

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, May 1, 2008
3:00 p.m. -Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the May 1, 2008 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the April 3, 2008 meeting Minutes.

V New Business

Establish Application Policy and Administrative Procedure Policy

Members of the Historic District Commission reviewed draft policies during their worksession on April 17, 2008. These policies were developed to assist in the application process and members who arrive late to meetings.

At this time the Historic District Commission can take action to adopt Application Policy #2 and Administrative Procedure Policy #3.

Establish Door Guidelines, Window Guidelines, Rear Entrance Guidelines and Painting/Color Guidelines.

Members of the Historic District Commission reviewed draft guidelines during their worksession on April 17, 2008. These Guidelines were developed to assist in the application process.

At this time the Historic District Commission can take action to adopt Door Guidelines, Window Guidelines, Rear Entrance Guidelines and Painting/Color Guidelines.

Mary Ellen Vincent/Vincent's Ice Cream Shop, 378 River Street - Signage.

A request has been received from Mary Ellen Vincent/Vincent's Ice Cream Shop, 378 River Street for Signage.

At this time the Historic District Commission will take action on the request from Mary Ellen Vincent/Vincent's Ice Cream Shop, 378 River Street for Signage as shown on application HDC-2008-12.

VI Old Business

None

VII Public Comments and Communications

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

VIII Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

IX Staff Reports

At this time the Chair will ask Staff for their report.

X Members Discussion

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

XI Adjournment



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

MEMORANDUM

TO: Historic District Commissioners
FROM: Denise Blakeslee 
DATE: April 24, 2008
RE: May 1, 2008 Meeting

Commissioners, the next meeting of the Historic District Commission will be on Thursday, May 1, 2008 at 3:00 p.m. in the Council Chambers.

We have the following items on the agenda:

Establish Application Policy and Administrative Procedure Policy

We will be establishing an Application Policy #2 and Administrative Procedure Policy #3. These Policies were reviewed at our worksession on April 17, 2008. If any changes are needed they should be made prior to adoption.

Establish Door Guidelines, Window Guidelines, Rear Entrance Guidelines and Painting/Color Guidelines.

We will be establishing Guidelines for Doors, Windows, Rear Entrances and Painting/Colors. These Guidelines were reviewed at our last worksession. If any changes are needed they should be made prior to adoption.

Mary Ellen Vincent/Vincent's Ice Cream Shop, 378 River Street - Signage.

A request has been received from Mary Ellen Vincent/Vincent's Ice Cream Shop, 378 River Street for Signage.

A copy of the Policies/Guidelines and Request are enclosed for your review. Also I have copied two Temporary Sign Requests that have been approved by Steve Harold.

Please call me if you are unable to attend the meeting 398-2805. See you Thursday!

:djb



Application Policy

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

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

Steve Harold at the Manistee County Historical Museum, 425 River Street, Manistee, Michigan is the Historic District Commission Staff Liaison. It is recommended that you take questions about the appropriateness of your project to him as the first step. Mr. Harold is familiar with the Local, State and Federal Guidelines and local history. He is a resource that will be able to provide you with preliminary guidelines for your project. In general Steve Harold is at the Museum Tuesday through Friday from 10:00 a.m. till 5:00 p.m. You are advised to call ahead of time to schedule an appointment and for him to research an issue if needed. The phone number at the Museum is 231.723.5531. **Final approval for Certificates of Appropriateness and Sign/Awning Permits is made by the Historic District Commission.**

Denise Blakeslee in the office of Planning and Zoning at City Hall can assist you to obtaining the necessary guidelines and application forms. Guidelines and Forms are also available on the City's Web Page www.ci.manistee.mi.us **Ms. Blakeslee processes requests for the Commission, she does not determine if an application is complete.**

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

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

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

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

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



Administrative Procedure Policy

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

In addition to the By-Laws the members of the Historic District Commission shall observe the following:

When a member of the Historic District Commission arrives after the meeting has begun the meeting will continue uninterrupted. If the Commission is already deliberating pending a vote on an application.

- ▶ The Commissioner will proceed to vote if he/she feels that they have enough information to do so without posing questions that may have already been answered prior to his/her arrival (applicable to a straightforward application)
- ▶ The Commissioner will not take their seat during deliberation on a complicated request that is in process until after the Commission votes.

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 .

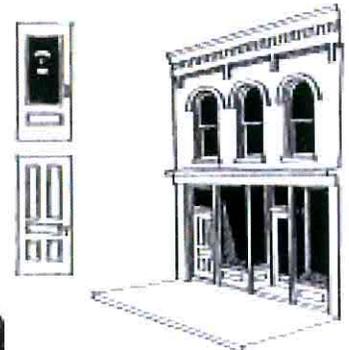
Traditionally the storefront door was more than just a door. Tall and stately in proportion, its design reflects its commercial importance. Its wood and glass construction made it substantial and inviting to the customer. Other storefront doors (usually leading to the upper floors) were similar in appearance but less impressive than the main entry door.

The storefront entry should play a similar role today. The customer should be invited into the store by a pleasant entry.

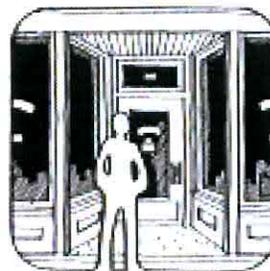
- ▶ Existing original doors are to be repaired and maintained.
- ▶ Replacement doors will not be approved if an original door is repairable.
- ▶ Original door openings may not be closed, moved or otherwise altered.
- ▶ Interior options such as interior storm doors or entries are recommended where energy conservation or security is an issue.
- ▶ Exterior options such as storm doors and/or screen doors that are appropriate to the age and style of the building may be approved (such as those on the Lyman Building, 425 River Street).
- ▶ Existing original door hardware should be retained. Replacement hardware must be appropriate to the age and style of the building.
- ▶ Replacement doors must be appropriate to the age and style of the building, modern materials may be approved if they look like original materials.
- ▶ Maintenance or partial replacement for maintenance purposes of an existing metal, glass or other style and/or age inappropriate remodel will be considered on a case by case basis. Tasteful attempts to moderate the impact of these existing storefronts would be helpful.

STOREFRONT ENTRY DOOR
 THE TYPICAL STOREFRONT DOOR WAS A WOOD DOOR WITH A LARGE GLASS WINDOW. THE DOOR WAS SET INTO THE ENTRY RECESS.

UPPER FLOOR ENTRY DOOR
 THE TYPICAL UPPER FLOOR ENTRY WAS A WOOD DOOR WITH A SMALL GLASS WINDOW.



THE ENTRY RECESS. THE WOOD DOOR AND GLASS WINDOW AND THE ENTRY DOOR SHOULD BE RECESSED TO CREATE A SHELTER AND PROMOTE ENERGY EFFICIENCY.



THE ENTRY EXPERIENCE
 THE EXPERIENCE OF ENTRY IS AN IMPORTANT PART OF SHOPPING. DESIGN CONSIDER THE EXPERIENCE BEFORE THE TRADITIONAL ENTRY IS SHIELD BY DESIGN AND IMPROVING THE DOOR ITSELF AND THE GLASS WINDOW. IN THE REMODELED DESIGN TO THE RIGHT THE DOOR MAKES THE BEST VISUALLY IMPROVED.



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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 .

Any glass size changes to a window must be made to the Historic District Commission. Any glass other than clear glass must be approved by the Historic District Commission.

The Traditional commercial facade has two types of windows.

Storefront Windows - The storefront display window has always played an important merchandising role in the traditional downtown. It should continue to do so today.

Storefronts had large window areas. This made maximum use of available natural light and allowed potential customers a full view of the store. The display windows provided excellent advertising opportunities.

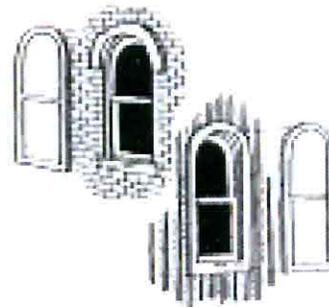
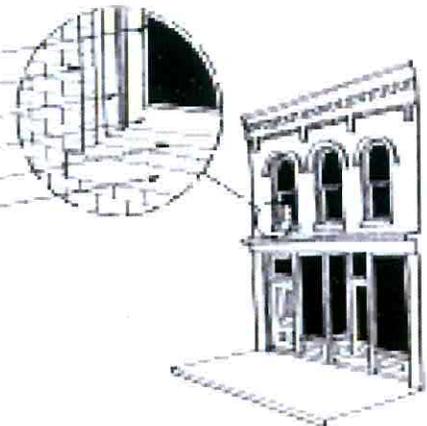
Original windows are to be repaired, not replaced. Replacement windows will not be approved if existing original windows are repairable. Any new windows must fit the original opening. The window opening must never be altered. If a material other than wood is used for the frame, its color and detail must match the original as closely as possible. A non metallic finish should be used.

Upper Facade Windows - These units were constructed primarily of wood, so if they were not properly made and maintained, they often deteriorate. Regular maintenance is necessary and repair is important.

A local specialist should be consulted for products and procedures required to meet specific needs. If a window has deteriorated beyond repair, it is to be replaced with a window matching the original as closely as possible. Original windows are to be repaired, not replaced. A local mill shop can probably create new pieces to match the original, rotted wood can be stabilized, and the cost is usually not as high as one would expect.

TYPICAL WINDOW PARTS

- GLASS PANE
- INTERIOR SILLING
- FRAME (S)
- SHIMS
- SILL
- PARAPET SILL



WINDOW ALTERATION

ALTERATION OF ORIGINAL WINDOW OPENING OF WALL OPENING SHOULD BE AVOIDED. WHEN A WINDOW MUST BE REPLACED IT SHOULD BE IDENTICAL TO THE ORIGINAL WINDOW IN SIZE, LOCATION AND APPEARANCE. THE WINDOW SHOULD BE PAINTED TO MATCH THE COLOR OF THE SURROUNDING WALLS.

Replacement windows will not be approved if existing original windows are repairable. Any new windows must fit the original opening. The window opening must never be altered. If a material other than wood is used for the frame, its color and detail must match the original as closely as possible. A non metallic finish should be used.

It is recommended that in any window repair or replacement, use a double glazing, especially in storefront windows.

Storm Windows - Storm windows can be applied to facade window units in two basic ways (interior and exterior). Installations must match existing window configuration. Interior installation preserves original exterior appearance while exterior installation protects original wood elements. Both conserve energy.

If replacement storm windows are used they are to match the original windows as closely as possible.

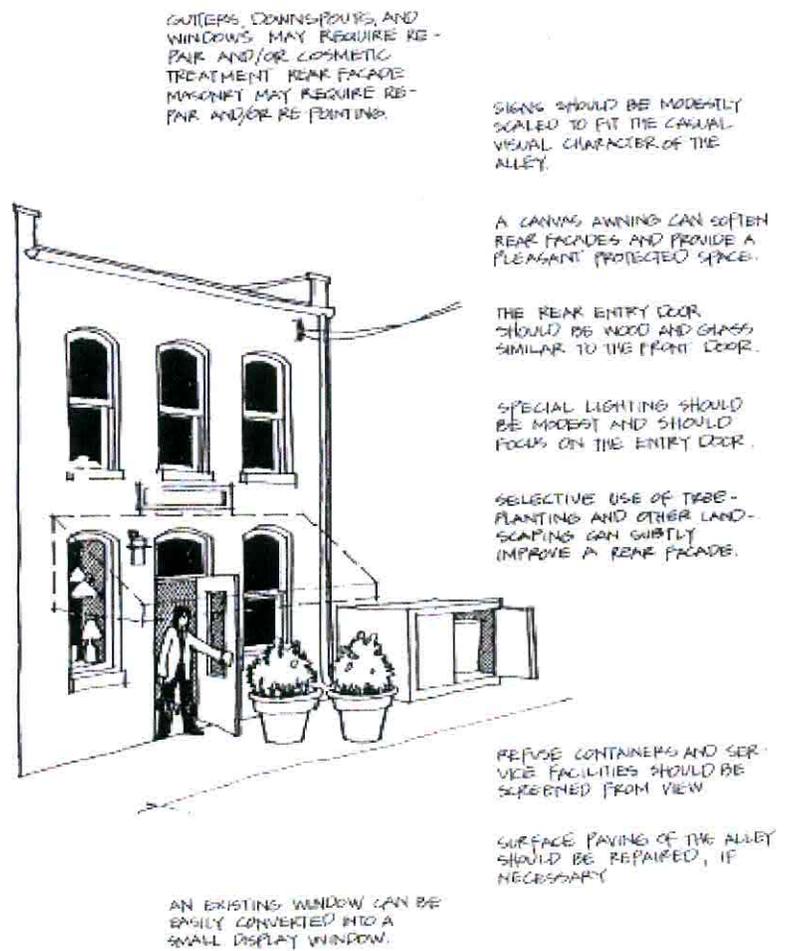
Historic District Commission, 70 Maple Street, Manistee, MI 49660 231.398-2805 www.ci.manistee.mi.us

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Because parking areas and the Riverwalk are often located behind commercial buildings in the Historic District rear facades are seen more often than in the past. Today an attractive rear entry can be a second front door.

In developing a rear entrance, a number of things must be considered. In general, the rear entrance must respond to the same needs as the storefront only at a reduced scale. These include identification signage, display, and a pleasant entry. In addition, it must also meet the service needs of the business as it has in the past. Since these two functions are often in conflict, the design of the rear entrance must be carefully planned. A particular concern is the storage and disposal of refuse. Trash cans, dumpsters, and other containers should be hidden from view whenever possible. Regular maintenance is of paramount importance.

The design of a rear entrance should be appropriate to its surroundings. The visual character of the rear facades, alleys, Riverwalk and parking lots is a relatively casual and utilitarian one, especially when compared to the more formal street facades. In this type of context, a refined or grand design can look out of place. Rather the design should be pleasantly inviting, but simple in detail.



All facades are to follow the same guidelines as front facades.

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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 .

PAINTING

Painting can be one of the simplest and most dramatic improvements one can make to a facade. It gives the facade a well-maintained appearance and is essential to the long life of the many traditional materials. The steps below should be followed to insure a quality job.

- ▶ Catalogue all the facade materials to be painted. Since they have different properties, these materials may require different paints or procedures. Consult a local expert for advice. Plan to use only quality materials.
- ▶ Make any necessary repairs to surfaces before starting; replace rotten wood, repoint masonry mortar joints, remove rust from metal etc.
- ▶ Carefully prepare each surface per manufacture's instructions for the paint begin used. This will include scraping, sanding, and through cleaning. This surface preparation is an extremely important step toward a good finish job.
- ▶ Apply the paint per instructions. Paint only in satisfactory weather and plan to use a primer as a first coat for better surface adhesion. Follow with two coats of the final color.
- ▶ **Do not paint a brick or stone building that was never painted unless these materials require a protective coating to prevent deterioration.**

METAL FLASHING

MOST SHEET METAL FLASHING, GUTTERS, AND DOWNSPOUTS REQUIRE PAINT TO PREVENT RUST AND CORROSION.

WOOD DECORATION

DECORATIVE ELEMENTS CAN EASILY DETERIORATE IF PAINT IS NOT PROPERLY MAINTAINED. PRIME ALL SIDES OF NEW WOOD USED IN REPAIR AND/OR REPLACEMENT TO INSURE LONG LIFE

WOOD WINDOWS

WOOD WINDOW PARTS EASILY DETERIORATE IF THEY ARE NOT PAINTED REGULARLY

MASONRY

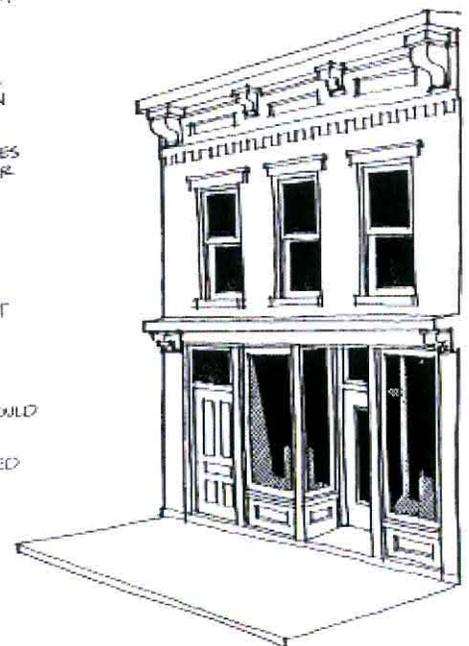
NATURAL BRICK OR STONE SHOULD NOT BE FINISHED. EXISTING PAINT ON THESE MATERIALS CAN BE CHEMICALLY REMOVED (NO SANDBLASTING!) OR REPAINTED

METAL STOREFRONT

METAL STOREFRONT PARTS (CAST IRON, SHEET METAL, WINDOW FRAMES, ETC.) SHOULD BE PAINTED TO PREVENT RUST AND CORROSION.

METAL DECORATION

MOST METAL DECORATIVE ELEMENTS REQUIRE REGULAR PAINT AND MAINTENANCE TO AVOID DETERIORATION.



WOOD STOREFRONT

WOOD STOREFRONT PARTS (WINDOWS, DOORS, PANELS, DECORATIONS, ETC.) SHOULD BE REPAINTED REGULARLY

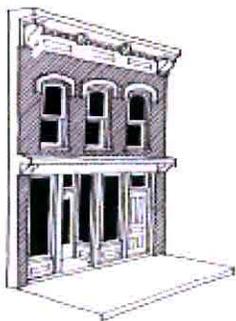
COLORS

Colors should visually relate building elements to each other, and also individual facades to each other. The colors chosen for any facade should be compatible with the neighboring facade, and with the block scape as a whole, but at the same time give character to the building.

Because the amount of sun can change the appearance of a paint color, paint chips should be checked on both sunny and cloudy days. Painting a small section of the building in the chosen colors is the best way to check the effects of the colors on the building.

In the end, color choice is a personal decision. It is an expression of the building owner, and the businesses located in the building. If the same basic color and paint guidelines are kept in mind, color can add to the richness and variety of Manistee' historic commercial buildings.

The color of the upper wall surface and the storefront piers is the base color. **If these elements are not currently painted, they should not be painted.** Paint can sometimes be removed from painted elements to reestablish their natural brick color and texture (no harsh chemicals or sandblasting).



If these elements are to be painted the choice of a base color is of primary importance. The upper walls and piers could also be painted a different shade of one color to enhance the general patterns and detail of the brick. Generally the use of bright colors including stark white should be avoided.

The major trim elements are those which define the facade. These elements include the upper cornice, the lower cornice, decorative window caps and sills, and storefront columns.

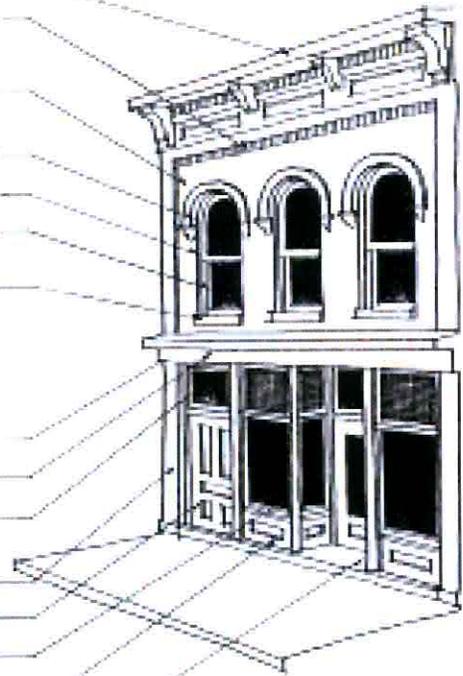


THE UPPER FACADE

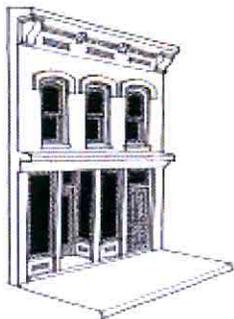
- UPPER CORNICE (WOOD OR METAL APPLIED TO THE WALL)
- CORNICED BRICK DEcoration
- UPPER WALL SURFACE (USUALLY BRICKWORK, SOME-TIMES WOOD CLADDING)
- DECORATIVE WINDOW (WOOD, BRICK, STONE, WOOD OR BRICK)
- UPPER FACADE WINDOW LETHING
- UPPER FACADE WINDOW UNIT (USUALLY WOOD)
- WINDOW SILL (WOOD, STONE)

THE STOREFRONT

- LOWER CORNICE (WOOD OR METAL APPLIED TO THE WALL)
- DOOR LOCATION TYPICAL
- TRANSOM WINDOWS
- PIER UNITS (WOOD, CONCRETE, OR BRICK)
- UPPER FLOOR ENTRY DOOR
- DISPLAY WINDOWS
- BULKHEAD (WOOD OR METAL) (WOOD)
- STOREFRONT ENTRY (WOOD WITH BRICK SURFACE)



When the base color is natural brick, the major trim colors should relate to the brick color. When the wall surface is painted, the trim color should compliment the base color(s). Use of the same major trim color on the upper facade and on the storefront is recommended to visually tie the facade together. Again avoid the use of bright colors and stark white.



The minor trim elements could be the same color as the major trim. The use of only one trim color places a greater importance on the base color. If there are only a few minor trim elements, all the trim could be painted once color in order to strengthen its overall visual impact.

If the minor trim is painted a third color, it should strengthen the color scheme already established by the base and major trim colors. In some cases, subtle accent colors can effectively enhance the character of the entire facade. Extreme care should always be taken when choosing additional trim and accent colors.

The steps below should be followed:

- ▶ Colors, paints and techniques available at the time of construction of building (i.e. no neon or florescent paint colors on an 1890's building) are recommended.
- ▶ Metallic paints are not appropriate in most cases in the Manistee Historic District as base or trim colors, but in some applications may be a appropriate in a small amount as a minor accent color.
- ▶ Wood on storefronts in Manistee was generally painted rather than varnished. Painting is recommended.
- ▶ Maintenance with the same color requires no approval (yes, repaint that sash).
- ▶ Painting the building with the same colors may be approved by Steve Harold.
- ▶ New color schemes following the guidelines may be approved by Steve Harold.
- ▶ Color schemes that do not follow the guidelines must be approved by the Historic District Commission.
- ▶ A building owner may request Historic District Commission review and/or approval of any paint scheme.
- ▶ Steve Harold may require Historic District Commission review or approval of any proposed paint scheme at his discretion.



Application Review Form Signage/Awnings

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

Name of Applicant: Mary Ellen Vincent - Vincent's Ice Cream Shop

Meeting Date: May 1, 2008

APPLICATION REQUIREMENTS:

- _____ Current photo of the structure as seen from the street where proposed work is to take place.
- _____ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- _____ Samples of proposed materials for awnings.
- _____ Description of proposed materials for signage. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- _____ If re-using/altering an existing sign color samples must be supplied and reviewed.
- _____ Provide photo, composite sketch or digital print of building that shows all existing signage, that indicates if any signage is to be moved/removed and includes proposed new signage.
- _____ Include in application a photo, composite sketch or digital print that shows the property as it would appear upon completion (must be to scale). If a ground mount sign is requested or exists it must be included with this photo, composite sketch or digital print .
- _____ Provide a narrative of all signage (existing, proposed, removed, and signage to be moved/relocated). Including sizes be specific.(be specific and describe each work separately).

NONCONFORMANCE CONSIDERATIONS:

- _____ Historically accurate maintenance, renovation or replacement
- _____ Iconic, relevant to local history
- _____ Other: _____

OTHER

_____ Samples provided

_____ Other: _____

APPLICATION

_____ Complete

_____ Deficiencies _____

RECOMMENDATIONS:

MOTION:

_____ Approve

_____ Approve with Conditions

List of conditions

_____ Deny

_____ Table until _____ (meeting date)



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: Drasann Management Inc
Name of Applicant (if different): Mary Ellen Vincent
Applicant Mailing Address: 340 7th St, Manistee, MI 49660
Phone# & e-mail Address: Vincent's Ice Cream @ Yahoo.com
Name of Business/Tenant: Vincent's Ice Cream Shop
Address of Affected Property: 378 River St

Signage within the Historic District requires approval by the Historic District prior to installation. The Historic District Commission meets the first Thursday of each month and requests before the Commission must be received at least 10 days before a regularly scheduled meeting to be placed on the Historic District Commission Agenda for review.

The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.

- ✓ ▶ Current photo of the structure as seen from the street where proposed work is to take place.
- ▶ ~~Samples of proposed materials for awnings.~~
- ✓ ▶ Copy of proposed signage (drawn to scale) showing dimensions including colors of signage as it will appear on the property.
- ✓ ▶ Description of proposed materials for signage. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- ▶ ~~If re-using/altering an existing sign color samples must be supplied and reviewed.~~
- ✓ ▶ Provide photo, composite sketch or digital print of building that shows all existing signage, that indicates if any signage is to be moved/removed and includes proposed new signage.
- ▶ Include in application a photo, composite sketch or digital print that shows the property as it would appear upon completion (must be to scale). If a ground mount sign is requested or exists it must be included with this photo, composite sketch or digital print .

- ▶ Provide a narrative of all signage (existing, proposed, removed, and signage to be moved/relocated). Including sizes be specific.(be specific and describe each work separately. Use additional sheets if necessary):

The window sign will be painted in a combination of the enclosed paint samples - There will not be a white background in the window just the letters and cones
 The street sign will be the same as the signs in front of Goodys and the Grounds

The Open flag will be the same as the one in front of
 (I may not do this, but would like the option)

The Awning sign - I will put adhesive letters to cover the old stores name

or a flag from my menu board on the sidewalk 6 to 8 ft tall

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

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

APPLICANT'S SIGNATURE: M. G. [Signature]

PROPERTY OWNER'S SIGNATURE: [Signature] MGR.

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

| | | |
|--------------------------------|----------------------------------|------------------------|
| Office Use Only: | | |
| Date Submitted: <u>4.17.08</u> | Application # <u>HDC.2008.12</u> | Expiration Date: _____ |
| Notes/Approval: _____ | | |

Color samples for window sign

these are also the colors of
the inside of the store



Vincent's Ice Cream Shop

Window
7' 6 inches

Window
8 feet

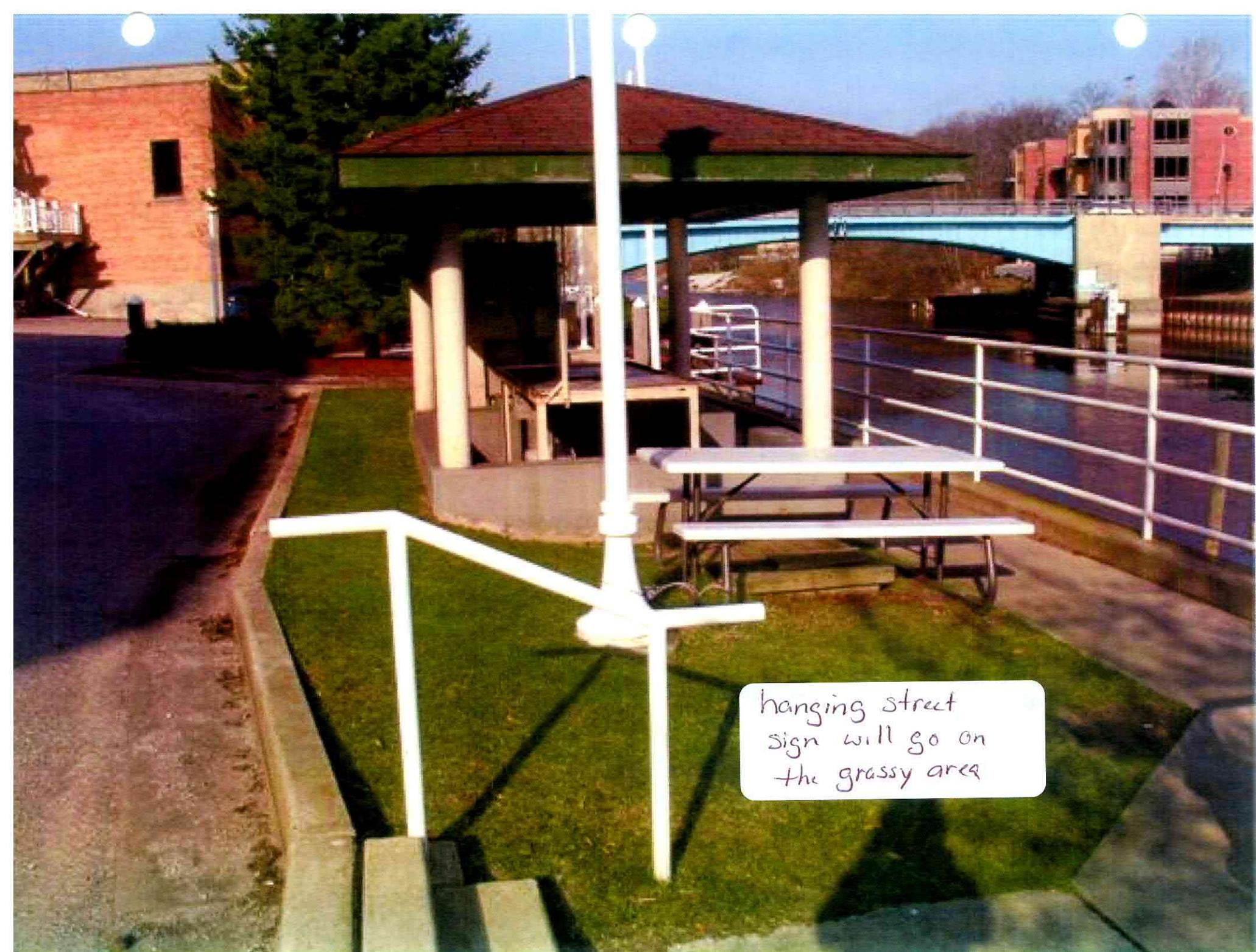
4ft
sign



No white background

5ft
sign

CLOSED
Please Come Again
MANATEE CO.
DEMOCRATS
OPEN



hanging street
sign will go on
the grassy area



Street Sign



open flag sign

Hollyhock

Hand painted
Sign

CRABTREE & EVELYN



Application for a Temporary Sign Manistee Commercial Historic District

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

Please Print or Type

Name of Property Owner: Piragann Management Inc
Mailing Address: 378 River St.
Phone# & e-mail Address: 723-4000

Address of Affected Property: 378 River St.

Name of Applicant (if different): Mary Ellen Vincent
Mailing Address: 340 7th St Manistee MI 49660
Phone# & e-mail Address: Vincentsiccream@yahoo.com
cell 794-3830

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

Applicants Signature: *Mary Ellen Vincent*

Signage within the Historic District requires approval by the Historic District prior to installation. The Historic District Commission meets the first Thursday of each month and requests before the Commission must be received 10 days prior to a meeting to be placed on the agenda.

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

- ▶ Temporary Signs are limited to 45 days. An extension can only be granted by the Historic District Commission.
- ▶ Temporary Signage is limited to 16 square feet and can only be located in the window/door of a building.
- ▶ Temporary Signs require review and approval by Steve Harold. Contact information for Mr. Harold is as follows:

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

*approved
K. Vit
Apr 08*

| | | |
|-------------------------------|--------------------------------|---------------------------------|
| Office Use Only: | | |
| Date Submitted: <u>4.8.08</u> | Application # <u>T-2008.03</u> | Expiration Date: <u>5.23.08</u> |
| Notes/Approval: _____ | | |

**City of Manistee
Historic District Commission
Policy/Guidelines
for Temporary Signage**

The following policy/guidelines for Temporary Signage in the Manistee Commercial Historic District were established May 3, 2007. In the event that a business has not received approval for their permanent signage by the time they wish to open, a temporary sign may be approved as follows:

- ▶ Temporary Signage will be limited to not more than 45 days.
- ▶ An extension to the 45 day limitation can only be granted by the Historic District Commission.
- ▶ Temporary Signs require approval by Steve Harold. Mr. Harold can be contacted at the Manistee County Historical Museum, 425 River Street, Manistee. 231.732-5531.
- ▶ Temporary Signage is limited to no more than 16 sq. ft. and must be located behind glass in the windows or door.

12" x 24"

Application for Temporary Signage:

Name & Address of Applicant: REBECCA WILLIAMS
333 RIVER ST MANISTEE

Phone Number of Applicant: 773 - 6601

Address of Building where temporary signage is to be located: 333 RIVER ST

A copy of the proposed temporary signage drawn to scale that shows the dimensions of the sign, style of font of the lettering, and colors used must be included with this application. The location where the sign will be placed in the building must be noted on the plan.

approved *Steve Harold* *2 April 2008*
T-2008.02

| | |
|----------------------------------|--|
| Office Use Only: | |
| Date Application Received: _____ | Date Temporary Permit Expires: <u>May 13, 2008</u> |
| Approval: _____ | Dated: _____ |



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

April 7, 2008

Rebecca Williams
333 River Street
Manistee, MI 49660

RE: Signage

Dear Ms. Williams:

You have been issued a Temporary Sign permit for your business at 333 River Street. This permit will expire on May 13, 2008.

You will need to submit an application to the Historic District Commission for approval at their meeting on May 1, 2008. The Commission has developed new application forms (attached) that must be used in place of the old application form you were given in March.

Please note that your application must include all of the existing signage on the building (Mac's Design Signage) so that the total amount of signage on the building can be calculated.

This request must be received 10 days prior to the meeting, April 21, 2008. If you have any questions, please call me at 398-2805.

Sincerely,

CITY OF MANISTEE

Denise J. Blakestee
Planning & Zoning

:djb

Enclosures



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

The Historic District Commission will meet on **Thursday, May 1, 2008 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

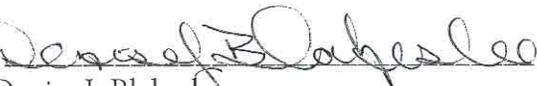
Establish Application Policy and Administrative Procedure Policy

Establish Door Guidelines, Window Guidelines, Rear Entrance Guidelines and Painting/Color Guidelines.

Mary Ellen Vincent/Vincent's Ice Cream Shop, 378 River Street - Signage

All meetings are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Thursday, April 24, 2008 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Worksession of Thursday, May 1, 2008
Following the regularly scheduled meeting
Council Chambers, City Hall
70 Maple Street - Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Items for Discussion

1. Review draft Guidelines
Front Facade/Storefront Guidelines
2. Misc.

IV Adjournment



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

MEMORANDUM

TO: Historic District Commissioners
FROM: Denise Blakeslee 
DATE: April 24, 2008
RE: May 1, 2008 Worksession

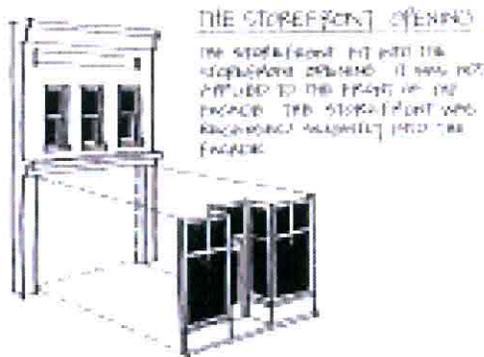
Commissioners, we have scheduled a Worksession following the regularly scheduled meeting on May 1, 2008. We will review the Draft Front Facade/Storefront Guidelines. Chair Kracht had made some changes that have been incorporated in the document for your review.

See you Thursday!

:djb

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

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



THE STOREFRONT OPENING
 THE STOREFRONT FIT INTO THE STRUCTURAL DESIGN. IT WAS NOT APPLIED TO THE FRONT OF THE FACADE. THE STOREFRONT WAS RECESSED SLIGHTLY INTO THE FACADE.

In planning a change in storefront design, start with the historic design of the original facade. A little research can often turn up original photos of a given building (previous owners, historical society, etc.) It is recommended to meet with Steve Harold at the Manistee County Historical Museum.

THE SIGN PANEL

LOWEDED CORNERS IN STOREFRONTS OFTEN CREATED AN UNWANTED UPRIGHT ZONE AT THE TOP OF THE STOREFRONT. THIS ZONE CAN BE USED AS A SIGN PANEL. IT IS BECAUSE OF AN APPROPRIATE SIZE AND SCALE.

THE STOREFRONT CORNICE

GENERAL GUIDELINES CORNICE IN CORNER A CORNICE AT THE TOP AS A UNIFORM CAP OF THE COMPOSITION. THE CORNICE OF A RECESSED RECESSED TOP SHOWING THE STOREFRONT OPENING IT USUALLY PROTECTS THE CORNER FROM THE FACADE.

It is not necessary to duplicate the exact historic design of a storefront in order to create a handsome and functional storefront, but the historic appearance should influence the new design. Any remaining original elements or details are to be incorporated in the new design. On this page are design principles to be considered in planning storefront changes. They are based on the typical historic storefront, but they are not historical in nature. They are functional, aimed at making the storefront more attractive and accessible to shoppers.

THE WINDOWS

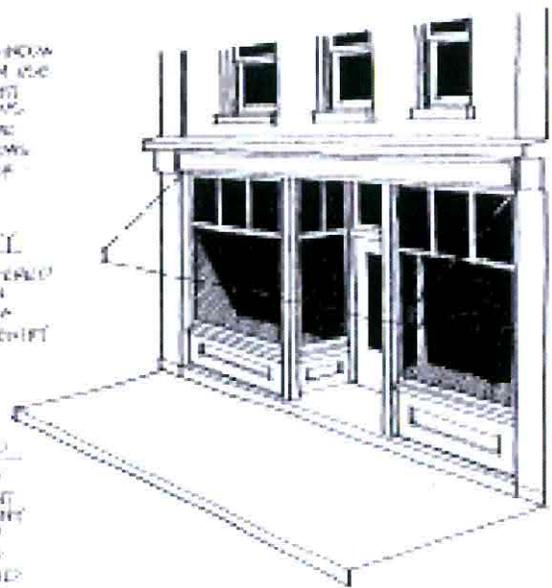
STOREFRONTS AND LARGE WINDOW AREAS. THIS MEANS MAXIMUM USE OF MANUFACTURED AND ALUMINUM MATERIALS AND ALLOWED ORIGINAL CARPENTRY. A FULL VIEW OF THE STOREFRONT DISPLAY WINDOWS SHOULD BE MAINTAINED FROM THE STREET LEVEL.

THE RECESSED ENTRY

THE RECESSED ENTRY OFFERS THE CUSTOMER PROTECTION FROM THE ELEMENTS AND A MORE PRIVATE METHOD OF ENTRY OFF THE SIDEWALK AT THE FIRST LEVEL.

THE CANOPY AWNING

THE RETRACTABLE CANOPY AWNING WAS AN ADAPTIVE DESIGN ELEMENT FOR MANY STOREFRONTS. IT OFFERS PROTECTION, CONVEYED COLOR TO THE DESIGN, AND ACCEPTS A VISUAL TRANSITION BETWEEN STOREFRONT AND UTILITY FACADE.



USE OF MATERIALS

AS A GENERAL RULE STOREFRONT MATERIALS SHOULD BE VISUALLY NEUTRAL AND SHOULD COMPLEMENT THAT OF THE MAIN FACADE AND STOREFRONT.

DESIGN SIMPLICITY

STOREFRONTS ARE ESSENTIALLY SIMPLE IN DESIGN TO MAINTAIN EMPHASIS ON THE LOOK AND DISPLAY WINDOWS.

COMMON PROBLEMS IN STOREFRONT DESIGN

Because of its commercial use and open proximity to the sidewalks, the storefront is by far the most active part of the building front. It is the portion of the downtown building that the shopper notices the most. Changes in tenants, cultural patterns, commercial fashions and technology have caused a concentration of architectural change in the storefront. Generation after generation, the storefront is remodeled while the upper parts of the building front stay much the same or are allowed to deteriorate.

Due to this frequency of change, the storefront presents an important and recurring design problem. If a storefront remodeling is begun, there are a number of design problems resulting from past renovations which should be recognized and avoided. These are the kinds of problems that the Historic District Commission seeks to reverse and prevent from occurring in the future.

THE UPPER PART OF THE FACADE APPEARS NEGLECTED IF IN AN ADJACENT VOLUME, AFTERTHOUGHT GOOD HISTORIC ARCHITECTURE IS LEFT TO DETERIORATE

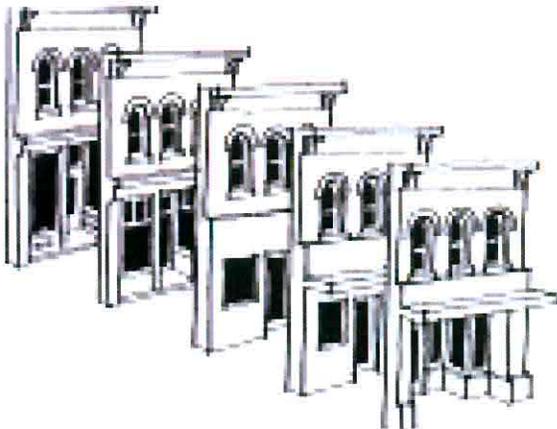
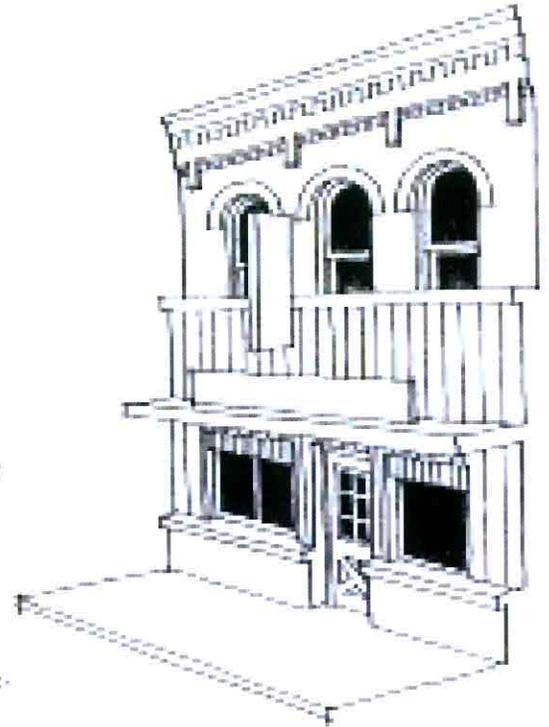
THE STOREFRONT HAS BECOME AN AREA AND ENCROACHES ON THE EDGE OF THE FACADE

STOREFRONT ADJACENT TO THE CORNER, IT OVERSHADOWS THE REST OF THE FACADE

THE REMODELED STOREFRONT LOOKS MISPLACED BECAUSE IT HAS LOST AN INTEGRAL PART OF THE FACADE THE FACADE APPEARS CUT AND UNBALANCED

STOREFRONT MATERIALS DO NOT RELATE WELL TO THE HISTORIC FACADE IN TERMS OF COLOR AND TEXTURE

THE STOREFRONT ADDS TOO MUCH AND TOO IS EMPHASIS TO THE BRICK OF THE CORNER WINDOWS



NOTE FROM THE CORNER OF A STOREFRONT CAN CHANGE PROBABLY WHILE THE UPPER FACADE STAYS THE SAME

REMODELING HAS REMOVED THE STOREFRONT HEIGHT AND DISPLAY WINDOW AREA THE REMAINING SPACE IS CRAMMED AND USUALLY CUT OFF FROM THE STORE

TRADITIONAL DECORATION

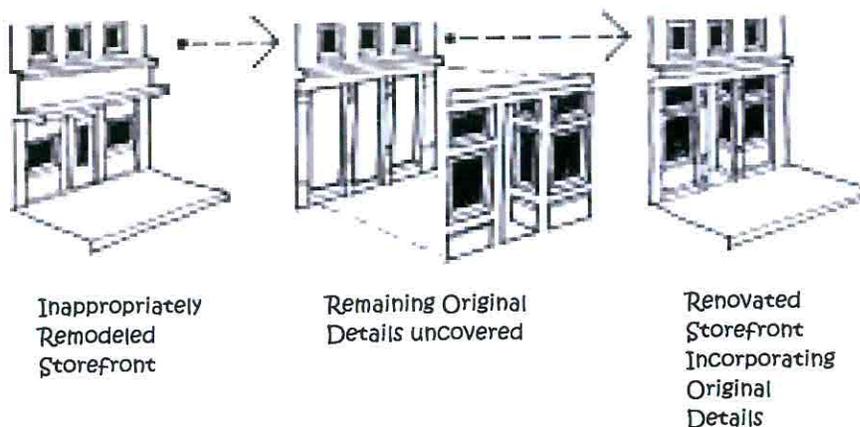
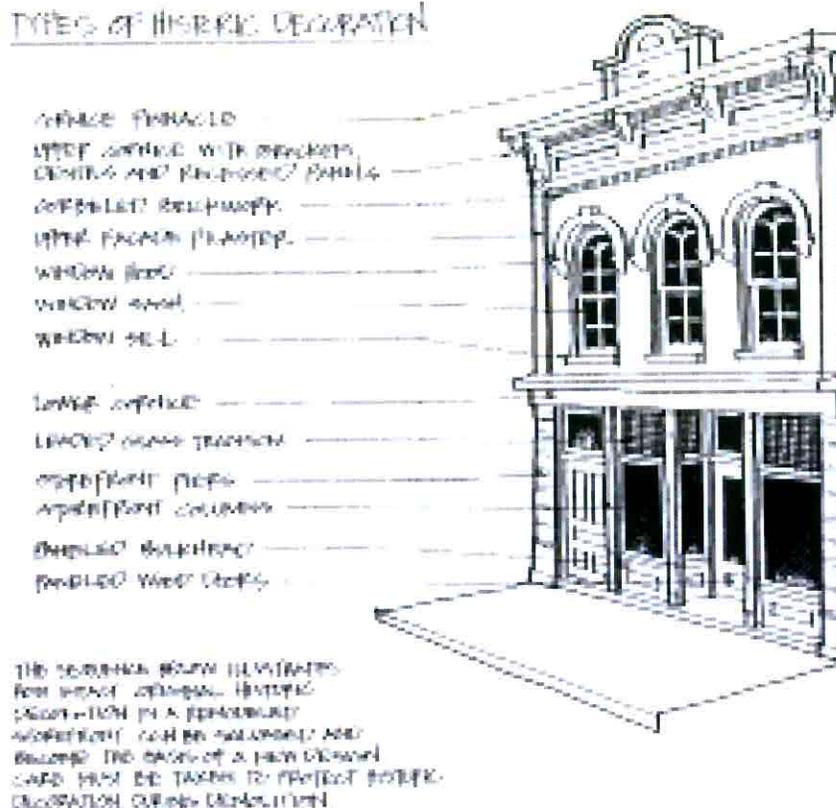
Decoration was often used on traditional commercial facades. It was sometimes simple, sometimes complex. It always emphasized the basic character of the facade. Its style followed the fashions and technology of the period when it was built. As such, the collection of historic decoration found in a town can be seen as a record of its history and its builders.

An existing historic decoration is to be preserved. It reinforces the traditional character of the downtown and adds a richness of detail which is often irreplaceable at today's costs. At the same time, the details of the decoration lend a unique character to individual buildings and to the downtown as a whole.

Many times in the previous remodeling of storefronts, original decorative details remain intact as visual "leftovers" or have been covered up with new construction. In future improvements, these details should be restored as part of the original design. If only a few remain, they are to be incorporated as design features in a new storefront.

In either case, the design of any improvements must grow out of the remaining details and create a harmonious background which emphasizes them. Where detail elements are no longer salvageable, modern materials that reflect the concept of the original elements may be approved.

TYPES OF HISTORIC DECORATION



HISTORIC MATERIALS

Four types of materials were traditionally used to construct commercial facades. They were masonry, metal (Cast iron and sheet metal), wood and glass. Each of these contributes a special character to the facade. If they are properly maintained, they can provide years of satisfactory performance. Before original materials are replaced, their conditions should be carefully evaluated by a specialist to determine if they can be repaired. Existing original materials must be used if they are repairable. If they are no longer repairable new materials that match the original as closely as possible may be approved.

Masonry –brick or stone –causes relatively few maintenance problems. Deterioration of masonry units usually results from excessive water penetration. A common problem in masonry walls is deterioration of the mortar joints. Wood and metal are more subject to damage from natural forces and neglect. Deterioration of anchoring and support systems, as well as the surface material often causes maintenance problems. Good maintenance today will prevent additional deterioration and the eventual loss of valuable detail.

Traditional facade material can be divided into two groups.

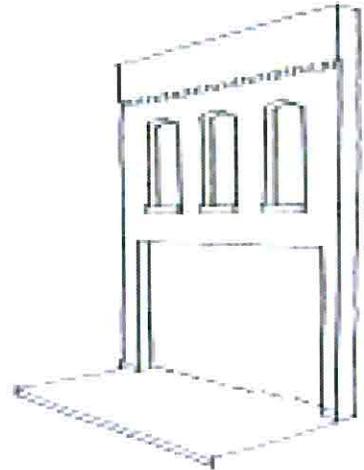
- ▶ the masonry which composes the facade wall;
- ▶ the wood, glass and metal which frame and enclose openings and decorate the facade.

MASONRY (THE WALL)

THE FACADE WALL IS TRADITIONALLY
CONSTRUCTED OF BRICK, STONE, CONCRETE,
BLOCK OR TERRAZZO. BRICKWORK
MORTAR SHOULD BE RECONSTRUCTED

MASONRY SURFACES SHOULD BE
LEFT WITH A NATURAL FINISH
PAINT REMOVAL OR COATING BY
CHEMICAL FACADE IS APPROPRIATE
IF MASONRY IS IN GOOD CONDITION
REPAIRS TO EXTERIOR SUR-
FACES IS NOT RECOMMENDED

POTENTIAL DETERIORATION INCLUDES
MORTAR JOINTS AND MASONRY UNITS

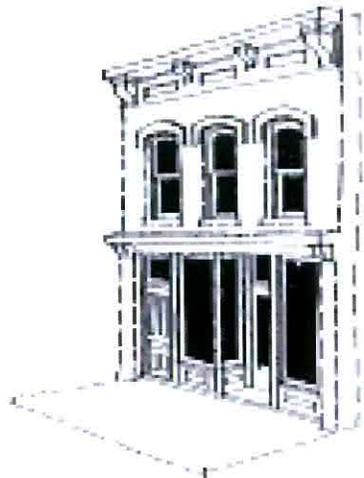


WOOD, METAL AND GLASS

THESE MATERIALS ARE USED IN A
VARIETY OF WAYS TO COMPLETE AND
DECORATE A FACADE WALL. WOOD,
METAL, GLASS, BRICK AND CONCRETE
MAY BE USED TO FRAME AND
CLOSED OPENINGS (DOORS, WINDOWS
AND CORNICES) AND COMPOSED IN
MANY MATERIALS AND COMBINATIONS

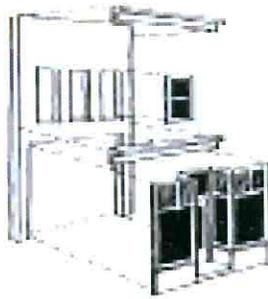
REGULAR MAINTENANCE AND REPAIR
IS IMPORTANT TO PRESERVE THE LONG
EFFECTIVE LIFE OF ALL THESE
MATERIALS

POTENTIAL DETERIORATION AFFECTS
NOT ONLY THE MATERIALS THEMSELVES
BUT OFTEN THEIR SUPPORTING
STRUCTURES AND SYSTEMS AS WELL



MODERN MATERIALS

Contemporary materials which have characteristics similar to traditional materials can be appropriately used in facade rehabilitation. In general, they are to have a smooth texture with a satin or flat finish and a color which enhances the traditional character of the facade. Their profile should be similar to the profile of the traditional material they replace. Only materials which reinforce the traditional character may be approved.



ALUMINUM WINDOWS CAN BE USED TO REPLACE CORRODED PERFORATED UPPER STORY WINDOWS, AS LONG AS THEY ARE THE SAME SIZE AS THE ORIGINALS AND HAVE A DARK ANODIZED FINISH OF A FINISH MEANT TO REPLICATE AN APPROPRIATE COLOR.

SUBST. ALUMINUM, OF OTHER SHAPE/PROFILE, WHEN COMBINED WITH SOME SHIPLE WOOD OR METAL MOLDINGS, CAN BE USED TO FORM CONTIGUOUS COFFERS.

DISCREPANCIES CAN BE MITIGATED BY FINISHING WITH ALUMINUM TRIMMING FOR COMPLY WITH OTHER CORRODED UPPER A DARK ANODIZED FINISH OF FINISHING THE ALUMINUM AN APPROPRIATE COLOR.

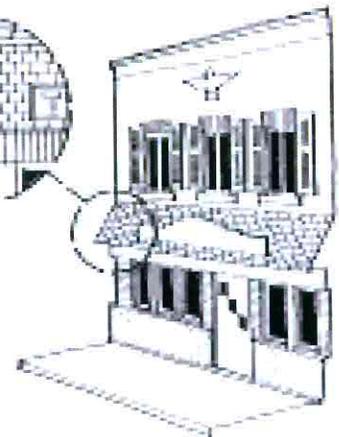
WALL PANELS CAN BE FORMED FROM WROUGHT METAL, FORMING AN A HISTORICAL RECONSTRUCTION FOR WOOD OR METAL PANELS. LETTERS CAN BE LATTERED (PAINTED DIRECTLY ON THE SHEET).

PARTICULAR ATTENTION SHOULD BE GIVE TO THE POINT AT WHICH DIFFERENT MATERIALS JOIN (DETAILS). THESE JOINTS SHOULD BE CLEAN AND PRO-TECTED. PROTECT ALL NEW CONSTRUCTION WITHIN ORIGINAL FACADE OPENINGS MAINTAINING THEIR VISUAL PROGRAM.



UNNECESSARY FINE HISTORIC DETAIL DETAILS FROM THE QUALITY AND VISUAL DOMI-NANCE OF EXISTING AUTHENTIC DETAIL.

FLAT AND (ONLY) CONTEMPORARY COMPONENTS CANNOT A SUBSTANTIAL, LOW QUALITY IMAGE.



USING SEVERAL DIFFERENT MATERIALS AT THE CORNER POINT CREATES A DISTURBED APPEARANCE.

Since I last talked with Denise I came up with some other thoughts on things we should maybe consider. So here goes. For your consideration.

We need to consider a definition of a storefront.

1. For the purposes of the Manistee HDC signage calculations, a storefront is the front entrance to a commercial space. It is characterized by an entrance directly into that space or the vestibule leading into it (as in interior vestibules added for energy conservation). In some cases a single vestibule has been added with interior entrances into two businesses with display area fronting the street (as in Goody's and Scrap to It). For HDC consideration a storefront is based largely on visible exterior divisions ~~original~~ to the façade such as entrances, display space, piers, cornices, sign panels, pilasters, recesses, etc. This is independent of division of the interior space. While many possible divisions of the interior space may affect signage area distribution, the HDC's consideration deals only with the exterior presentation of the building, and primary consideration is given to the visible appearance of original storefronts and compatibility of infill constructions or rehabilitations or renovations with surrounding contributing buildings. In cases where the buildings have been further subdivided into smaller spaces, these subdivisions share the allowable storefront signage space in a manner to be determined by the owner and the tenant. Rear entrances and Riverwalk fronts will be treated in the same fashion if the situation arises.
2. Signage amount is defined per storefront as indicated in the guidelines. The division of allowable signage is between the property owner and tenant; it is not a decision to be made by the HDC. Non-conformances that are the result of self-created hardship in respect to signage will not be approved by the HDC. For example, if the owner has assigned the majority of the allowable signage space to existing tenants and there is a request for additional signage for a new tenant which would result in a non-conformance, that request will be denied.
3. Self-created hardship does not constitute a basis for approval of any application for non-conforming change to property in the Historic District. (For example, maintenance neglect by the current owner does not constitute a basis for approval of an application resulting in a non-conformance regardless of cost or inconvenience.)
4. The HDC encourages the use of existing original sign panels as well as new sign panels where appropriate. To promote this the HDC will consider exempting a percentage (30%???) of the area of signs within sign panels from the calculation of total allowed signage area as per HDC guidelines.

Let's talk about these suggestions in our work session if there's time. Do you have any other things that we should be working on?

Thanks.
Teena

P.S. Should we consider an application fee for
Cerk for rates of Appropriateness? Signage + Awarding?
Signage Applications only? Any thoughts on this?

Yes to Yesterday

Let's cherish—and sustain—our not-so-old treasures.

BY DWIGHT YOUNG

Once thought I wanted to be an architect. I envisioned myself in a big office with a pipe clenched in my teeth, effortlessly dashing off brilliant sketches of glassy skyscrapers that would win instant acclaim for their innovative design and wind up in places of honor on city skylines from coast to coast. The dream didn't last long (I couldn't draw my way out of a paper bag, I am irreparably inept in all things mathematical, and I'm not interested in smoking a pipe)—but while it flourished, I spent hours in the periodicals section of the public library, poring over architectural magazines and marveling at the slick-skinned glass-and-metal creations pictured on every page.

Fast-forward to today: The buildings I admired in those not-so-long-ago days are now the focus of preservation efforts—and it's downright unnerving to hear the structures I once thought of as *NEW!* and *THE LATEST THING!* being described as "historic." I believe I've managed to get over the shock of the inescapable inference: "Wait a minute ... if those buildings are historic, and I'm older than they are, what does that make me?" It appears, however, that some people are still wrestling with another question: If a building is "modern" and/or a product of the "recent past," can it also be "historic"?

Single-syllable answer: Yep.

It's as simple as this: Historic doesn't necessarily mean ancient. Generally speaking, a property doesn't qualify for

Some places are worth saving because they are signposts on the road to Right Now.

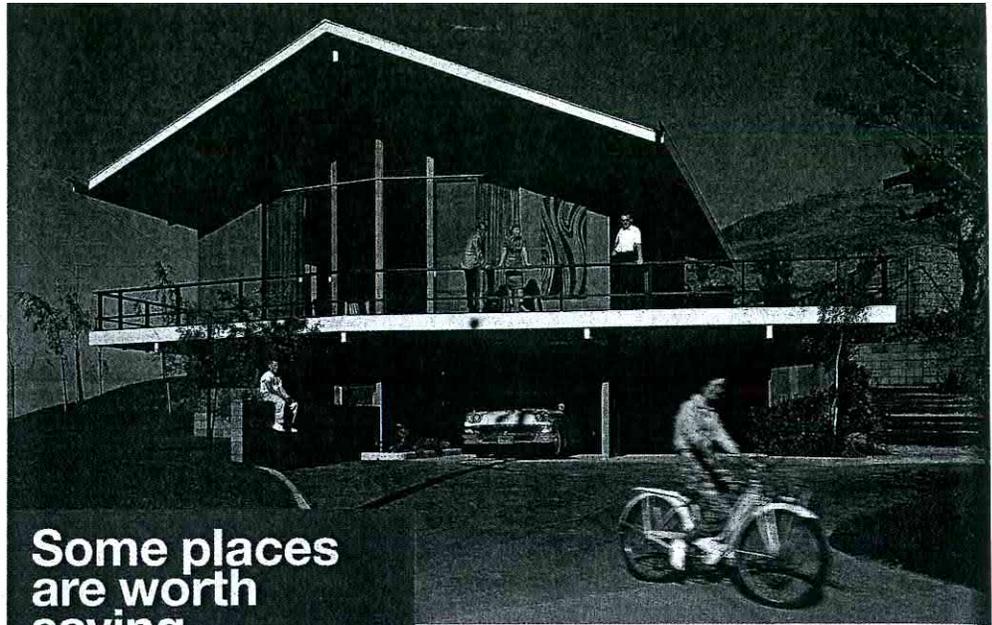
listing in the National Register until it's at least 50 years old. I've already confessed that math isn't my strong suit, but this is pretty easy, even for me: 2008 minus 50 equals 1958. In other words, buildings built as recently as 1958—that's not just postwar, it's post-postwar—are, if they meet other criteria, eligible for inclusion in the National Register of Historic (note: *Historic*) Places.

Still not convinced that these not-so-old places are worth saving? Maybe this will help:

When you strip away all the jargon and rhetoric, historic preservation is simply having the good sense to hang on to something—a building or a neighborhood or a piece of landscape—because it's important to us as individuals and/or as a nation. This importance takes many forms and may derive from any of several factors. For instance, a building can be important, and therefore worth saving, because it's good to look at, and the community would be less interesting, less attractive, without it. Or it can be worth hanging on to because it has plenty of use left in it, and saving and reusing it is an economically and environmentally responsible thing to do.

But there's something else that makes a building worth appreciating and even fighting for, and it has more to do with the heart and soul and psyche than with the eyes or the wallet or the environment: Some places are worth saving because they are signposts on the road to Right Now, and we value them because they help us remember how we got here. That road didn't end at mid-century, of course, and big chunks of who we are today were shaped in the decades since then. That ranch house in a 1960s subdivision and that glass-and-aluminum office tower say a lot about us in the mid-20th century—not only how we lived but also what we valued, what we wanted, how we saw the world and our place in it. These buildings may lack the patina that *Antiques Roadshow* has taught us to revere, but the fact that they are unvenerated doesn't make them unimportant.

Does that mean we have to save every suburban split-level, every curtain-wall skyscraper, every swoopy-canopied motel? Probably not—but it does mean we can't wait until most of them are gone before deciding that they were worth caring about after all. We've done that sort of thing before, and what did we get for our shortsightedness? Vacant lots and regrets, that's what. The time to make sure it doesn't happen again is *now*, while the recent past is more than a distant memory. ■



NOTICE OF Meeting of the Historic District Commission

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The agenda items include:

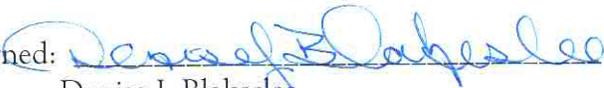
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Signed: 
Denise J. Blakeslee