

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, January 8, 2009
3:00 p.m. - Council Chambers, City Hall, 70 Maple Street,
Manistee, Michigan

AGENDA

I Call to Order

II Roll Call

III Approval of Agenda

At this time the Historic District Commission can take action to approve the January 8, 2009 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the December 4, 2008 meeting Minutes.

V New Business

Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B - Signage

Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B is requesting approval for the installation of window signs, a wall sign and a portable sign as submitted with application HDC-2009-01.

At this time the Historic District Commission can take action to approve/deny the request from Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B for the installation of window signs, a wall sign and a portable sign as submitted with application HDC -2009-01.

By Law Review

According to the By-Laws of the City of Manistee Historic District Commission shall annually review their By-Laws at the regularly scheduled meeting in January.

At this time the Historic District Commission could take action to make changes to their By-Laws if necessary.

VI Old Business

VII Public Comments and Communications concerning Items not on the Agenda

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

VIII Correspondence

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: December 22, 2008
RE: January 8, 2009 Meeting

Commissioners, We have the following items on the January 8, 2009 Historic District Commission Agenda:

New Business:

Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B - Signage - Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B is requesting approval for the installation of window signs, a wall sign and a portable sign as submitted with application HDC-2009-01.

By Law Review - According to the By-Laws of the City of Manistee Historic District Commission shall annually review their By-Laws at the regularly scheduled meeting in January.

Old Business:

None

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

:djb

We wish all of you and your families a Merry Christmas and we will see you in the New Year!



Historic Overlay Permit No: PHDC09001

Community Development Department
Phone: (231) 398 2805

70 Maple Street
Fax: (231) 723 1546

Manistee, Michigan 49660

129 WASHINGTON STREET Location
51-51-146-733-07

Owner
BOWEN JOHN P
29939 SOUTH RIVER ROAD
HARRISON TOWNS MI 48045
THE GROUNDS DELI & C

Issued: 01/09/09
Const value 0
Zoning: CD4 Sec. No.

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

Contractor
29939 SOUTH RIVER RO pH#
HARRISON TOWNS MI 48045

Work Description: On January 8, 2009 The Historic District Commission issued a Certificate of Appropriateness for Signage to Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B for the installation of window signs, a wall sign and a portable sign as submitted with application HDC -2009-01.

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: John Bowen / Gail Zavada; Patti Janowiak
Name of Applicant (if different): Melissa Ketz
Applicant Mailing Address: 11660 Pine Creek Rd. Manistee
Phone# & e-mail Address: 231 887 9957
Name of Business/Tenant: Gateway Gallery
Address of Affected Property: 129 Washington Suite B Manistee

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 .

Application for a Sign Permit
Gateway Gallery
By: Melissa Ketz

1. New, Non-Illuminated, Internal Window Signs (2)
New, Non-Illuminated, Portable Sign
New, Non-Illuminated, External Wall Sign
2. Window Signs (2)- 1x8x17 inches, 1 total sq ft Sign Area, 5 ft Grade Clearance
Portable Sign- Oak Board 1x14x36 inches, 3 sq. ft. Sign Area, 3 ft. Sign Height
Wall Sign- Oak Board 1x14x36 inches, 3 sq. ft. Sign Area, 9 ft Grade Clearance
3. Blue and Brown Flat Exterior Latex Paint for all signs. All signs are non-illuminated.
Window Signs- Pine board, brass hook screws (6) and chain. "Gateway Gallery" and "Open"/ "Closed"
Portable Sign- Oak board, Steel eyelet screws (4) and lobster claw clasps (2), pine 2x4 board for stand. "Gateway Gallery"
Wall Sign- Oak board, steel bolts (4). "Gateway Gallery"
4. Window Signs hang from the wall directly above the windows from brass hooks attached to brass chain. Brass hooks are used in the wall.
Portable Sign is placed on the corner of Washington and Taylor.
Wall Sign will be bolted to the façade of the building.
5. There were a few setbacks in deciding signage placement. Because the gallery entrance is on Taylor Street, visibility is a concern. My first choice was to have a projecting sign to increase visibility. Due to the flood/storm this summer there is a new requirement for Projecting Signs. While I was researching, this information was not available. I was unable to figure in the cost of a Building Permit and Architect/Engineer into my budget.
6. There are no existing signs from a previous business. I have included the Temporary Signs in this application and would like to continue to use them as part of permanent signage. The Portable Sign and Window Signs are currently being used as Temporary Signs – SEE BLACK/WHITE PHOTO.

The image design of the Wall Sign will be an exact replica of the Portable Sign - SEE COLOR PHOTOS.

Once the Wall Sign is installed, the "Gateway Gallery" Window Sign may be removed.





CITY OF MANISTEE
HISTORIC DISTRICT COMMISSION
BY-LAWS AND RULES OF PROCEDURES

1. AUTHORITY

These By-laws and Rules of Procedures are adopted by the Historic District Commission of the City of Manistee, County of Manistee, (hereinafter referred to as the Commission) pursuant to Public Act 169 of 1970, as amended, the Local Historic Districts Act; the City of Manistee Codified Ordinance, and the Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

- 2.1 Selection. At the December meeting, the Historic District Commission shall elect a chair, vice-chair and appoint a recording secretary who shall serve for the next twelve (12) months and who shall be eligible for re-election. Vacancies in an office of the Commission shall be filled at the next regular meeting of the Commission. 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 and sign all official documents. The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time. The Recording Secretary shall be responsible for execution of documents in the name of the Historic District Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties to assure efficient and informed Commission operations. In the event the Recording Secretary is absent, the chair or acting chair shall appoint a temporary recording secretary for such meeting.
- 2.3 Tenure. The officers shall take office at the first regularly scheduled meeting 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 Meeting Notice. Notice of all meetings shall be posted at City Hall by December 31st of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting act.
- 3.2 Attendance A member may be removed from office by the appointing City Council for neglect of official duty or misconduct in office after being given a written statement for reasons and an opportunity to be heard thereon. Un-excused absences may be reason for removal and three (3) un-excused absences in a row, shall be reported in writing to the City Manager.
- 3.3 Special Meetings. A special meeting may be called by the Chair, or three members of the Historic District Commission upon written request to the Recording Secretary. The business which the Historic District Commission may perform shall be conducted at a public meeting of the Historic District Commission 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 Recording Secretary shall provide notice to commission members by writing, telephone, or e-mail.
- 3.4 Quorum. In order for the Commission to conduct business or take any official actions, a quorum consisting of at least a majority of the appointed Commissioners 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 commission 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.
- 3.5 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 Historic District Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure.

1. The Chair of the Historic District Commission 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 Historic District Commission and comments will be limited to the subject matter of the Public Hearing.
 - d. Unless waived by the Historic District Commission for a specific meeting or a specific speaker, public comment shall be limited to five (5) minutes per speaker, one time only. 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 require that repetitive comments be limited or abbreviated in the interest of saving time and allowing others to speak. Everyone shall have an opportunity to speak before someone is allowed to speak a second time.
 - 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 Historic District Commission 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 Historic District Commission.
 - g. Disposition of the case by the Historic District Commission.

- 3.6 Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of each motion shall be recorded.
- 3.7 Voting. An affirmative vote of the majority of those members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.
- 3.8 Order of Business. A written agenda for all regular meetings shall be prepared.
- 3.9 Rules of Order. All meetings of the Commission 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.
- 3.10 Agenda Items. For an item to be considered at a regular Historic District Commission meeting, it must be submitted to the City no later than the established policy of the City prior to the next scheduled Historic District Commission Meeting.
- 3.11 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 commissioner 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.
- 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.

4. MINUTES

- 4.1 Preparation. Commission minutes shall be prepared by the Recording Secretary of the Commission. 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 Commission shall be open to the public and held in a place available to the general public.
- 5.2 All deliberations and decision of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters at the time designated for such comments.
- 5.4 A person shall not be excluded from a meeting of the Commission 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.

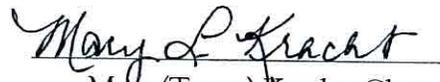
6. ANNUAL REVIEW OF BY-LAWS

The Commission shall annually review their By-Laws at the regularly scheduled meeting in January .

7. AMENDMENTS

These rules may be amended by the Commission by a concurring vote subject 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 15th day of March, 2007

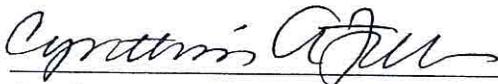


Mary (Teena) Kracht, Chair

Approved by the City of Manistee Council

4-17-07

Date



Cynthia A. Fuller, Mayor

NOTICE OF Meeting of the Historic District Commission

The Historic District Commission will meet on **Thursday, January 8, 2009 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

**Melissa Ketz/Gateway Gallery, 129 Washington Street, Suite B - Signage
By Law Review**

All meetings are open to the public.

This notice was posted by Denise J. Blakeslee to comply with Sections 4 & 5 of the Michigan Open Meetings Act (P.A. 267 of 1976) at 12:00 noon, Tuesday, December 23, 2009 on the bulletin board at the south entrance to City Hall.

Signed: 
Denise J. Blakeslee