

HISTORIC DISTRICT COMMISSION

Council Chambers, City Hall
70 Maple Street
Manistee, MI 49660

MEETING MINUTES

April 3, 2008

A Meeting of the Manistee City Historic District Commission was held on Thursday, April 3, 2008 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:09 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Dave Carlson, Maria DeRee, T. Eftaxiadis, Teena Kracht, Kelly Niles, John Perschbacher, Dennis terHorst

Members Absent: None

Others: Tom Amor Jr. (Amor's Sign Studios), Shirley Cowie (Anne's), Ronald Gardin (390 River Street), Jon Rose (Community Development), Steve Harold (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning)

APPROVAL OF AGENDA:

MOTION by Dave Carlson, seconded by Kelly Niles that the Agenda for the April 3, 2008 Meeting be approved.

MOTION APPROVED UNANIMOUSLY BY VOICE VOTE

APPROVAL OF MINUTES:

MOTION by Kelly Niles, seconded by Maria DeRee that the Minutes of the March 6, 2008 Meeting be approved.

MOTION APPROVED UNANIMOUSLY BY VOICE VOTE

NEW BUSINESS:

Amor Sign Studios - Shirley Cowie/Anne's, 380 River Street - Signage and Paint Colors.

A request has been received from Amor Sign Studios for Shirley Cowie/Anne's, 380 River Street for the following:

Furnish and install formed plastic "Anne's" Letters per sketch.
Paint Burgundy (to match existing Burgundy on Building on back ground of sign band and on corrugated panel per sketch.
Paint trim around sign band teal (green) to match existing building color.

Tom Amor Jr. presented the request to the members of the Historic District Commission. Mr. Amor also requested to include in the application a painting plan as shown to the members.

After discussion the Commission agreed to include in the request the new painting plan and it was labeled HDC-2008-10A.

Commissioner Eftaxiadis and Perschbacher entered the meeting.

MOTION by Kelly Niles, seconded by Dave Carlson to approve the request from Amor Sign Studios - Shirley Cowie/Anne's, 380 River Street for signage and paint colors as submitted with application HDC-2008-10 as shown on plan Dated 3-19-08, Disk: Amor/Design/Anne's and a painting plan using existing colors labeled HDC-2008-10A.

With a roll call vote this motion passed 6 to 0.

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

Amor Sign Studios - Ronald Gardin, 390 River Street - Signage.

A request has been received from Amor Sign Studios for Ronald Gardin, 390 River Street for signage as follows:

- Item #3 from Permit HDC-2008-09 - Remove, Redecorate, and reinstall existing Heritage Square sign breaking new parapet roof line per sketch.
- Item #4 from Permit HDC-2008-09 - Eliminate previously approved three sign panels
New Sign Elements Permit HDC-2008-11
- 1. Remove vinyl lettering above entrance doors for "Krahe & Associates" and "Heritage Square"
- 2. Furnish and apply "Gentle Dental Care" lettering in space above door.
- 3. Furnish and apply "Future Tenant" copy not to exceed square footage spelled out on attached sign schedule subject to layout approval in future.
- 4 "River Street Bold Yards" and "Ronald D. Gardin" window lettering to remain per attached sign schedule.
- 5. Furnish and install (5) under canopy signs per sketch subject to future layout approval.

The Commission asked the applicant if they would be willing to table this request so a standard could be established that would address separate storefronts in buildings that could accommodate the additional signage requested. An example is that under the Zoning Ordinance only one projecting sign is permitted on a building.

Tom Amor Jr. said that they wanted to ask for approval for the permit as requested.

The Commission determined to handle each item on the request as under a separate motion.

Amend Sign Permit HDC-2008-09

Item #3 - Commissioners discussed that the sign face was changed from "Heritage Square" to "Gentle Dental Care - Ronald Gardin, D.D.S". Discussed if this was acceptable practice to go from identifying the building to providing a commercial sign. Steve Harold said that this would have been historically acceptable.

MOTION by Maria DeRee, seconded by T. Eftaxiadis to approve Item #3 from Permit HDC-2008-09 - Remove, Redecorate, and reinstall existing Heritage Square sign breaking new parapet roof line per sketch.

With a roll call vote this motion passed 6 to 0.

Yes: Carlson, Niles, Eftaxiadis, DeRee, Perschbacher, Kracht
No:

Item #4 - Commissioners noted that they felt this was an architectural element not just a signage issue. Applicant indicated that without tenants in the spaces he did not want to spend the money for sign panels.

MOTION by T. Eftaxiadis, Dave Carlson to deny Item #4 from Permit HDC-2009-09 to eliminate previously approved three sign panels.

With a roll call vote this motion passed 6 to 0. ITEM DENIED

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

New Sign Elements Permit HDC-2008-11

Item #1. Remove vinyl lettering above entrance doors for "Krahe & Associates" and "Heritage Square" Commission did not express any concerns regarding this item.

MOTION by Maria DeRee seconded by T. Eftaxiadis to approve the removal of vinyl lettering above entrance doors for "Krahe & Associates" and "Heritage Square"

With a roll call vote this motion passed 6 to 0.

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

Item #2. Furnish and apply "Gentle Dental Care" lettering in space above door. Commission did not express any concerns regarding this item.

MOTION by John Perschbacher, seconded by Maria DeRee to approve the application of "Gentle Dental Care" lettering in space above door.

With a roll call vote this motion passed 6 to 0

Yes: Niles, Eftaxiadis, Perschbacher, Carlson, DeRee, Kracht

No: None

Item #3. Furnish and apply "Future Tenant" copy not to exceed square footage spelled out on attached sign. Commission had earlier asked the applicant to table the request to allow them to determine how signage should be allocated for multiple (tenants) storefronts in a building. The Commission decided not to table this item that the applicant would need to resubmit the request.

MOTION by Kelly Niles, seconded by John Perschbacher to deny the request that would furnish and apply "Future Tenant" copy not to exceed square footage spelled out on attached sign schedule subject to layout approval in future.

With a roll call vote this motion was passed 6 to 0 - ITEM DENIED

Yes: DeRee, Carlson, Perschbacher, Eftaxiadis, Niles, Kracht

No: None

Item #4. "River Street Bold Yards" and "Ronald D. Gardin" window lettering to remain per attached sign schedule. The Commission expressed no concerns regarding this item.

MOTION by Maria DeRee, seconded by Dave Carlson to approve the request that "River Street Bold Yards" and "Ronald D. Gardin" window lettering to remain per attached sign schedule.

With a roll call vote this motion passed 6 to 0.

Yes: Eftaxiadis, Niles, Perschbacher, Carlson, DeRee, Kracht

No: None

Commissioner terHorst entered the meeting.

Item #5. Furnish and install (5) under canopy signs per sketch subject to future layout approval. Commissioners discussed how the zoning ordinance only allows one projecting sign per building and did not want to establish a new standard without further review.

MOTION by Dennis terHorst to table the request - MOTION FAILED DUE TO A LACK OF A SECOND

The applicant requested that they be allowed to amend their request to allow only one projecting sign for Dr. Gardin over the entrance doors as shown on the plan.

MOTION by John Perschbacher, seconded by Maria DeRee to amend item #5(Furnish and install (5) under canopy signs) to allow one projecting sign for Dr. Gardin centered over the entrance doors as shown on the plan (the other four signs were denied).

With a roll call vote this motion passed 6 to 1

Yes: Niles, Carlson, DeRee, Eftaxiadis, Perschbacher, Kracht
No: terHorst

The applicant was reminded that the Commission has not approved the brick for the front facade of the building. The applicant will need to submit a request to the Commission.

Establish Guidelines for Signage and Awnings

The Historic District Commission has held a worksession to discuss establishing guidelines for Signage and Awnings in the District. With some minor changes the commission felt the documents should be adopted and put into use.

MOTION by John Perschbacher, seconded by Maria DeRee that the Historic District Commission adopt Signage Guidelines and Awning Guidelines (attached)

With a roll call vote this motion passed 7 to 0.

Yes: DeRee, Carlson, Perschbacher, terHORst, Niles, Eftaxiadis, Kracht
No: None

Application Forms and Review Forms

The Historic District Commission has held worksessions to develop new application forms and to establish a review form for requests before the Commission. With the addition that the building owner is required to sign the application forms the forms the Commission was ready to adopt the documents and put them into use.

MOTION by John Perschbacher, seconded by Maria DeRee the Historic District Commission adopt the use of the new forms and review forms for requests.

With a roll call vote this motion passed 7 to 0.

Yes: terHorst, Niles, Eftaxiadis, Perschbacher, Carlson DeRee, Kracht
No: None

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

Commissioner Perschbacher thanked the museum for reinstalling their crenelation elements to the top of the building.

CORRESPONDENCE

None

STAFF REPORTS

With additional guidelines needed for the district a worksession was scheduled for Thursday, April 17, 2008 at 4:00 p.m. at City Hall. Draft guidelines will be mailed prior to the meeting for review.

Denise Blakeslee thanked Chair Kracht for all of her work on developing draft guidelines for the Commission.

The Next meeting of the Historic District Commission will be on Thursday, May 1, 2008 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

MOTION by John Perschbacher, seconded by Maria DeRee that the meeting be adjourned. Motion passed unanimously.

MEETING ADJOURNED AT 5:10 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

A handwritten signature in black ink, appearing to read "Denise J. Blakeslee", written over a horizontal line.

Denise J. Blakeslee, Recording Secretary

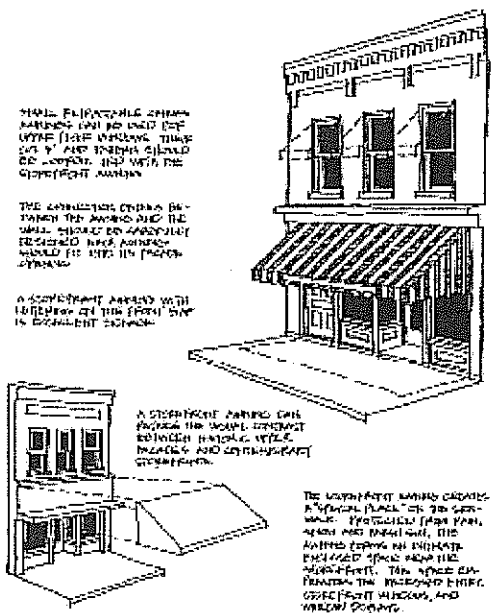
Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

These Guidelines have been developed by the Historic District Commission to assist applicants. Each request will be reviewed individually by the commission based on its own merit. Exceptions to these guidelines may be made by the Commission on a case by case basis .

As per the Secretary of the Interiors Guidelines, the Historic District Commission recommends the installation of retractable awnings which are historically appropriate.

Canvas awnings are traditional features of historic storefronts. Aside from adding color, they provide a transition between the storefront and the upper façade of the building. Because the placement and design of awnings may affect the visual appearance of the building, the following guidelines should be observed:

- ▶ Features between the second story windowsills and storefront cornices must not be covered;
- ▶ Awnings may be able to effectively cover previous non-historic storefront renovations, and;
- ▶ Off-sized awnings may alter the historic scale of the building and unsuitable locations may destroy its integrity;
- ▶ Straight cut or scalloped awning valances are historically accurate and are highly recommended, especially on contributing buildings;
- ▶ Fabric should be canvas or modern material with the appearance of canvas and have flat or dull finish and be opaque to light (shiny, vinyl or other glossy finishes are not acceptable);
- ▶ Awnings shall not be back lighted;
- ▶ Traditional triangular awnings with an approximate slope of forty five degrees are preferred;
- ▶ Awnings shall be mounted in such a manner that the sign panel and significant architectural details of the building remain exposed;
- ▶ An approximate clearance of eight (8) feet is desirable (if possible) for non -retractable awnings;
- ▶ Awnings shall be a solid color or striped colors that compliment the building’s exterior color scheme;
- ▶ Upper floor awnings shall be small canvas or canvas-like awnings limited to window size and should coordinate with the storefront awnings and/or compliment the building’s exterior color scheme.



Any signage on an awning must comply with the Signage Guidelines.



Signage Guidelines

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

These Guidelines have been developed by the Historic District Commission to assist applicants. Each request will be reviewed individually by the Commission based on its own merit. Exceptions to these guidelines may be made by the Commission on a case by case basis .

Signs give a wealth of information about a particular time and place. Because historic signs often lack uniformity, they create a sense of vigor, spirit, and diversity. However, sign regulations are important within historic districts. Sign types need to integrate well with the historic character of the building and district. Here are some questions to ask when thinking about signs:

- ▶ If the business is changing hands, how can historic signs be reused or replicated? The scale of the structure will dictate the size of the sign. The placement of the sign should not cover important architectural features or elements.
- ▶ How can corporate logos and signs be adapted to blend with the historic character of the structure or neighborhood? In an age of uniform franchise and generic plastic signs, matching or blending them with the historic character of the building is nearly impossible. Modification of color, content, design, and size is needed. An appropriate sign would be made of wood, preferably engraved or embossed, with creative decorative elements (i.e., gold leaf, carvings, etc.). Two choices to secure signs to the wall include mounting the sign perpendicularly with brackets, or mounting it flat to the wall or fascia.
- ▶ Signs should be compatible with the design qualities of the building's facade and with the surrounding historic context. They need to be compatible with the scale and design of the building.

SIGNS AND REGULATIONS

Signs are important for every community because they give necessary information to a passerby. They may reflect the identity and character of the area. Over time, signage types will change in accordance with architecture and technology changes. Since they can leave a lasting impression on visitors, the Historic District Commission can regulate various aspects of the sign (i.e. height, size, color, type, number, location, etc). Sign Types:

- ▶ *Hanging or Suspended Signs.* These are signs that are either hung or suspended from a ceiling or other structure.
- ▶ *Wall Signs.* These are signs mounted flush against the building or painted directly on the building.

- ▶ *Sign Panels.* These are signs placed on the fascia or horizontal band between the storefront and the second floor.
- ▶ *Projecting Signs.* These are signs that protrude from the building's surface. They include perpendicular signs that hang out over the sidewalk, marquee signs, and other variations.
- ▶ *Ground Signs.* These are signs that are not attached to a building.
- ▶ *Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior.

The signs listed above are not exclusive. Generally, a sign is considered something that promotes, identifies, informs, or advertises. A variety of signs may include logos, and symbols. Variations in signage include posters, print on awnings, art on blank walls, display of flags, and A-frame signs on sidewalks. The sign's form, function, placement, color, material, and lighting method are all important considerations.

While sign regulation and control is to maintain public health and safety, it is also used for aesthetics. Signs in the historic district are reviewed to maintain the area's character. Signs cannot be installed to conceal, destroy, or violate any architectural features of a building.

Signs that are installed on an interim basis, such as realtor and construction signs not exceeding sixteen square feet in sign face, are allowed for the duration of the project. However, these signs should not cause a visual nuisance.

Prohibited signs include, in addition to those identified in the zoning ordinance, anything that obstructs historic or architectural features; misleads, interferes, or confuses the viewers; and destroys or impairs the historic integrity of the resource or district.

General Sign Criteria:

1. Only on-premise business identification signs are permitted in the city.
2. All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code.
3. Preferred lettering styles for historic districts include serifed (footed), Gothic (without serif), and script. They should also be compatible with the style and architecture of the building.
4. Signs must use appropriate materials and be compatible with the historic character of the building. Bright chromium effect, glossy or leatherette finished vinyl is not acceptable.
5. Colors shall be appropriate for the era and the building. Fluorescent colors are prohibited.
6. Texture of sign must be compatible with that of the building facade. ***Sand blasted signs are not allowed.***
7. Illuminated signs are not recommended. Flashing, intermittent, rotating signs or signs that create the illusion of movement are prohibited.

8. Shape and form of signs shall be proportioned in mass and scale to the building where they are installed.
9. Logos (Corporate Logos) shall be integrated with designs compatible with the Historic District.
10. Temporary signage for events or sales are limited to no more than 10% of the window area and shall be limited to 30 days.

The Historic District Commission reserves the right to address businesses that are not in compliance with the guidelines of the district or for failure to apply for a permit.

Existing non-complying signage will be brought into compliance upon receipt of any application to the Historic District Commission.

The table below provides the sign recommendations in general:

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Wall Signs</i>	<ul style="list-style-type: none"> ▶ Area (max) 1.5 times the principle building width ▶ Natural materials such as wood encouraged ▶ Plastic appearing materials are discouraged 	
<i>Projecting Signs</i>	<ul style="list-style-type: none"> ▶ Sixteen (16) square feet, per sign face, maximum ▶ Three (3) inch thickness maximum ▶ Plastic appearing materials are discouraged 	<ul style="list-style-type: none"> ▶ Must be at least eight (8) feet above sidewalk surface
<i>Ground Signs</i>	<ul style="list-style-type: none"> ▶ Limited to 16 square feet of sign face ▶ Internally illuminated, plastic or flimsy materials discouraged ▶ Three (3) inch thickness maximum 	<ul style="list-style-type: none"> ▶ Top of sign not to exceed five (5) feet above grade ▶ Bottom of sign must be at least two (2) feet above grade ▶ Ground-mount signs shall be open base mount (posts) ▶ Solid skirt panels are discouraged
<i>Portable Signs or A-frame Signs</i>	<ul style="list-style-type: none"> ▶ Eight (8) square feet, per sign face, maximum ▶ Professionally fabricated signs are encouraged 	<ul style="list-style-type: none"> ▶ Not to exceed four and a half (4 ½) feet from ground level ▶ Placement on sidewalk where sign does not interfere with the pedestrian path
<i>Awning Signs</i>	<ul style="list-style-type: none"> ▶ Signage on awning limited to 20% of front slope. 	<ul style="list-style-type: none"> ▶ Will follow canopy or awning requirements (see "Awning Guidelines") ▶ Lettering must be applied directly to awning fabric.
<i>Window Signs</i>	<ul style="list-style-type: none"> ▶ Subject to total area requirements of wall signs (1.5 times the principle building width) ▶ Subject to a maximum of 70% of window area. 	<ul style="list-style-type: none"> ▶ Should be appropriate, visually pleasing, and reflect the time period of the building's architecture.

Sign Type	Sign Face Area (max) and Other Restrictions	Height Limit and Other Restrictions
<i>Upper Story Window Signs:</i>	<ul style="list-style-type: none"> ▶ No more than twenty percent (20%) of glass, maximum. ▶ Gilt print recommended 	<ul style="list-style-type: none"> ▶ Neon not permitted
<i>Informational Flags</i>	<ul style="list-style-type: none"> ▶ Informational flags are allowed ▶ Flags must be of a size and shape and mounted in a manner that they do not interfere with the pedestrian path 	<ul style="list-style-type: none"> ▶ Limited one flag per storefront
<i>Lighted Signs</i>	<ul style="list-style-type: none"> ▶ Limited to 1.5 square feet. ▶ Limited to "Open" ▶ Logos and other design elements such as geometric embellishments are not allowed. ▶ No more than two colors are permitted. 	<ul style="list-style-type: none"> ▶ First Floor only ▶ Flashing, movement are not permitted. ▶ One (1) sign per storefront
<i>Temporary flyers, leaflets, and announcements of community events</i>	<ul style="list-style-type: none"> ▶ May cover ten percent (10%) of side windows, maximum ▶ Enclosed bulletin boards such as that on the Lyman Building (425 River Street) that are designed for the purpose or interior bulletin boards are recommended in appropriate venues 	<ul style="list-style-type: none"> ▶ Promotional materials for the on-site business such as classes and special events are allowed for the duration of the event and for advertising purposes up to seven (7) days prior to the event.
<i>Restaurant menus</i>	<ul style="list-style-type: none"> ▶ Restaurants may post menus and special information designed to inform customers of goods and services prior to seating. 	

Note:

- ▶ Signs exempted from HDC review include commemorative plaques (max. 1 sq. ft.) or signs required by federal, state, or local ordinance for purposes of traffic, public safety, and directional assistance.
- ▶ Signs prohibited at all times include signs that create the illusion of movement or make noise, signs attached to any natural growth, and signs that are abandoned and do not relate to existing business.