

MANISTEE CITY: ZONING BOARD OF APPEALS

Meeting of December 19, 2019

2:00 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 Zoning Board of Appeals can take action to approve the December 19, 2019 Agenda.

IV APPROVAL OF MINUTES

The May 28, 2019 meeting minutes were approved on June 5th, 2019 via email/in person at Planning Department office. (Confirm with Board if this style of approval is acceptable moving forward).

V PUBLIC HEARING

There are three Public Hearings today:

The First is for a variance pertaining to setback requirements in the R-2 district.

The Chair will now open the Public Hearing:

The Public Hearing for 346 4th Street– Variance Request

- Applicant shall present their report
- City staff shall give recommendations/comments
- The hearing will be opened for public comments
- Close Public Hearing

The Second is for a variance pertaining to directional signs.

The Chair will now open the Public Hearing:

The Public Hearing for 220 Arthur Street– Variance Request

- Applicant shall present their report
- City staff shall give recommendations/comments
- The hearing will be opened for public comments
- Close Public Hearing

The Third is for a variance pertaining to sign size interpretation.

The Chair will now open the Public Hearing:

The Public Hearing for 160 Memorial Drive– Variance Request

- Applicant shall present their report
- City staff shall give recommendations/comments
- The hearing will be opened for public comments
- Close Public Hearing

VI BUSINESS SESSION:

Action on Pending Cases

- 346 4th Street
- 220 Arthur Street
- 160 Memorial Drive

Old Business

None

Other Business of the Appeals Board:

Election of Officers

According to the By-Laws of the City of Manistee Zoning Board of Appeals their annual election of Officers is held at the January Organizational Meeting. At this time the meeting will be turned over to Kyle Storey who will ask for nominations.

Chair - The Zoning Board of Appeals will select a Chair for 2020.

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

Vice-Chair - The Zoning Board of Appeals will select a Vice Chair for 2020.

Secretary - The Zoning Board of Appeals will select a Secretary for 2020.

Appointment of a Recording Secretary 2020

At this time the Zoning Board of Appeals Secretary may appoint a Recording Secretary for 2020.

By Law Review

According to the By-Laws of the City of Manistee Zoning Board of Appeals they shall annually review their By-Laws at the Organizational Meeting held in January of each year.

- Set Organizational meeting date in January

The Zoning Board of Appeals can take action to amend their By-Laws if necessary at January Organizational meeting.

VII PUBLIC COMMENTS AND COMMUNICATIONS

At this time the Chair will ask if there are any public comments.

VIII ADJOURNMENT



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 12/12/2019

To: City of Manistee: Zoning Board of Appeals

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: Parcel #51-574-730-03 – Variance Request

Dear Zoning Board of Appeal,

Parcel #51-574-730-03, or 346 Fourth Street, has provided all necessary documents in a Request for Appeal – Variance application. **The applicant is requesting a setback variance from 10 feet to 6 feet.** The parcel is in the R-2: Medium Density Residential District. The district regulations are outlined in the City of Manistee Zoning Ordinance which follows this memo. Attached documents include:

- Request for Appeal Application and narrative
- R-2: Medium Density Residential Ordinance
- Aerial photo showcasing existing structural layout
- Site plan prepared by contractor showcasing desired modifications
- Side profile rendering of what structure could look like pending ZBA decision

The applicant will attend the Zoning Board of Appeals meeting to answer any questions the ZBA may have pertaining to this Request for Appeal – Variance application.

Thank you,

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



PAID

Zoning Board of Appeals/Planning & Zoning

NOV 27 2019

395 Third Street

Manistee, MI 49660

231.723.6041 (phone)

231.398.3526 (fax)

Edward Bradford
CITY TREASURER

Request for Appeal

City of Manistee Zoning Board of Appeals

Please Print

Submission of Application			
After receipt of a complete application a public will be scheduled. You will receive written notice from the City indicating the date and time. You or your representative should be present at the hearing to explain your request to the Board and to answer any questions that they may have. After the hearing, the Board of Appeals will make a decision to approve, approve with conditions, or deny your request. You will receive written notice of their decision. Each application shall be accompanied by the payment of a fee \$500.00 in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application.			
Applicant Information			
Name of Owner: Anita and Dale Priester			
Address: 346 - 4th Street			
Phone #: (231) 723-3033	Cell#: (231) 510-1436	work e-mail: (231) 398-1285	
Name of Agent (if applicable):			
Address:			
Phone #:	Cell#:	e-mail:	
Property Information			
Address: 346-4th Street		Parcel #	
Present/proposed Land Use: single home dwelling			
Names and addresses of all persons, firms or corporations having a legal or equitable interest in the land: Anita Priester 346-4th Street - Manistee MI 49660 Dale W Priester 346-4th Street Manistee MI 49660			
List of Deed Restrictions (cite Liber & Page) and attach additional sheets if necessary:			
Has a previous appeal been made with respect to this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If a previous appeal, re-zoning or special use permit application was made state the date, nature of action requested and the decision:			
Detailed Narrative of Request			
State exactly what is intended to be done, on or with the property that necessitates a variance from the Zoning Board of Appeals. On the North (back side) and East North East (back corner) raise the existing wall up to the current 2nd story level to accomodate a 2nd level 1/2 bath and closets. (only the East/ESE part of the house.)			



Request for Appeal (Variance) Zoning Board of Appeals A Step-By-Step Guide



- 1** **Introductory Meeting with Planning Staff** - Staff will assist the applicant by explaining the Zoning Ordinance Regulations/Standards. Staff review of a request usually indicates that a site plan proposed by the applicant does not meet the standards of the ordinance. If the applicant feels that they are unable to modify their plan to meet the requirements of the ordinance or if the ZA is mistaken in their interpretation of the ordinance they have the right to request an appeal from the Zoning Board of Appeals. The applicant is encouraged to contact adjoining and nearby property owners and occupants to discuss their project prior to the Public Hearing. A copy of the mailing information for the 300' notification can be obtained from Staff upon request.
- 2** **Submission of Application** – Applicant will submit their request to the ZA who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed the ZA will then schedule a meeting within 30 days. ***Fee must be received before any requests are processed.***
- 3** **Public Hearing Notification** – Staff will prepare Notice of Public Hearing (Ad in Newspaper, posted on City Web Page, City Facebook Page, Posted at City Hall, mailing to all owners/occupants within 300' of property). ***Noticing must be at least 20 days prior to meeting date.***
- 4** **Public Hearing** - Applicant shall present their case to the Board along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public Hearing will be closed.
- 5** **Meeting** – The Zoning Board of Appeals will begin their deliberation on the request. If the Board determines that no additional information is needed they will deliberate/take action on the request. They will adopt either approve or deny the request. If the Board determines that additional information is needed they will postpone their determination until a specified date and schedule another meeting.
- 6** **Permit** – If approved, Staff will schedule a meeting to certify the minutes. This is typically scheduled for the following week. Once minutes are certified staff will issue a Land Use Permit that states a variance was obtained and specify the variance granted.

****Average time depending on Staff availability, complete application and Meeting Schedules approx. 30-45 days***

[Article 25 Zoning Board of Appeals](#)

Detailed Request and Justification		
Identify each requested variance	Required by Zoning	Requested by Appellant
Front Yard Set Back	From	To
Side Yard Set Back	From	To
Side Yard Set Back	From	To
Rear Yard Set Back	From	To
Waterfront Set Back	From	To
Height	From	To
Lot Coverage	From	To
Off Street Parking	From	To
Other:	From	To
Please Mark all characteristics of your property which require the granting of a variance		
Too Narrow	Explain:	
Too Small	Explain:	
Too Shallow	Explain:	
Elevation (height)	Explain:	
Slope	Explain:	
Shape	Explain:	
Soil	Explain:	
Other:	Explain:	
Specific Variance		
The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height regulations, yard and depth regulations, and off-street parking and loading space requirements provided it finds that all of the Basic Conditions and any one (1) of the Specific Conditions set forth herein can be satisfied. The appellant shall submit, along with the established fee and other materials, a narrative demonstrating why a variance is sought.		
Basic Conditions - The Board shall find that a variance request meets all of the following conditions.		
1. The requested variance is not contrary to the public interest or to the intent and purpose of this Ordinance.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Justification: This doesn't affect my neighbors. I have been in this house since 1977.		
2. The requested variance does not establish a use that is not permitted by right or by a special use permit in the zoning district.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	ARE
Justification: This is already an established residence.		
3. The requested variance does not create an adverse effect upon properties in the immediate vicinity or in the district.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	AREP
Justification: Our stockade fence stops at the edge of the garage and there is an opening to the back yard behind us that is used for access to the alley between 3rd and 4th streets.		
4. The requested variance is not of a recurrent nature to require a change in the Zoning Ordinance.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Justification: This is a one time request.		
5. The requested variance is for property under the control of the applicant	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Justification: I have lived here since 1976 - we are only on 1/2 a lot and have no way to go but up.		
6. The requested variance was not self-created by the applicant or property owner.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Justification: The variance (rules) went into effect after this house was built.		

7. There is not an alternative that would allow the improvement to the property without the requested variance. yes no

Justification: we would be using the existing footings and structure which would make the building safer,

8. The requested variance is the minimum amount necessary to still permit the reasonable use of the land. yes no

Justification: The house has load bearing elements that only require use of limited amount of materials that will pass code

Special Conditions - When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:

Are there practical difficulties with the property that prevents full compliance with the requirements of the ordinance? [Practical difficulties are evaluated in terms of the use of the parcel. Neither the fact the appellant could incur additional costs to achieve full compliance or receive additional income with less than full compliance are to be considered] yes no

Justification: Need half bath upstairs as we are aging and master bedroom is upstairs and we have frequent nighttime bathroom trips.

Is there an exceptional or extraordinary circumstance or physical condition (narrowness, shallowness, shape or topography) of the property or to the proposed use that does not apply to other properties or uses in the same zoning district? yes no

Justification:

Is the requested variance for a right possessed by other properties in the same zoning district? yes no

Justification:

Site Plan Requirements

The applicant is responsible to provide a survey and legal description (unless waived by the Zoning Administrator) as follows:

	The property, identified by parcel lines and location and size
	The scale, north point.
	Natural features such as woodlots, waterbodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
	The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings, square footage of floor space and set-backs.
	The proposed driveway, if any.
	If the parcel is a result of a parcel split resulting after the adoption of this ordinance, then the required site plan shall show all structures and buildings, drawn to scale, that are located on the adjacent property.
	Location dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer and sanitary sewer lines, storm water drainage and retention lines.
	Surface and subsurface storm water drainage and retention systems for paved, roof, and other impermeable surfaces on the site
	Neighboring driveways, and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and identification of service lanes and service parking
	Any proposed alterations to the topography and other natural features shall be indicated.
	Any proposed location of connections to existing utilities and proposed extensions thereof.
	A description of the proposed development
	A vicinity map showing the location of the site in relation to the surrounding street system.

Rules – The following rules shall be applied in the granting of variances

The Board may specify, in writing, such conditions regarding the character, location, and other features that will in its judgment, secure the objectives and purposes of this Ordinance. The breach of any such condition shall automatically invalidate the permit granted.

Each variance granted under the provisions of this Ordinance shall become null and void unless: The construction authorized by such variance has received a City zoning permit within one (1) year after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the granting of the variance, unless an extension of time has been granted by the Zoning Board of Appeals.

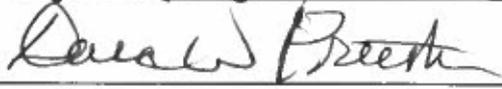
No application for a variance which has been denied wholly or in part by the Board shall be re-submitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence of changed conditions found, upon inspection by the Board, to be valid. For such newly discovered evidence to be considered, an applicant shall submit a detailed description of such evidence to the Zoning Administrator who shall place it on the agenda of the Zoning Board of Appeals along with a report and recommendation on the nature of such newly discovered evidence and whether it may have been pertinent to the decision of the Zoning Board of Appeals. If the Zoning Board of Appeals determines that the newly discovered evidence would have been pertinent to its decision, it shall direct the Zoning Administrator to accept a new application for the previously denied variance. An application considered under the terms of this subparagraph shall be considered a new application and shall be subject to all hearing, notice and fee requirements of this Ordinance.

Authorization

AFFIDAVIT:

The undersigned acknowledges that if a variance is granted or other decisions favorable to the undersigned is rendered upon this appeal, the said decision does not relieve the applicant from compliance with all other provisions of the City of Manistee Zoning Ordinance; the undersigned further affirms that he/she or they is (are) the (owner/lessee/authorized agent for the owner) involved in the appeal and the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his, her or their knowledge and belief. By signing this affidavit permission is given for Zoning Board of Appeals Members to make a site inspection if necessary.

Signature:  Date: 11/05/17

Signature:  Date: 11/08/2017

Fee of \$500.00 enclosed and Site Plan for project attached (request cannot be issued without site plan)

Office Use Only

Fee: \$500.00

Receipt #

Date Received:

Hearing Date:

ZBA-

BUILDING 4 ft. off the accessory structure
NOT Allowable → Already a Non-Conformity



Add 2' to back of house

John Olew

SJO Construction

→ 231-690-2668

Home

231-723-9056

Variance:

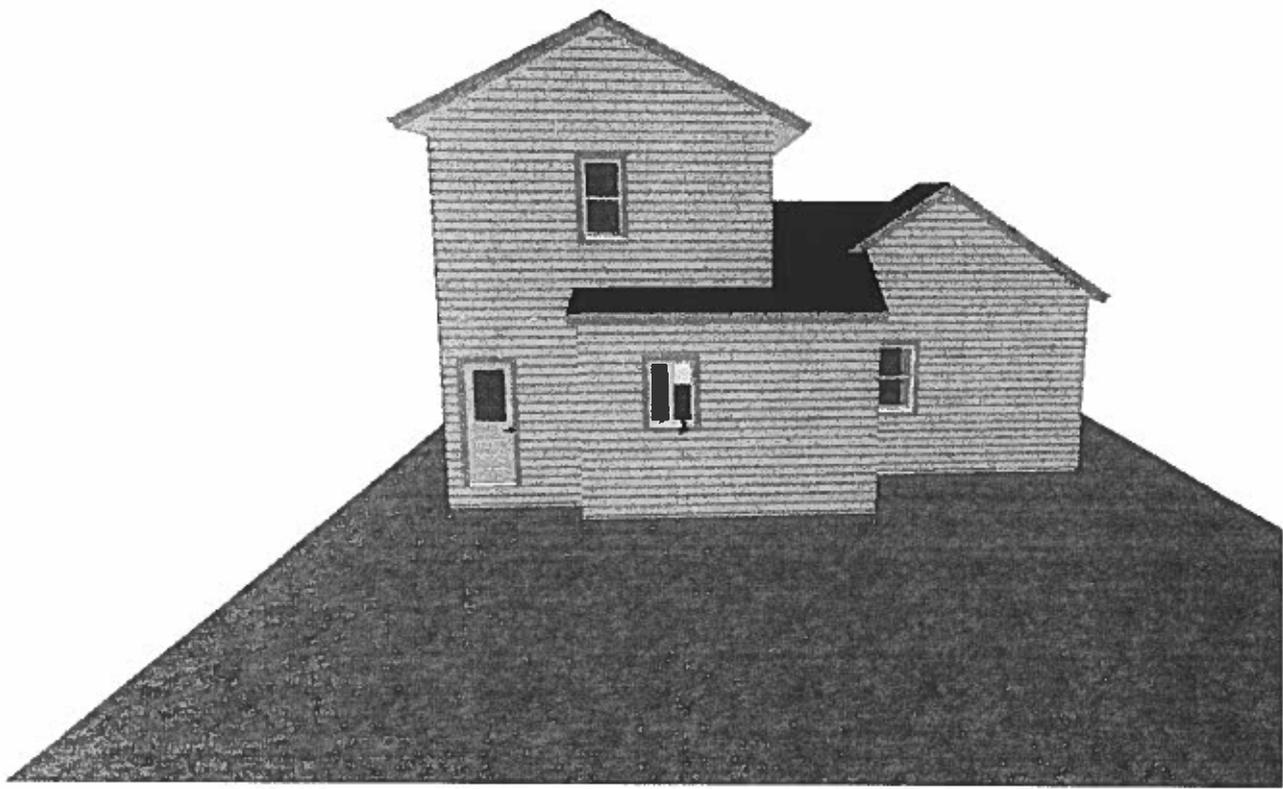
2 options:

• NON-CONNECTED

↳ VARIANCE ON DECREASING SET
BET- ACCESS AND
PRINC.

• CONNECTED

VARIANCE ON REAR
SET-BACK



City of Manistee Zoning Ordinance

Article Nine
R-2 Medium Density
Residential

As Updated thru
June 16, 2017

ARTICLE NINE R-2 MEDIUM DENSITY RESIDENTIAL DISTRICT

SECTION 900 PURPOSE AND INTENT

It is the intent of this District to establish and protect residential areas consisting primarily of medium density, single-family neighborhoods and multi-family communities designed and maintained promote an attractive, walkable, healthy and stable living environment for families, singles and the elderly. The R-2 District, while primarily residential in character, will incorporate some retail and personal service land uses to enhance and strengthen neighborhood life and promote a cohesive and complete community. All portions of the R-2 District shall be served with public water and wastewater services.

PERMITTED USES*

- ◆ Accessory building with footprint less than or equal to the footprint of the principal structure
- ◆ Accessory use to uses permitted by right.
- ◆ Community Garden, subject to [Section 534](#)
- ◆ Dwelling, Single Unit
- ◆ Home Occupation, Minor subject to [Section 1847, B, 1](#)
- ◆ Outdoor Recreation, Park
- ◆ Subdivision, and condominium subdivision consisting of permitted uses, clustered or traditional subject to the Subdivision Control Ordinance.
- ◆ Use similar to uses permitted by right, subject to [Section 530](#)
- ◆ Wind Energy Conversion System, Accessory, subject to [Section 515.G](#)

*If located outside the Wellhead Protection Overlay

[Annotation: Community Garden was added as a Permitted Use by Amendment Z11-06, effective 9/25/11]

[Annotation: Wind Energy Conversion System, Accessory was added as a Permitted Use by Amendment Z11-08, effective 12/28/11]

SPECIAL USES

- ◆ Accessory building with footprint greater than the footprint of the principal structure
- ◆ Accessory use to permitted special use
- ◆ Adaptive Reuse
- ◆ Adult Foster Care Facility
- ◆ Bed & Breakfast
- ◆ Day Care, Group (7-12 children)
- ◆ Duplex
- ◆ Dwelling, Accessory

SPECIAL USES Cont'd

- ◆ Dwelling, Multiple Unit
- ◆ Home Based Business
- ◆ Home Occupation, Major
- ◆ Marina
- ◆ Mixed-Use Development
- ◆ Personal Service Establishment
- ◆ Planned Unit Development
- ◆ Use similar to permitted special use

[Annotation: Duplex changed from Permitted use to Special Use by Amendment Z10-01, effective 10/30/10]

SPECIAL USES

Requires Key Street Frontage

- ◆ Convenience Store
- ◆ Eating and Drinking Establishment
- ◆ Education Facility
- ◆ Gallery or Museum
- ◆ Hotel
- ◆ Medical or Dental Office
- ◆ Mortuary
- ◆ Nursing Home or Convalescent Home
- ◆ Parking Facility
- ◆ Places of Public Assembly, Large & Small
- ◆ Professional Office
- ◆ Professional Service Establishment
- ◆ Retail Business
- ◆ Studio for Performing and Graphic Arts

[Annotation: Convenience Store without fuel pumps was changed to Convenience Store by Amendment Z17-04, effective 6/16/17]

- ADDITIONAL STANDARDS**
- ◆ Site Plan requirements subject to [Section 2203](#)
 - ◆ Vehicular Parking Space, Access and Lighting requirements subject to [Section 514](#)
 - ◆ Landscaping requirements subject to [Section 531](#)
 - ◆ Signage requirements subject to [Article 21](#)
 - ◆ Dumpsters and Enclosures subject to [Section 506](#)
 - ◆ Outdoor Lighting requirements, subject to [Section 525](#)
 - ◆ U.S. 31 Corridor Overlay District requirements, subject to [Article 19](#)

DISTRICT REGULATIONS ^(d)

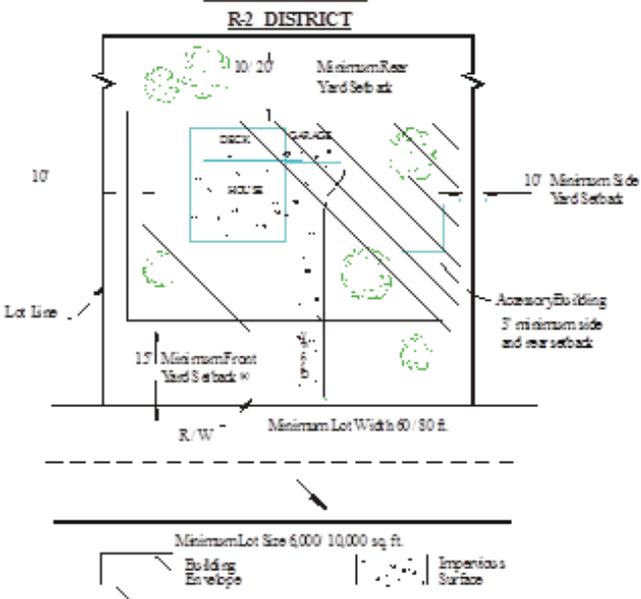
Minimum Lot Area:		Minimum Lot Width:	
Single Unit	6,000 sq. ft.		60 ft.
Duplex, or Commercial Use	10,000 sq. ft.		80 ft.
Multiple Unit ^(b)	10,000 sq. ft. min.		80 ft.
Maximum Dwelling Units/Acre	8	Maximum Building Height	2½ stories, or 35'
Minimum Building Setbacks		Maximum Lot Coverage	40%
Front ^(a)	15 ft.	Minimum Living Area	960 sq. ft.
Side	10 ft. (each side)	Minimum Dwelling Width	20 ft.
Rear	10 ft.	Accessory Building Minimum Setbacks:	
Waterfront	20 feet	Side	3 ft.
		Rear	3 ft. ^(c)

(a) Subject to [Section 502, G](#)

(b) For multiple unit buildings in the R-2 district, a minimum of 10,000 square feet shall be provided for the first two units, plus 5,500 square feet for each additional dwelling unit.

(c) Provided that garages fronting on platted alleys shall be set back the greater of 3 feet from the rear property line or 20 feet from property line on the opposite side of the alley.

(d) Except as may be permitted pursuant to [Section 1870](#), Planned Unit Development.



SECTION 901 USES PERMITTED BY RIGHT

The following uses of buildings and land shall be permitted within the R-2 District subject to the provisions of [Article 22](#), Site Plan Approval.

- A. Accessory building with footprint less than or equal to the footprint of the principal structure
- B. Accessory use to uses permitted by right, subject to [Section 516](#)
- C. Community Garden, subject to [Section 534](#)
- D. Dwelling, Single Unit
- E. Home Occupation, Minor subject to [Section 1847, B, 1](#)
- F. Outdoor Recreation, Park
- G. Subdivision, and condominium subdivision consisting of permitted uses, clustered or traditional subject to the **Subdivision Control Ordinance**
- H. Use similar to uses permitted by right, subject to [Section 530](#)
- I. Wind Energy Conversion System, Accessory, subject to [Section 515.G](#)

[Annotation: Duplex changed from Use by Right to Special Use by Amendment Z10-01, effective 10/30/10]

[Annotation: Community Garden was added as a Permitted Use by Amendment Z11-06, effective 9/25/11]

[Annotation: Wind Energy Conversion System Accessory was added as a Permitted Use by Amendment Z11-08, effective 12/28/11]

SECTION 902 USES PERMITTED BY SPECIAL LAND USE PERMIT

The following uses of buildings and land may be permitted within the R-2 District, as special land uses subject to the provisions of [Article 18](#), special land use approval.

- A. Accessory building with footprint greater than the footprint of the principal structure, subject to [Section 1804](#)
- B. Accessory use to permitted special use, subject to [Section 1805](#)
- C. Adaptive Reuse, subject to [Section 1807](#)
- D. Adult Foster Care Facility, subject to [Section 1808](#)
- E. Bed & Breakfast, subject to [Section 1813](#)
- F. Convenience Store subject to [Section 1823](#) – *Requires Key Street Frontage*
- G. Day Care, Group (7-12 children), subject to [Section 1826](#)
- H. Duplex, subject to [Section 1829](#)
- I. Dwelling, Accessory, subject to [Section 1831](#)
- J. Dwelling, Multiple Unit, subject to [Section 1832](#)
- K. Eating and Drinking Establishment, subject to [Section 1835](#) – *Requires Key Street Frontage*
- L. Education Facility, subject to [Section 1837](#) – *Requires Key Street Frontage*
- M. Gallery or Museum, subject to [Section 1840](#) – *Requires Key Street Frontage*
- N. Home Based Business, subject to [Section 1846](#)
- O. Home Occupation, Major subject to [Section 1847](#)

- P. Hotel, subject to [Section 1849](#) – *Requires Key Street Frontage*
- Q. Marina, subject to [Section 1852](#)
- R. Medical or Dental Office, subject to [Section 1853](#) – *Requires Key Street Frontage*
- S. Mixed-Use Development, subject to [Section 1858](#)
- T. Mortuary, subject to [Section 1859](#) – *Requires Key Street Frontage*
- U. Nursing Home or Convalescent Home, subject to [Section 1862](#) – *Requires Key Street Frontage*
- V. Parking Facility, subject to [Section 1865](#) – *Requires Key Street Frontage*
- W. Personal Service Establishment, subject to [Section 1867](#)
- X. Places of Public Assembly, Large and Small, subject to [Section 1868](#) – *Requires Key Street Frontage*
- Y. Planned Unit Development, subject to [Section 1870](#)
- Z. Professional Office, subject to [Section 1874](#) – *Requires Key Street Frontage*
- AA. Professional Service Establishment, subject to [Section 1876](#) – *Requires Key Street Frontage*
- BB. Retail Business, subject to [Section 1877](#) – *Requires Key Street Frontage*
- CC. Studio for Performing and Graphic Arts, subject to [Section 1882](#) – *Requires Key Street Frontage*
- DD. Use similar to permitted special use, subject to [Section 1886](#)

[Annotation: Parking Facility added to Uses Permitted by Special Use Permit by amendment 08-02, effective 2/29/08]

[Annotation: Duplex changed from Use by Right to Special Use by Amendment Z10-01, effective 10/30/10]

[Annotation: Convenience Store without fuel pumps was changed to Convenience Store by Amendment Z17-04, effective 6/16/17]

SECTION 903 DIMENSIONAL STANDARDS.

Within the R-2 District, the following dimensional standards shall apply:

- A. Parcel Area – No single family dwelling building or structure shall be established on any parcel less than six thousand (6,000) square feet in area. No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area. For multiple unit buildings in the R-2 district, a minimum of 10,000 square feet shall be provided for the first two units, plus 5,500 square feet for each additional dwelling unit.
- B. Parcel Width – For a single family detached dwelling, the minimum parcel width shall be sixty (60) feet and for all other uses the minimum parcel width shall be eighty (80) feet.
- C. Yard and Setback Requirements - The following requirements shall apply to every parcel, building or structure.
 - 1. Front Yard: The minimum setback shall not be less than fifteen (15) feet from front property line. In established neighborhoods, where a majority of the buildings do not meet the required front yard setback, the Administrator may establish an alternate setback, pursuant to [Section 502, G](#).
 - 2. Side Yards: The minimum width of either yard shall not be less than ten (10) feet. For accessory buildings, the minimum rear yard and side yard setback shall be three (3) feet;
 - 3. Rear Yard: The minimum setback shall not be less than ten (10) feet. For accessory buildings, the minimum rear yard and side yard setbacks shall be three (3) feet,

excepting garages which front on a platted alley. Such garages shall be set back a minimum of twenty (20) feet from the property line on the opposite side of the alley, to provide a minimal turning radius for vehicles, but at no time shall the structure be closer than three (3) feet to the rear property line. The side yard for such garage shall be the same as for other accessory structures, as outlined above.

4. Waterfront Yard: The minimum setback shall be not less than twenty (20) feet, provided such setback shall not apply to walkways, boat docks, boat slips, boat launches and boat houses. [Annotation: Section 903.C.4 changed by amendment 07-07, effective 5/29/07]
5. Dwelling Width: No dwelling shall be constructed in the R-2 District which is less than twenty (20) feet wide.
6. Living Area: No dwelling unit shall be constructed in the R-2 District which has less than nine hundred sixty (960) square feet of living area.
7. Lot Coverage: Not more than forty percent (40%) of the parcel area shall be covered by buildings.
8. Height: The maximum height of principal buildings in the R-2 district shall be the lesser of thirty-five (35) feet or two and one-half (2½) stories. The maximum height of accessory buildings shall be eighteen (18) feet with side walls not to exceed twelve (12) feet in height.

SECTION 904 WELLHEAD PROTECTION OVERLAY

- A. Applicability. Every parcel of land which lies in whole or in part within Wellhead Protection Overlay as depicted on the Official Zoning Map around public Type I water wells is subject to the regulations of this Section. The regulations of this Section are in addition to any regulations in the underlying zoning district, provided that in the event of a conflict between the regulations of this section and those of the underlying zoning district, the requirements of this Section shall prevail.
- B. Land Use Restrictions.
 1. Special Land Uses. Except as provided in Subparagraph 2 of this section, and the provisions of **Section 901** notwithstanding, all uses permitted in the R-2 Zoning District and located within the Wellhead Protection Overlay shall be treated as Special Land Uses with review and approval subject to the provisions of [Article 18](#) and [Section 520](#), hereof.
 2. Prohibited Uses. Within the Wellhead Protection Overlay, any land use that uses, generates or stores a minimum threshold quantity of any hazardous substance as defined herein and which has not received and maintained in good standing a bona fide permit for the use, generation and/or storage of such substance, shall be prohibited. For the purpose of this subparagraph, a minimum threshold quantity of hazardous substances shall mean
 - a. For the use or generation of hazardous substances: Quantities of at least one hundred (100) kilograms (approximately two hundred twenty (220) pounds), or ninety-five (95) liters (approximately 25.1 gallons), whichever is less, per month; or

- b. For the storage of hazardous substances: Quantities of at least one hundred (100) kilograms (approximately two hundred twenty (220) pounds) or ninety-five (95) liters (approximately 25.1 gallons), whichever is less, routinely stored on site.
- C. Conflicting Federal or State Regulations. The regulations of this Overlay Zone are not intended to conflict with any law or administrative regulation, on groundwater protection, of the United States, the State of Michigan or any agencies thereof.
- D. Nonconforming Land Uses. If a land use prohibited pursuant to Paragraph B, 2 of this **Section 904** legally existed within this Wellhead Protection Overlay on January 31, 1997, and has continued in use since that date, then;
 - 1. Such nonconforming use of land shall not be moved in whole or in part to any other portion of such land, added to, extended, reconstructed, structurally altered or expanded during its life, [Article 4 Nonconformities](#) notwithstanding.
 - 2. Nothing herein shall prevent the completion of structures for a land use which shall have been diligently prosecuted prior to the passage of this section.
 - 3. Nothing herein shall prevent the normal repair, reinforcement, rehabilitation of a structure.



PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 12/12/2019

To: City of Manistee: Zoning Board of Appeals

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: Parcel #51-174-707-05– Variance Request

Dear Zoning Board of Appeal,

Parcel #51-174-707-05, or 220 Arthur Street, has provided all necessary documents in a Request for Appeal – Variance application. **The applicant is requesting a variance of ordinance to install (3) 3’X6’ double face directional signs.** The parcel is in the C-1: Regional Commercial District. The sign regulations are outlined in the City of Manistee Sign Ordinance which follows this memo. Attached documents include:

- Request for Appeal Application and narrative
- Aerial photo showcasing existing structural layout
- Site plans prepared by contractor showcasing desired modifications
- Existing City of Manistee Sign Ordinance
- 2012 City of Manistee Sign Ordinance
- Graphics and images pertaining to appeal request

The applicant agent will attend the Zoning Board of Appeals meeting to answer any questions the ZBA may have pertaining to this Request for Appeal – Variance application.

Thank you,

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



PAID

NOV 27 2019

Edward Bradford
CITY TREASURER

Zoning Board of Appeals/Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Request for Appeal

City of Manistee Zoning Board of Appeals
Please Print

Submission of Application		
After receipt of a complete application a public will be scheduled. You will receive written notice from the City indicating the date and time. You or your representative should be present at the hearing to explain your request to the Board and to answer any questions that they may have. After the hearing, the Board of Appeals will make a decision to approve, approve with conditions, or deny your request. You will receive written notice of their decision. Each application shall be accompanied by the payment of a fee \$500.00 in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application.		
Applicant Information		
Name of Owner: ROBERT & LAURA HORVAT		
Address: 220 ARTHUR ST. MANISTEE, MI 49660		
Phone #: 231-794-6140	Cell#: 231-690-5161	e-mail: r.fhorvat.wenco@gmail
Name of Agent (if applicable): AMOR SIGN STUDIOS, INC.		
Address: 1965 PINE CREEK RD. MANISTEE, MI 49660		
Phone #: 231-723-8361	Cell#: 231-342-1144	e-mail: tom@amorsign.com
Property Information		
Address: 220 ARTHUR STREET		Parcel # 51-174-703-01 / 51-174-707-01
Present/proposed Land Use: 3 DIRECTIONAL SIGNS		
Names and addresses of all persons, firms or corporations having a legal or equitable interest in the land: ROBERT & LAURA HORVAT		
List of Deed Restrictions (cite Liber & Page) and attach additional sheets if necessary: NA		
Has a previous appeal been made with respect to this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If a previous appeal, re-zoning or special use permit application was made state the date, nature of action requested and the decision:		
Detailed Narrative of Request		
State exactly what is intended to be done, on or with the property that necessitates a variance from the Zoning Board of Appeals. INSTALL (3) 3'x6' DOUBLE FACE DIRECTIONAL SIGNS.		

Detailed Request and Justification		
Identify each requested variance	Required by Zoning	Requested by Appellant
Front Yard Set Back	From	To
Side Yard Set Back	From	To
Side Yard Set Back	From	To
Rear Yard Set Back	From	To
Waterfront Set Back	From	To
Height	From	To
Lot Coverage	From	To
Off Street Parking	From	To
X Other: 3 DIRECTIONAL SIGNS	From 0	To 3
Please Mark all characteristics of your property which require the granting of a variance		
Too Narrow	Explain:	
Too Small	Explain:	
Too Shallow	Explain:	
Elevation (height)	Explain:	
Slope	Explain:	
Shape	Explain:	
Soil	Explain:	
X Other:	Explain: ORDINANCE DOES NOT ALLOW DIRECTIONAL SIGNS	
Specific Variance		
<p>The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height regulations, yard and depth regulations, and off-street parking and loading space requirements provided it finds that all of the Basic Conditions and any one (1) of the Specific Conditions set forth herein can be satisfied. The appellant shall submit, along with the established fee and other materials, a narrative demonstrating why a variance is sought.</p>		
<p>Basic Conditions - The Board shall find that a variance request meets all of the following conditions.</p>		
1. The requested variance is <u>not contrary</u> to the public interest or to the intent and purpose of this Ordinance.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<p>Justification: THESE SIGNS WILL IDENTIFY DRIVEWAYS AND ALLOW FOR SAFE TURNING DECISIONS BY MOTORISTS. MOTORISTS THAT STAY IN MINISTEE SPEND MONEY LOCALLY, IMPROVING PROPERTY VALUE</p>		
2. The requested variance does <u>not</u> establish a use that is <u>not permitted</u> by right or by a special use permit in the zoning district.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<p>Justification: IN FACT, TRAFFIC CONTROL SIGNS WERE EXEMPT FROM PERMITS UNTIL 2017 WHEN THE ORDINANCE WAS MODIFIED FOR CONTENT DISCRIMINATION.</p>		
3. The requested variance <u>does not</u> create an adverse effect upon properties in the immediate vicinity or in the district.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<p>Justification: THESE SIGNS WILL PROMOTE SAFE TURNING DECISIONS FREEING OTHER MOTORISTS TO MAKE SAFE TURNING DECISIONS INTO NEIGHBORING PROPERTIES.</p>		
4. The requested variance is not of a recurrent nature to require a change in the Zoning Ordinance.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<p>Justification: WE ARE NOT AWARE OF ANY OTHER APPEALS REQUESTS FOR DIRECTIONAL SIGNS SINCE THE 2017 EXEMPTION WAS REMOVED. (SEE 2103 E)</p>		
5. The requested variance is for property under the control of the applicant	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<p>Justification: ROBERT AND LAURA HURVAT OWN THE PROPERTY.</p>		
6. The requested variance was not self-created by the applicant or property owner.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<p>Justification: THE NEED FOR A VARIANCE WAS CREATED BY THE REMOVAL OF THE TRAFFIC CONTROL EXEMPTION IN 2017.</p>		

7. There is not an alternative that would allow the improvement to the property without the requested variance.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Justification: DIRECTIONAL SIGNS AT DRIVEWAY ENTRANCES ARE THE SIGN INDUSTRY NORM FOR IDENTIFYING DRIVEWAYS IN A MANNER SAFE FOR MOTORISTS MAKING TURNING DECISIONS	
8. The requested variance is the minimum amount necessary to still permit the reasonable use of the land.	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Justification: ALTHOUGH THERE ARE TWO DRIVEWAYS, THE REQUEST IS FOR THREE SIGNS BECAUSE THE CURVE IN THE ROAD MAKES VISIBILITY OF THE SOUTH DRIVEWAY DIFFICULT.	
Special Conditions - When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:	
Are there practical difficulties with the property that prevents full compliance with the requirements of the ordinance? (Practical difficulties are evaluated in terms of the use of the parcel. Neither the fact the appellant could incur additional costs to achieve full compliance or receive additional income with less than full compliance are to be considered)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Justification: DRIVEWAYS NEED SAFE IDENTIFICATION BECAUSE OF SPEED OF TRAFFIC AND THE CURVE.	
Is there an exceptional or extraordinary circumstance or physical condition (narrowness, shallowness, shape or topography) of the property or to the proposed use that does not apply to other properties or uses in the same zoning district?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Justification: THE CURVE ON US 31 SHORTENS VISIBILITY OF ENTRANCES AND SPEED OF TRAFFIC SHORTENS TIME OF DECISION MAKING WINDOW.	
Is the requested variance for a right possessed by other properties in the same zoning district?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Justification: OTHER BUSINESSES ON US 31 HAVE DIRECTIONAL SIGNS. EXAMPLES: HOUSE OF FLAVORS, LITTLE CAESARS, CHEMICAL BANK, A&W	
Site Plan Requirements	
The applicant is responsible to provide a survey and legal description (unless waived by the Zoning Administrator) as follows:	
<input checked="" type="checkbox"/>	The property, identified by parcel lines and location and size
<input checked="" type="checkbox"/>	The scale, north point.
<input checked="" type="checkbox"/>	Natural features such as woodlots, waterbodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
<input checked="" type="checkbox"/>	The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings, square footage of floor space and set-backs.
<input checked="" type="checkbox"/>	The proposed driveway, if any. EXISTING DRIVEWAYS
	If the parcel is a result of a parcel split resulting after the adoption of this ordinance, then the required site plan shall show all structures and buildings, drawn to scale, that are located on the adjacent property.
<input checked="" type="checkbox"/>	Location dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer and sanitary sewer lines, storm water drainage and retention lines.
<input checked="" type="checkbox"/>	Surface and subsurface storm water drainage and retention systems for paved, roof, and other impermeable surfaces on the site
	Neighboring driveways, and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and identification of service lanes and service parking
	Any proposed alterations to the topography and other natural features shall be indicated.
	Any proposed location of connections to existing utilities and proposed extensions thereof.
	A description of the proposed development
	A vicinity map showing the location of the site in relation to the surrounding street system.

Rules – The following rules shall be applied in the granting of variances

The Board may specify, in writing, such conditions regarding the character, location, and other features that will in its judgment, secure the objectives and purposes of this Ordinance. The breach of any such condition shall automatically invalidate the permit granted.

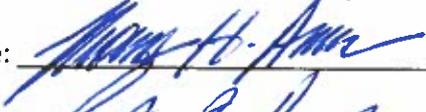
Each variance granted under the provisions of this Ordinance shall become null and void unless: The construction authorized by such variance has received a City zoning permit within one (1) year after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the granting of the variance, unless an extension of time has been granted by the Zoning Board of Appeals.

No application for a variance which has been denied wholly or in part by the Board shall be re-submitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence of changed conditions found, upon inspection by the Board, to be valid. For such newly discovered evidence to be considered, an applicant shall submit a detailed description of such evidence to the Zoning Administrator who shall place it on the agenda of the Zoning Board of Appeals along with a report and recommendation on the nature of such newly discovered evidence and whether it may have been pertinent to the decision of the Zoning Board of Appeals. If the Zoning Board of Appeals determines that the newly discovered evidence would have been pertinent to its decision, it shall direct the Zoning Administrator to accept a new application for the previously denied variance. An application considered under the terms of this subparagraph shall be considered a new application and shall be subject to all hearing, notice and fee requirements of this Ordinance.

Authorization

AFFIDAVIT:

The undersigned acknowledges that if a variance is granted or other decisions favorable to the undersigned is rendered upon this appeal, the said decision does not relieve the applicant from compliance with all other provisions of the City of Manistee Zoning Ordinance; the undersigned further affirms that he/she or they is (are) the (owner/lessee/authorized agent for the owner) involved in the appeal and the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his, her or their knowledge and belief. By signing this affidavit permission is given for Zoning Board of Appeals Members to make a site inspection if necessary.

Signature:  Date: 11/26/19

Signature:  Date: 11/26/19

Fee of \$500.00 enclosed and Site Plan for project attached (request cannot be issued without site plan)

Office Use Only

Fee: \$500.00

Receipt #

Date Received:

Hearing Date:

ZBA-

ARTICLE TWENTY-ONE SIGNS

[ANNOTATION: Article 21 Signs was repealed and replaced by Amendment Z17-06, effective 6/16/17]

SECTION 2100 PURPOSE

Regulation of the location, size, placement, and certain features of signs is necessary to enable the public to locate goods, services, and facilities in the City of Manistee, to improve pedestrian and vehicular safety, and to promote and preserve the general attractiveness of the community. Accordingly, it is the intention of this Ordinance to establish regulations governing the display of signs that will:

- A. Encourage and protect the public health, safety, welfare and convenience;
- B. Enhance the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs, and thereby encourage improved communication with the public;
- C. Restrict signs and lights which overload the public's capacity to receive information, which increase the probability of traffic congestion and accidents by distracting attention or obstructing vision, and which are deemed to detract from the aesthetics of the community; and
- D. Reduce conflict between signs and their illumination and public and private land uses.

SECTION 2101 PROCEDURES

- A. Sign Permit Application. The Zoning Administrator may approve sign permit applications. Applications require a fee, as determined by City Council.
 - 1. The Historic District Commission may approve exceptions to this Article 21.
 - 2. The City Council may approve exceptions to this Article 21 for community events.
- B. Inspection and Compliance. The Administrator shall inspect each sign for which a permit is issued. If the sign is in full compliance with this Ordinance the Administrator shall issue a Certificate of Compliance. If the construction is not in full compliance with this Ordinance the Administrator shall give the applicant notice of the deficiencies. If the deficiencies have been corrected upon re-inspection, the Administrator shall issue a certificate of compliance. If the deficiencies are not corrected within thirty (30) days, the permit shall be revoked and the sign shall be removed at the expense of the applicant.
- C. Permit Lapse. A sign permit shall lapse once the purpose of the sign has ended the sign and supporting structure shall be removed within 180 calendar days. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the City.
- D. Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.

SECTION 2102 GENERAL STANDARDS

- A. Computations. The following standards shall be met when calculating the area and height of a sign.
1. The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display.
 2. The sign area for a sign with more than one (1) face shall be computed by adding together the area of all sign faces visible from any one (1) point.
 3. The height of the uppermost portions of pole signs shall not exceed twenty (25) feet. The height of the uppermost portions of ground signs shall not exceed eight (8) feet in all districts except the GI district, where the uppermost portions of such signs shall not exceed twelve (12) feet. The uppermost portions of wall, marquee and projecting signs shall not project higher the roofline of the structure to which it is attached.
 4. Where a sign projects or protrudes over any public or private sidewalk or walkway the bottommost point of the sign structure shall be at least eight (8) feet from said walkway.
Area of Signs (marquee, suspended and wall).
 - a. For properties fronting on US 31 in the G-C, P-D, C-1, C-2, C-3 and W-F districts or properties with a minimum of 10,000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 Zoning District, marquee, suspended and wall signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall be not more than 1.5 times the principal building width, measured from corner to corner, facing the public right-of-way or 50 square feet for each storefront, whichever is greater.
 - b. For properties that do not front on US 31 in the P-D, C-1, C-2, C-3 and WF districts or properties with a minimum of 10,000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 and R-3 Zoning Districts, marquee, suspended and wall signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall not be more than 1.5 times the principal building width, measured from corner to corner, facing the public right-of-way, or fifty (50) square feet for each storefront, whichever is greater.
 - c. For properties with water frontage in the R-3 P-D, C-2, C-3 and WF marquee, suspended and wall signs shall be permitted on the water front side and the maximum cumulative sign area permitted expressed in square feet shall not be more than .75 times the principal building width, measured from corner to corner, facing the public right-of-way, or twenty-five (25) square feet, for each storefront whichever is greater. Each boat slip will be permitted a sign not to exceed twenty-five (25) square feet.
 - d. Allocation of Signage. Signage may be transferred to a side of the building where signage is not allocated.

- B. Illuminated Signs: Sources of Illumination shall not flash on and off or change color or intensity. Exceptions include:
1. Halo signs, where lighting is behind the lettering and the source of the illumination is not seen by a direct line of sight.
 2. Electronic changeable message displays (any sign that uses electronic means within a display area to cause one message or display to be replaced by another, movable display or video) shall be limited to:
 - a. One contiguous dynamic element on the face of the sign at a time.
 - b. A dynamic element that does not change more than once every 15 minutes, and changes are instantaneous without any special effects.
 - c. Static images and messages.
 - d. Only that brightness that is necessary for clear and adequate visibility.
 - e. Intensity or brilliance that does not impair the vision of a motor vehicle driver.
- All illuminated signs, including, halo, and electronic changeable message displays, shall be equipped with a mechanism that automatically adjusts the brightness in response to ambient conditions, or turns the illumination off during daylight hours. Externally illuminated signs shall be lit by use of a light shining downward onto the sign. The source of the light shall be baffled so it is not visible beyond the property line.
- C. The Historic District Commissions: Signs and the illumination of signs in the Historic District Commission require requires Historic District Commission approval.
- D. Substitution: Sign messages may be changed at any time. Any change of the structure or size of a sign, or structure the sign is mounted on requires approval under this Ordinance for purposes of compliance with this Ordinance.
- E. Setbacks. All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign structure, provided clear vision can be maintained, pursuant to Section 513.
- F. Billboards. Refer to Section 1814.
- G. Covering. Covering around a pole shall be limited-to a width of not more than thirty (30) percent of the width of the sign face. Signage or copy shall not be permitted on pole coverings.

SECTION 2103 EXEMPT SIGNS

The following signs shall be exempt from regulations in this Article.

- A. Any public notice, traffic control or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- B. Any sign wholly located within a building including window signs. Except signs in the Historic District that require Historic District Commission approval
- C. Flags up to twenty-four (24) square feet in area.

- D. Signs posted by a governmental agency or on their behalf by an authorized contractor.
- E. Portable signs shall be permitted in the R-2, R-3 for properties with a minimum of 10,000 sq. ft. of area that front on a Key Street Segment, G-C, W-F, and C-1 districts subject to a determination by the Zoning Administrator that its placement will not impact safety or visibility for motorists and pedestrians and further limited as follows:
 - 1. 8 square feet per side;
 - 2. One per storefront; and
 - 3. Permitted only during hours of operation of business.
- F. Temporary Signs on the property during construction, maintenance or improvements and relating to construction, maintenance or improvements on the property during the period of time of work.

SECTION 2104 PROHIBITED SIGNS

The following signs shall not be allowed in any district.

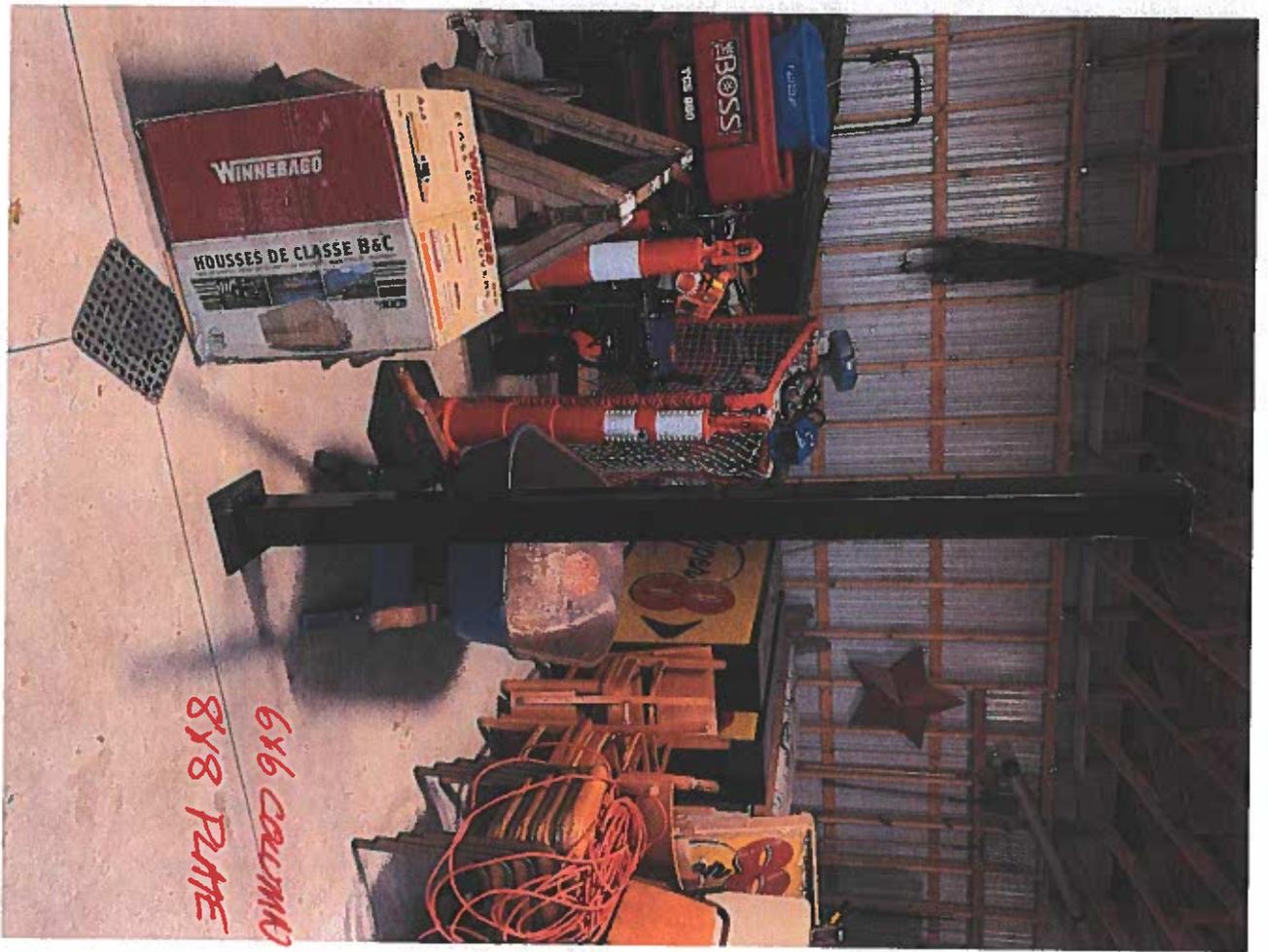
- A. Signs which are illegal under State laws or regulations and applicable local ordinances or regulations, and which are not consistent with the standards in this Ordinance.
- B. Signs that are not clean and in good repair, not securely affixed to a supporting structure, and signs that are out of compliance with applicable building and electrical codes.
- C. Off-Premise Signs. Except as provided in Section 1814 of this Ordinance.
- D. Signs that are not official traffic signs that appear to or attempt to regulate, warn, or direct the movement of traffic.
- E. Signs located in, projecting into or overhanging within a public right-of-way or dedicated public easement, except the following:
 - 1. Signs posted by a governmental agency, transit company, public utility, or construction related signs placed by a contractor doing authorized or permitted work within the right-of-way.
 - 2. Projecting, marquee, and suspended signs projecting over a public right-of-way as permitted and regulated in the P-D, C-2 and C-3 districts.
 - 3. Banners that have been approved by the City Council.
- F. Portable signs shall be permitted in the P-D, C-2 and C-3 districts subject to a determination by the Zoning Administrator that said placement will not impact safety or visibility for motorists and pedestrians and provided clear vision can be maintained, pursuant to Section 513 and further limited as follows:
 - 1. 8 square feet per side;
 - 2. One per storefront; and
 - 3. Permitted only during hours of operation of business.

SECTION 2105 SIGN REGULATION TABLE

Zoning Districts	Permitted Sign Types	Max. # of Signs Allowed	Max, Total sign Area Allowed
G-C	Ground	1 (for each 600 feet of frontage)	32 Sq. Ft. (limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	50 square feet or 1.5 x of principal building width whichever is greater
	Projecting	1	One per storefront no greater than 48 Sq. Ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
R-1, R-2, R-3, & R-4	Ground, Marquee, Projecting, Suspended, Wall	n/a	16 Sq. Ft. (Ground signs limited to 8 feet in height)
Properties with frontage on US 31 or properties with a minimum of 10, 000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 Zoning District			
R-2, P-D, C-1, C-2, C-3, & W-F	Ground, Pole	1	80 Sq. Ft. (Ground signs limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	50 square feet or 1.5 x of principal building width whichever is greater
	Projecting	1	One per storefront no greater than 48 Sq. Ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
Properties not fronting on US 31 or properties with a minimum of 10, 000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 & R-3 Zoning Districts Internally lit signs are prohibited in the Historic District			
R-2 & R-3, P-D, C-2, C-3, & WF	Ground	1	16 Sq. Ft. (limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	50 square feet or 1.5 x of principal building width whichever is greater
	Projecting	1	One per storefront no greater than 16 Sq. Ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
Properties with water frontage Lighting of ground mounts signs on the riverwalk is prohibited			
R-3, P-D, C-2, C-3 & W-F	Ground	1	16 Sq. Ft. (limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	25 Sq. Ft. or .75 x of principal building width Each boat slip will be permitted (1) one sign not to exceed 25 square feet.
	Projecting	1	16 sq. ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
Industrial Properties			
L-I & G-I	Ground	1 (for each 600 feet of frontage)	64 sq. ft. (limited to 12 feet in height)
	Marquee, Suspended, Wall	n/a	64 Sq. Ft. (For parcels on corner lots an additional 64 sq. ft. of signage will be permitted)
	Projecting	1	48 Sq. Ft.

All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign structure, provided clear vision can be maintained, pursuant to Section 513.

Where a sign projects or protrudes over any public or private sidewalk or walkway the bottommost point of the sign structure shall be at least eight (8) feet from said walkway.



6x6 CALUMET
8x8 PLATE



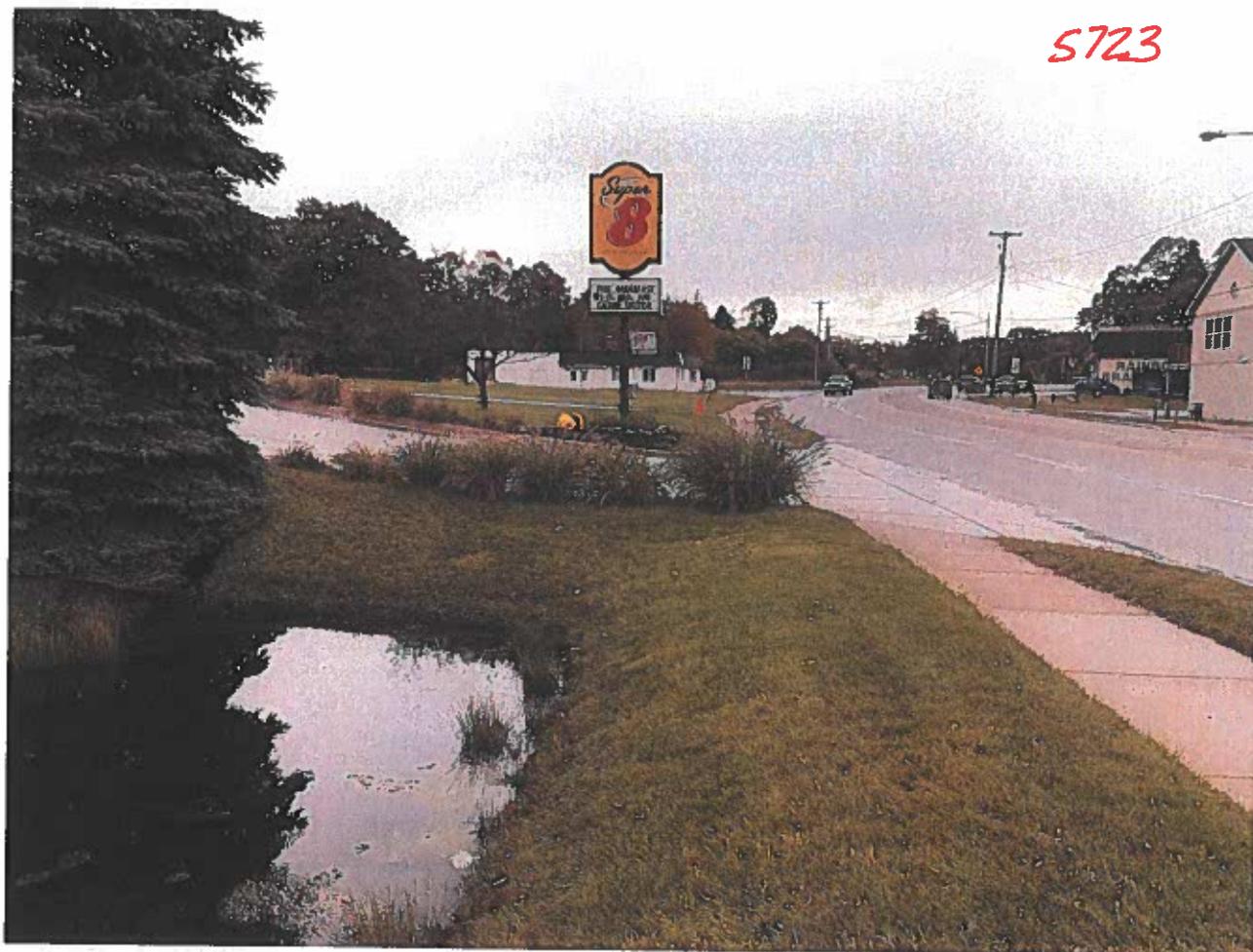
3'x6' D/F
DIRECTIONAL

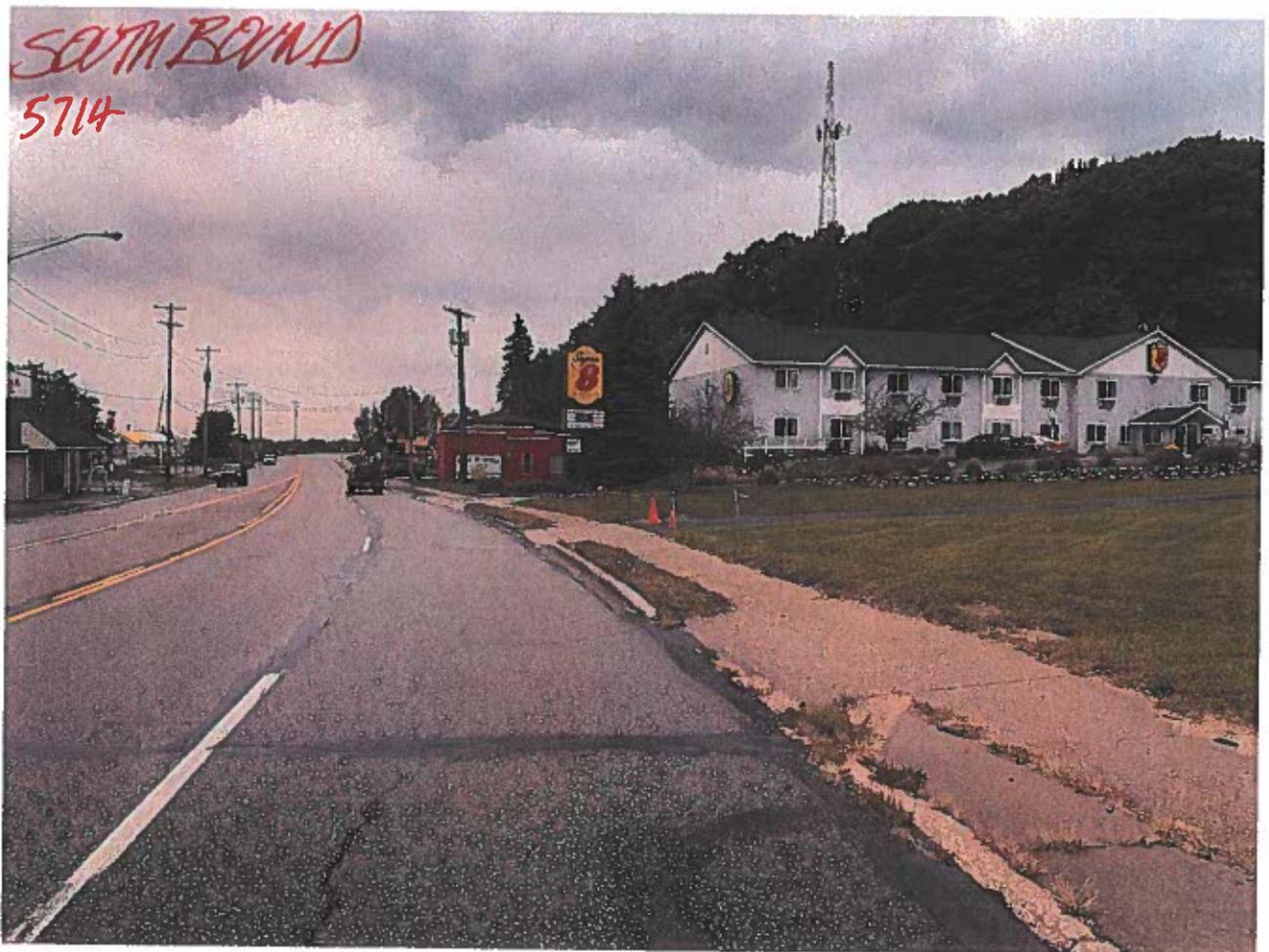
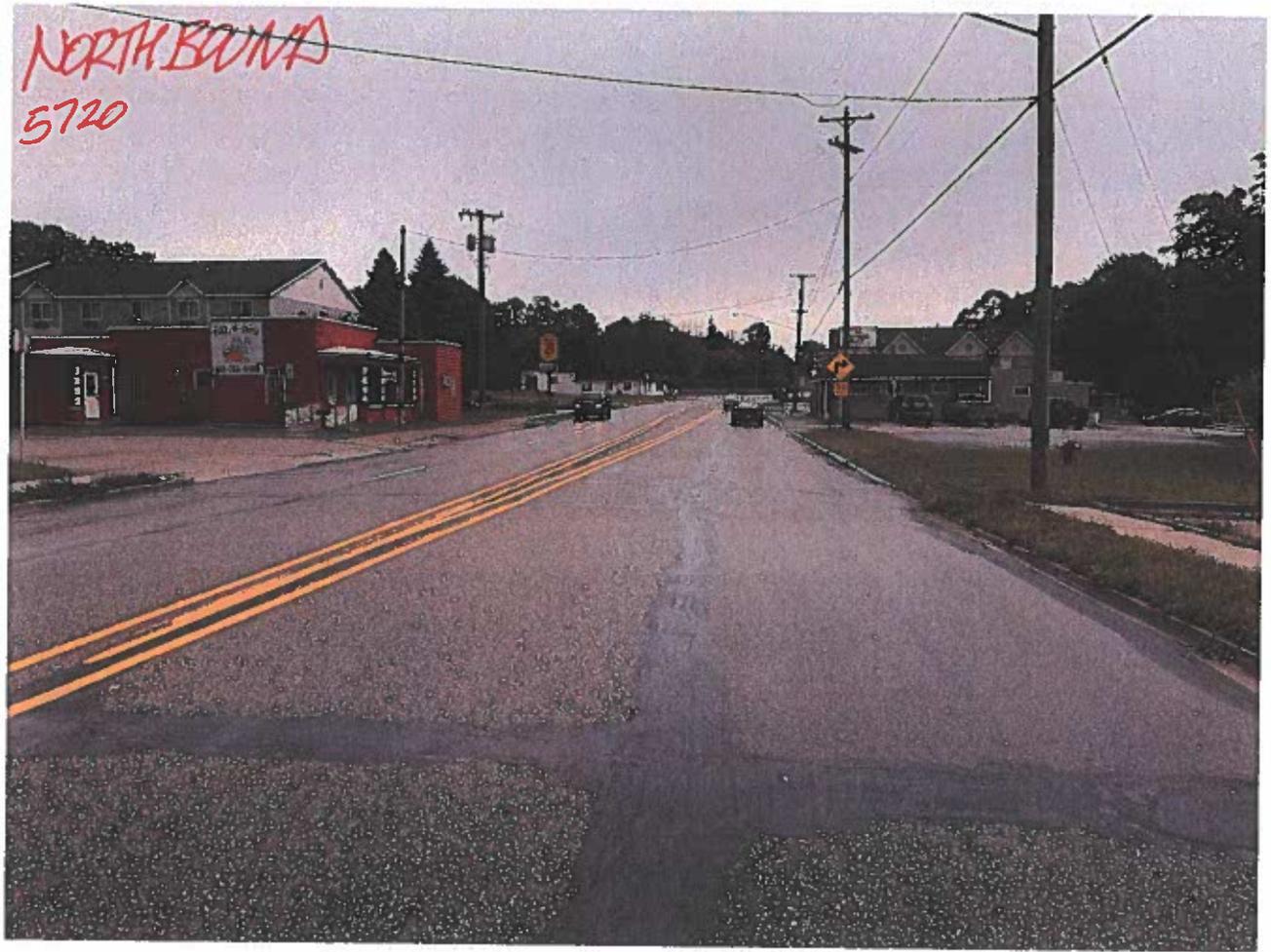
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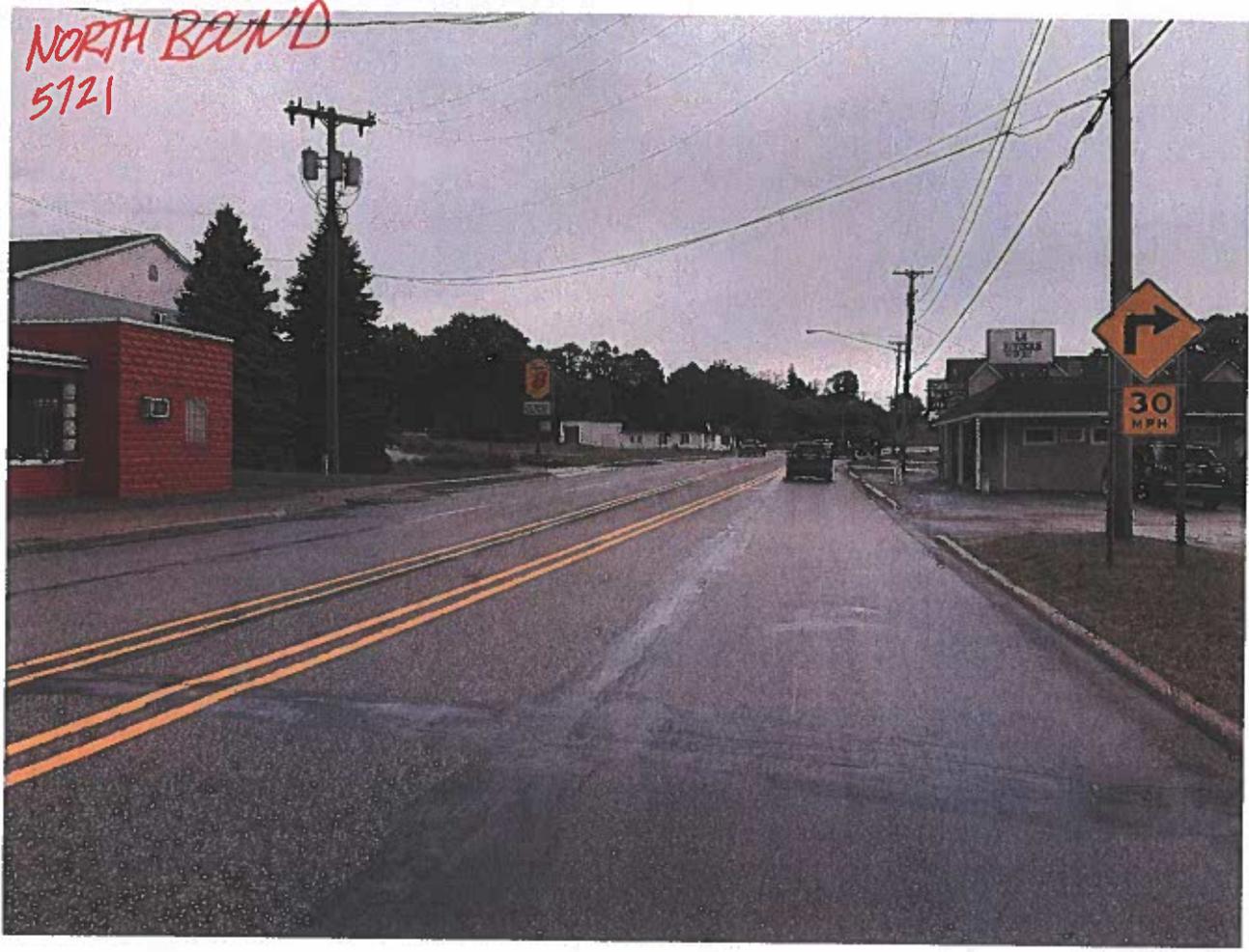
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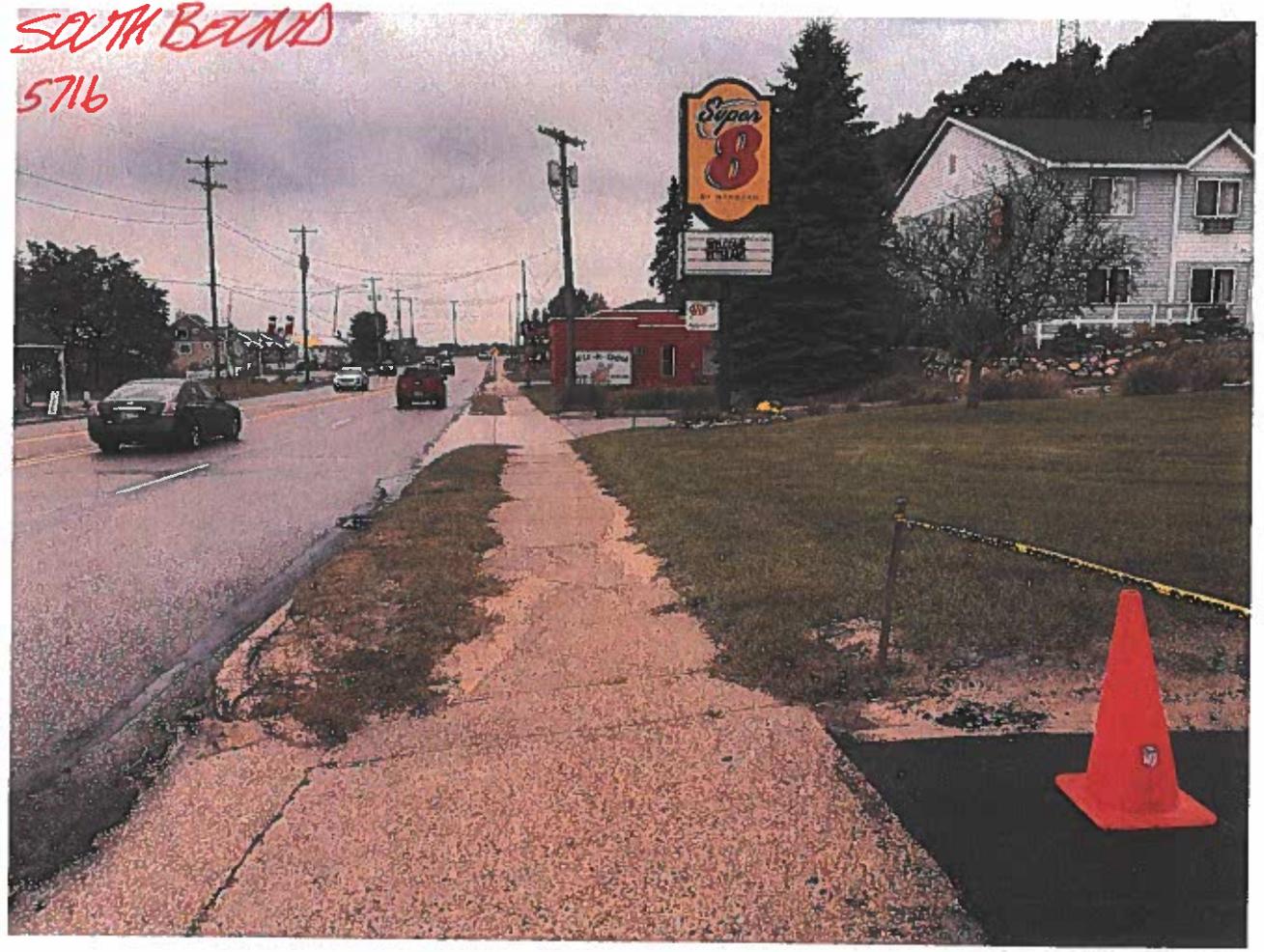


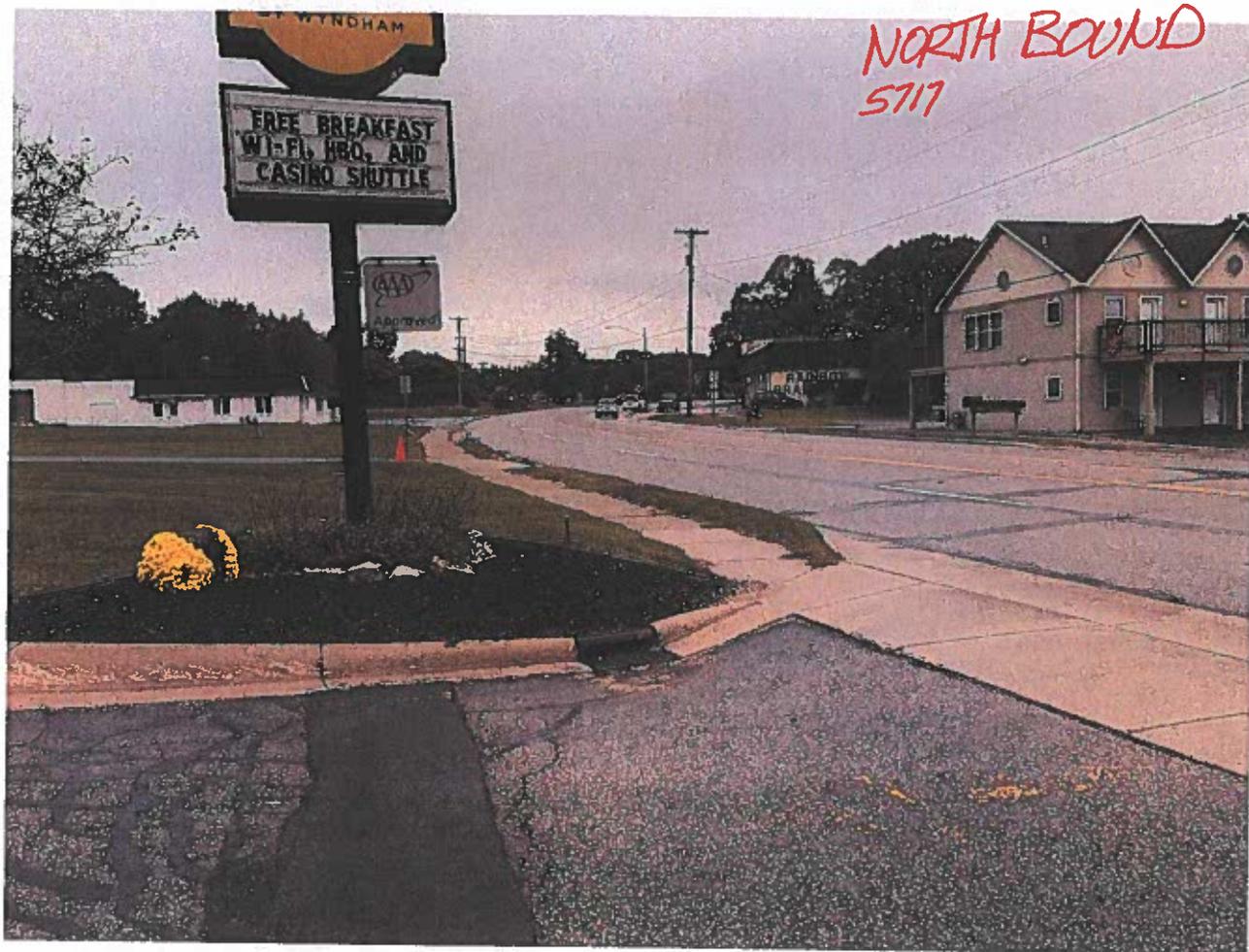
C

NORTH BOUND
5121



SOUTH BOUND
5716





NORTH BOUND
5717

B



SOUTH BOUND
5719

A

220 Arthur Street

VETERANS OAK GROVE VE

ARTHUR ST

0 50 100 200 300 Feet

N





PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 12/12/2019

To: City of Manistee: Zoning Board of Appeals

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: Parcel #51-146-726-06, – Variance Request

Dear Zoning Board of Appeal,

Parcel #51-146-726-06, or 160 Memorial Drive, has provided all necessary documents in a Request for Appeal – Variance application. The applicant is seeking an interpretation of Section 2102(A)(4)(b) regarding “...wall signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall not be more than 1.5 time the principal building width, measure from corner to corner, facing the public right-of-way, or fifth (50) square feet for each storefront, whichever is greater.” The parcel is in the C-3: Central Business District. **Essentially, the ZBA is tasked with defining how to calculate the amount of square footage for an example parcel.**

Present regulations are outlined in the City of Manistee Sign Ordinance which follows this memo. Attached documents include:

- Request for Appeal Application and narrative
- City of Manistee Sign Ordinance
- Aerial photo showcasing existing structural layout of example parcel
- Previous memos from current and past Zoning Administrator’s regarding past projects and subsequent sign area calculations

The applicant agent will attend the Zoning Board of Appeals meeting to answer any questions the ZBA may have pertaining to this Zoning Ordinance interpretation.

Thank you,

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



PAID

NOV 27 2019

Edward Bradford
CITY TREASURER

Zoning Board of Appeals/Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Request for Appeal

City of Manistee Zoning Board of Appeals
Please Print

Submission of Application		
After receipt of a complete application a public will be scheduled. You will receive written notice from the City indicating the date and time. You or your representative should be present at the hearing to explain your request to the Board and to answer any questions that they may have. After the hearing, the Board of Appeals will make a decision to approve, approve with conditions, or deny your request. You will receive written notice of their decision. Each application shall be accompanied by the payment of a fee \$500.00 in accordance with the schedule of fees adopted by the City Council to cover the costs of processing the application.		
Applicant Information		
Name of Owner: <i>FREEMAN FAMILY ENTERPRISES</i>		
Address: <i>829 W. MAIN, STE. 2, GAYLORD, MI 49735</i>		
Phone #:	Cell#:	e-mail:
Name of Agent (if applicable): <i>AMOR SIGN STUDIOS, INC.</i>		
Address: <i>1965 PINE CREEK ROAD, MANISTEE, MI 49660</i>		
Phone #: <i>231-723-8361</i>	Cell#: <i>231-342-1144</i>	e-mail: <i>tom@amorsign.com</i>
Property Information		
Address: <i>160 MEMORIAL DRIVE</i>		Parcel #
Present/proposed Land Use: <i>GROCERY STORE</i>		
Names and addresses of all persons, firms or corporations having a legal or equitable interest in the land: <i>OLESON'S FOOD STORE, 10 BOX 12, TRVERSE CITY, MI 49685</i>		
List of Deed Restrictions (cite Liber & Page) and attach additional sheets if necessary:		
Has a previous appeal been made with respect to this property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If a previous appeal, re-zoning or special use permit application was made state the date, nature of action requested and the decision:		
Detailed Narrative of Request		
State exactly what is intended to be done, on or with the property that necessitates a variance from the Zoning Board of Appeals. <i>SEE ATTACHED LETTER TO ZBA REQUESTING A VARIANCE TO ZONING ADMINISTRATOR'S INTERPRETATION FOR CALCULATION OF ALLOWABLE SIGN SQUARE FOOTAGE.</i>		

Detailed Request and Justification			
	Identify each requested variance	Required by Zoning	Requested by Appellant
	Front Yard Set Back	From	To
	Side Yard Set Back	From	To
	Side Yard Set Back	From	To
	Rear Yard Set Back	From	To
	Waterfront Set Back	From	To
	Height	From	To
	Lot Coverage	From	To
	Off Street Parking	From	To
	Other:	From	To
Please Mark all characteristics of your property which require the granting of a variance			
	Too Narrow	Explain:	
	Too Small	Explain:	
	Too Shallow	Explain:	
	Elevation (height)	Explain:	
	Slope	Explain:	
	Shape	Explain:	
	Soil	Explain:	
	Other:	Explain:	
Specific Variance			
<p>The Board shall have the power to authorize, upon an appeal, specific variances from such requirements as lot area and width regulations, building height regulations, yard and depth regulations, and off-street parking and loading space requirements provided it finds that all of the Basic Conditions and any one (1) of the Specific Conditions set forth herein can be satisfied. The appellant shall submit, along with the established fee and other materials, a narrative demonstrating why a variance is sought.</p>			
Basic Conditions - The Board shall find that a variance request meets all of the following conditions.			
1. <i>The requested variance is not contrary to the public interest or to the intent and purpose of this Ordinance.</i>			<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:			
2. <i>The requested variance does not establish a use that is not permitted by right or by a special use permit in the zoning district.</i>			<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:			
3. <i>The requested variance does not create an adverse effect upon properties in the immediate vicinity or in the district.</i>			<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:			
4. <i>The requested variance is not of a recurrent nature to require a change in the Zoning Ordinance.</i>			<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:			
5. <i>The requested variance is for property under the control of the applicant</i>			<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:			
6. <i>The requested variance was not self-created by the applicant or property owner.</i>			<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:			

7. There is not an alternative that would allow the improvement to the property without the requested variance.	<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:	
8. The requested variance is the minimum amount necessary to still permit the reasonable use of the land.	<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:	
Special Conditions - When all of the foregoing basic conditions can be satisfied, a variance may be granted when any one (1) of the following special conditions can be clearly demonstrated:	
Are there practical difficulties with the property that prevents full compliance with the requirements of the ordinance? [Practical difficulties are evaluated in terms of the use of the parcel. Neither the fact the appellant could incur additional costs to achieve full compliance or receive additional income with less than full compliance are to be considered]	<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:	
Is there an exceptional or extraordinary circumstance or physical condition (narrowness, shallowness, shape or topography) of the property or to the proposed use that does not apply to other properties or uses in the same zoning district?	<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:	
Is the requested variance for a right possessed by other properties in the same zoning district?	<input type="checkbox"/> yes <input type="checkbox"/> no
Justification:	
Site Plan Requirements	
The applicant is responsible to provide a survey and legal description (unless waived by the Zoning Administrator) as follows:	
	The property, identified by parcel lines and location and size
	The scale, north point.
	Natural features such as woodlots, waterbodies, wetlands, high risk erosion areas, slopes over 25%, beach, sand dunes, drainage and similar features.
	The location of proposed and main and accessory buildings, existing structures, fences on the site, the height of all buildings, square footage of floor space and set-backs.
	The proposed driveway, if any.
	If the parcel is a result of a parcel split resulting after the adoption of this ordinance, then the required site plan shall show all structures and buildings, drawn to scale, that are located on the adjacent property.
	Location dimensions of existing and proposed man-made features such as buildings, structures, utility easements, water, storm sewer and sanitary sewer lines, storm water drainage and retention lines.
	Surface and subsurface storm water drainage and retention systems for paved, roof, and other impermeable surfaces on the site
	Neighboring driveways, and other vehicular circulation features within and adjacent to the site; also the location, size and number of parking spaces in the off-street parking areas and identification of service lanes and service parking
	Any proposed alterations to the topography and other natural features shall be indicated.
	Any proposed location of connections to existing utilities and proposed extensions thereof.
	A description of the proposed development
	A vicinity map showing the location of the site in relation to the surrounding street system.

Rules – The following rules shall be applied in the granting of variances

The Board may specify, in writing, such conditions regarding the character, location, and other features that will in its judgment, secure the objectives and purposes of this Ordinance. The breach of any such condition shall automatically invalidate the permit granted.

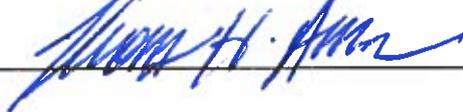
Each variance granted under the provisions of this Ordinance shall become null and void unless: The construction authorized by such variance has received a City zoning permit within one (1) year after the granting of the variance; and the occupancy of land, premises, or buildings authorized by the variance has taken place within one (1) year after the granting of the variance, unless an extension of time has been granted by the Zoning Board of Appeals.

No application for a variance which has been denied wholly or in part by the Board shall be re-submitted for a period of one (1) year from the date of the last denial, except on the grounds of newly discovered evidence of changed conditions found, upon inspection by the Board, to be valid. For such newly discovered evidence to be considered, an applicant shall submit a detailed description of such evidence to the Zoning Administrator who shall place it on the agenda of the Zoning Board of Appeals along with a report and recommendation on the nature of such newly discovered evidence and whether it may have been pertinent to the decision of the Zoning Board of Appeals. If the Zoning Board of Appeals determines that the newly discovered evidence would have been pertinent to its decision, it shall direct the Zoning Administrator to accept a new application for the previously denied variance. An application considered under the terms of this subparagraph shall be considered a new application and shall be subject to all hearing, notice and fee requirements of this Ordinance.

Authorization

AFFIDAVIT:

The undersigned acknowledges that if a variance is granted or other decisions favorable to the undersigned is rendered upon this appeal, the said decision does not relieve the applicant from compliance with all other provisions of the City of Manistee Zoning Ordinance; the undersigned further affirms that he/she or they is (are) the (owner/lessee/authorized agent for the owner) involved in the appeal and the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his, her or their knowledge and belief. By signing this affidavit permission is given for Zoning Board of Appeals Members to make a site inspection if necessary.

Signature:  Date: 11/22/19

Signature: _____ Date: _____

Fee of \$500.00 enclosed and Site Plan for project attached (request cannot be issued without site plan)

Office Use Only

Fee: \$500.00

Receipt #

Date Received:

Hearing Date:

ZBA-



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November 22, 2019

Manistee Zoning Board of Appeals
70 Maple Street
Manistee, MI 49660

RE: Save A Lot, 160 Memorial Dr. - Appeal of Sign Permit denial

Dear Members of the ZBA,

On October 16, 2019 the City of Manistee Zoning Administrator denied our application to install signage at the Save A Lot grocery store located at 160 Memorial Drive. You can read his reasoning in the 10/16/19 memo included with this application, but to summarize his point, we were denied the permit because the proposed sign area was "just over 50 sq.ft. too large".

We are making this appeal to the ZBA because we disagree with the Zoning Administrator's interpretation of how to calculate the allowable area of signs spelled out in Article 21 "SIGNS" of the City of Manistee Zoning Ordinance, specifically Section 2102 A.4.b.

Article 25 "ZONING BOARD OF APPEALS" states in Section 2500 "that there shall be provided a means for competent interpretation and controlled flexibility in the application of this Ordinance". Also, Section 2507 B.1. states that part of the Duties and Powers of the ZBA is to: "Interpret, upon request, the provisions of this Ordinance in such a way as to carry out the intent and purpose of the Ordinance." That is why we bring this request to the ZBA.

It was suggested that we might also consider appealing the decision based on Section 2507 C. Variances. However, it is only the Zoning Administrator's interpretation of how to calculate the allowable area of signs that we disagree with. The following outline of our request for appeal will touch on (A) a short history about the evolution and intent of the Manistee Sign Ordinance, (B) a review of pertinent definitions and key sentences in the Ordinance, and (C) precedents of similar sign permit decisions in the City of Manistee.

A. A Short History

In 2006 the City of Manistee adopted a Sign Ordinance with the assistance of the Grand Rapids based consulting firm Williams & Works. In the months before the Ordinance was adopted, there were many, many meetings held with a sign committee of business people, citizens, City staff, and two members of our company, Tom E. Amor and Tom H. Amor. We mention this to point out that we speak with first-hand knowledge about the intent of the allowable wall sign area language of the current Ordinance.

The Ordinance has been amended at least three times since 2006, but the paragraph about allowable wall sign area has remained the same. (Sec. 2102 A.4.a; A.4.b., and A.4.c.)





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The discussion about the appropriate amount of allowable wall signage went like this. First, the City's three objectives were laid out: (1) to maintain the safety of its citizens, (2) to maintain aesthetics and protect property values, and (3) to help, not hinder economic prosperity.

Then the question was asked, "What do other city sign ordinances allow?" At the time, it was common for municipalities to allow 15% of the wall area for signage, with wall area equaling height x width. Some cities would limit the height in these calculations to the first floor only. Some would limit the height to 10', others 12'. There was reluctance to fall back to an old percentage standard, but there was acknowledgement of the point that "one size does not fit all". A 4'x8' sign on a 50' storefront would look like a postage stamp on a 200' storefront.

Jon Rose, Zoning Administrator at the time, came up with a multiplier based on the length of the storefront and that is where the current language "1.5 times the principal building width" was formed. Amor Sign brought examples of local sign projects in to the committee, and found the multiplier to be acceptable based on their experience.

B. Definitions and Key Sentences in the Ordinance

The key section in the Ordinance that we maintain is being interpreted incorrectly is found in Sec. 2102 A.4. b.:

For properties that do not front on US 31 in the P-D, C-1, C-2, and C-3 and WF districts or properties with a minimum of 10,000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 and R-3 Zoning Districts, marquee, suspended and wall signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall not be more than 1.5 times the principal building width, measured from corner to corner, facing the public right-of-way, or fifty (50) square feet for each storefront, whichever is greater.

In our many face to face conversations with the Zoning Administrator, the lynch pin of his interpretation falls back to the phrase "principal building width". His interpretation is that a building can have only one "principal building width". His interpretation is that when you look at the footprint of a building on a site plan, "the length of the largest side of the building" is the principal building width. He then multiplies that length by the 1.5 multiplier and says that is the maximum square footage for all the wall signage on the whole building.

We disagree with that interpretation of the ordinance for these reasons:

1. That was not the intent of the committee who drafted the Ordinance, as spelled out in the short history above.
2. That is not the way the Ordinance has been interpreted since its drafting in 2006. This will be detailed in greater length in the next section of this letter.



3. If that were to be the interpretation, then there is an unresolvable conflict between Section 2102 A.4.b and Section 2102 A.4.c. The latter section addresses parcels with waterfront elevations, like all buildings on the north side of River Street. The multiplier on the Riverwalk side of the building is ".75 times the principal building width". The rationale for the smaller multiplier on the Riverwalk side of the building given by the 2006 sign committee, was that the primary traffic was pedestrian traffic. Therefore, signage does not need to be as large. If the Zoning Administrator's interpretation holds, why would businesses in buildings on the north side of River Street be punished with a .75 multiplier, while businesses on the south side get rewarded with a 1.5 multiplier?
4. There is no definition of "Principal Building Width" in the Ordinance to support the Zoning Administrator's interpretation. Here are a few definitions that are in Article Two of the Ordinance:
 - a. **PRINCIPAL BUILDING:** A building in which is conducted the principal use of the lot on which it is located.
 - b. **STOREFRONT:** Tenant of owner occupied space that fronts on a public right-of-way and that occupies all or a portion or a portion of a principal building accessed from a main entrance.

Every building has more than one elevation. Each elevation has a height and a width. The width of an elevation of the building is measured from corner to corner.

If the Zoning Administrator's interpretation is correct, why would the authors of the Sign Ordinance use such a complicated, lengthy sentence? They could have accomplished that interpretation by saying, "all signs on the whole building must not exceed 1.5 square feet per principal building width". The reason they didn't is because that was not the intent.

C. Precedents of Similar Sign Permit Decisions in the City of Manistee

Included with this ZBA request are examples of previous Sign Permits, Sign Permit Applications, drawings, and allowable square foot calculations that back up our interpretation of the intent and purpose of the Ordinance. Here is a list and a short summary of key points relevant to the appeal.

- A. **2008 - Manistee Inn & Marina, 378 River Street:** A previous owner of the Manistee Inn & Marina went before the Historic District Commission with a master plan for signage and awnings. They were granted a permit, but did not do the work. The application was a request for signage and awnings on the north, south, and east elevation of the building. Allowable sign square footage was calculated separately for each storefront.
- B. **2008 - Manistee Insurance, 330 River Street:** The permit application was turned in for signage for the south elevation and the east elevation. However, the east elevation signage was denied. Unlike the east side of the Manistee Inn property, which faces a public parking lot, the 1.5 multiplier was not allowed on the east side of the Manistee Insurance property because there was not a street frontage.



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- C. 2015 – TK Quilting, 166 Cleveland Street:** The permit application was for signs on all four building elevations. However, the north and east elevation had to be calculated against the 1.5 multiplier on US 31 elevation, and the south and west elevation had to be calculated against the 0.5 multiplier on Cleveland Street elevation.
- D. 2015 – Family Dollar, 170 Memorial Drive:** Family Dollar secured permits for both the south side and the east side of their building. Each elevation was allowed the 1.5 multiplier. However, the east side was a shared storefront so only 55' of the 110' storefront could be used in the calculation. Apparently both sides were considered storefronts with street frontage.
- E. 2017 - Save A Lot, 160 Memorial Drive:** Save A Lot put up its existing wall signage. The wording in the Ordinance concerning allowable wall signage is identical to the wording today. The previous Zoning Administrator looked at the East Elevation and the South Elevation as separate storefronts, each facing the public right-of-way, and allowed the same square footage we are requesting on the application that was denied.
- F. 2019 – Manistee Beverage, 401 River Street:** The permit application was for the River Street and Maple Street sides. Calculations for each elevation were based on a 1.5 multiplier because the each had a street frontage.

Conclusion

We appeal to you, Zoning Board of Appeals members, to grant our request for an appeal of the Zoning Administrator's interpretation of how to calculate the allowable area of signs at Save A Lot, 160 Memorial Drive.

We ask that you do this with the authority given to you under Article Twenty Five, Section 2507 B. Interpretation, where it states: "The Zoning Board of Appeals shall have the power to: 1. Interpret, upon request, the provisions of this Ordinance in such a way as to carry out the intent and purpose of the Ordinance."

Sincerely,
Amor Sign Studios, Inc.

Thomas H. Amor
President





PLANNING DEPARTMENT
Kyle Storey
Zoning Administrator
395 Third St. Manistee, Michigan 49660
(231) 398-3576
Fax (231) 398-3526
kstorey@manisteecountymi.gov

Date: 10/16/2019

To: Amor Sign Studios, Inc.

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: 160 Memorial Dr. Sign Permit Request

Dear Myles,

Thank you for your patience regarding 160 Memorial Dr. and Save-A-Lot sign permit application. The sign permit cannot be issued for the wall signs based on the City of Manistee Zoning Ordinance information listed below:

- *Section 2102(2)(b): General Standards of City of Manistee Zoning Ordinance states, "...wall signs shall be permitted, and the maximum cumulative sign area permitted expressed in square feet **shall not be more than 1.5 times the principal building width**, measured from corner to corner..."*

The length of the largest side of the building where Save-A-Lot resides is 196 feet from corner to corner. Multiplying 196 by 1.5 equates to just over 290 sq. ft. of allowable wall signage. The sign area on the application is 343 sq. ft. Therefore, the wall sign area is just over 50 sq. ft. too large, which is why this application for the wall signs is denied.

However, the non-conforming pole sign is permissible because it's footprint will remain the same. Also, the two-separate applied for sign types, regarding the wall signs and the pole sign, technically need two separate applications and payments as well.

Please reach out to discuss further or if applicant would like to go ahead with pole sign permitting and replacement while awaiting the new design and submittal for wall signs.

Thank you,

A handwritten signature in black ink, appearing to read 'KStorey', written over a horizontal line.

Kyle Storey
Manistee County Planner
City of Manistee Zoning Administrator



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

CITY HALL
70 Maple Street

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

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

CITY CLERK
231.398.2803

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

ADMINISTRATION
FAX 231.723.1546

CLERK/TREASURER
FAX 231.723.5410

POLICE DEPARTMENT
70 Maple Street
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1803

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

Friday, September 5, 2008

Amor Sign Studios Inc
443 Water Street
Manistee, MI 49660

R K Investments
378 River Street
Manistee, MI 49660

RE: PHDC08028

Good Morning!

Enclosed please find the Certificate of Appropriateness for your project. Historic Approval does not eliminate the need for other permits that may be applicable for your project.

Both a Sign Permit Application and Building Permit application will be required for your project.

If you have any questions regarding your permit please call me at 231.398.2805. Best of luck with your project and thank you for your contribution to our community!

Sincerely,

CITY OF MANISTEE

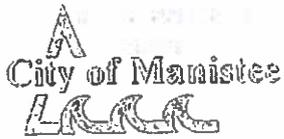
Jon R. Rose
Community Development Director

JRR:djb

Enclosure

RECEIVED SEP 11 2008





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.



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

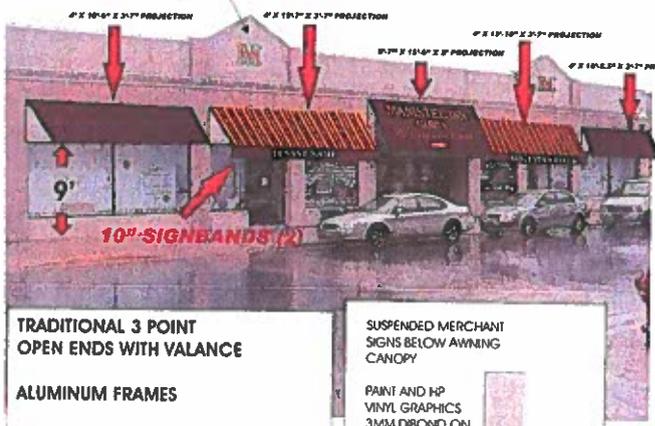
Fee Total: \$0.00
Amount Paid: 0.00
Balance Due: \$0.00

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.

SOUTH SIDE

30" FORMED MONOGRAMS LETTERS
2756 GOLD (QTY: 3)



TRADITIONAL 3 POINT
OPEN ENDS WITH VALANCE

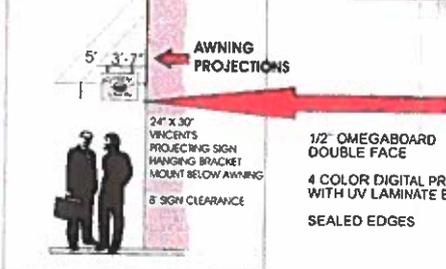
ALUMINUM FRAMES

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

SEALED ON COPY
AS REQUIRED

SUSPENDED MERCHANT
SIGNS BELOW AWNING
CANOPY

PAINT AND HP
VINYL GRAPHICS
3MM DBOND ON
FRAMES



ALLOWABLE SIGN AREA (SOUTH ELEVATION)
9'-3" X 15' = 148 SQ FT

PROPOSED SIGN AREA (SOUTH ELEVATION)
CENTER AWNING: 48 SQ FT
VINCENT'S AWNING: 15 SQ FT
VINCENT'S PROJECTING: 5 SQ FT
M: 6.25 X 2 = 12 SQ FT
TOTAL NEW: 80.5 SQ FT

REMAINING EXISTING SIGNAGE (SOUTH ELEVATION)
VINCENT'S WINDOW: 5.25 X 5.75 = 30.187 SQ FT
ONE 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

SEE PAGE 3 FOR SOUTH
AWNING SIDE VIEW

First Proposal

**Approved By
Historic
Commission*

EAST SIDE



SEE COLORS PAGE 3

ALLOWABLE SIGN AREA (EAST ELEVATION)
100 X 15 = 150 SQ FT

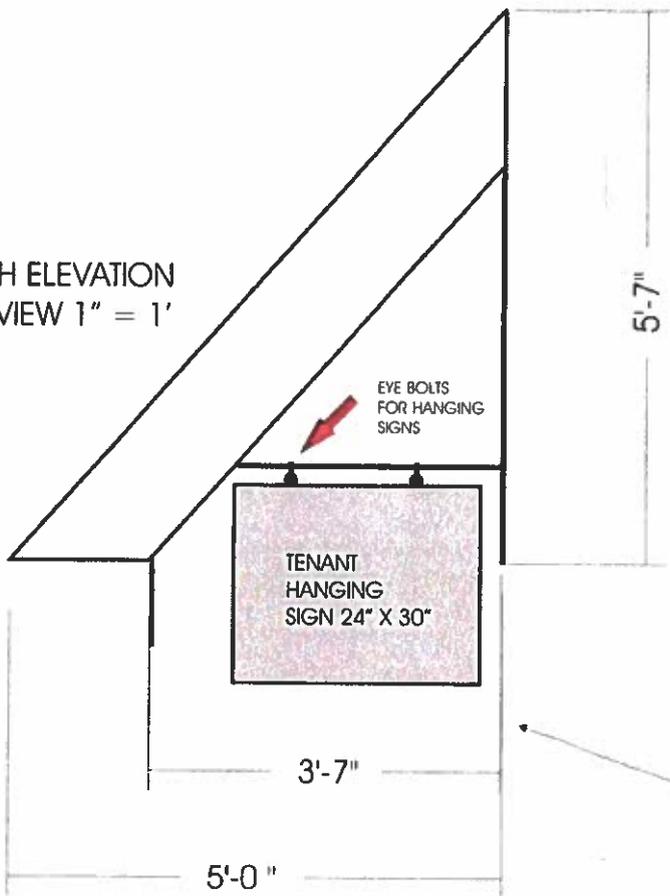
PROPOSED SIGN AREA (EAST ELEVATION)
LEFT AWNING: 48 SQ FT
CENTER AWNING: 48 SQ FT
"M": 6.25 SQ FT

TOTAL EAST ELEVATION: 102.25 SQ FT



DATE	8-19-08	SALES	THA
SCALE	00.3032	GRAPHICS	NAJANE BLOP
FILENAME	VINCENTE ICA V7		
FILE	AMSP DESIGNER SIGN PROJ MAINSIE BLDG03		

SOUTH ELEVATION
SIDE VIEW 1" = 1'



EYE BOLTS
FOR HANGING
SIGNS



DIGITAL PRINT COLORS:
PINK 210
TAN 1205
BLUE 288
RED 485
BROWN 470



DATE 4-19-08 SALES THA
SCALE no scale
GRAPHICS WAYNE BALIK
FILENAME MANISTEE ISN_V7
DSK AMOR DESIGN DES GY PEUP MANISTEE, MN 2328

NORTH SIDE

24" ROMAN ROUND FACE FORMED PLASTIC
LETTERS STUD MOUNTED TO EXTERIOR WALL
NORTH ELEVATION
COLOR: 2240 GEMINI DEEP RED

LETTERS 24" X 32'



OPEN ENDED AWNINGS
OVER WINDOWS
3' H X 4'-9" LENGTH X 1' PROJECTION
SURVEY REQUIRED



DATE 8-19-21 SALES THA
SCALE 1/8" = 1'-0"
GRAPH CS WAYNE BIALUK
FILENAME MANISTEE INN_V2
DWF 1/4" X 11" DESIGNED BY DEVA PROJ MANISTEE INN 2023

PAGE 2

ALLOWABLE SIGN AREA (NORTH ELEVATION)
99'-3" X .75 = 74.43 SQ FT

PROPOSED SIGN AREA (NORTH ELEVATION)
2' X 32' = 64 SQ FT



Building Permit No: PB08082

Community Development Department 70 Maple Street Manistee, Michigan 49660
 Phone: (231) 398 2805 Fax: (231) 723 1546

330 RIVER STREET 51-51-452-704-01	Location Issued: 12/16/08 Const value 0 Sec. No. Zoning: PLEASE CALL (231) 398-2806 FOR AN INSPECTION 24 HOURS IN ADVANCE	Owner CADILLAC REAL ESTATE & 932 NORTH MITCHELL ST CADILLAC MI 49601
Contractor 932 NORTH MITCHELL S pH# CADILLAC MI 49601		

Work Description: Install sign per drawings on file at City Hall.
 Under supervision of Amor Sign Studios.

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

Permit Item	Work Type	Fee Basis	Item Total
Building Permits for Signs	Permit	50.00	75.00

Official

Fee Total: \$75.00
Amount Paid: 75.00
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 at 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.

CITY OF MANISTEE

APPLICATION FOR BUILDING PERMIT AND PLAN EXAMINATION

City of Manistee, 70 Maple Street, P.O. Box 358, Manistee, MI 49660 (231) 398-2806

HOBITY: P.A. 230 OF 1972, as amended APPLICATION: Mandatory to obtain permit ALTY: Application must be completed, signed proper fee enclosed or permit will not be issued	The City of Manistee will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.
--	---

**APPLICANT TO COMPLETE ALL ITEMS IN SECTION I, II, III, IV, V AND VI
NOTE: SEPARATE APPLICATIONS MUST BE MADE TO THE STATE OF MICHIGAN
FOR PLUMBING, MECHANICAL AND ELECTRICAL WORK PERMITS**

LOCATION OF BUILDING

ess: 330 River St.
 El Code #: 51-51-452-704-01

IDENTIFICATION

Owner or Lessee:
 name: Manistee Insurance Agency Telephone #: _____
 address: 330 River St City: Manistee State: MI Zip: 49742
 ARCHITECT OR ENGINEER

name: _____ Telephone #: _____
 city: _____ State: _____ Zip: _____
 License Number: _____ Expiration Date: _____

CONTRACTOR

name: Anna Sign Shaders Telephone #: 231-733-8364
 address: P.O. Box 433 City: Manistee State: MI Zip: 49742
 Meters License #: 7366610 Federal ID # or reason for exemption: 38-186312C

Workers Comp Insurance carrier or reason for exemption: Accident Fund

SC Employer number or reason for exemption: C306643

TYPE OF IMPROVEMENT AND PLAN REVIEW

TYPE OF IMPROVEMENT

New Building Addition Alteration Repair Wrecking Mobile Home Set-up Foundation Only
 pre-manufactured home Relocation Demolition Adding

REVIEW(S) TO BE PERFORMED

Building Plumbing Mechanical Electrical Energy

VI. APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name: <u>Amor Sign Studios</u>	Telephone #: <u>331-723-8361</u>
Address: <u>P.O. Box 433</u>	City: <u>Manistee</u>
	State: <u>MI</u>
	Zip: <u>49660</u>

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Section 23A of the State Construction Code Act of 1972, Act no. 230 of the Public Acts of 1972, being Section 125.1523A of the Michigan Compiled laws, *prohibits a person from conspiring to circumvent the licensing requirements of the State relating to persons who are to perform work on a residential building or a residential structure.* Violators of Section 23A are subject to Civil fines.

Fee Enclosed: \$	Receipt #
Signature of Applicant	Date:

VII. FOR DEPARTMENT USE ONLY

ENVIRONMENTAL CONTROL APPROVALS

	Required?	Approved	Date	Number	By
A. Zoning	<input type="checkbox"/> yes <input type="checkbox"/> no				
B. Soil Erosion	<input type="checkbox"/> yes <input type="checkbox"/> no				
C. Flood Zone	<input type="checkbox"/> yes <input type="checkbox"/> no				
D. Water	<input type="checkbox"/> yes <input type="checkbox"/> no				
E. Sewer	<input type="checkbox"/> yes <input type="checkbox"/> no				
F. Variance Granted	<input type="checkbox"/> yes <input type="checkbox"/> no				
G. High Risk Erosion	<input type="checkbox"/> yes <input type="checkbox"/> no				
H. Other	<input type="checkbox"/> yes <input type="checkbox"/> no				

70 Maple Street, P.O. Box 358, Manistee, MI 49660

Phone # (231) 398-2805 FAX # (231) 723-1546

Names and address of the property owner: Pauline Real Estate

433 W. Mitchell St. Cadillac MI 49601

Names and address of the applicant or installation contractor: Harve Sign Studio

443 Wacker St P.O. Box 433 Manistee MI 49660

Property Address: 332 River St. Tax Identification Number: 5151453-724-01

Official name of business relating to the parcel on which the sign is proposed:
Manistee Insurance Agency

Type of Sign (Circle all that apply): * indicates a Building Permit is also required

New Repair Replacement Temporary
 Wall Projecting * Ground Mount Marquee (including awning/canopy) *
 Window Portable Suspended * Pole (only allowed on US 31) *
Illuminated: Internal * External Non-Illuminated

Value of Sign(s): \$ 4500.00

Building Dimensions: Front _____ Side _____ Rear _____

Sign Area: _____ Sq. Ft.

Sign Height: _____ Ft. (Measured from grade to top of sign - pole, ground mount, suspended signs)

Projection from Building: _____ Ft. (Only applies to projecting signs)

Grade Clearance: _____ Ft. (Measured from grade to bottom of sign or Marquee - pole, ground, suspended.)

Please attach a drawing showing the following:

A plan, at a scale determined by the Administrator to be reasonable, illustrating the following elements of the proposed or modified signage:

1. Sign type, per the definitions in Section 220.
2. Dimensional characteristics, such as height, width, vertical clearances, and area;
3. Colors, materials, appearance, and lighting of the signage;
4. Relationship with buildings or structures;
5. Setbacks from buildings, landscaping, driveways, and rights-of-way; and,
6. Locations of any existing signage in the subject development or on the subject parcel. The site plan shall also include proposed and existing signage not requiring a permit.

City of Manistee



CITY HALL
76 Maple Street
CITY MANISTEE, MI 49660

CITY ASSAULT
CITY MANISTEE, MI 49660

PLANNING, ZONING, &
COMMUNITY DEV.

CITY CLERK

CITY TREASURER

WATER BUREAU

ADMINISTRATIVE

CLERK/TREASURER

CULTURE DEPARTMENT
27 Maple Street

FOUR DEPARTMENT
241 First Street

FOUR DEPARTMENT
241 Washington St.

FOUR DEPARTMENT

WATER MAINTENANCE

WATER TREATMENT PLANT
50 North St.



Friday, September 5, 2008

Amor Sign Studios Inc
443 Water Street
Manistee, MI 49660

Manistee Insurance
330 River Street
Manistee, MI 49660

RE: PHDC08030

Good Morning!

Enclosed please find the Certificate of Appropriateness for your project. Historic Approval does not eliminate the need for other permits that may be applicable for your project.

Both a Sign Permit Application and Building Permit application will be required for your project.

If you have any questions regarding your permit please call me at 231.398.2805. Best of luck with your project and thank you for your contribution to our community!

Sincerely,

CITY OF MANISTEE

Jon R. Rose
Community Development Director

JRR:djb

Enclosures



Historic Overlay Permit No: PHDC08030

Community Development Department 70 Maple Street Manistee, Michigan 49660
Phone: (231) 398 2805 Fax: (231) 723 1546

330 RIVER STREET
51-51-452-704-01

Location

CADILLAC REAL ESTATE &
932 NORTH MITCHELL ST
CADILLAC MI 49601

Owner

Issued: 09/05/08
Const value 0 Sec. No.
Zoning:
PLEASE CALL (231) 398-2806
FOR AN INSPECTION 24 HOURS IN ADVANCE

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

Contractor

Work Description:

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of September 4, 2006 for the following:

A request from Amor Sign Studios/Manistee Insurance, 330 River Street to install an awning and signage to the North and South building elevation as submitted with new plans as submitted under application HDC-2008-30. [DISK: Amor/Design Prop/Manistee Insurance, FILE NAME: Awning V3, DATE 8/29/08] and to deny signage on the East Elevation because the signage would exceed the amount of signage that is allowed under the ordinance.

The two pre-existing internally lit signs must be removed prior to installation of new signage.
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.



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: MANISTEE INSURANCE AGENCY
 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 TOM@AMORSIGN.COM
 Name of Business/Tenant: MANISTEE INSURANCE AGENCY
 Address of Affected Property: 330 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.

Tom H. Amor

From: Tom H Amor
Sent: Tuesday, August 26, 2008 10:40 AM
To: 'Denise Blakeslee'
Subject: Manistee insurance - Existing sign photos & existing sign schedule
Attachments: South Elevation.jpg; close-up east wall sign.jpg; close-up south wall sign.jpg; close-up windows.jpg; East Elevation.jpg; North Elevation.jpg

H. Denise -

Attached are photos of Manistee Insurance showing the existing signs. Here is a schedule:

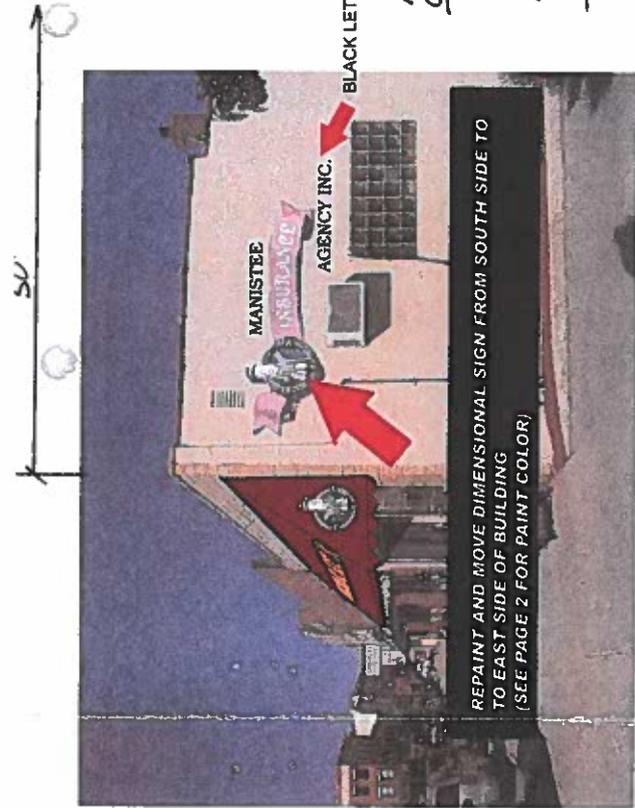
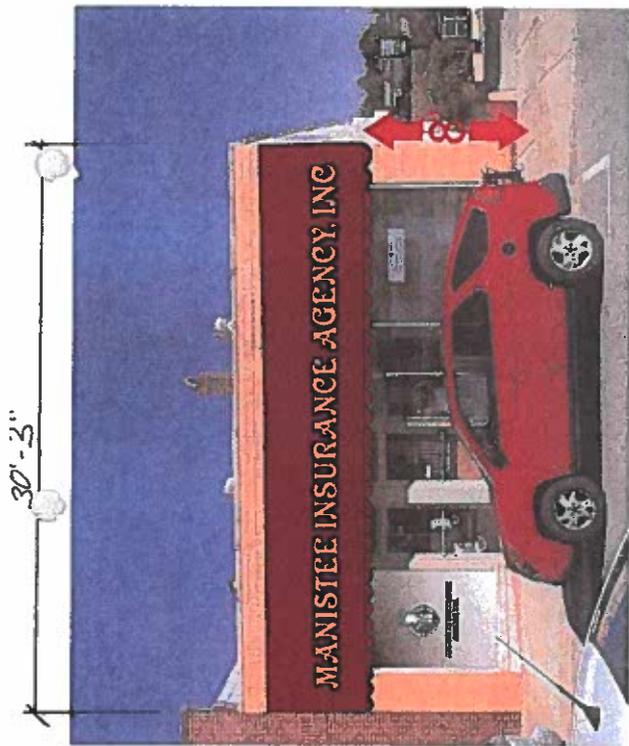
South elevation:

- 3-D Manistee Insurance wall sign (40 sq. ft.) - This sign is proposed to be repainted and reinstalled on the east elevation
- Interior hanging Auto Owners sign (3 sq. ft.) - This sign would remain

East Elevation:

- Manistee Insurance wall sign (30 sq. ft.) - This sign is proposed to be repainted and reinstalled on the north elevation.

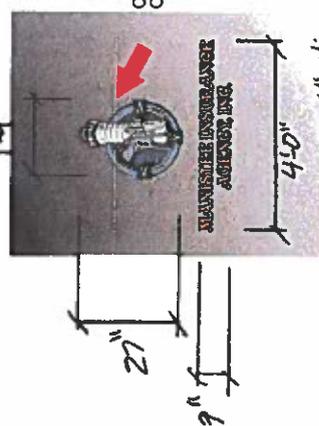
Thanks - Tom H. Amor (JR)
Amor Sign Studios, Inc.
800-922-2667 ext. 17
cell: 231-342-1144



ALLOWABLE SIGN AREA (EAST ELEVATION)
 $50 \times 1.75 = 87.50$

PROPOSED SIGN AREA (EAST ELEVATION)
 $4 \times 12 = 48 \text{ SR. FT.}$

REPAINT AND MOVE DIMENSIONAL SIGN FROM SOUTH SIDE TO EAST SIDE OF BUILDING (SEE PAGE 2 FOR PAINT COLOR)



COLORS PER PAINTED SIGN ON EAST WALL SEE PAGE 2

ALLOWABLE SIGN AREA (SOUTH ELEVATION)
 $30.25 \times 1.5 = 45.375$

PROPOSED SIGN AREA (SOUTH ELEVATION)
 $1.5 \times 28 = 42 \text{ SR FT}$
 $2.25 \times 2.92 = 6.57 \times 2 = 13.14 \text{ SR FT}$
 $2.25 \times 1.75 = 3.93$
 $75 \times 4 = 3$

Total Proposed Window: 50.07



LETTERING: 28' X 18"

LIGHTHOUSE GRAPHIC: 27" X 35"

3 POINT AWNING
 SUNBRELLA: BURGUNDY
 SCALLOPED 6" VALANCE

SEALED ON 230 GOLD COPY WITH BLACK OUTLINE
 ENIGS: SEALED ON DIGITAL LIGHTHOUSE WITH LAMINATE

62" X 79" WINDOW SPACE
 VINYL WINDOW GRAPHICS:
 230 GOLD NUGGET
 BLACK OUTLINE
 PS DIGITAL AR WITH LAMINATE
 CENTER IN GLASS ON OUTSIDE

DATE: 8/21/08 SALES: THA
 SCALE: 1/8" = 1'
 GRAPHICS: WAYNE BIALIK
 FILENAME: AWNING
 DESK: AMOR DESIGN GROUP MANISTEE INSURANCE



PAGE 1

Manistee

Sign Permit

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

15-008
 06/23/2015
 06/22/2016

LOCATION	OWNER	APPLICANT
166 CLEVELAND ST 51-146-720-01 C-2	166 CLEVELAND ST MANISTEE MI 49660	166 CLEVELAND ST MANISTEE MI 49660

Work Description:

PERMIT ISSUED TO: TK Quilting

Sign permit for a wall sign as submitted with application on file at City Hall.

South Elevation - 77.91 sq. ft.

West Elevation limited to no more than 15 sq. ft.

North Elevation - 58.66 sq. ft.

East Elevation - 24 sq. ft.

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Permit Sign	Permit	1.00	50.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$50.00
Amount Paid:	\$50.00
Balance Due:	\$0.00



 Official



Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Sign Permit Application

Please Print

Property Information			
Address: 166 Cleveland St		Parcel #	
Applicant Information			
Name of Owner or Lessee: Tammy Oberlin/TK Quilting & Design LLC			
Address: 166 Cleveland St Manistee, MI 49660			
Phone #: 231-299-1333		Cell#: 616-901-2970	e-mail: tammy@tkquilting.com
Name of Contractor (if applicable): Amor Sign			
Address: 443 Water St Manistee MI 49660			
Phone #: 231-723-8361		Cell#:	e-mail: tom@amorsign.com
License Number:		Expiration Date:	
Project Information – check all that apply			
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> Marquee <small>(Includes awning/canopy) (Requires Building Permit)</small>	<input type="checkbox"/> Pole <small>(Only allowed on US 31) (Requires Building Permit)</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> Projecting <small>(Requires Building Permit)</small>	<input type="checkbox"/> Suspended <small>(Requires Building Permit)</small>	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Window
Illumination – check all that apply			
<input type="checkbox"/> Internal <small>Requires Building Permit</small>	<input type="checkbox"/> External	<input checked="" type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front:	Side:	Side:	Rear:
Sign Information			
Sign Area: <small>(In Square Feet)</small> _____	Sign Height: <small>(grade to top of sign) Only Applies to Ground Mount and Pole Signs</small>	Projection from Building: <small>Only Applies to Projecting Signs</small>	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, and Suspended Signs</small>
Value of Sign: \$ _____			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>Tammy Oberlin</u>	Date: <u>6-19-15</u>		
By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)			
Office Use Only			
Fee: <input checked="" type="checkbox"/> \$50.00	Receipt #		
Zoning District: <u>C-2</u>	Notes: <u>West</u> <u>East Elevation limited to 15'</u>		
Signature: <u>[Signature]</u>	Date: <u>6.23.15</u>		



"The image professionals since 1946"

P.O. Box 433 • 443 Water Street • Manistee, Michigan 49660 • www.amorsign.com
Phone: 231.723.8361 • Toll Free: 800.922.2667 • Fax: 231.723.9365

Allowable Sign Square Footage Calculations for TK Quilting & Design

Allowable Square Footage:

South Elevation: $62'-2" \times 1.5 \text{ sq.ft./ln.ft.} = 93.31 \text{ sq.ft.}$
East Elevation: $94' - 1" \times 1.5 \text{ sq.ft./ln.ft.} = 141.00 \text{ sq.ft.}$

Total Allowable footage for whole building: 234.31 sq.ft.

Proposed Square Footage (Master Plan):

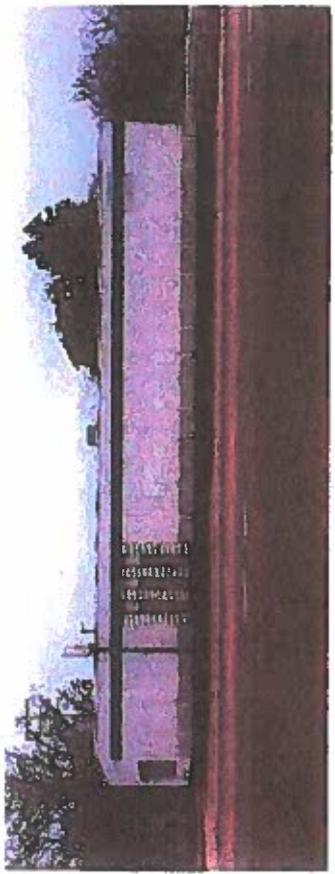
South Elevation: $[3.5 \times 5.5 =] 19.25 + 14.67 + 43.99 = 77.91 \text{ sq.ft.}$
West Elevation: 19.50 sq.ft. ← Limited to 15%
North Elevation: $14.67 + 43.99 = 58.66 \text{ sq.ft.}$
East Elevation: 24.00 sq.ft.

Total Proposed Square Footage (Master Plan): 180.07 sq.ft.

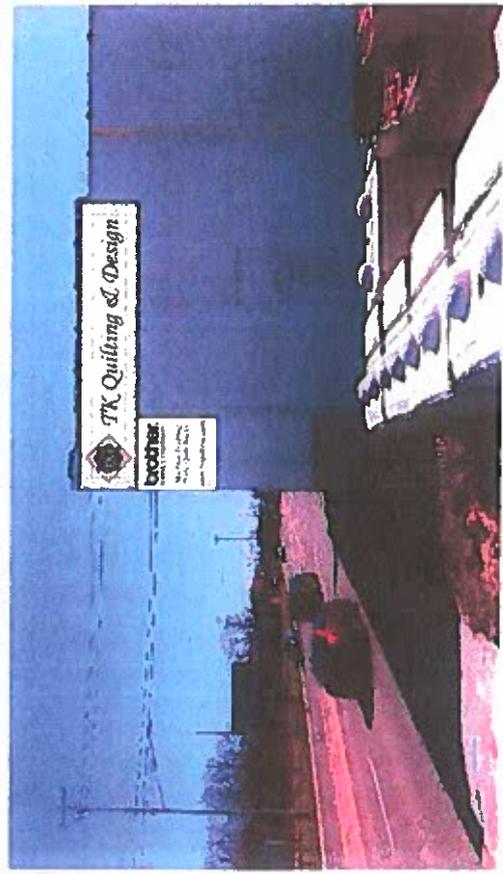


Phase 1

← NO GRAPHICS EAST SIDE



EAST



NORTH



PHASE 1

DATE: 6-10-15 SALES REPRESENTATIVE: THA
 DRAWING SCALE: 3/8" = 1' GRAPHICS BY: W. BIALIK
 FILENAME: AWWINGS 2015_REV 2
 FILE LOCATION: AMOR N: 1 DESIGN | TK QUILTING



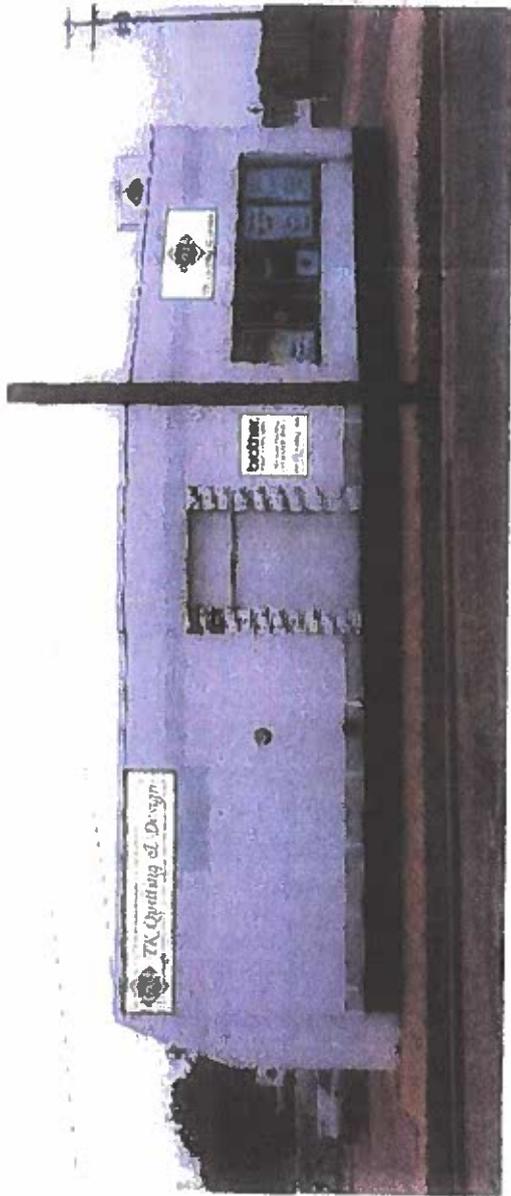
PANTONE COLOR MATCHING
PMS AS SHOWN

DIGITAL PRINT MATCHING
PREFINISH:
TRANSLUCENT:
PSA LAMINATE:

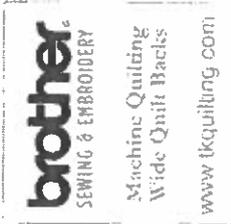
APPROVED: _____
 DATE: _____

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Phase 1



3mm DIBOND PANEL,
MILL FINISH ALUMINUM TUBE FRAME
PSA DIGITAL PRINT
UV LAMINATE



3mm DIBOND PANELS
MILL FINISH ALUMINUM TUBE FRAME
PSA DIGITAL PRINTS
UV LAMINATE

PHASE 1



DATE: 6-10-15 SALES REPRESENTATIVE: THA
DRAWING SCALE: 3/8" = 1" GRAPHICS BY: W. BRALIK
FILENAME: AMWINGS 2015_REV 2
FILE LOCATION: AMOR N1 DESIGN TK QUILTING

PAYDNE COLOR MATCHING
PMS: AS SHOWN

27 - PS4 FILE MATCHING
PREPARED:
TRANSLUCENT
PSA: _AMORATE.

APPROVED:

DATE:

AMOR IS A TRADE NAME FOR THE COMPANY THAT HAS THE RIGHT TO USE THE NAME. ALL RIGHTS RESERVED. THE DESIGN AND CONTENT IS THE PROPERTY OF AMOR. ALL RIGHTS RESERVED. REPRODUCTION OR USE WITHOUT PERMISSION IS PROHIBITED.

Phase 2

12" RADIUS



19'-6"



4'-0"

18'-0"



4'-0"

WATER FALL STYLE AWNINGS
FABRIC: AWMNMAX FOREST GREEN
WHITE
GRAPHICS: 3M HP VINYL
220 IMITATION GOLD
220 DARK GREEN



3MM DIBOND PANELS
MILL FINISH TUBE
FRAMES
PSA DIGITAL
UV LAMINATE
(SEE PAGE 2)



DATE: 6-8-15 SALES REPRESENTATIVE: THA
DRAWING SCALE: 3/8" = 1' GRAPHICS BY: W. BIALIK
FILENAME: Awnings 2015
FILE LOCATION: AMOR N:1 DESIGN TK QUILTING

AWNINGS & ENCLOSURES

FILES AS SHOWN

AWNINGS & ENCLOSURES

PREMIUM

TRANSLUCENT

PSA LAMINATE

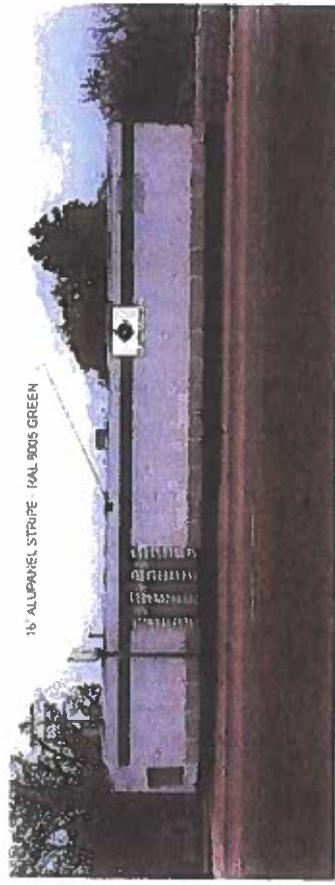
APPROVED:

DATE:

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Phase 2

3mm DIBOND PANEL
MILL FINISH ALUMINUM TUBE FRAME
PSA DIGITAL PRINT
UV LAMINATE



DATE: 5-21-15 SALES REPRESENTATIVE: THA
DRAWING SCALE: 3/8" = 1' GRAPHICS BY: W. BIALIK
FILENAME: AWNINGS 2015
FILE LOCATION: AMOR N:1 DESIGN | TK QUILTING

PANTONE COLOR MATCHING
PMS AS SHOWN

3M PSELEUMATCHING
PREMIUM:
TRANSLUCENT
PSA LAMINATE:

APPROVED: _____
DATE: _____

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Sign Permit

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

Permit #: PS15-002
Issued: 04/14/2015
Expires: 04/13/2016

LOCATION	OWNER	APPLICANT
172 MEMORIAL DR 51-146-726-09 C-3	PO BOX 72 TRAVERSE CITY MI 49685-0072	PO BOX 72 TRAVERSE CITY MI 49685-0072

Work Description:

PERMIT ISSUED TO AMOR SIGN STUDIOS

Installation of two wall signs for Family Dollar 74.75 sq. ft each as shown on plan submitted on file at City Hall.

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Permit Sign	Permit	1.00	50.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$50.00
Amount Paid:	\$0.00
Balance Due:	\$50.00



Official



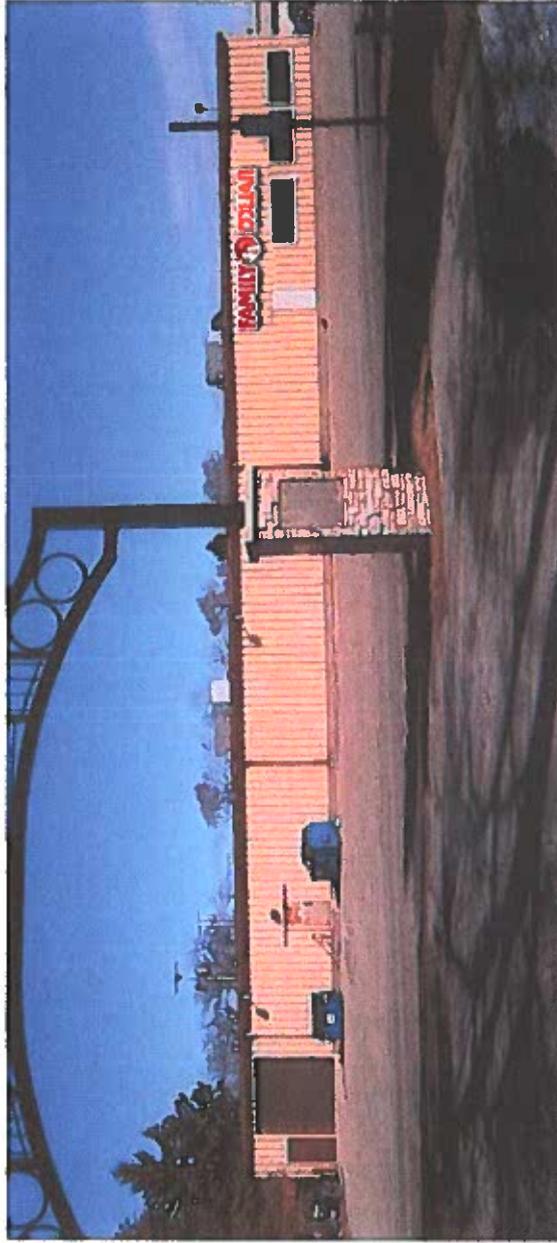
Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2806 (phone)
 231.723.1546 (fax)

Sign Permit Application

Please Print

Property Information			
Address: 170 MEMORIAL DRIVE		Parcel #	
Applicant Information			
Name of Owner or Lessee: FAMILY DOLLER			
Address: 170 MEMORIAL DRIVE			
Phone # 231-723-9346		Cell#:	e-mail:
Name of Contractor (if applicable): AMOR SIGN STUDIOS INC			
Address: PO Box 433 / 443 WATER ST.			
Phone #: 723 5361		Cell#:	e-mail: tam@imageproled.com
License Number: 5306010		Expiration Date: 12/31/15	
Project Information – check all that apply			
<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Temporary
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> Marquee <small>(Includes awning/canopy) (Requires Building Permit)</small>	<input type="checkbox"/> Pole <small>(Only allowed on US 31) (Requires Building Permit)</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> Projecting <small>(Requires Building Permit)</small>	<input type="checkbox"/> Suspended <small>(Requires Building Permit)</small>	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Window
Illumination – check all that apply			
<input checked="" type="checkbox"/> Internal <small>Requires Building Permit</small>	<input type="checkbox"/> External	<input type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front: 16' x 60'	Side: 15' x 150'	Side:	Rear:
Sign Information			
Sign Area: <small>(In Square Feet)</small> 74.75 sq	Sign Height: <small>(grade to top of sign) Only Applies to Ground Mount and Pole Signs</small> N/A	Projection from Building: <small>Only Applies to Projecting Signs</small> N/A	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, and Suspended Signs</small> N/A
Value of Sign: \$ 10,000			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature:		Date: 4/13/15	
By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)			
Office Use Only			
Fee: <input checked="" type="checkbox"/> \$50.00		Receipt #	
Zoning District: 2-3	Notes:		
Signature:	Date: 4-14-15		

FAMILY DOLLAR



Revisions:

1. No R. Update per spec: 2/28/12

2. _____

3. _____

4. _____

File Location

arc\proj\cpr-c\comp\family drive

Date: 3-10-15

Designer: JAS

PI #100

City, State: Manistee, MI

Address: 170 Memorial Drive

Drawing #

C44544-Cover

Site Name

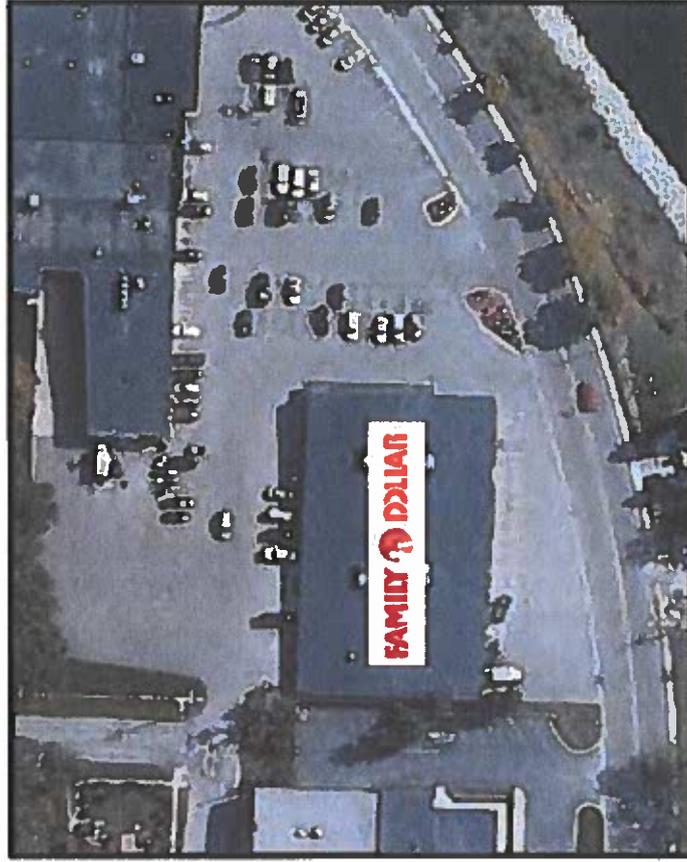
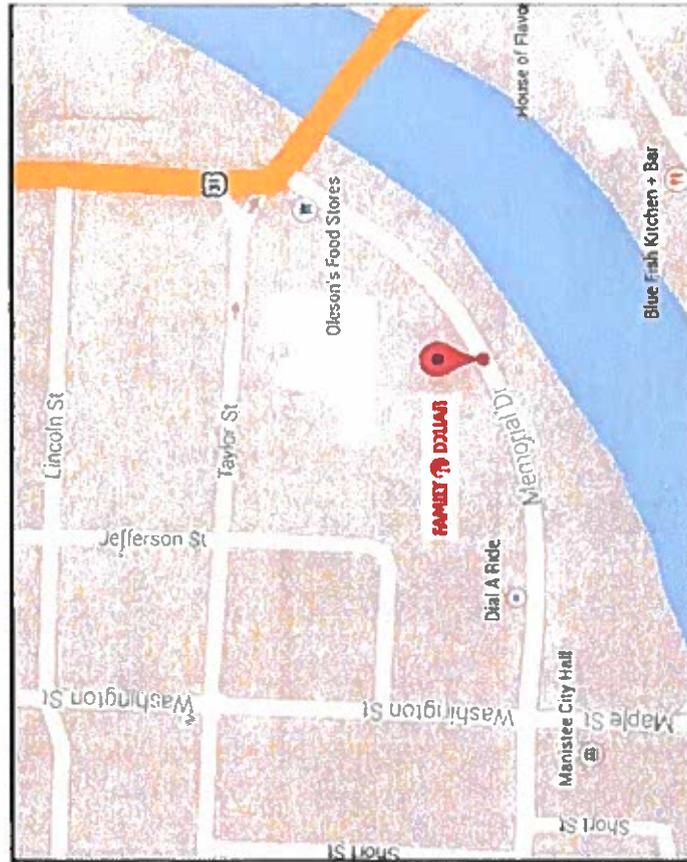
2622



priority sign



**SITE LOCATION MAP
SATELLITE IMAGE**



Revisions:

1	
2	
3	
4	

File Location
ar\0521\Cor=Coleps\Family Dollar

Date: 3-30-15
Designer: JMS PM: MW

City/State: Manistee, MI
Address: 170 Memorial Drive

Drawing #
C44544-Site

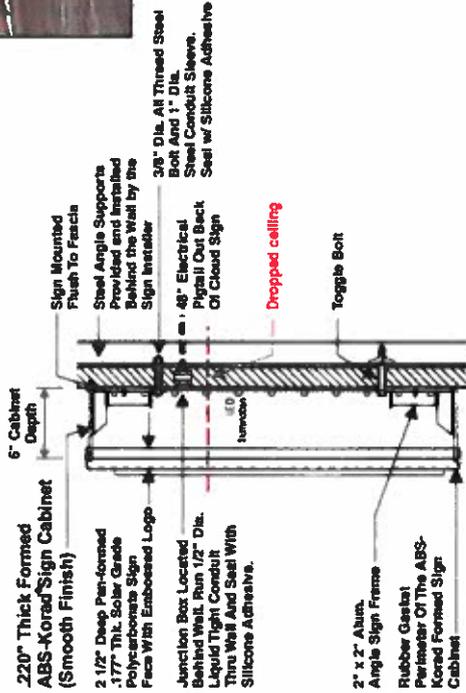
Site Name
2622



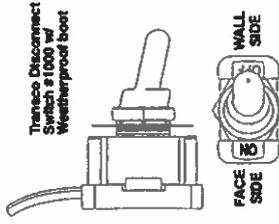
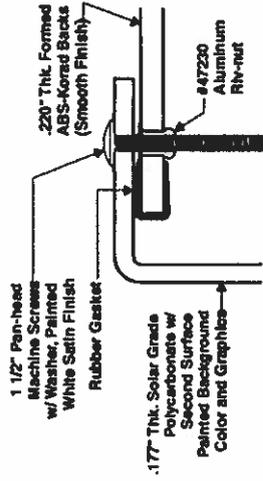
E01

34.5LM Linear Cloud Sign

Remove existing Family Dollar sign. Restore holes in fascia after removal to match existing fascia color and texture. Install new linear cloud sign.



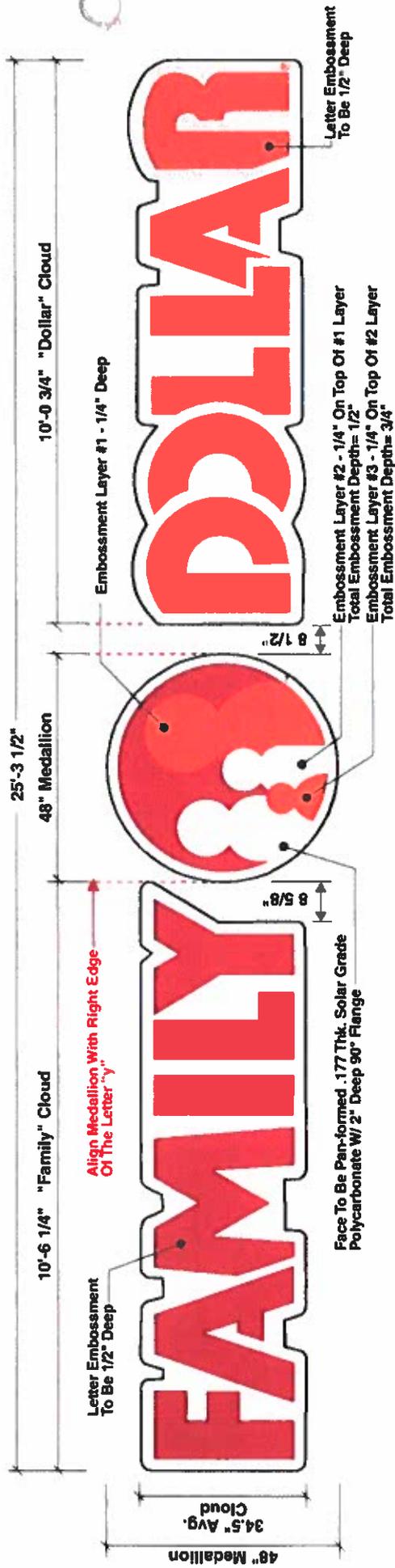
Existing Sign: 5'-0" x 32'-0" = 160 sf



Construction / Attachment Detail (Typ.)

Face Mounting Detail (nts)

Switchplate Detail (nts)



Revisions:

1	As Noted
2	As Noted
3	As Noted

File Location:
As-Drawn/Color/Family Dollar

Date: 3-30-15
City/State: Menkster MI
Designer: JMS
PM: NW
Address: 170 Memorial Drive

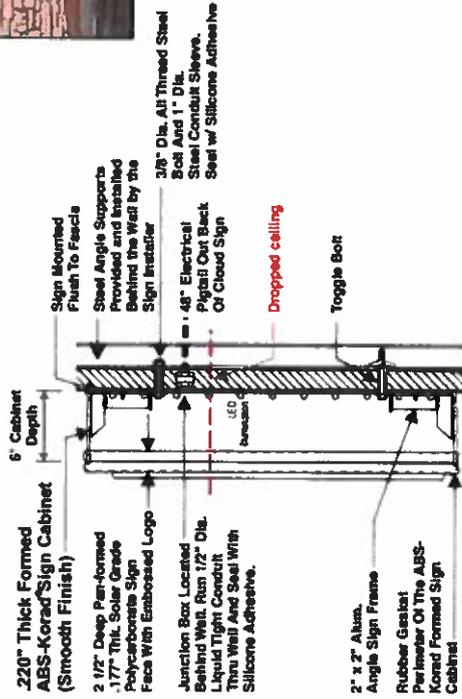
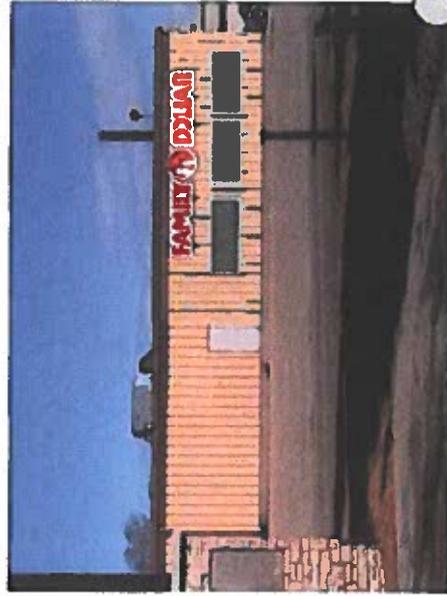
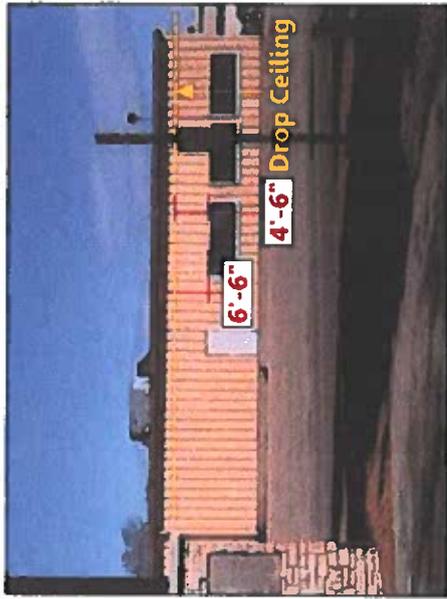
Drawing #: C44544
Site Name: 2622



E02

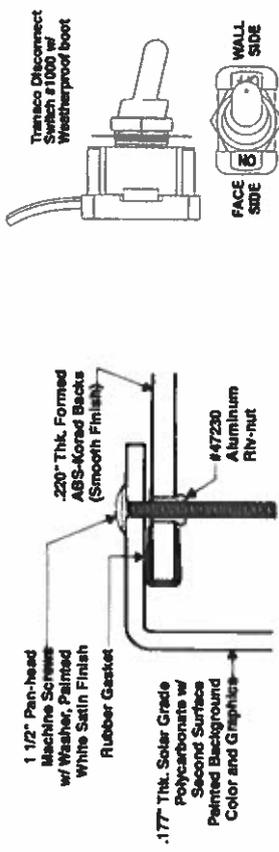
34.5LM Linear Cloud Sign

Remove existing Family Dollar sign. Restore holes in fascia after removal to match existing fascia color and texture. Install new linear cloud sign.

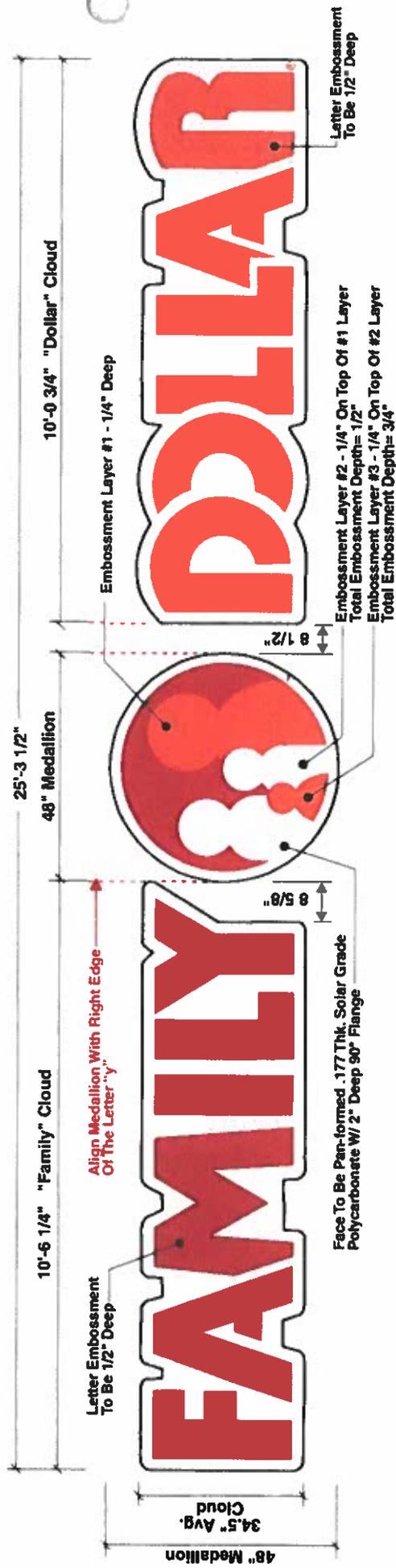


Construction / Attachment Detail (Typ.)

Existing Sign: 5'-0" x 32'-0" = 160 sf



Face Mounting Detail (nts)



Revisions:	1	Date:	3-10-15	City/State:	Monstee, MI	Drawing #:	C44544
	1	Drawn by:	WJL/2013	Address:	170 Memorial Drive	Site Name:	2622
	1	File Location:	Architect/Client/Company/Year/Order	Designer:	JAS	PM:	MW
	1						



prioritysign



70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

Sign Permit

Permit #: **PS17-011**
Issued: **10/03/2017**
Expires: **10/03/2018**

LOCATION	OWNER	APPLICANT
160 MEMORIAL DR 51-146-726-01 C-3	PO BOX 72 TRAVERSE CITY MI 49685-0072	Amor Sign Studios Inc. 443 WATER STREET MANISTEE MI 49660

Work Description:

PROPERTY OWNER: OLESON LAND COMPANY LLC

PERMIT ISSUE TO: Amor Sign Studios

Sign permit for the installation of two wall signs and replacement of sign panel in pole sign as submitted with application on file. "Save A Lot"

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Permit Sign	Permit	1.00	50.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$50.00
Amount Paid:	\$50.00
Balance Due:	\$0.00



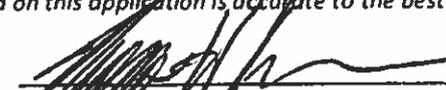
Official



Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Sign Permit Application

Please Print

Property Information			
Address: 160 Memorial Drive		Parcel #	
Applicant Information			
Name of Owner or Lessee: Freeman Family Enterprise / Save A Lot - Manistee			
Address: 160 Memorial Drive			
Phone #: 989-705-7711	Cell#:	e-mail:	
Name of Contractor (if applicable): Amor Sign Studios Inc.			
Address: 443 Water Street, P.O. Box 433			
Phone #: 231-723-8361	Cell#:	e-mail: tom@amorsign.com	
License Number: 5306010		Expiration Date: 12/31/2018	
Project Information – check all that apply			
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> Marquee <small>(Includes awning/canopy) (Requires Building Permit)</small>	<input type="checkbox"/> Pole <small>(Only allowed on US 31) (Requires Building Permit)</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> Projecting <small>(Requires Building Permit)</small>	<input type="checkbox"/> Suspended <small>(Requires Building Permit)</small>	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Window
Illumination – check all that apply			
<input checked="" type="checkbox"/> Internal <small>Requires Building Permit</small>	<input type="checkbox"/> External	<input type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front: 87' 3" +/-	Side: 193' +/-	Side:	Rear:
Sign Information			
Sign Area: <small>(In Square Feet)</small> 375	Sign Height: <small>[grade to top of sign] Only Applies to Ground Mount and Pole Signs</small>	Projection from Building: <small>Only Applies to Projecting Signs</small>	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, and Suspended Signs</small>
Value of Sign: \$ 5,148.00			
Authorization			
<p>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</p>			
Applicant Signature: 		Date: 9/19/17	
<p>By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input checked="" type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)</p>			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00		Receipt #	
Zoning District:	Notes:		
Signature:	Date:		

Sign Plan Requirements

A plan, at a scale determined by the Administrator to be reasonable, illustrating the following elements of the proposed or modified signage:

<input type="checkbox"/> Included	1. Sign type, per the definitions in Section 220 ;
<input type="checkbox"/> Included	2. Dimensional characteristics, such as height, width, vertical clearances, and area;
<input type="checkbox"/> Included	3. Colors, materials, appearance, and lighting of the signage;
<input type="checkbox"/> Included	4. Relationship with buildings or structures;
<input type="checkbox"/> Included	5. Setbacks from buildings, landscaping, driveways, and rights-of-way; and,
<input type="checkbox"/> Included	6. Locations of any existing signage in the subject development or on the subject parcel. The site plan shall also include proposed and existing signage not requiring a permit.

Zoning Requirements

Permit Lapse. A sign permit shall lapse if the business activity on the premises is discontinued for a period of six (6) months, unless the business is a seasonal activity, in which case, the sign permit shall lapse if the business activity is discontinued through one (1) normal business season. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the City. If the event the owner fails to remove a sign in accord with such an order, the sign may be removed by the City, at the owner's expense, without notice or action from the City. The City shall reserve the right to place a lien on the property on which the sign exists to recover any expense associated with sign removal.

Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.

The complete set of Zoning Requirements for Signs can be found in the City of Manistee Zoning Ordinance Article 21 Signs.

Sign Plan Requirements
Zoning Requirements

Tom H. Amor

From: Tom Freeman <tomfreeman@salfreeman.com>
Sent: Monday, August 21, 2017 4:58 PM
To: Tom H. Amor
Subject: Re: Rendering

— REMOVE OLD
— INSTALL LUD.
— INSTALL NEW

Tom,

want to stick with the allowable square footage, unless you say a variance is easy to get. I am planning on using the Ludington sign for the 290 sq ft, but I will have to get a sign for the other side. I'm thinking about taking the food stores off on the 130 sq ft side, but I'm not sure.

would want you to quote me a price to have the sign faces made for the road pylon sign. I will send you information on the specs.

Thanks,

Tom Freeman

On Aug 21, 2017, at 2:06 PM, Tom H. Amor <tom@amorsign.com> wrote:

Hi Tom – We looked at your drawings for Manistee and compared them to allowable zoning. The east elevation looks like it will meet code, but the south elevation is a little over code. The ordinance says that allowable square footage for wall signs is a multiplier of 1.5 x the building frontage. Here are allowable sign square footages:

- Allowable square footage on the East = $193' \times 1.5 = 289.5$ sq.ft. (Ludington signage will work.)
- Allowable square footage on the South = $87' \times 1.5 = 130.5$ sq.ft. (Ludington sign won't work.)

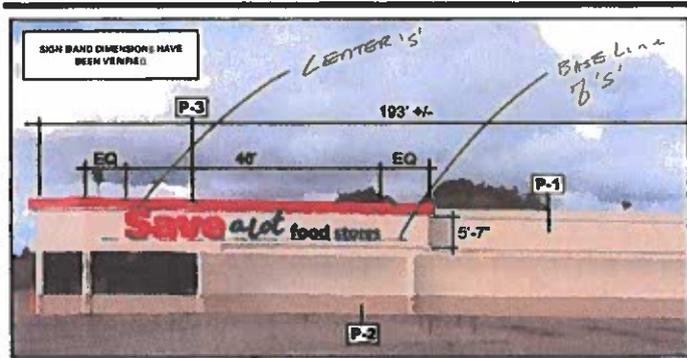
This brings up a couple of questions:

1. Do you want to work within code, or apply for a square footage variance?
2. Will Save A Lot be supplying the signs, or do you want me to quote manufacturing the signs?
3. If you want us to quote manufacturing the signs, can you provide specifications? (Dimensions, colors, illumination, digital artwork, for both the wall signs and pylon sign face?)

Thanks - Tom H. Amor (JR)

<image002.jpg>

Amor Sign Studios, Inc.
ph: 231-723-8361 ext. 17
toll free: 844-922-2667 (AMOR)
cell: 231-342-1144
www.amorsign.com



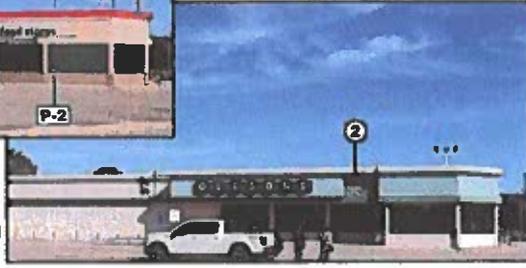
PROPOSED ELEVATION
- MEMORIAL DR EAST



CURRENT ELEVATION
- MEMORIAL DR EAST



PROPOSED ELEVATION
- MEMORIAL DR SOUTH



CURRENT ELEVATION
- MEMORIAL DR SOUTH



PROPOSED PYLON



SITE PLAN KEY

GENERAL NOTES:

1. APPROVED FOR CONSTRUCTION
2. ALL EXISTING UTILITIES TO BE MAINTAINED AND PROTECTED
3. ALL EXISTING UTILITIES TO BE MAINTAINED AND PROTECTED
4. ALL EXISTING UTILITIES TO BE MAINTAINED AND PROTECTED
5. ALL EXISTING UTILITIES TO BE MAINTAINED AND PROTECTED

EXTERIOR RENDERING
NEW STORES

NO.	DATE	DESCRIPTION
1	7/17/17	APPROVED
2	7/27/17	APPROVED
3	7/27/17	APPROVED

PROJECT INFORMATION

PROJECT NO: 1701017
 CLIENT: HARDESTY
 DESIGNER: HARDESTY
 DATE: 01/20/17

PROJECT LOCATION
 100 MEMORIAL DR
 #

EXTERIOR INFORMATION

FRONT SIGN	LETTER
FOOD STORES	1 LETTER
SIDE SIGN	1 LETTER
SIDE FOOD STORES	REFACE EXIST
PYLON SIGN	100
POLE SIZE	100
OTHER	REFRIGERATOR
RED STRIPE	FRONT SIDE
EXTERIOR PRINT	FRONT SIDE
FINISHES	CONCRETE
C-CONCRETE	PAINT
C-1	AMCON 530
C-2	AMCON 547
D-1	100
D-2	NATURAL 100% TS
P-1	SW705
P-2	SW701
P-3	SW701
P-4	SW705
P-5	SW705
P-6	SW705

CODE RESTRICTIONS
 NO RESTRICTIONS

RENDERING STATUS:
 APPROVED

Save a lot food stores



70 Maple Street, Manistee, MI 49660 www.manisteemi.gov



CITY HALL
70 Maple Street

City Manager
231.398.2801

City Assessor
231.398.2802

**Planning, Zoning &
Community Dev.**
231.398.2805

City Clerk
231.398.2803

City Treasurer
231.398.2804

Water Billing
231.723.2559

Administration
FAX 231.723-1546

Clerk/Treasurer
FAX 231.723-5410

Police Department
70 Maple Street
231.723.2533
FAX 231.398.2012

Fire Department
281 First Street
231.723.1549
Fax 231.723.3519

Public Works
280 Washington St.
231.723.7132
FAX 231.723.1803

Parks Department
231.723.4051

Water Maintenance
231.723.3641

Wastewater Plant
50 Ninth Street
231.723.1553

May 1, 2018

Amor Sign Studios
1965 Pine Creek Road
Manistee, MI 49660

RE: Sign Permit #PS18-002 - Certificate of Compliance

Good Morning!

This letter shall serve as your Certificate of Compliance for Sign Permit #PS18-002 Manistee Beverage Company, 401 River Street. Please retain this copy for your files. If you have any questions, please call me at 231.398.2805.

Sincerely,

CITY OF MANISTEE

Denise J. Blakeslee
Planning & Zoning Director



Sign Permit

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.2805
Fax 231.723.1546
www.manisteemi.gov

Permit #: PS18-002
Issued: 02/08/2018
Expires: 02/08/2019

LOCATION	OWNER	APPLICANT
401 RIVER ST 51-350-702-13 C-3	PO BOX 220 GOWEN MI 49326	Amor Sign Studios Inc. 443 WATER STREET MANISTEE MI 49660

Work Description:

OWNER: Manistee Beverage Company

PERMIT ISSUED TO: Amor Sign Studios

Sign permit for the installation of two wall signs 12.83 sq. feet each for Manistee Beverage Company as submitted with application on file.

Stipulations:

Paid by Check #74722

Permit Item	Work Type	Fee Basis	Item Total
Permit Sign	Permit	1.00	50.00

This permit is valid for a period of one year from the date issued.

Fee Total:	\$50.00
Amount Paid:	\$0.00
Balance Due:	\$50.00



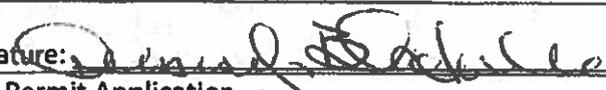
Official



Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Sign Permit Application

Please Print

Property Information			
Address: 401 River Street		Parcel #	
Applicant Information			
Name of Owner or Lessee: Manistee Beverage Company			
Address: 401 River Street Manistee MI 49660			
Phone #: 231-398-7435		Cell#:	e-mail:
Name of Contractor (if applicable): Amor Sign Studios Incorporated			
Address: 1965 Pine Creek Road PO Box 433 Manistee MI 49660			
Phone #: 231-723-8361		Cell#:	e-mail: tom@amorsign.com
License Number: 5306010		Expiration Date: 12/31/18	
Project Information – check all that apply			
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> Marquee <small>(Includes awning/canopy) (Requires Building Permit)</small>	<input type="checkbox"/> Pole <small>(Only allowed on US 31) (Requires Building Permit)</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> Projecting <small>(Requires Building Permit)</small>	<input type="checkbox"/> Suspended <small>(Requires Building Permit)</small>	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Window
Illumination – check all that apply			
<input type="checkbox"/> Internal <small>Requires Building Permit</small>	<input checked="" type="checkbox"/> External	<input checked="" type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front: 48'	Side: 103'	Side:	Rear:
Sign Information			
Sign Area: <small>(In Square Feet)</small> 12.83 each	Sign Height: <small>[grade to top of sign] Only Applies to Ground Mount and Pole Signs</small>	Projection from Building: <small>Only Applies to Projecting Signs</small>	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, and Suspended Signs</small>
Value of Sign: \$ 3600.00			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: 		Date: 2/1/18	
By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input checked="" type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)			
Office Use Only			
Fee: 2 \$50.00	Receipt #		OK 74722 149482
Zoning District: C.3	Notes:		
Signature: 		Date: 2.10.17	

Sign Permit Application



Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Sign Permit Application

Please Print

Property Information			
Address: 401 River Street		Parcel #	
Applicant Information			
Name of Owner or Lessee: Manistee Beverage Company			
Address: 401 River Street			
Phone #: 2313987435	Cell#: 2313987435	e-mail: jbjamesiii@aol.com	
Name of Contractor (if applicable): Amor Sign Studios, Inc			
Address: 1965 Pine Creek Road, Manistee, MI 49660			
Phone #: 2317238361	Cell#: 2313421144	e-mail: tom@amorsign.com	
License Number: 53-06010		Expiration Date: 12/31/2019	
Project Information – check all that apply			
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> *Marquee <small>(Includes awning/canopy)</small>	<input type="checkbox"/> *Pole <small>(Only allowed on US 31)</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> *Projecting	<input type="checkbox"/> *Suspended	<input checked="" type="checkbox"/> Wall	* Requires Building Permit
Illumination – check all that apply			
<input type="checkbox"/> Internal <small>Requires Electrical Permit</small>	<input type="checkbox"/> External	<input checked="" type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front: 48'-0"	Side: 103'-0"	Side:	Rear:
Sign Information			
Sign Area: <small>[In Square Feet]</small>	Sign Height: <small>(grade to top of sign) Only Applies to Ground Mount and Pole Signs</small>	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, Projecting and Suspended Sign</small>	
33.3 sq.ft. (each sign)	NA	NA	
Authorization			
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i>			
Applicant Signature: _____		Date: _____	
By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00		Receipt #	
Zoning District:	Notes:		
Signature: _____		Date: _____	



"The image professionals since 1946"

P.O. Box 433 • 1965 Pine Creek Road • Manistee, Michigan 49660 • www.amorsign.com
Phone: 231.723.8361 • Toll Free: 844.922.2667 • Fax: 231.723.9365

To: Tamara Buswinka, Zoning Administrator

From: Tom H. Amor (JR)

Date: November 21, 2019

Re: Manistee Beverage – supplement to wall sign permit application

Memo

North Elevation

Total Allowable sqft:	48'-0" x 1.5 =	72.0 sqft
Existing Sign sqft:		<u>43.9</u>
Remaining Allowable sqft		54.3
Proposed Wall Sign sqft		<u>33.3</u>
Remaining Allowable Sign sqft		21.0 sqft

East Elevation

Total Allowable sqft:	103'-0" x 1.5 =	154.5 sqft
Existing Sign sqft:		<u>43.9</u>
Remaining Allowable sqft		136.8
Proposed Wall Sign sqft		<u>33.3</u>
Remaining Allowable Sign sqft		103.5 sqft



Permit #: PHDC18-002
 Issued: 02/08/2018
 Expires: 02/08/2019

Historic District Certificate of Appropriateness

Planning & Zoning Department

70 Maple Street
 Manistee, MI 49660
 Phone 231.398.2805
 Fax 231.723.1546
 www.manisteemi.gov

LOCATION	OWNER	APPLICANT
401 RIVER ST 51-350-702-13 C-3	PO BOX 220 GOWEN MI 49326	THOMAS AMOR 443 WATER STREET MANISTEE MI 49660

Work Description:

OWNER: Manistee Beverage Company

PERMIT ISSUED TO: Amor Sign Studios

Certificate of Appropriates for signage as approved by the Museum Director on February 2, 2018 as follows:

Two wall signs 12.83 sq. ft. each for Manistee Beverage Company as submitted with application on file.

Stipulations:

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness - Signs	Application	0.00	0.00
		Fee Total:	\$0.00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00

This permit is valid for a period of one year from the date issued.

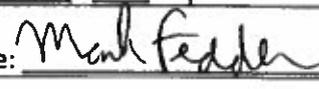

 Official



Historic District Commission
 Planning & Zoning Department
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

Signage – Awnings
Application for a Certificate of Appropriateness

Please Print

Submission of Application	
Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation.	
Awning material and dimensions must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation.	
Property Information	
Address: 401 River Street Manistee MI 49660	Parcel #
Applicant Information	
Name of Owner or Lessee: Manistee Beverage Company	
Address: 401 River Street Manistee MI 49660	
Phone #: 231-398-7435	Cell#: e-mail:
Name of Contractor (if applicable): Amor Sign Studios Incorporated	
Address: 1965 Pine Creek Road Manistee MI 49660	
Phone #: 231-723-8361	Cell#: e-mail: tom@amorsign.com
License Number: 5306010	Expiration Date: 12/31/18
Sign Plan Requirements	
<input checked="" type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.
<input checked="" type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
<input checked="" type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
Authorization	
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i>	
Applicant Signature: 	Date: 2/1/18
By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.	
<input checked="" type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)	
Office Use Only	
HDC -	Notes:
Signature: 	Date: 2/2/18



Planning & Zoning, City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Sign Permit Application

Please Print

Property Information			
Address: 401 River Street		Parcel #	
Applicant Information			
Name of Owner or Lessee: Manistee Beverage Company			
Address: 401 River Street Manistee MI 49660			
Phone #: 231-398-7435		Cell#:	e-mail:
Name of Contractor (if applicable): Amor Sign Studios Incorporated			
Address: 1965 Pine Creek Road PO Box 433 Manistee MI 49660			
Phone #: 231-723-8361		Cell#:	e-mail: tom@amorsign.com
License Number: 5306010		Expiration Date: 12/31/18	
Project Information – check all that apply			
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary
Type of Sign – check all that apply			
<input type="checkbox"/> Ground Mount	<input type="checkbox"/> Marquee <small>(Includes awning/canopy) (Requires Building Permit)</small>	<input type="checkbox"/> Pole <small>(Only allowed on US 31) (Requires Building Permit)</small>	<input type="checkbox"/> Portable
<input type="checkbox"/> Projecting <small>(Requires Building Permit)</small>	<input type="checkbox"/> Suspended <small>(Requires Building Permit)</small>	<input checked="" type="checkbox"/> Wall	<input type="checkbox"/> Window
Illumination – check all that apply			
<input type="checkbox"/> Internal <small>Requires Building Permit</small>	<input checked="" type="checkbox"/> External	<input checked="" type="checkbox"/> Non-Illuminated	
Building Dimensions			
Front: 48'	Side: 103'	Side:	Rear:
Sign Information			
Sign Area: <u>12.83 each</u> <small>(In Square Feet)</small>	Sign Height: <small>[grade to top of sign] Only Applies to Ground Mount and Pole Signs</small>	Projection from Building: <small>Only Applies to Projecting Signs</small>	Grade Clearance: <small>Only Applies to Ground Mount Marquee, Pole, and Suspended Signs</small>
Value of Sign: <u>\$ 3600.00</u>			
Authorization			
<p><i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i></p>			
Applicant Signature:		Date: <u>2/1/18</u>	
<p>By signing the application the Applicant and Owner agree to comply with the requirements of Article 21 Signs of the City of Manistee Zoning Ordinance. <input checked="" type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)</p>			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00		Receipt #	
Zoning District:	Notes:		
Signature: _____		Date: _____	



QTY: 2 SETS
 FLAT CUT ACRYLIC LETTERS
 MOUNTED TO ALUPANEL BACKER
 INSTALLED ON MANSARD EAST AND NORTH
 COLOR: 2025 BLACK
 STUD MOUNTED FLUSH
 PATTERN REQUIRED

BACKER PAINTED
 TO MATCH MANSARD

SHOWN NOMINAL SIZE

SURVEY REQUIRED



DATE: 2-5-18 ACCOUNT EXECUTIVE: TOM HAMOR
 DRAWING SCALE: 1/2" = 1' GRAPHICS BY: W. BIALIK
 FILENAME: FLAT-CUT LETTERS
 FILE LOCATION: AMOR N:\ DESIGN 1 MANISTEE BEVERAGE CO

PANTONE COLOR MATCHING
 PMS: AS SHOWN

CMYK COLOR MATCHING
 PREMIUM:
 TRANSLUCENT:
 PSB: LAMINATE:

VER
 1

APPROVED:
 DATE:

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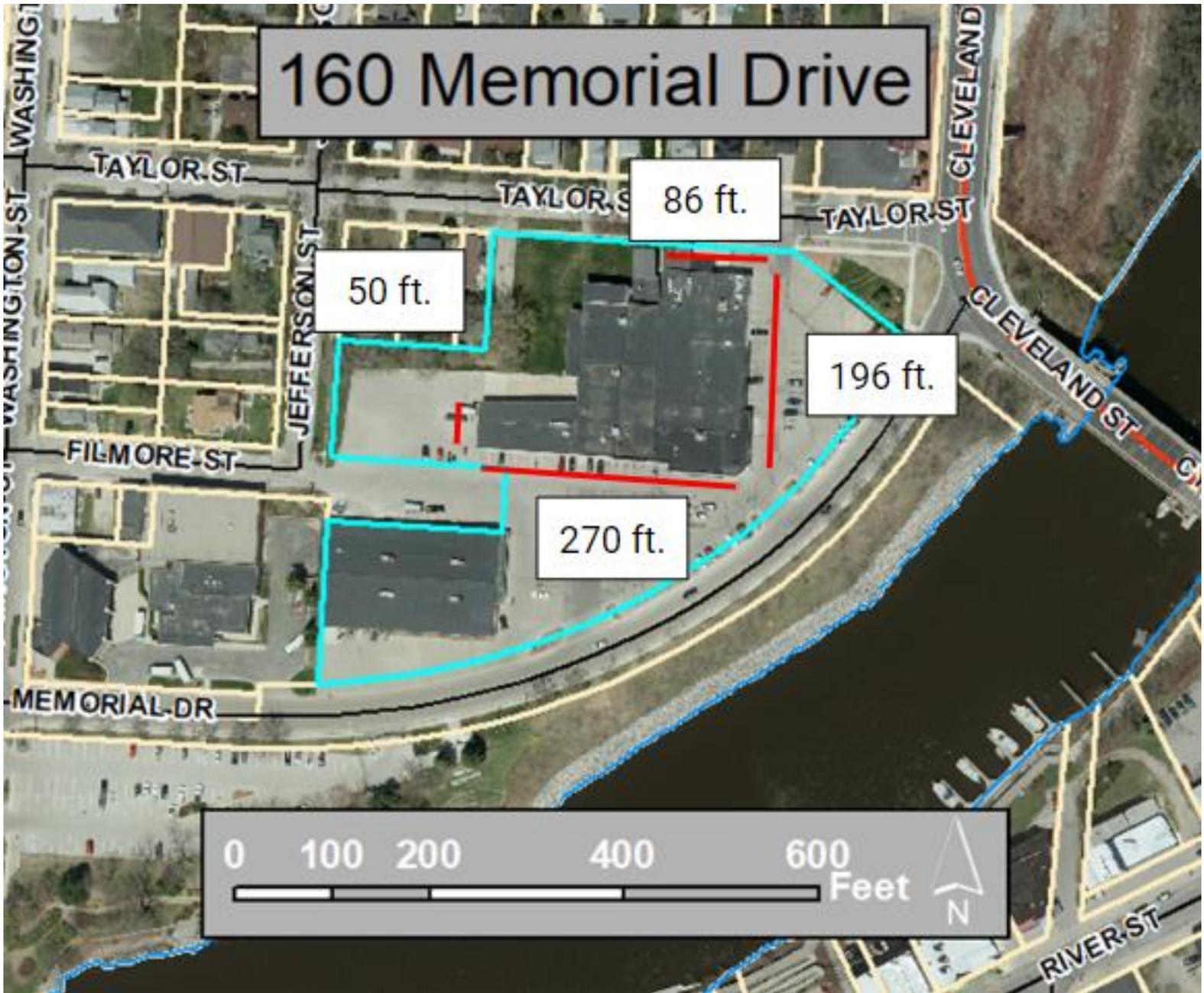
K2

3mm DIBOND PANEL
ALUMINUM TUBE FRAME (MILL FINISH)
3/4" SINTRA LOGO
PSA DIGITAL GRAPHICS
UV LAMINATE

MAPLE ST

	DATE: 3-25-19 ACCOUNT EXECUTIVE: THA DRAWING SCALE: 1/4" = 1' GRAPHICS BY: W. BIALIK FILENAME: 015695 - Wall Graphic M:\Customers\H-O\MM\Man\Manistee Beverage Company\015695 - Wall Graphic	PREVIOUS COLOR MATCHING: [REDACTED] PREVIOUS PHOTO MATCHING: [REDACTED]	VER 1	APPROVED: DATE:
	PREVIOUS COLOR MATCHING: [REDACTED] PREVIOUS PHOTO MATCHING: [REDACTED]	PREMIUM: TRANSLUCENT: PSA: LAMINATE:		

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160 Memorial Drive

50 ft.

86 ft.

196 ft.

270 ft.



ARTICLE TWENTY-ONE SIGNS

[ANNOTATION: Article 21 Signs was repealed and replaced by Amendment Z17-06, effective 6/16/17]

SECTION 2100 PURPOSE

Regulation of the location, size, placement, and certain features of signs is necessary to enable the public to locate goods, services, and facilities in the City of Manistee, to improve pedestrian and vehicular safety, and to promote and preserve the general attractiveness of the community. Accordingly, it is the intention of this Ordinance to establish regulations governing the display of signs that will:

- A. Encourage and protect the public health, safety, welfare and convenience;
- B. Enhance the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs, and thereby encourage improved communication with the public;
- C. Restrict signs and lights which overload the public's capacity to receive information, which increase the probability of traffic congestion and accidents by distracting attention or obstructing vision, and which are deemed to detract from the aesthetics of the community; and
- D. Reduce conflict between signs and their illumination and public and private land uses.

SECTION 2101 PROCEDURES

- A. Sign Permit Application. The Zoning Administrator may approve sign permit applications. Applications require a fee, as determined by City Council.
 - 1. The Historic District Commission may approve exceptions to this Article 21.
 - 2. The City Council may approve exceptions to this Article 21 for community events.
- B. Inspection and Compliance. The Administrator shall inspect each sign for which a permit is issued. If the sign is in full compliance with this Ordinance the Administrator shall issue a Certificate of Compliance. If the construction is not in full compliance with this Ordinance the Administrator shall give the applicant notice of the deficiencies. If the deficiencies have been corrected upon re-inspection, the Administrator shall issue a certificate of compliance. If the deficiencies are not corrected within thirty (30) days, the permit shall be revoked and the sign shall be removed at the expense of the applicant.
- C. Permit Lapse. A sign permit shall lapse once the purpose of the sign has ended the sign and supporting structure shall be removed within 180 calendar days. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the City.
- D. Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.

SECTION 2102 GENERAL STANDARDS

- A. Computations. The following standards shall be met when calculating the area and height of a sign.
1. The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display.
 2. The sign area for a sign with more than one (1) face shall be computed by adding together the area of all sign faces visible from any one (1) point.
 3. The height of the uppermost portions of pole signs shall not exceed twenty (25) feet. The height of the uppermost portions of ground signs shall not exceed eight (8) feet in all districts except the GI district, where the uppermost portions of such signs shall not exceed twelve (12) feet. The uppermost portions of wall, marquee and projecting signs shall not project higher the roofline of the structure to which it is attached.
 4. Where a sign projects or protrudes over any public or private sidewalk or walkway the bottommost point of the sign structure shall be at least eight (8) feet from said walkway.
Area of Signs (marquee, suspended and wall).
 - a. For properties fronting on US 31 in the G-C, P-D, C-1, C-2, C-3 and W-F districts or properties with a minimum of 10,000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 Zoning District, marquee, suspended and wall signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall be not more than 1.5 times the principal building width, measured from corner to corner, facing the public right-of-way or 50 square feet for each storefront, whichever is greater.
 - b. For properties that do not front on US 31 in the P-D, C-1, C-2, C-3 and WF districts or properties with a minimum of 10,000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 and R-3 Zoning Districts, marquee, suspended and wall signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall not be more than 1.5 times the principal building width, measured from corner to corner, facing the public right-of-way, or fifty (50) square feet for each storefront, whichever is greater.
 - c. For properties with water frontage in the R-3 P-D, C-2, C-3 and WF marquee, suspended and wall signs shall be permitted on the water front side and the maximum cumulative sign area permitted expressed in square feet shall not be more than .75 times the principal building width, measured from corner to corner, facing the public right-of-way, or twenty-five (25) square feet, for each storefront whichever is greater. Each boat slip will be permitted a sign not to exceed twenty-five (25) square feet.
 - d. Allocation of Signage. Signage may be transferred to a side of the building where signage is not allocated.

- B. Illuminated Signs: Sources of Illumination shall not flash on and off or change color or intensity. Exceptions include:
1. Halo signs, where lighting is behind the lettering and the source of the illumination is not seen by a direct line of sight.
 2. Electronic changeable message displays (any sign that uses electronic means within a display area to cause one message or display to be replaced by another, movable display or video) shall be limited to:
 - a. One contiguous dynamic element on the face of the sign at a time.
 - b. A dynamic element that does not change more than once every 15 minutes, and changes are instantaneous without any special effects.
 - c. Static images and messages.
 - d. Only that brightness that is necessary for clear and adequate visibility.
 - e. Intensity or brilliance that does not impair the vision of a motor vehicle driver.All illuminated signs, including, halo, and electronic changeable message displays, shall be equipped with a mechanism that automatically adjusts the brightness in response to ambient conditions, or turns the illumination off during daylight hours. Externally illuminated signs shall be lit by use of a light shining downward onto the sign. The source of the light shall be baffled so it is not visible beyond the property line.
- C. The Historic District Commissions: Signs and the illumination of signs in the Historic District Commission require requires Historic District Commission approval.
- D. Substitution: Sign messages may be changed at any time. Any change of the structure or size of a sign, or structure the sign is mounted on requires approval under this Ordinance for purposes of compliance with this Ordinance.
- E. Setbacks. All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign structure, provided clear vision can be maintained, pursuant to [Section 513](#).
- F. Billboards. Refer to [Section 1814](#).
- G. Covering. Covering around a pole shall be limited-to a width of not more than thirty (30) percent of the width of the sign face. Signage or copy shall not be permitted on pole coverings.

SECTION 2103 EXEMPT SIGNS

The following signs shall be exempt from regulations in this Article.

- A. Any public notice, traffic control or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- B. Any sign wholly located within a building including window signs. Except signs in the Historic District that require Historic District Commission approval
- C. Flags up to twenty-four (24) square feet in area.

- D. Signs posted by a governmental agency or on their behalf by an authorized contractor.
- E. Portable signs shall be permitted in the R-2, R-3 for properties with a minimum of 10,000 sq. ft. of area that front on a Key Street Segment, G-C, W-F, and C-1 districts subject to a determination by the Zoning Administrator that its placement will not impact safety or visibility for motorists and pedestrians and further limited as follows:
 - 1. 8 square feet per side;
 - 2. One per storefront; and
 - 3. Permitted only during hours of operation of business.
- F. Temporary Signs on the property during construction, maintenance or improvements and relating to construction, maintenance or improvements on the property during the period of time of work.

SECTION 2104 PROHIBITED SIGNS

The following signs shall not be allowed in any district.

- A. Signs which are illegal under State laws or regulations and applicable local ordinances or regulations, and which are not consistent with the standards in this Ordinance.
- B. Signs that are not clean and in good repair, not securely affixed to a supporting structure, and signs that are out of compliance with applicable building and electrical codes.
- C. Off-Premise Signs. Except as provided in [Section 1814](#) of this Ordinance.
- D. Signs that are not official traffic signs that appear to or attempt to regulate, warn, or direct the movement of traffic.
- E. Signs located in, projecting into or overhanging within a public right-of-way or dedicated public easement, except the following:
 - 1. Signs posted by a governmental agency, transit company, public utility, or construction related signs placed by a contractor doing authorized or permitted work within the right-of-way.
 - 2. Projecting, marquee, and suspended signs projecting over a public right-of-way as permitted and regulated in the P-D, C-2 and C-3 districts.
 - 3. Banners that have been approved by the City Council.
- F. Portable signs shall be permitted in the P-D, C-2 and C-3 districts subject to a determination by the Zoning Administrator that said placement will not impact safety or visibility for motorists and pedestrians and provided clear vision can be maintained, pursuant to Section 513 and further limited as follows:
 - 1. 8 square feet per side;
 - 2. One per storefront; and
 - 3. Permitted only during hours of operation of business.

SECTION 2105 SIGN REGULATION TABLE

Zoning Districts	Permitted <u>Sign Types</u>	Max. # of Signs Allowed	Max, Total sign Area Allowed
G-C	Ground	1 (for each 600 feet of frontage)	32 Sq. Ft. (limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	50 square feet or 1.5 x of principal building width whichever is greater
	Projecting	1	One per storefront no greater than 48 Sq. Ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
R-1, R-2, R-3, & R-4	Ground, Marquee, Projecting, Suspended, Wall	n/a	16 Sq. Ft. (Ground signs limited to 8 feet in height)
Properties with frontage on US 31 or properties with a minimum of 10, 000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 Zoning District			
R-2, P-D, C-1, C-2, C-3, & W-F	Ground, Pole	1	80 Sq. Ft. (Ground signs limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	50 square feet or 1.5 x of principal building width whichever is greater
	Projecting	1	One per storefront no greater than 48 Sq. Ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
Properties <u>not</u> fronting on US 31 or properties with a minimum of 10, 000 sq. ft. of parcel area that front on a Key Street Segment in the R-2 & R-3 Zoning Districts <i>Internally lit signs are prohibited in the Historic District</i>			
R-2 & R-3, P-D, C-2, C-3, & WF	Ground	1	16 Sq. Ft. (limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	50 square feet or 1.5 x of principal building width whichever is greater
	Projecting	1	One per storefront no greater than 16 Sq. Ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
Properties with water frontage <i>Lighting of ground mounts signs on the riverwalk is prohibited</i>			
R-3, P-D, C-2, C-3 & W-F	Ground	1	16 Sq. Ft. (limited to 8 feet in height)
	Marquee, Suspended, Wall	n/a	25 Sq. Ft. or .75 x of principal building width Each boat slip will be permitted (1) one sign not to exceed 25 square feet.
	Projecting	1	16 sq. ft.
	Portable	1 (no permit needed)	8 Sq. Ft. (only during hours of operation)
Industrial Properties			
L-I & G-I	Ground	1 (for each 600 feet of frontage)	64 sq. ft. (limited to 12 feet in height)
	Marquee, Suspended, Wall	n/a	64 Sq. Ft. (For parcels on corner lots an additional 64 sq. ft. of signage will be permitted)
	Projecting	1	48 Sq. Ft.

All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign structure, provided clear vision can be maintained, pursuant to [Section 513](#).

Where a sign projects or protrudes over any public or private sidewalk or walkway the bottommost point of the sign structure shall be at least eight (8) feet from said walkway.

**CITY OF MANISTEE
ZONING BOARD OF APPEALS
BY-LAWS AND RULES OF PROCEDURES**

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Zoning Board of Appeals of the City of Manistee, County of Manistee, (hereinafter known as Appeals Board) pursuant to Public Act 110 of 2006, as amended, the Michigan Zoning Enabling Act; and the Public Act 267 of 1976, as amended, the Open Meetings Act. Established by Article 25 of the City of Manistee Zoning Ordinance, the Appeals Board also acts as the Construction Board of Appeals as provided for in Chapter 1420 Michigan Building Code and as the Fire Code Board of Appeals as provided for in Chapter 1610 International Fire Code of the Codified Ordinances of the City of Manistee. The duties and responsibilities of the Appeals Board are specified and limited to those identified in the above referenced Article and Chapters.

2. OFFICERS

- 2.1 Selection. At the Organizational meeting in January, the Appeals Board shall elect a chair, vice-chair and secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Appeals Board shall be filled at the next meeting of the Appeals Board. The membership shall elect one of its members to fill the vacancy until the next annual election.
- 2.2 Duties. The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chair shall act in the capacity of the chair in the absence of the chair. In the event of a vacancy in the office of chair, the vice chair will assume the office of chair and the Appeals Board shall select a successor to the office of vice-chair at the earliest practicable time. The Secretary, or a Recording Secretary appointed by the Secretary, shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Appeals Board, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Appeals Board operations. In the event the Secretary is absent, the chair or acting chair shall appoint a temporary secretary for such meeting.
- 2.3 Tenure. The officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETINGS

- 3.1 Meetings. Meetings shall be scheduled upon receipt of a complete application. The business which the Appeals Board may perform shall be conducted at a public meeting of the Appeals Board held in compliance with the Michigan Zoning Enabling Act. Public Notice of the time, date, and place of the meeting shall be given in a manner as required by the Michigan Zoning Enabling Act.

- 3.2 Meeting Notice. Notice of all meetings shall be posted at City Hall. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the meetings shall be posted and noticed in the same manner as originally established.
- 3.3 Board Absences. In order to maintain the maximum participation of all appointed Zoning Board of Appeals members at all scheduled meetings, the following is the attendance guide and Board Member replacement policy for “excused” or “unexcused” absences:
1. When appointed, each Board Member should state his/her willingness and intention to attend each scheduled meeting of the Zoning Board of Appeals.
 2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board Member from attending the scheduled meeting; the Commission Chair or staff Liaison to the Zoning Board of Appeals should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Board Member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 3. If any Board Member is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Board Member shall be reported in writing to the City Manager. The City Manager will contact the Board Member in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
 4. There will be no limit on the number of consecutive “excused absences” for any Board Member. However, if the Board Member is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Board Member in writing and question the member’s continued ability or interest to be on the Commission. The Board Member will be considered for an appointment nullification when the absences total six in the calendar year.
 5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.
- 3.4 Special Meetings. A special meeting may be called by two members of the Appeals Board upon written request to the Secretary or by the Chairperson. The business which the Appeals Board may perform shall be conducted at a public meeting of the Appeals Board held in compliance with the Open Meeting Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meeting Act, and the Secretary or Recording Secretary shall provide notice to members of the Appeals Board by writing, telephone, or e-mail.
- 3.5 Quorum. In order for the Appeals Board to conduct business or take any official actions, a quorum consisting of at least three ~~of the five~~ members ~~and two alternates~~ of the Appeals Board shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the Appeals Board may discuss matters of interest, but shall take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time and place is announced

at the meeting.

- 3.6 Public Hearings. Hearings shall be scheduled and due notice given in accordance with the provisions of the Acts and Ordinance cited in Section 1. Public hearings conducted by the Appeals Board shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.
1. The Chair of the Appeals Board shall announce that a public hearing will be conducted on a request.
 2. The Chair shall read the public hearing announcement as published in the newspaper and give a brief description of the hearing subject and the public notice procedure.
 3. The Chair shall announce the following hearing rules:
 - a. The Chair will recognize each speaker. When a speaker has the floor, he/she is not to be interrupted unless time has expired. Persons speaking without being recognized shall be out of order.
 - b. Each speaker shall state their name and address for the record and may present written comments for the record.
 - c. Speakers shall address all comments and questions to the Appeals Board and comments will be limited to the subject matter of the Public Hearing.
 - d. Unless waived by the Appeals Board for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker. If a group of people wish to be heard on one subject, a spokesperson may be designated who may request that more than five (5) minutes be permitted for collective comments of the group as presented by that speaker.
 - e. The Chair may allow people to speak a second time after everyone has had the opportunity to speak. The Chair may request that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak.
 - f. The Chair may establish additional rules of procedure for particular hearings as he/she determines appropriate.
 - g. Normal civil discourse and decorum is expected at all times. Applause, shouting, outbursts, demonstrations, name-calling or other provocative speech or behavior may result in removal from the hearing or an adjournment.
 4. Once all public comments have been stated, the Chair shall close the hearing. Any voting member of the Appeals Board may initiate a motion to close the hearing.
 5. Public Hearings shall be carried out in the following format:
 - a. The Chair shall open the hearing.
 - b. The Applicant shall present any comments and explanation of the case. Applicant's presentation shall not be subject to the five (5) minute limitation.
 - c. The City staff and any consultants serving the City shall present their reports.
 - d. The hearing will be opened for public comment.
 - e. The public comment period will be closed.
 - f. Deliberation and discussion by the Appeals Board.
 - g. Disposition of the case by the Appeals Board.

If more than one public hearing has been scheduled for the meeting. The public hearings will be held in the order in which received. Deliberation and disposition by the Appeals Board will be held after all public hearings have been closed.

- 3.7 Misfeasance, Malfeasance, or Nonfeasance/Conflict of Interest. A member of the Zoning Board of Appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.
- 3.8 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and second of each motion shall be recorded.
- 3.9 Voting. An affirmative vote of the majority of the Appeals Board shall be required for the approval of any requested action or motion placed before the Appeals Board. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Appeals Board member or directed by the Chairperson. All members of the Appeals Board including the Chairperson shall vote on all matters, but the Chairperson shall vote last.
- 3.10 Order of Business. A written agenda for all regular meetings shall be prepared as followed. The order of business shall be:
- Call to Order.
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes.
 - Site Inspection
 - Public Hearings.
 - Business Session.
 - Action on Pending Case
 - Old Business
 - Other Business of the Appeals Board
 - Public Comments and Communications concerning items not on the agenda.
 - Adjournment.
- A written agenda for special meeting shall be prepared and followed, however the form as enumerated above shall not be necessary.
- 3.11 Rules of Order. All meetings of the Appeals Board shall be conducted in accordance with generally accepted parliamentary procedure, as adopted by City Council for all Boards and Commissions within the City of Manistee.
- 3.12 Agenda Items. For an item to be considered at a regular Appeals Board meeting, it must be submitted to the City Community Development Department no later than the established policy of the City prior to the next scheduled Appeals Board Meeting.
- 3.13 Conflict of Interest:
1. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. A commission member issuing, deliberating, voting or reviewing a case concerning

- himself.
- b. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
 - c. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
 - d. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
 - e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
 - f. A commission member may consider the possibility of declaring a conflict of interest if his/her home falls within a notification radius used for a Public Hearing. Because the sending of the notice automatically presumes some degree of interest, this fact should be recognized by declaring a conflict, particularly if a financial impact is likely.
 - g. A Board Member who feels, in his/her judgement that his/her job, scope of duties and/or position may be at risk, pending the outcome of the permitting process.
 - h. The Planning Commission Representative to the Appeals Board will abstain from any case where as a member of the Planning Commission he/she made a decision which resulted in the appeal.
2. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
 - a. declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
 - b. refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
 - c. refrain from casting a vote on any motion having to do with the case.
 3. Nothing in the above shall preclude a member from recusing him or herself from the board due to a conflict and participating as a member of the public.

4. MINUTES

- 4.1 Preparation. Appeals Board minutes shall be prepared by the Secretary or Recording Secretary of the Appeals Board. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, action and resolutions shall be attached to the minutes.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- 5.1 All meetings of the Appeals Board shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Appeals Board shall be made at a meeting open to the public.

- 5.3 A person shall be permitted to address a hearing of the Appeals Board under the rules established in subsection 3.5, and to address the Appeals Board concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Appeals Board except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

6. ANNUAL REVIEW OF BY-LAWS

The Appeals Board shall annually review their By-Laws at their Organizational Meeting in January after the election of Officers.

7. AMENDMENTS

These rules may be amended by the Appeals Board by a concurring vote to subsection 3.7, during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

I HEREBY CERTIFY that the above Bylaws were adopted the ____ day of January, 2013.

_____, Secretary

[Annotation: As approved by the City Council at their June 2, 2009 Meeting - Council authorized the bylaw amendments for all Boards and Commissions to include the new Board Absences language; directed all boards or commissions to implement and follow these changes as Council has requested; and authorized the Mayor to sign the amended bylaws.]

Approved by the City of Manistee Council

Date

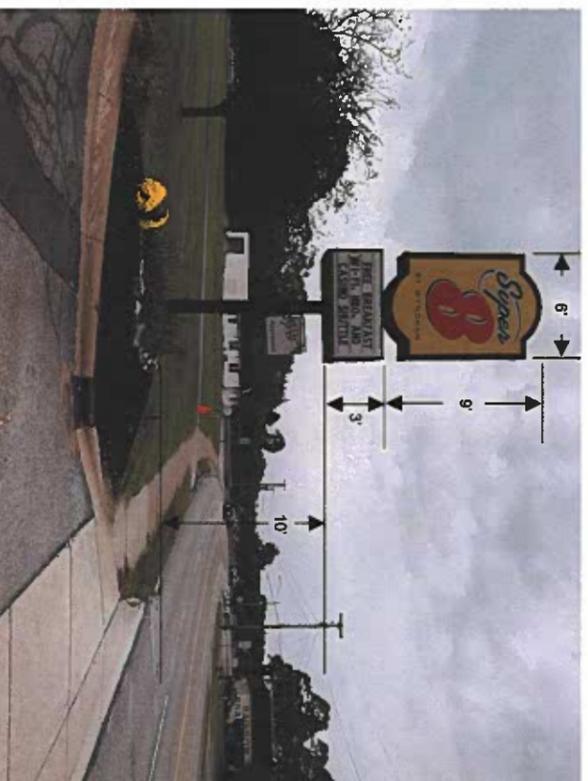
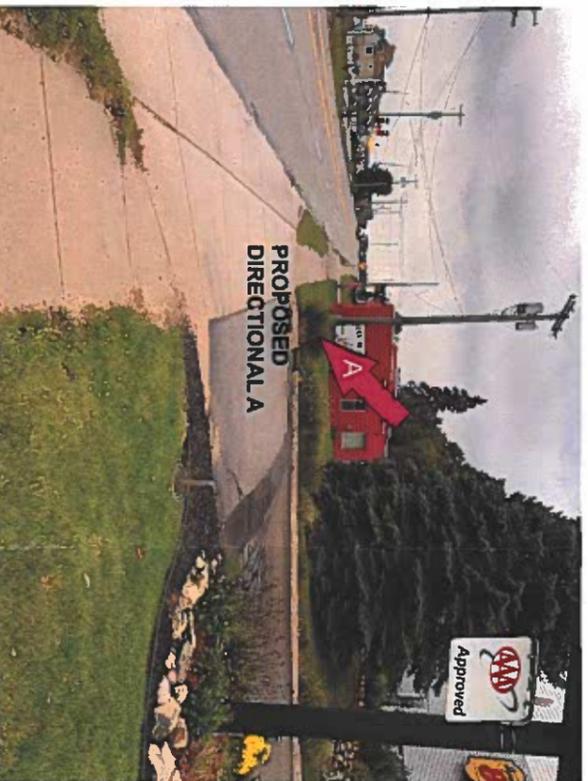
Colleen Kenny, Mayor

For ZBA Review 1-3-13

A-5723 - NORTHBOUND



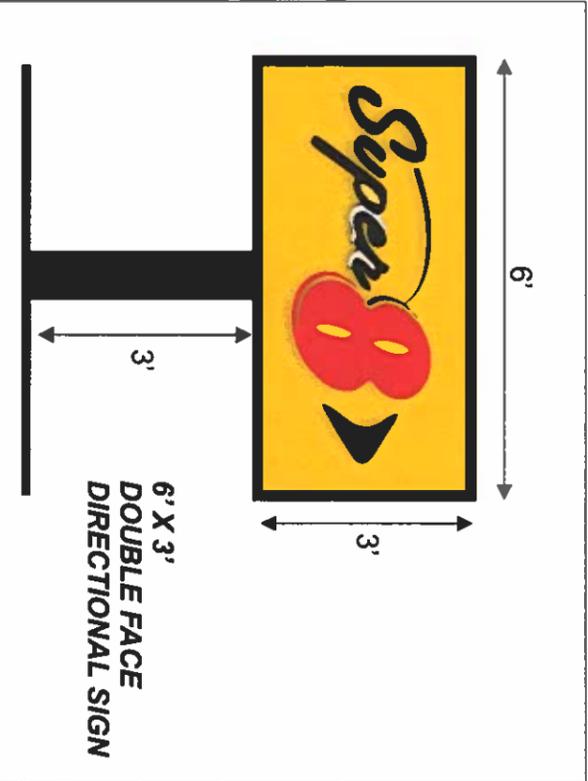
A-5719 - SOUTHBOUND



B-5717 - NORTHBOUND



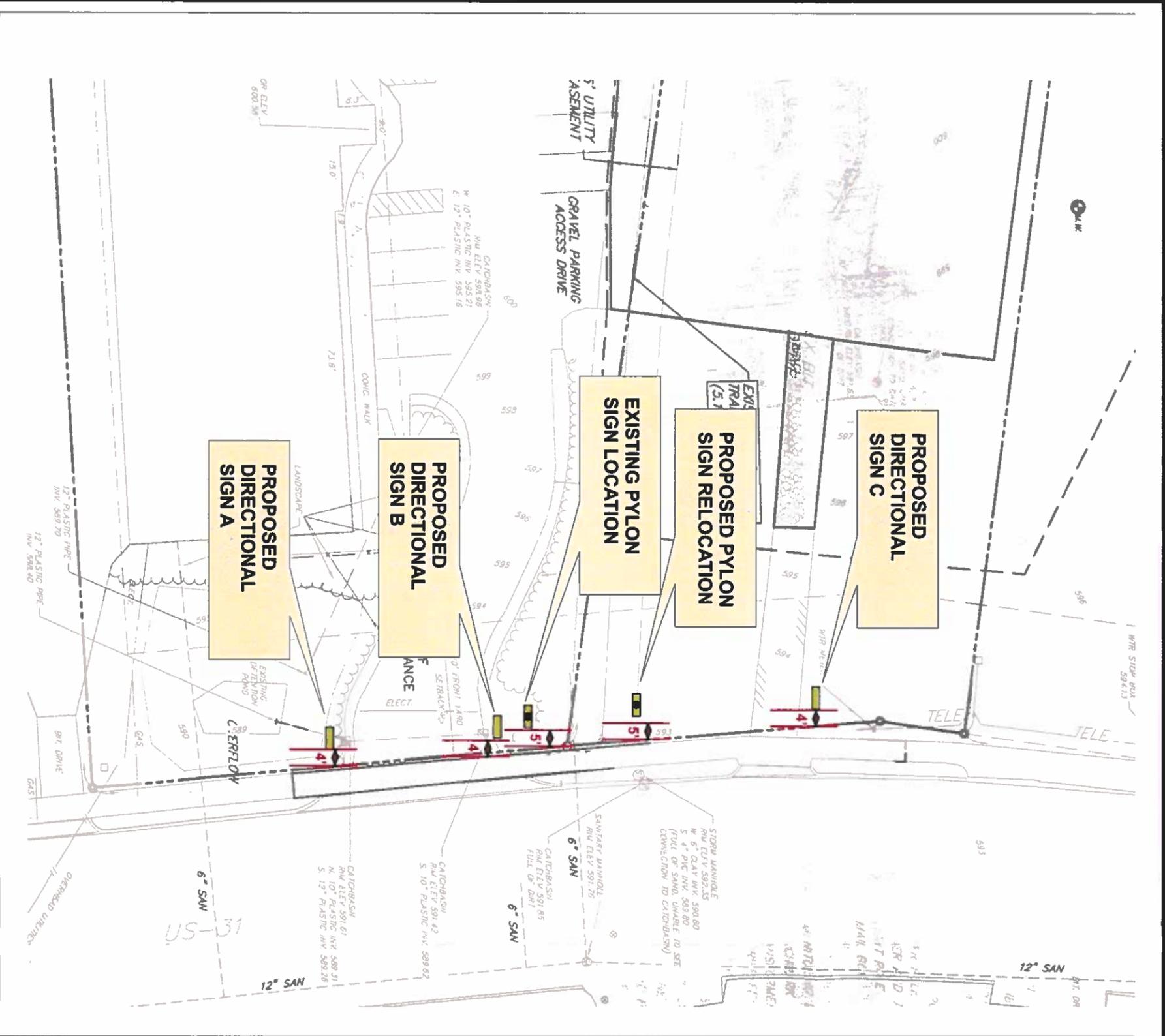
C-5714 - SOUTHBOUND



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DATE: 11-27-19
CUSTOMER: Super 8
LOCATION: MANISTEE, MI
SALESPERSON: TMA
FILE NAME: NYCustomerSP_255Super 81
Minsford07157 - Directional Installation



 DIRECTIONAL SIGN
 PYLON SIGN

PARTIAL SITE PLAN
 SPICER GROUP

AMOR

DATE: 11-27-19
 CUSTOMER: Super 8
 LOCATION: MANISTEE, MI
 SALESPERSON: THA
 FILE NAME: N:\Customer\sp-25\Super 8
 Modified 11/27 - Directional Installation

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