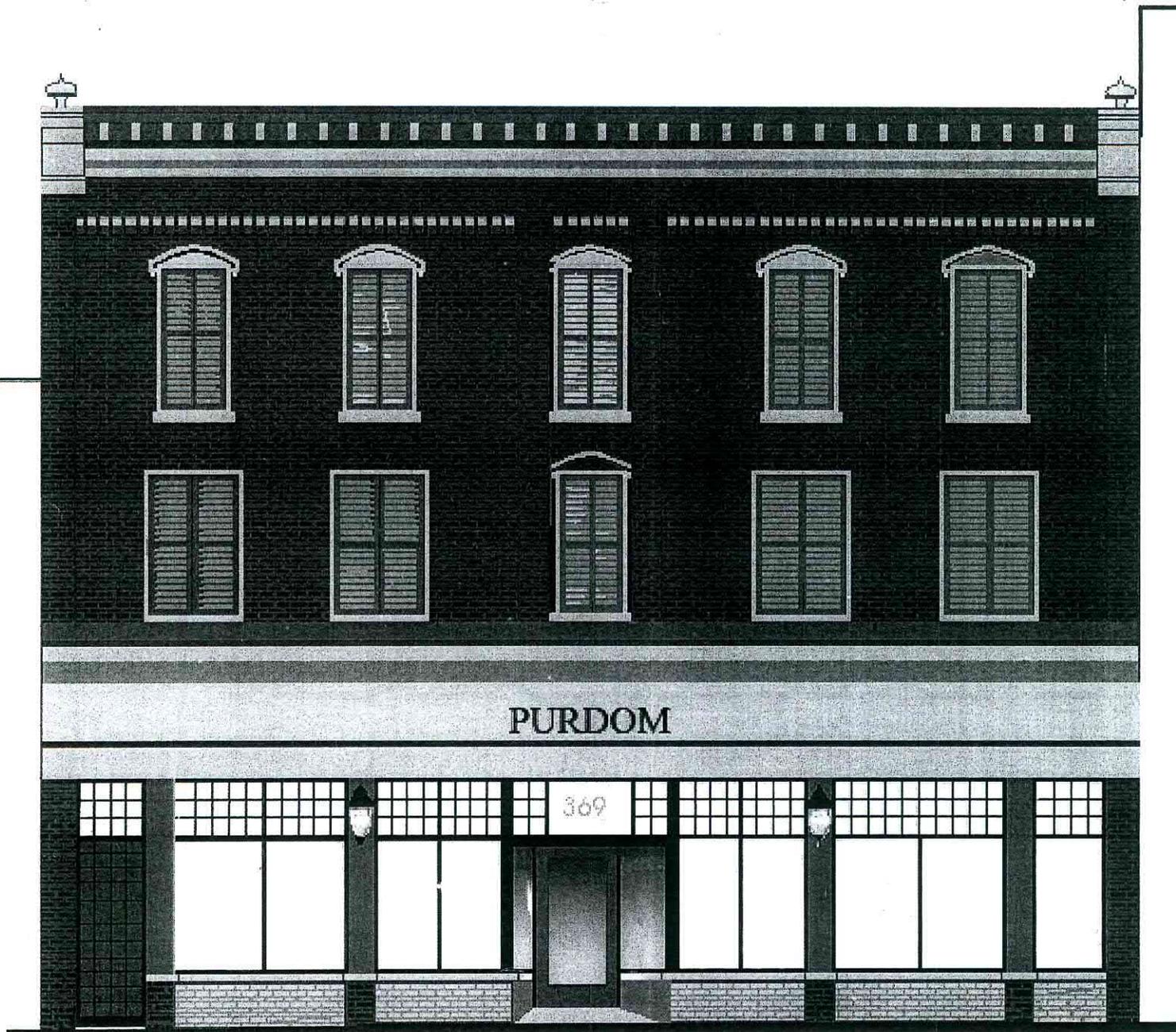
I certify that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.

APPLICANT'S SIGNATURE: Elliot T. Jordan

PROPERTY OWNERS SIGNATURE: Elliot T. Jordan

Office Use Only:		
Date Submitted: <u>9-19-08</u>	Application # <u>HDC-2008-31</u>	Meeting Date: <u>10-2-08</u>
Notes: <u>Approved by HDC 10-2-08 JB</u>		

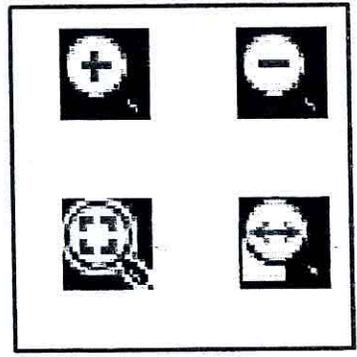
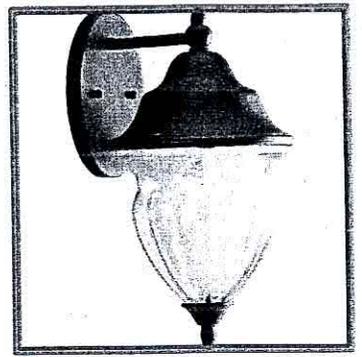
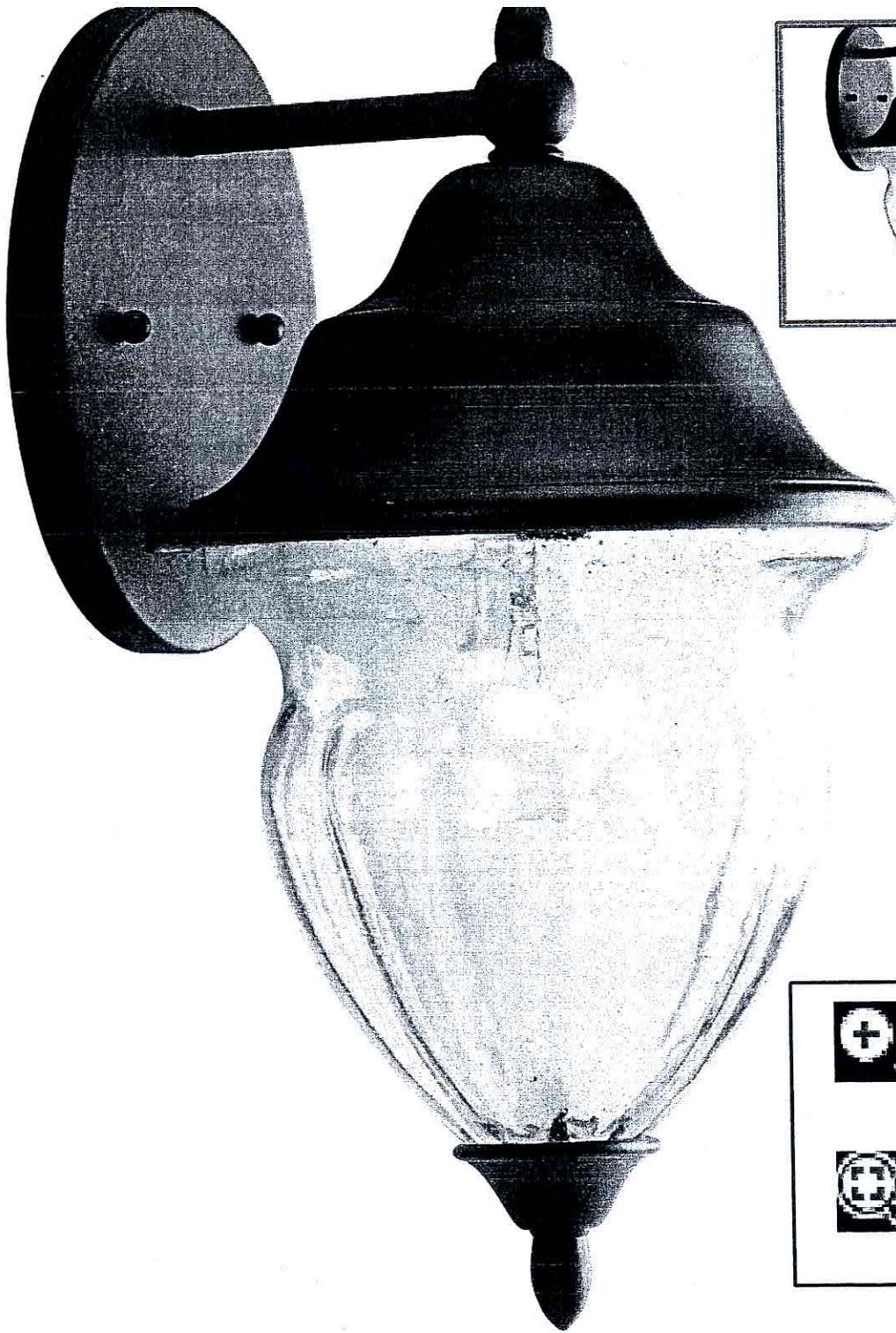
Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed.



PURDOM

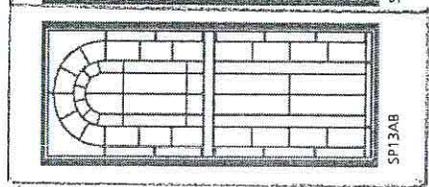
369

PURDOM BUILDING

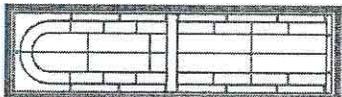


heritage  
cast aluminium panels

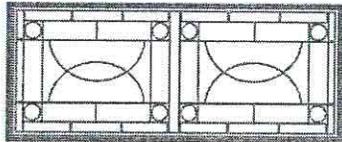
Choose a style from our range to enhance and add style to your home.



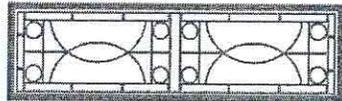
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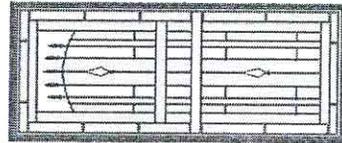
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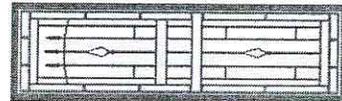
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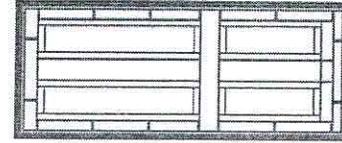
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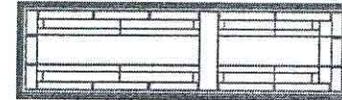
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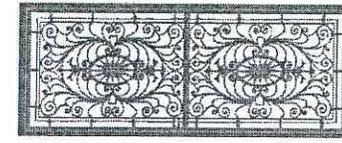
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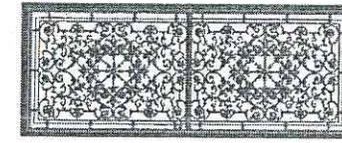
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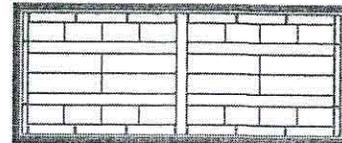
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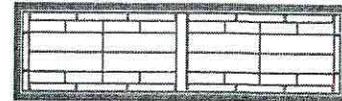
SP6



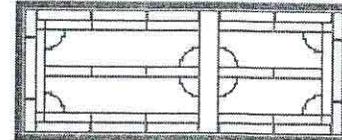
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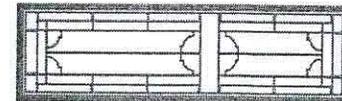
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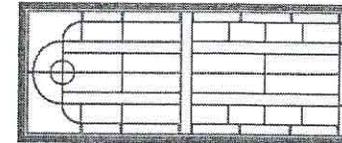
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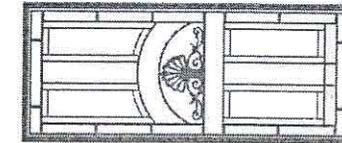
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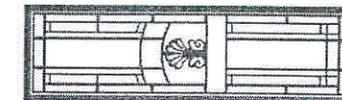
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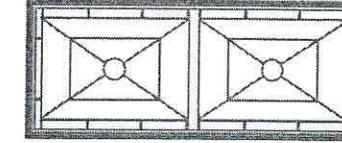
SP33AB



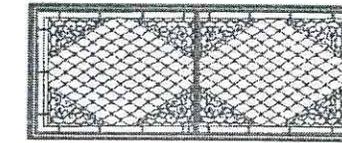
SP14AB



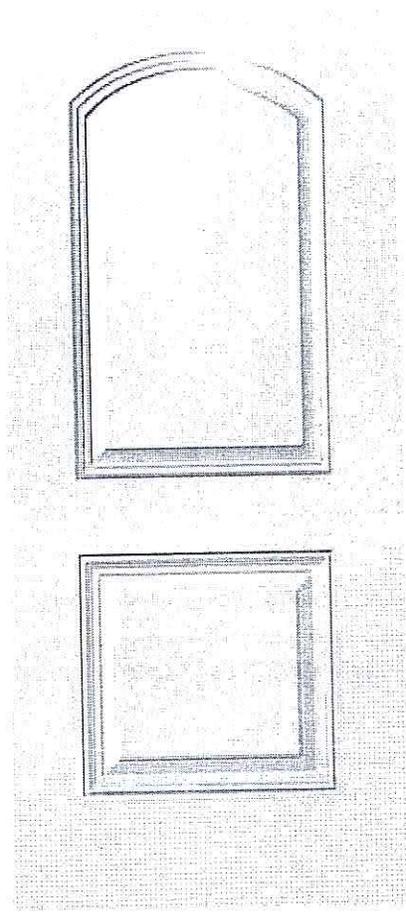
SP18AB



SP30



SP10



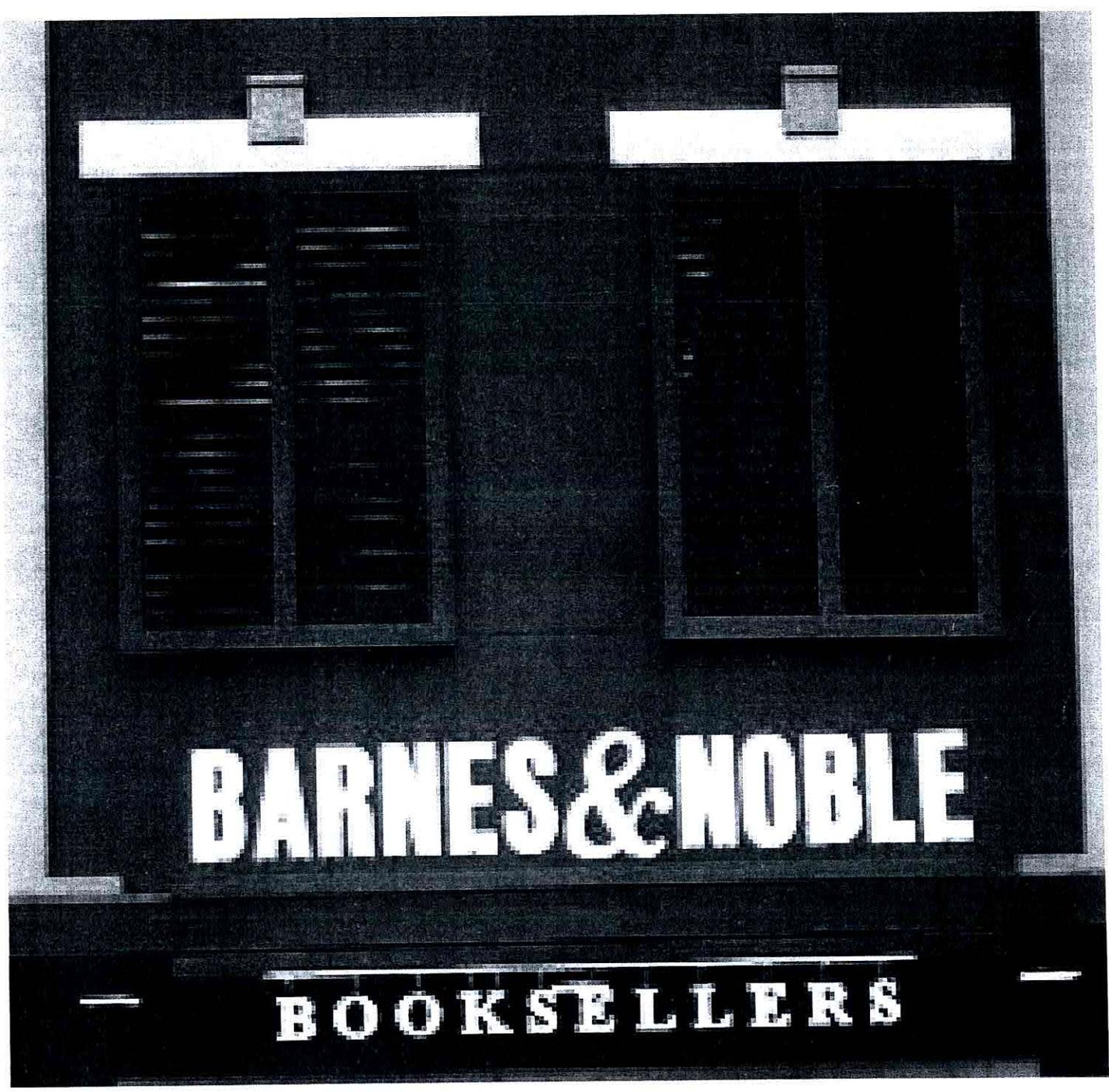
**Style:** 1005HD  
**Heights:** 6'8"  
**Widths:** 2'8", 3'0"  
**Finishing Options:**  
    Painting  
**Impact Rated Options:**  
    Solid Panel  
**Where to Buy**  
**Energy Star Certified**

**HIDDEN LEVEL ENTRY DOOR**



369

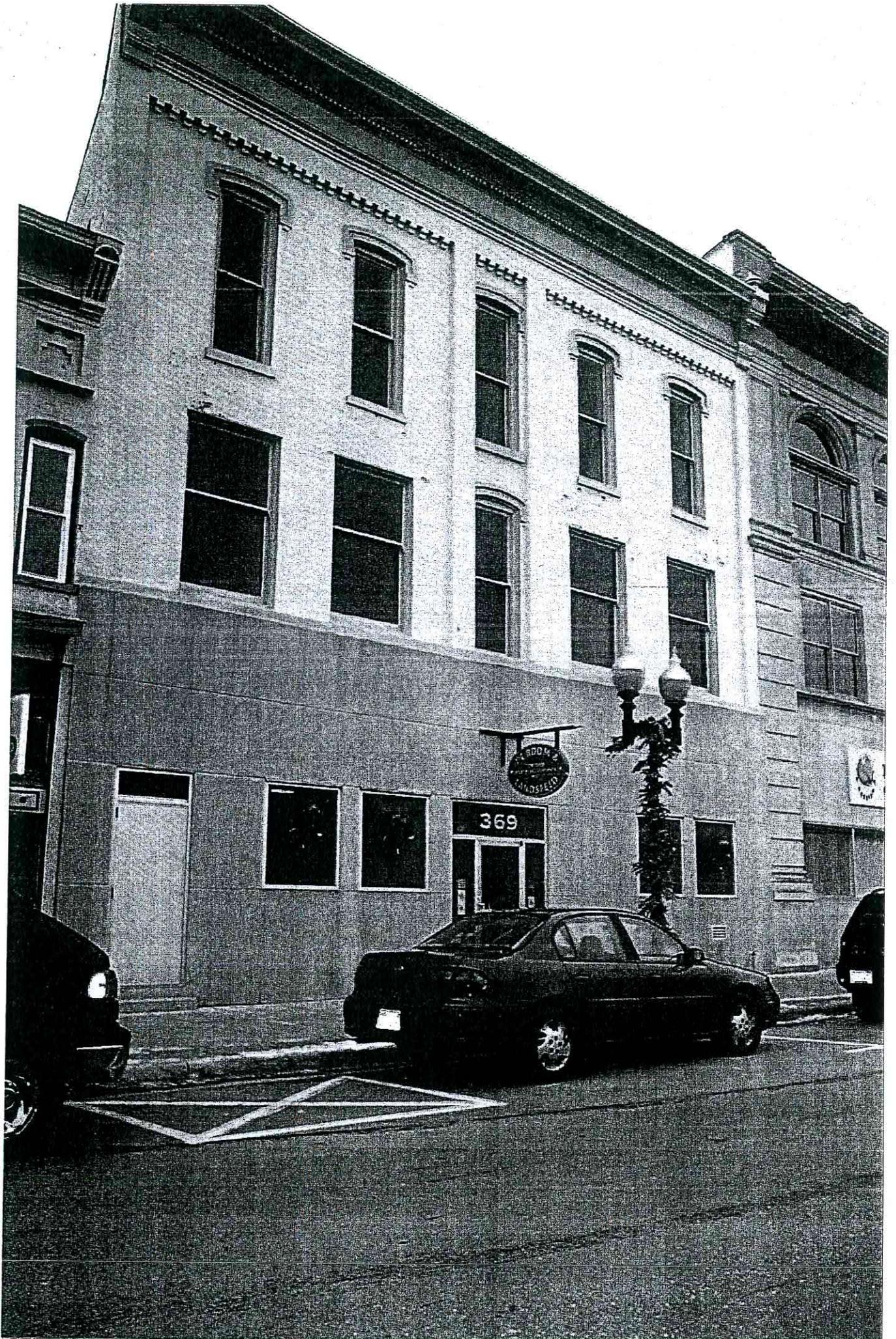
PURDOM ENTRY DOOR



**BARNES & NOBLE**

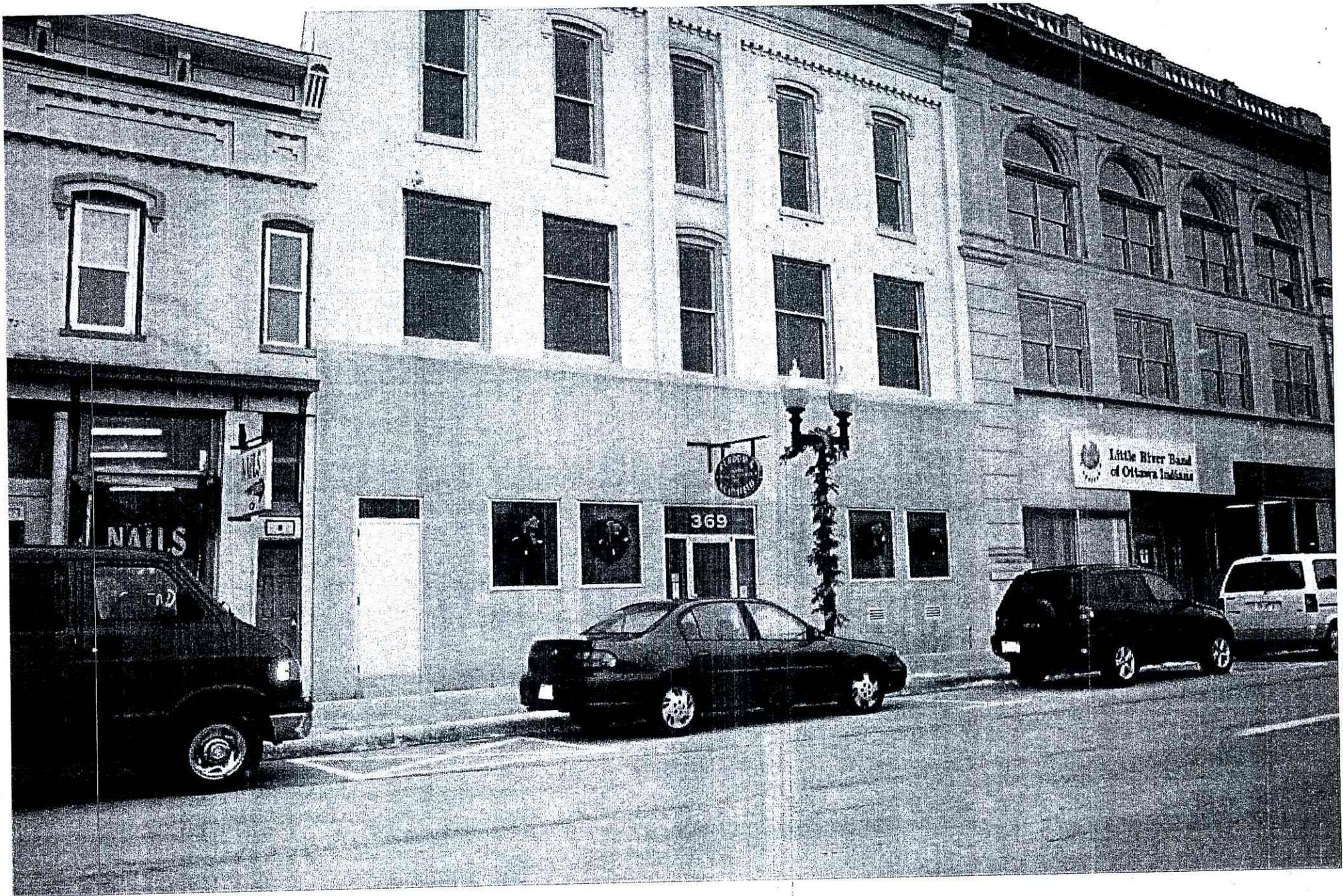
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**BOOKSELLERS**



369

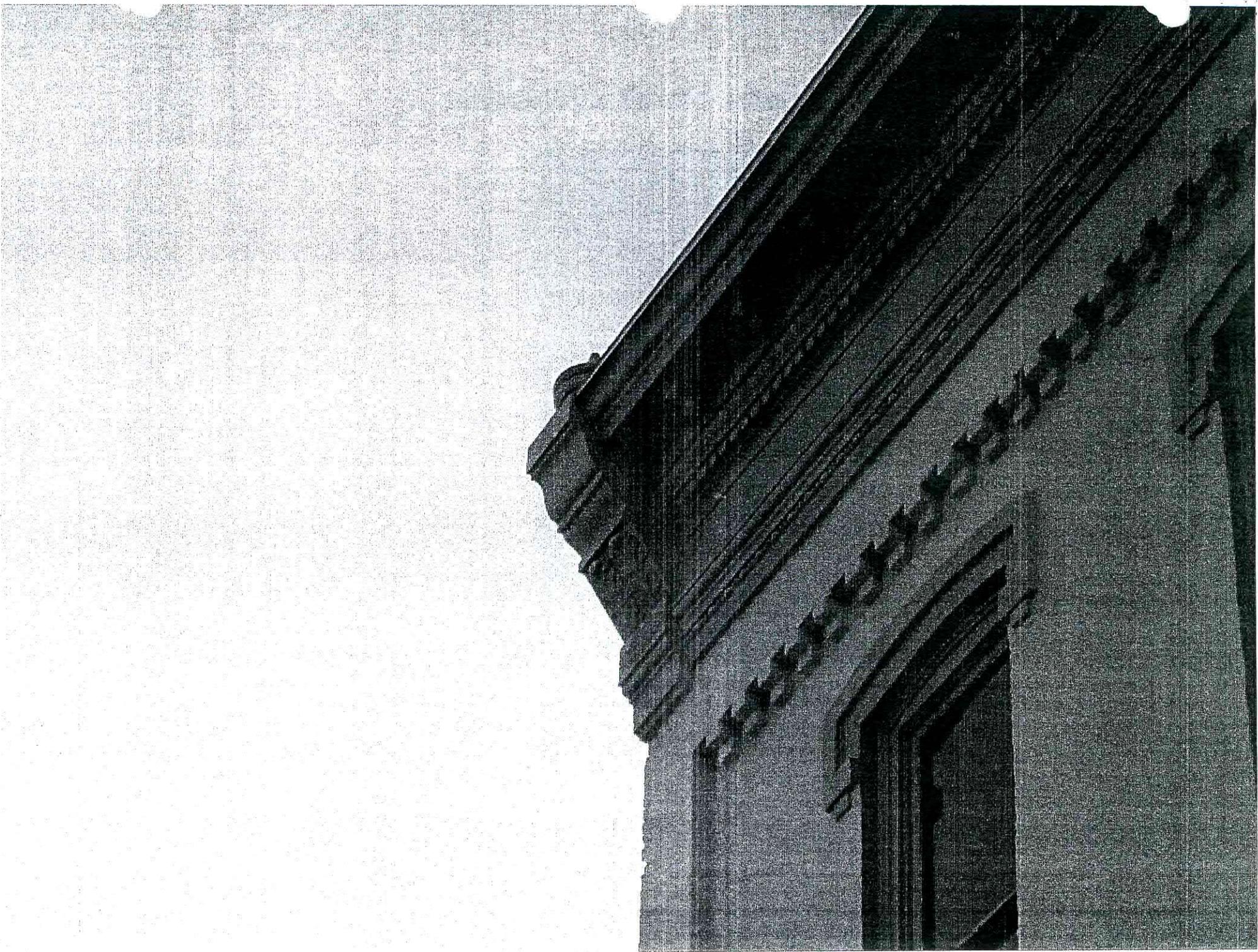
KROGER'S  
GROCERIES  
LANDSFIELD

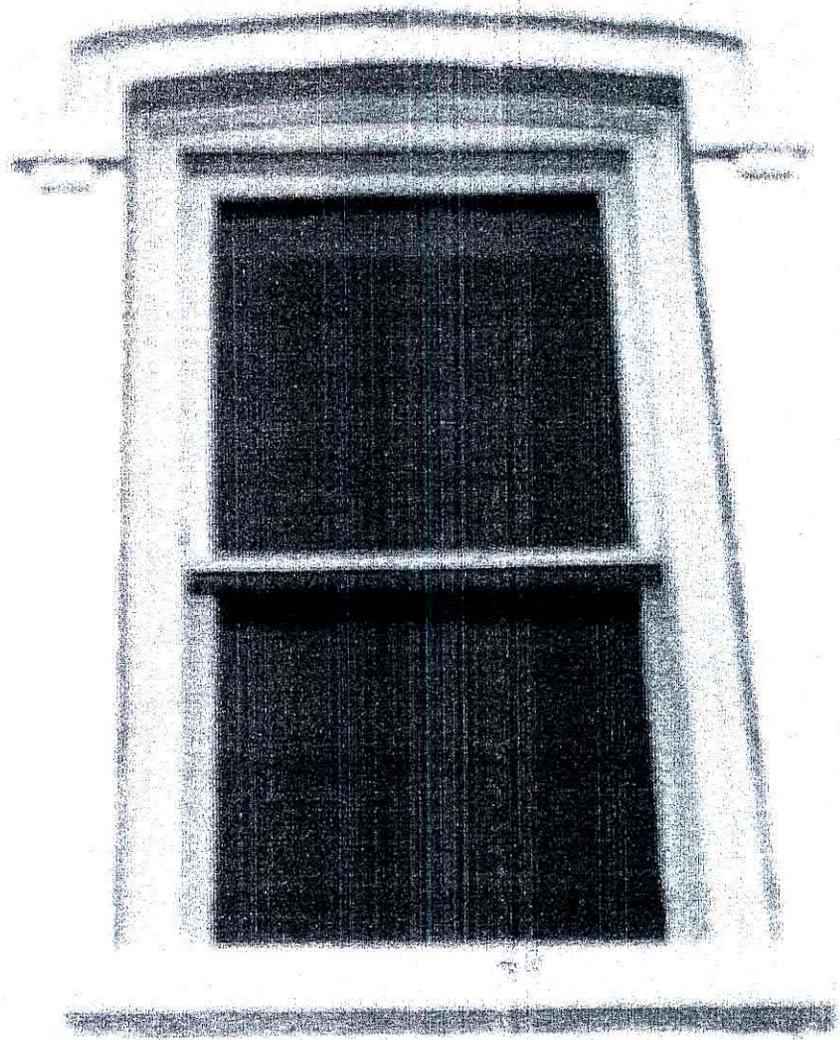
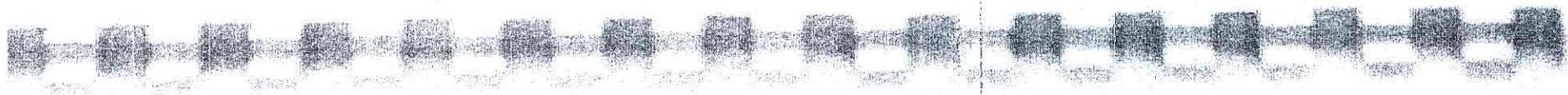


NAILS

369

Little River Band  
of Ottawa Indians







# Margaret's

301 RIVER STREET 196





## Historic Overlay Permit No: PHDC09003

Community Development Department  
 Phone: (231) 398 2805

70 Maple Street  
 Fax: (231) 723 1546

Manistee, Michigan 49660

<b>378 RIVER STREET</b> 51-51-452-702-01  Location	<b>MANISTEE INVESTMENTS LLC</b> PO BOX 237 BELLEVILLE MI 48112 The Gift House  Owner
Issued: 03/06/09 Const value                      0 Zoning:                                      Sec. No.	Contractor PO BOX 237                                      pH# BELLEVILLE                                      MI 48112
<div style="background-color: yellow; text-align: center; font-weight: bold;">           PLEASE CALL (231) 398-2806            FOR AN INSPECTION 24 HOURS IN ADVANCE         </div>	

**Work Description:** The Historic District Commission issued a Certificate of Appropriateness on March 5, 2009 for Debra Herrera/The Gift House, 378 River Street for Window Signage as submitted with Application HDC-2009-03.

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

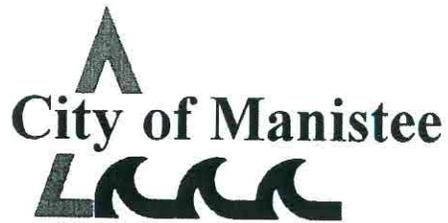
Permit Item	Work Type	Fee Basis	Item Total
		0.00	0.00

\_\_\_\_\_  
 Official

<b>Fee Total:</b>	\$0.00
<b>Amount Paid:</b>	0.00
<b>Balance Due:</b>	<b>\$0.00</b>

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.**



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

## MEMORANDUM

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MEMO FOR FILE

FROM: Jon Rose   
Community Development Director

DATE: March 2, 2009

RE: Sign Permits /Certificates of Appropriateness

I will be out of town from March 4, 2009 thru March 16, 2009. During my absence Denise Blakeslee will be issuing Certificates of Appropriateness (Historic District Commission) and Sign Permits.

JRR:djb



# 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: ~~Sherwinas Motel Inc~~ Manistee Besseneso  
Name of Applicant (if different): Debra Herrera FWC  
Applicant Mailing Address: 378 River st manistee. MI 49660  
Phone# & e-mail Address: 231-723-9008 (cell 231-510-1893) The Gift House@  
Name of Business/Tenant: The Gift House yahoo.com  
Address of Affected Property: 378 River st.

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.
- ▶ Samples of proposed materials for awnings.
- ▶ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- ▶ 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. Use additional sheets if necessary):

See photo - all is on photo.

The Historic District Commission will deny incomplete applications. The applicant will need to submit a new application for placement on the next Agenda (must be received at least 10 days prior to meeting).

***By Signing this form the Applicant/Agent agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.***

APPLICANT'S SIGNATURE: Debra Herrera

PROPERTY OWNER'S SIGNATURE: Tuff Mead (gm)

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.

Office Use Only:		
Date Submitted: <u>2-20-09</u>	Application # <u>HDC 2009-03</u>	Expiration Date: _____
Notes/Approval: _____		



The dimensions of the Window for proposed signage are 80" high by 90" wide.

The Sign shown in this picture is the approved temporary sign. The permanent sign will be between 4 inches in height (as shown in the picture) or 10 inches in height.

The color of the sign letters will be white with black outline for the lettering.

The gift boxes will be white with black outline, the ribbon will be pink/magenta in color.

The proposed signage is smaller in size than the window signage for the "Democratic Party" (previous tenant).

See copy of approved HDC-2008-28 Application for Manistee Inn & Marina Signage for the remaining Building Signage information.



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

## MEMORANDUM

---

TO: Historic District Commissioners

FROM: Jon Rose   
Community Development Director

DATE: February 20, 2009

RE: Debra Herrera/The Gift House, 378 River Street - Window Signage

Commissioners, application has been received from Debra Herrera/The Gift House, 378 River Street for an Application for a Certificate of Appropriateness for Window Signage.

This store is located in the Manistee Inn & Marina. A Certificate of Appropriateness for awnings and signage for the building was approved by the Historic District Commission on September 4, 2009. A copy of the request/approval is enclosed to complete the necessary paperwork for the request.

I will be out of town and will not be attending the March Meeting. If you have any concerns please address Steve Harold at the meeting for his input.

JRR:djb



**Historic Overlay Permit No: PHDC08028**

Community Development Department  
 Phone: (231) 398 2805

70 Maple Street  
 Fax: (231) 723 1546

Manistee, Michigan 49660

**378 RIVER STREET** **Location**  
 51-51-452-702-01

Issued: 09/05/08  
 Const value 0  
 Zoning: Sec. No.

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

**SHREENIVAS MOTEL INC** **Owner**  
 5 VALEWOOD COURT  
 STREAMWOOD IL 601072615  
 (231) 723 4000 Vincient's Ice Cream Shop

**AMOR SIGN STUDIOS INC** **Contractor**  
 443 WATER STREET pH# (231) 723 8361  
 MANISTEE MI 49660

**Work Description:**

The Historic District Commission at their meeting of August 7, 2008 noted that the proposed project at the Manistee Inn and Marina is commendable, but the application is incomplete and the request will be tabled until the September 4, 2008 meeting.

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of September 4, 2008 for the following:

A request from Amor Sign Studios/Manistee Inn & Marina, 378 River Street to install open ended awnings and signage as submitted with application HDC-2008-28 [DISK Amor/Design/Design Prop/Manistee Inn 2008; FILENAME: Manistee Inn; DATE 8-19-08].

**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**

<b>Fee Total:</b>	\$0.00
<b>Amount Paid:</b>	0.00
<b>Balance Due:</b>	<b>\$0.00</b>

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.**



2nd Application Complete

# 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: RK INVESTMENTS

Name of Applicant (if different): AMOR SIGN STUDIOS, INC.

Applicant Mailing Address: 443 WATER ST. MANISTEE, MI 49660

Phone# & e-mail Address: 231-723-8361 toma@amorsign.com

Name of Business/Tenant: MANISTEE INN & MARINA

Address of Affected Property: 378 RIVER STREET

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.
- ▷ Samples of proposed materials for awnings.
- ▷ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- ▷ 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. Use additional sheets if necessary):

FURNISH AND INSTALL (5) AWNINGS ON SOUTH ELEVATION,  
\* SPECS PER DRAWING

\* 1 AWNING WITH MANISTEE INN COPY

\* 1 AWNING WITH VINCENTS ICE CREAM COPY

FURNISH AND INSTALL (2) "M" LOGOS ON SOUTH WALL,  
\* SPECS PER DRAWING

FURNISH AND INSTALL (1) HANGING SIGN ON SOUTH WALL  
\* SPECS PER DRAWING

FURNISH AND INSTALL (8) AWNINGS ON EAST ELEVATION,  
\* SPECS PER DRAWING

FURNISH AND INSTALL (1) "M" LOGO ON EAST ELEVATION,  
\* SPECS PER DRAWING

FURNISH AND INSTALL (16) AWNINGS ON NORTH ELEVATION,  
\* SPECS PER DRAWING

FURNISH AND INSTALL "MANISTEE INN & MARINA" LETTERS  
ON NORTH ELEVATION.  
\* SPECS PER DRAWING

The Historic District Commission will deny incomplete applications. The applicant will need to submit a new application for placement on the next Agenda (must be received at least 10 days prior to meeting).

By Signing this form the Applicant/Agent agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage

APPLICANT'S SIGNATURE:

PROPERTY OWNER'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.

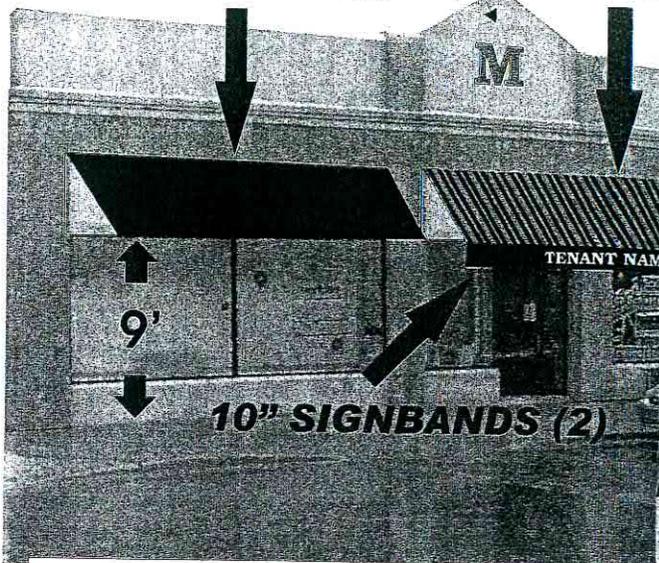
Office Use Only:	
Date Submitted: 8-25-08	Application # HDX-2008-08 Expiration Date: _____
Notes/Approval: _____	

# SOUTH SIDE

30" FORM  
2753 GO

4' X 16'-6" X 3'-7" PROJECTION

4' X 19'-7" X 3'-7"



**TRADITIONAL 3 POINT  
OPEN ENDS WITH VALANCE**

**ALUMINUM FRAMES**

**SUNBRELLA FABRIC:  
4939 BRASS/BLACK CHERRY CLASSIC  
4640 BLACK CHERRY**

**SEALED ON COPY  
AS REQUIRED**

ALLOWABLE SIGN AREA (SOUTH ELEVATION)  
99'-3" X 1.5 = 148 SQ FT

PROPOSED SIGN AREA (SOUTH ELEVATION)  
CENTER AWNING: 48 SQ FT  
"VINCENTS" AWNING: 15 SQ FT  
"VINCENTS" PROJECTING: 5 SQ FT  
"M": 6.25 X 2: 12 SQ FT  
**TOTAL NEW: 80.5 SQ FT**

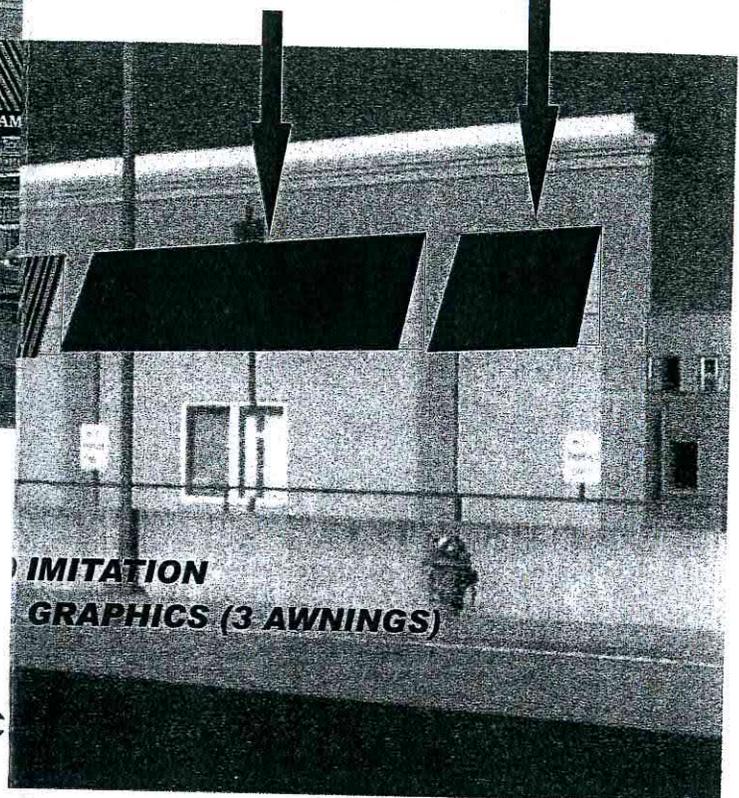
REMAINING EXISTING SIGNAGE (SOUTH ELEVATION)  
"VINCENTS" WINDOW: 5.25 X 5.75 = 30.187 SQ FT  
CONE ON DOOR: 2 X 1.33 = 2.66 SQ FT  
DEMOCRAT BANNER: 1.33 X 7.33 = 9.75 SQ FT  
TOTAL REMAINING EXISTING: 42.60 SQ FT



# EAST SIDE

4' X 13' X 3'-7" PROJECTION

4' X 5'-4" X 3'-7" PROJECTION



ALLOWABLE SIGN AREA (EAST ELEVATION)  
100 X 1.5 = 150 SQ FT

PROPOSED SIGN AREA (EAST ELEVATION)  
LEFT AWNING: 48 SQ FT  
CENTER AWNING: 48 SQ FT  
"M": 6.25 SQ FT

**TOTAL EAST ELEVATION: 102.25 SQ FT**

DATE: 8-19-06 SALES: THA

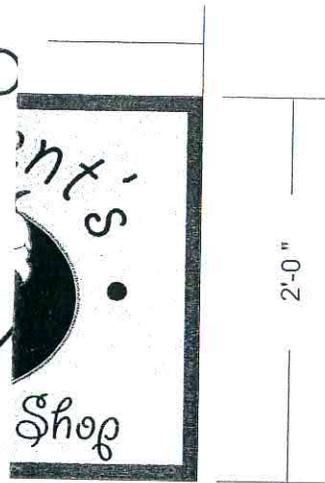
SCALE: no scale

GRAPHICS: WAYNE BIALIK

FILENAME: MANISTEE INN\_V7

DISK: AMOR-DL-SIGN-DESIGN-PROP-MANISTEE INN 2006

SOUTH ELEVATION  
SIDE VIEW 1" =



DIGITAL PRINT COLORS:  
INK 210  
AN 1205  
LUE 288  
ED 485  
ROWN 470

**AMORSIGN**  
Amor Sign Studios, Inc.

413 WATER ST - P.O. BOX 453 - MANISTEE, MI 49660 - 231-723-6361

**IMAGEPRO**  
Affiliate

DATE: 8-19-08 SALES: THA

SCALE: no scale

GRAPHICS: WAYNE BIALIK

FILENAME: MANISTEE INN\_V7

DISK: AMORSIGN\DI SIGN PROJ\MANISTEE INN 2008

**Denise Blakeslee**

---

**From:** Tom H. Amor [tom@amorsign.com]  
**Sent:** Tuesday, August 26, 2008 10:39 AM  
**To:** Denise Blakeslee  
**Subject:** Manistee Inn - existing sign photos and schedule of existing signs  
**Attachments:** South Awning.jpg; close-up Vincent South Window.jpg; close-up South Doors.jpg; close-up Dem South window.jpg; Entrance gate letters.JPG; close-up east signs.jpg; East awning.JPG; Rear Elevation.JPG; South Elevation - perspective.JPG; South Elevation - Left half.JPG; South Elevation - right half.JPG

Hi Denise –

Attached are photos of the Manistee Inn showing the existing signs and awnings. Here is a schedule:

**South Elevation:**

- Plastic sign panel on front awning (13.33 sq.ft.) - - This awning will be removed.
- Vincent's window lettering (30.19 sq.ft.) - - This window lettering remains.
- Vincent's "cone" on front door (2.66 sq.ft.) - - This lettering remains.
- Democrat banner at top of window (9,75 sq.ft.) - - - This remains.

**South "Gate" Entrance:**

- Raised lettering on gate (20 sq.ft.) - - This will remain; missing letter will be replaced.
- Clearance sign (2.92 sq.ft.) - - This sign will remain.

**East Elevation:**

- Manistee Inn letters (14.5 sq.ft.) - - This will be removed.
- Manistee Inn Office sign (13.75 sq.ft.) - - This will be removed.
- Vacancy sign (3.5 sq.ft.) - - This will be removed.
- Awning copy (18.33 sq.ft.) - - This will be removed.

**North Elevation:**

- No existing signage.

***Thanks - Tom H. Amor (JR)***

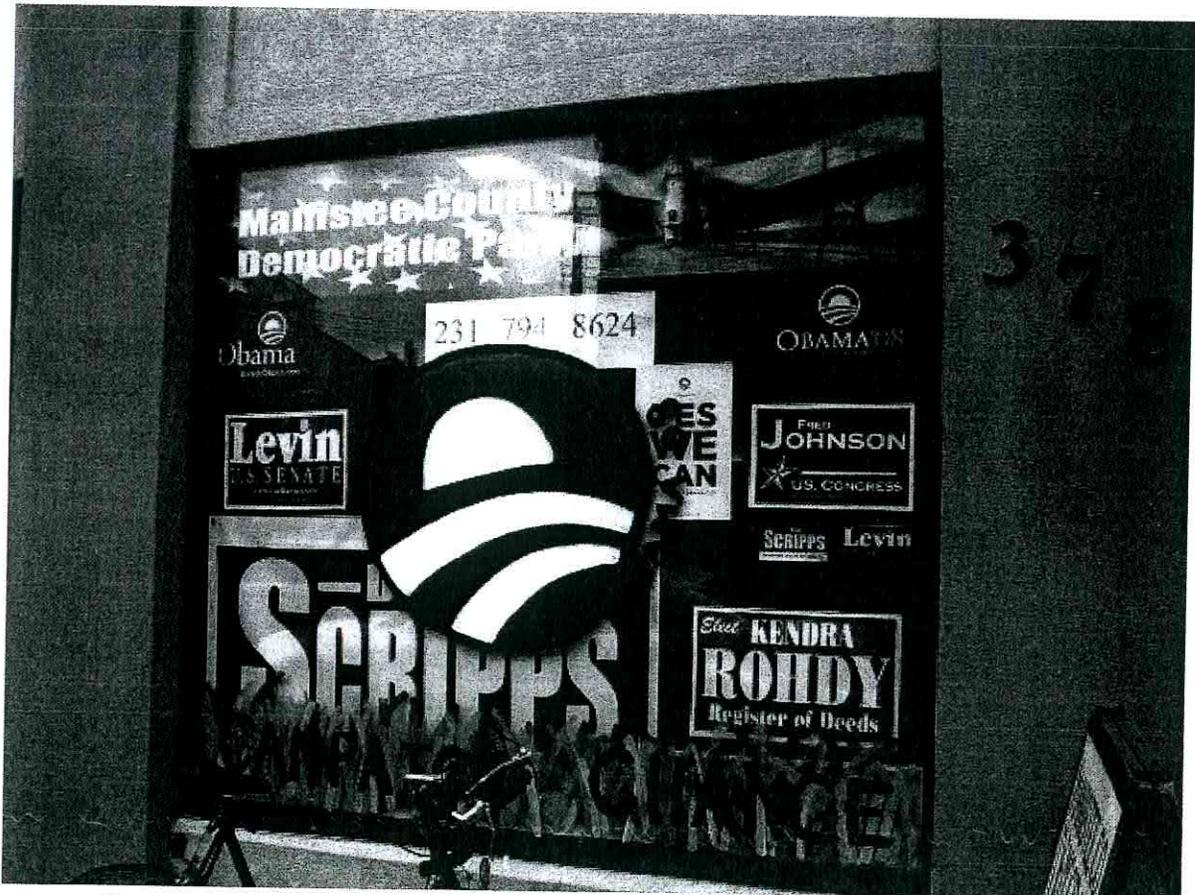
***Amor Sign Studios, Inc.***

***800-922-2667 ext. 17***

***cell: 231-342-1144***



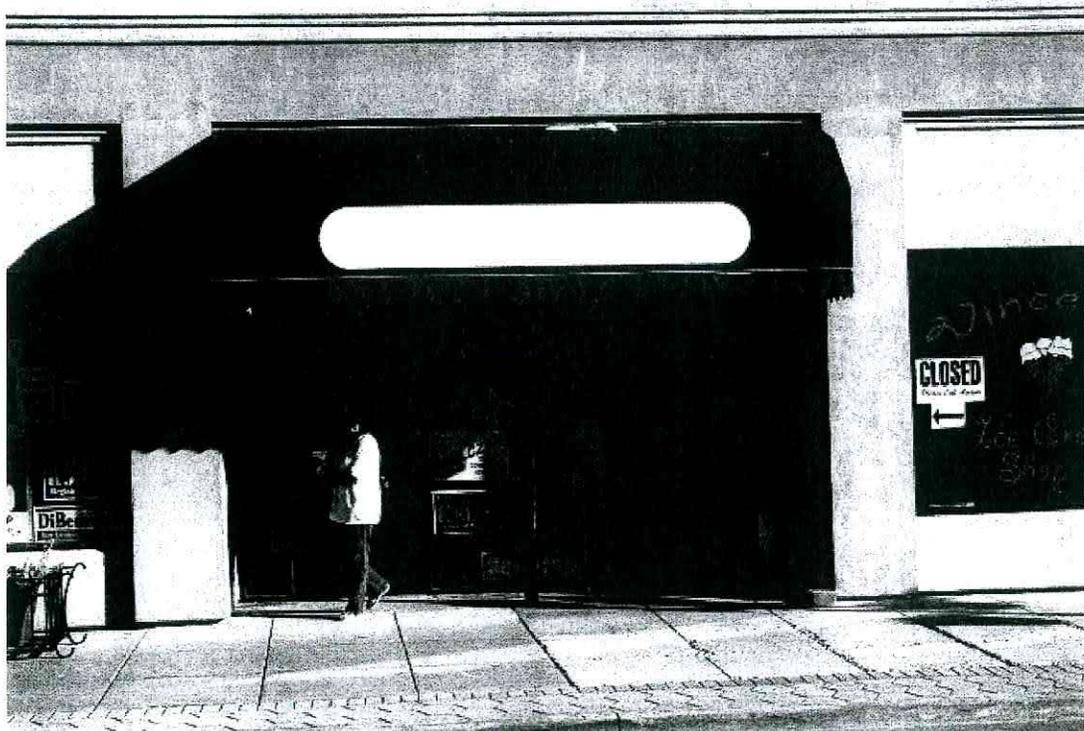
South Elevation of Building - Left Half



Democrat Banner as shown in window (Political Signs not in calculation)



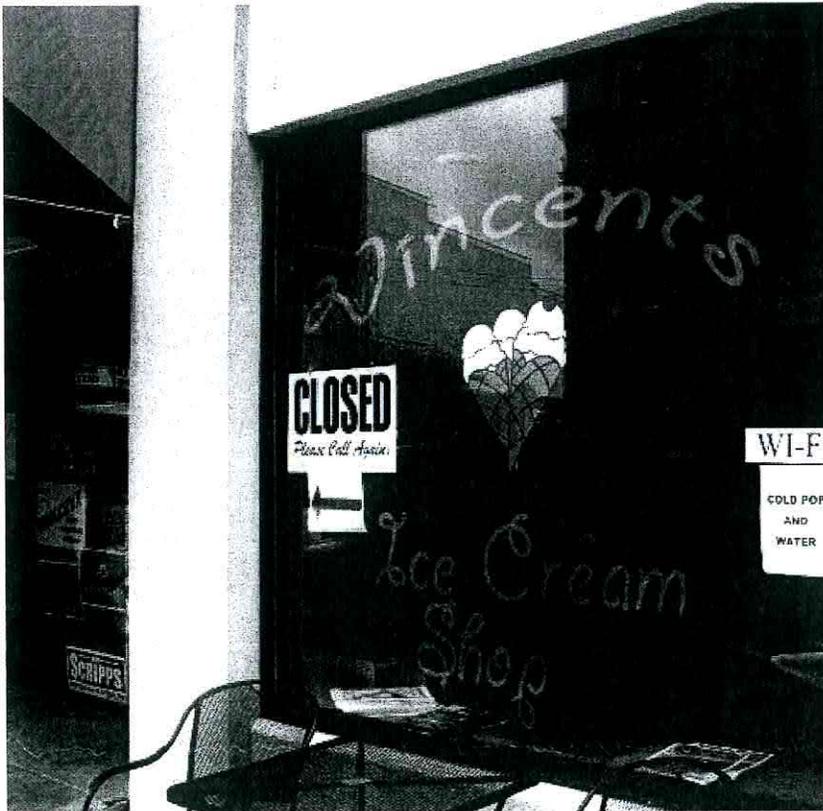
South Elevation – Perspective



Existing Awning on South Elevation – To be Removed



South Elevation of Building - Right Half



Vincent's Ice Cream South Window



Close up Doors - South Elevation



Entrance Gate Letters



# 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: Shreenivas Motel Inc  
Mailing Address: 5 Valewood Court  
Phone# & e-mail Address: Streamwood, IL 60107-245

Address of Affected Property: 378 River St

Name of Applicant (if different): Debra Herrera  
Mailing Address: 378 River St  
Phone# & e-mail Address: 231-723-9008 cell(510-1893) thegiftthousemanistee@yahoo.com

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

Applicants Signature: Debra Herrera

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**

<b>Office Use Only:</b>		
Date Submitted: <u>2-20-09</u>	Application # _____	Expiration Date: <u>4-6-09</u>
Notes/Approval: _____		

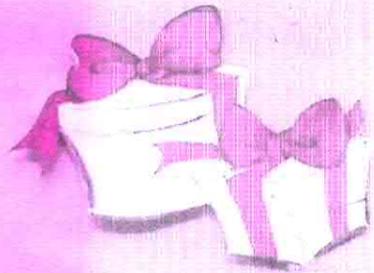
Rev. 6/5/08

LESS THAN 16 SQ FT. Int'l 20 Feb 2009

Temporary Sign

THE

GIFT HOUSE





# Manistee Commercial Historic District Policy #11 Directory 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. There may be a need for a building with multiple tenants to install a directory.

In an effort to expedite the change in tenants on a directory the Historic District Commission has established the following policy.

After a Directory has been approved by the Historic District Commission a change may be made to the Directory under the following conditions:

- ▶ The change will **not increase the size of the directory** originally approved by the Historic District Commission.
- ▶ The change to the directory must be made using the **same font** as originally approved by the Historic District Commission.
- ▶ The change to the directory must be made using the **same colors** as originally approved by the Historic District Commission.
- ▶ The change to the directory must have the **same general appearance** as originally approved by the Historic District Commission.

By meeting these requirements changes may be made to the directory without having to come back to the Historic District Commission for approval and a sign permit will not be required.

# NOTICE OF Meeting of the Historic District Commission

The Historic District Commission will meet on **Thursday, March 5, 2009 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

Elbert Purdom/Big Bear Investments, 369 River Street - Lower Cornice

HDC-2009-03 - Debra Herrera/The Gift House, 378 River Street - Window signage

**Policy #11 - Directory Signage**

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, Tuesday, February 24, 2009 on the bulletin board at the south entrance to City Hall.

Signed:  \_\_\_\_\_  
Denise J. Blakeslee



02/17/2009



02/17/2009





# SIGNATURE® 300 Standard Colors

KYNAR 500® / HYLAR 5000®



COLONIAL RED



NATURAL PATINA



MEDIUM BRONZE



PACIFIC BLUE



HUNTER GREEN



SLATE GRAY



ALMOND



MIDNIGHT BRONZE



RIVER TEAL

SNOW WHITE



CLASSIC GREEN



EVERGLADE



BROWNSTONE



SEA MIST



TUNDRA



SPRUCE



SCARLET RED



HARBOR BLUE

# SIGNATURE® 200 Standard Colors

SILICONIZED POLYESTER

*\*Polar White is a Straight Polyester.*



BURNISHED SLATE



CHARCOAL GRAY



HAWAIIAN BLUE

POLAR WHITE\*

LIGHT STONE



RUSTIC RED



KOKO BROWN



FERN GREEN



COAL BLACK

# SIGNATURE® 300 Metallic

KYNAR 500® / HYLAR 5000®



COPPER METALLIC



SILVER METALLIC



DOVE METALLIC



SANDSTONE METALLIC

- For the most current information available, visit our Web Site at [www.mbc.com](http://www.mbc.com)
- See product selection chart for gauge and color availability.
- All products available in smooth or embossed finish.
- Heavier gauges, narrower widths, striations and embossing minimize "oil canning."
- A 20-year limited paint warranty available for all colors upon written request (outside the Continental United States, please inquire).
- Final color selection should be made from actual color chips.
- Signature® is a registered trademark of MBCI. KYNAR 500® is a registered trademark of ELF Atochem. HYLAR 5000® is a registered trademark of Ausimont.