

# MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, January 7, 2010

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 7, 2010 Agenda.

### IV Approval of Minutes

At this time Historic District Commission can take action to approve the December 3, 2009 meeting Minutes.

### V New Business

#### 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.

#### Committee Appointment

The Historic District Commission discussed at the December Meeting the need to establish a sub-committee of the Commission that reviews projects, determines if the project is complete and authorizes staff to issue a Certificate of Compliance.

At this time Chair Kracht will appoint three members of the Historic District Commission to review projects, determine if the project is complete and authorize staff to issue a Certificate of Compliance.

Travis Alden, Main Street/DDA Director -Update

Travis Alden, Main Street DDA Director will give an update on the Activities in the District.

VI Old Business

Jim Matthews, 334, 336, 338 River Street - Garage Door/entry door HDC-2009-28

Jim Matthews has made an offer to purchase 334, 336, 338 River Street. Mr. Matthews is asking to remove the east entrance and install a garage door where a garage door previously existed and change what currently is a window back to a doorway as submitted with application HDC-2009-28.

The Historic District Commission determined that the application was incomplete at the December 3, 2009 meeting. They postponed action on the request until the January 7, 2010 meeting to allow the applicant time to supply the missing items.

At this time the Historic District Commission can take action on the request from Jim Matthews, 334, 336, 338 River Street to remove the east entrance and install a garage door where a garage door previously existed and change what currently is a window back to a doorway as submitted with application HDC-2009-28.

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 Worksession

XII Adjournment



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

## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: December 23, 2009

RE: January 7, 2010 Meeting

Commissioners, **a reminder if you want me to sign you up for the Parliamentary Procedure Workshop on January 11<sup>th</sup> please leave a message. Registration is due on January 4<sup>th</sup>.**

We have the following items on the December 3, 2009 Historic District Commission Agenda:

**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.

**Committee Appointment** - The Historic District Commission discussed at the December Meeting the need to establish a sub-committee of the Commission that reviews projects, determines if the project is complete and authorizes staff to issue a Certificate of Compliance.

**Travis Alden, Main Street/DDA Director -Update** - Travis Alden, Main Street DDA Director will give an update on the Activities in the District.

### Old Business

**Jim Matthews, 334, 336, 338 River Street - Garage Door/entry door HDC-2009-28** - Jim Matthews has made an offer to purchase 334, 336, 338 River Street. Mr. Matthews is asking to remove the east entrance and install a garage door where a garage door previously existed and change what currently is a window back to a doorway as submitted with application HDC-2009-28.

The Historic District Commission determined that the application was incomplete at the December 3, 2009 meeting. They postponed action on the request until the January 7, 2010 meeting to allow the applicant time to supply the missing items.

I will be taking some time off over the holidays and the packets were mailed out before the 10 day deadline. In the event that any new information or requests are received they will be forwarded to you prior to the meeting and if necessary the agenda can be amended.

We wish all of you and your families a wonderful holiday!!

If you are unable to make the meeting please call or leave a message.

:djb



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## MEMORANDUM

---

TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: December 23, 2009

RE: January 7, 2010 Meeting

Commissioners, attached is the information that we have received to date from James Matthews.

I am taking next week off for the holidays and in the event that additional information is received in my absence it will be forwarded when I get back.

Thank you!



Permit #: PHDC09028  
 Issued: 01/07/2010  
 Expires: 12/31/2013

## Historic District Certificate of Appropriateness

Planning & Zoning Department

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

LOCATION	OWNER	APPLICANT
334 RIVER STREET 51-452-703-17	James E. & Susan Matthews 1713 W 99th Street Chicago IL 60643	James E. & Susan Matthews 1713 W 99th Street Chicago IL 60643

**Work Description:**

At the December 3, 2009 Historic District Commission Meeting the Historic District Commission determined that application HDC-2009-28 was incomplete and postponed until the January 7, 2010 meeting.

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of January 7, 2010 for the following:

Jim Matthews, 334, 336, 338 River Street to remove the east entrance and install a garage door where a garage door previously existed as submitted on drawing Clopay Building Products Company, Drawing #RES0624-1, Dated 12/14/09. Note: No paint colors have been specified.

The removal of the existing window and replace with an entrance door where an entrance door was previously located. A rendering was submitted with the application that showed a door with approximately 30% glass with panels on the bottom, Steve Harold the Museum Director will have final approval of the door prior to installation. Note: No paint colors have been specified.

**Stipulations:**

On January 3, 2013 the Historic District commission reviewed all outstanding permits

The Commission reviewed all outstanding permits for 334 River Street

MOTION BY Dave Carlson, seconded by John Perschbacher that due to the complexity of the project the Commission will need to do a complete on-site inspection of the project to verify compliance with applications. Will try to schedule an inspection with the owner in the spring when the weather is better. **All permits will be extended until December 31, 2013.** Motion passed unanimously.

Permit Item	Work Type	Fee Basis	Item Total
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**This permit is valid for a period of one year from the date issued.**

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

  
 \_\_\_\_\_  
 Official



## Historic Overlay Permit No: PHDC09028

Community Development Department  
 Phone: (231) 398 2805

70 Maple Street  
 Fax: (231) 723 1546

Manistee, Michigan 49660

**334 RIVER STREET** **Location**  
 51-452-703-17

**Owner**

F AND L DEGUIA LLC  
 BOX 2246  
 FRANKFORT MI 496359701  
 ERIC PAPPENFUSS

Issued: 01/07/10  
 Const value                      0  
 Zoning:                                      Sec. No.

**PLEASE CALL (231) 398-2806**

**FOR AN INSPECTION 24 HOURS IN ADVANCE**

**Contractor**

BOX 2246                                      pH#  
 FRANKFORT MI 496359701

**Work Description:**

At the December 3, 2009 Historic District Commission Meeting the Historic District Commission determined that application HDC-2009-28 was incomplete and postponed until the January 7, 2010 meeting.

Certificate of Appropriateness as approved by the Historic District Commission during their meeting of January 7, 2010 for the following:

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The removal of the existing window and replace with an entrance door where an entrance door was previously located. A rendering was submitted with the application that showed a door with approximately 30% glass with panels on the bottom, Steve Harold the Museum Director will have final approval of the door prior to installation. Note: No paint colors have been specified.

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

Permit Item	Work Type	Fee Basis	Item Total
		0.00	0.00

\_\_\_\_\_

**Official**

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

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that Land Use Permits expire, and become null and void if work is not started within 365 days. Building permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.

**Payment of permit fee constitutes acceptance of the above terms.**



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[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

## MEMORANDUM

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TO: Historic District Commissioners

FROM: Denise Blakeslee 

DATE: December 23, 2009

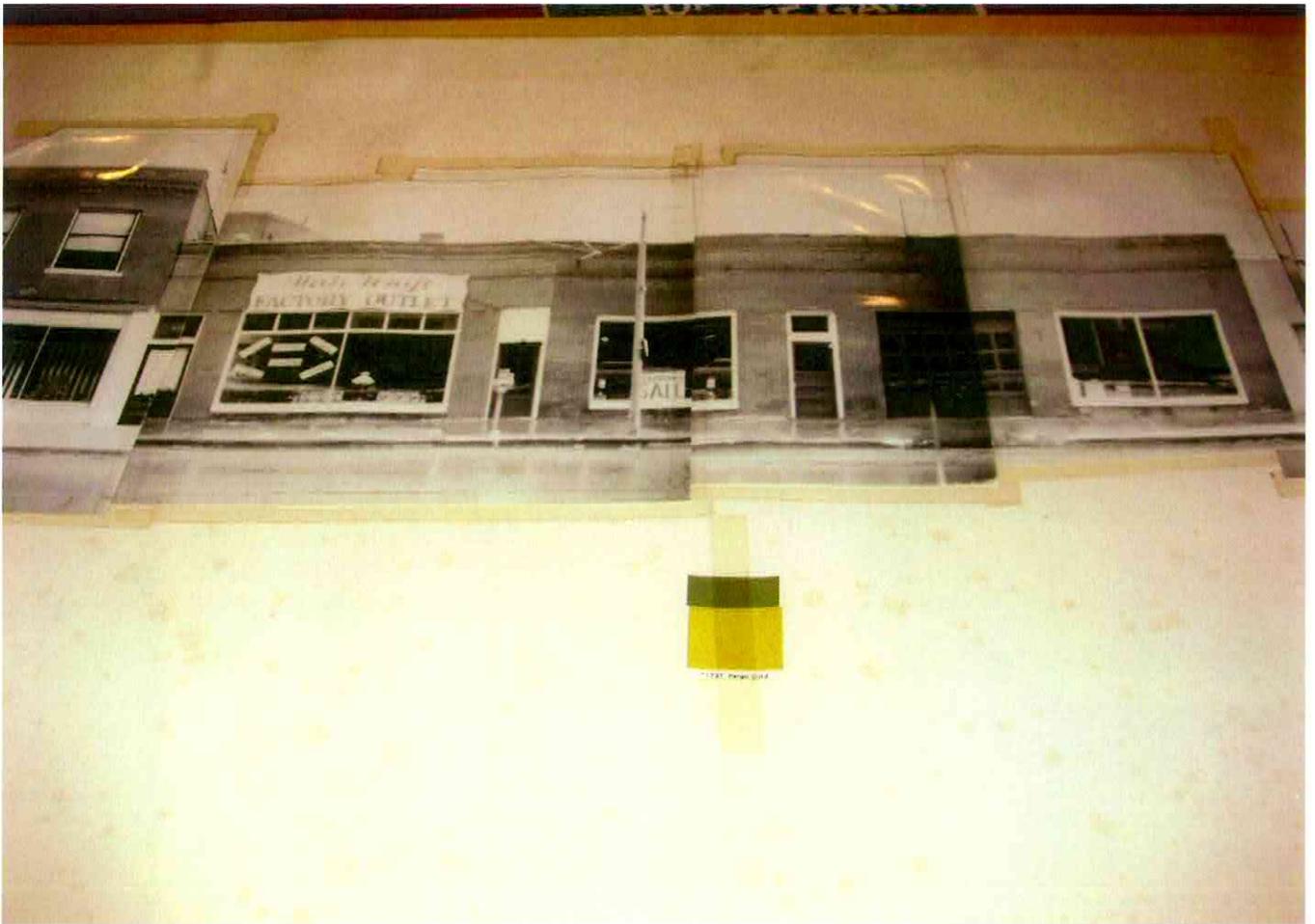
RE: January 7, 2010 Meeting

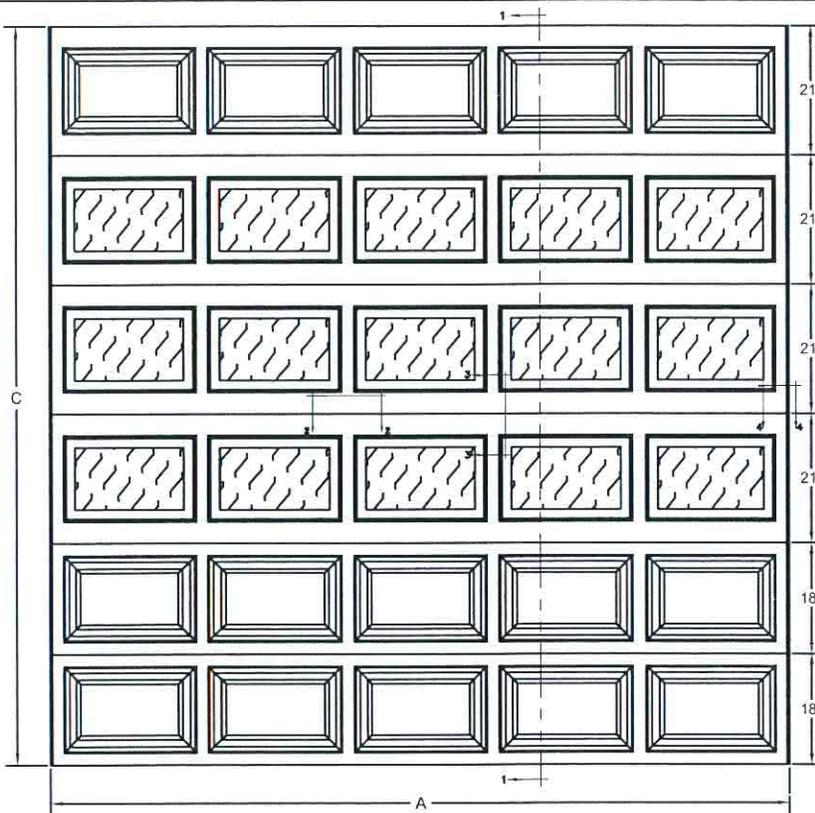
Commissioners, attached is the information that we have received to date from James Matthews.

I am taking next week off for the holidays and in the event that additional information is received in my absence it will be forwarded when I get back.

Thank you!

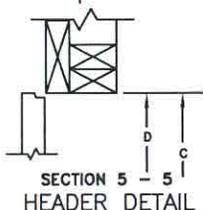




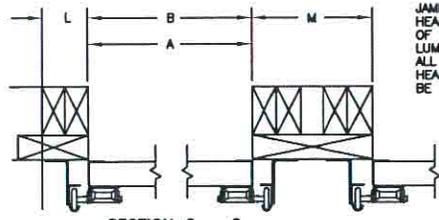


FRONT ELEVATION

SPECIAL STACKING REQUIREMENTS



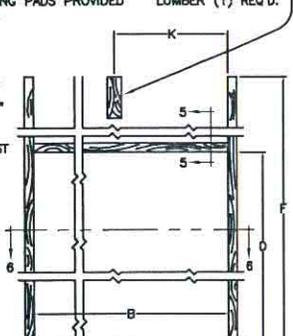
SECTION 5 - 5  
HEADER DETAIL



SECTION 6 - 6  
JAMB DETAILS

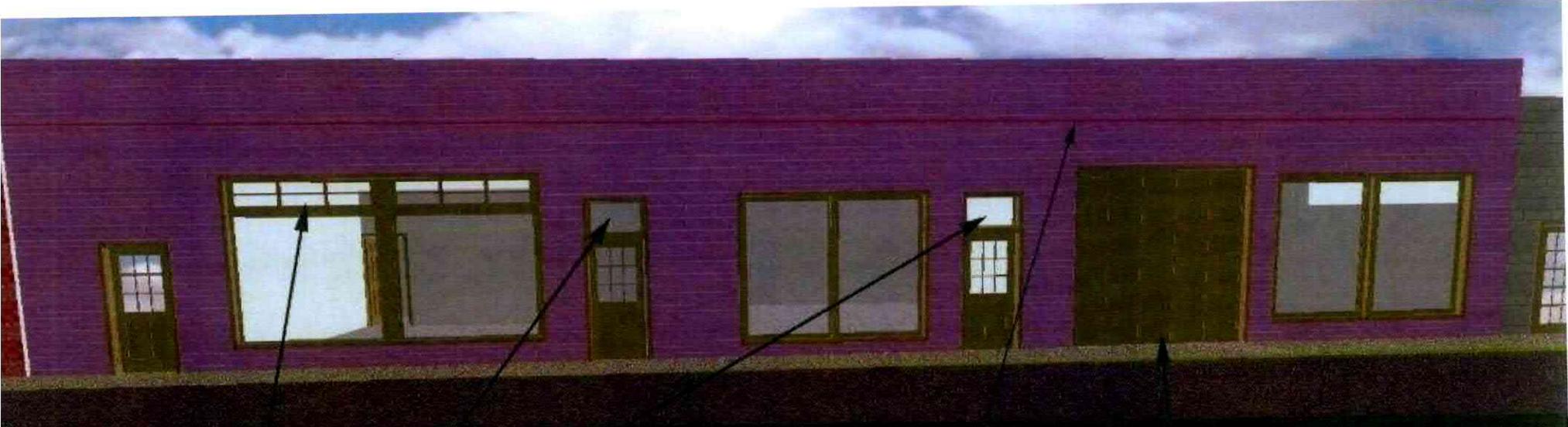
NOTE : ALL FRAMING MEMBERS AND SPRINGING PADS PROVIDED BY G.C. 10"-12" x 2" x 6" LUMBER (1) REQ'D.

JAMBS AND HEADERS OF 2" x 6" LUMBER. ALL BOLT HEADS MUST BE FLUSH.



REAR ELEVATION  
OPENING PREPARATION

**IMPORTANT:**  
Please reference this shop drawing number on all correspondence.  
Thank you!



Uncover and restore transom windows over West windows and two entry doors

Restore single course decorative brick banding approximately mid way between top of windows and top of wall as illustrated in file photo at Manistee Museum

Restore original service door entrance by replacing current retail vestibule with service door of similar design to that in photo at Manistee Museum. Spec sheet for door from Ideal door submitted for approval.

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 redording 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 31<sup>st</sup> 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 Commission Absences. In order to maintain the maximum participation of all appointed Historic District Commission members at all scheduled meetings, the following is the attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences:
1. When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled meeting of the Historic District Commission.
  2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Commissioner from attending the scheduled meeting; the Commission Chair or staff Liaison to the Historic District Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Commissioner upon this notification will receive an “excused absence” for the involved scheduled meeting.
  3. If any Commissioner is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Commissioner shall be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question his/her continued ability or interest in being on the Commission, giving the member a chance to rectify the attendance issue or submit a resignation.
  4. There will be no limit on the number of consecutive “excused absences” for any Commissioner. However, if the Commissioner is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Commissioner in writing and question the member’s continued ability or interest to be on the Commission. The Commissioner will be considered for an appointment nullification when the absences total six in the calendar year.
  5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

- 3.3 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.

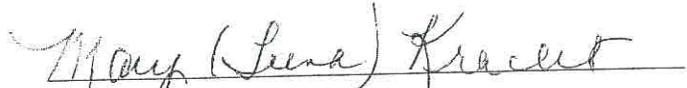
## 6. ANNUAL REVIEW OF BY-LAWS

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 9<sup>th</sup> day of July 2009.

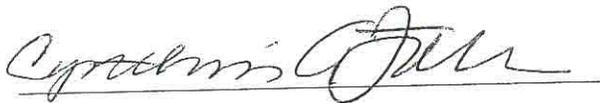
  
Mary (Teena) Kracht, Chair

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

Approved by the City of Manistee Council

8/4/2009

Date

  
Cynthia A. Fuller, Mayor



# Historic Overlay Permit No: PHDC10001

Community Development Department  
Phone: (231) 398 2805

70 Maple Street  
Fax: (231) 723 1546

Manistee, Michigan 49660

**333 RIVER STREET** Location  
51-453-710-19

**SCHRADER TRUST** Owner  
3101 SW WATSON CT  
PORT SAINT LUCIE FL 34953  
(231) 723 3074 ELAINE'S FRAMING

Issued: 01/11/10  
Const value 0  
Zoning: Sec. No.  
**PLEASE CALL (231) 398-2806**  
**FOR AN INSPECTION 24 HOURS IN ADVANCE**

**Contractor**  
3101 SW WATSON CT pH# (231) 723 3074  
PORT SAINT LUCIE FL 34953

**Work Description:** Installation of signage as submitted with Application HDC-2010-01.  
Approved by Museum Director, Steve Harold 1/7/10.

**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 a Certificate of Appropriateness Signage and/or Awnings

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

Please Print or Type

Address of Affected Property: 333 RIVER ST. MANISTEE, MI 49660

Name of Property Owner: SCHRADER

Name of Business/Tenant: ELAINE'S FRAMING

Name of Applicant: ELAINE SUTHERLAND

Applicant Mailing Address: 155 FORD ST. MANISTEE, MI 49660

Phone# & e-mail Address: 231 723-6531 H 425-0245c misselainies@Yahoo.com

Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director. A building permit may be required prior to installation.

Awning material and dimensions must be approved by the Manistee County Historical Museum Director and a Building Permit must be obtained prior to installation.

The following information must be included with this application. .

- ▶ Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.
- ▶ Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)
- ▶ If re-using/altering an existing sign color samples must be supplied and reviewed.

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

APPLICANT'S SIGNATURE: *Elaine Sutherland*

PROPERTY OWNER'S SIGNATURE: see Attached

<b>Office Use Only:</b>	
Date Submitted: _____	Application # _____
Approved by: <u><i>[Signature]</i></u>	<u>7 Jan 2010</u>

Information contained in this application, as well as supporting documents, may be subject to review by the public if a Freedom of Information Act request is filed. Adopted 9/3/09

**WEST SHORE RENTAL MANAGEMENT, INC.**  
227 Parkdale Ave., P.O. Box 130  
Manistee, MI 49660  
Phone (231) 723-6599 Fax (231) 723-2418  
e-mail-wsrminc@chartermi.net  
www.wsrminc.com

**January 7, 2010**

**Manistee City Hall**

**To Whom It May Concern:**

**Elaine Sutherland rents the store front of 333 River St. During the period of this rental she is allowed to put up signage in accordance with the Manistee City Regulations.**

**Any further questions please contact me.**

**Thanks.**

**Sincerely,**



Virginia M. Pelton  
Realtor/Rental Agent  
vmp@wsrminc.com  
231-723-6599-Office  
231-690-0852-Cell

## Property Management Agreement

The parties to this agreement, WEST SHORE RENTAL MANAGEMENT, INC., whose mailing address is P.O. Box 130, Manistee, Michigan 49660, and whose phone number is 231-723-6599 (agent), and Jean Schrader whose mailing address is 1205-25th St. Manistee MI 49660 and whose phone number is 231-723-7748 (owner) agree as follows:

1. **PROPERTY.** Owner hereby appoints Agent and grants him the exclusive right to rent, lease, operate and manage the following described property with the following conditions:

A. 333 River St. Manistee MI 49660  
 Street Address City State Zip Code

Key list <u>Business</u>	Target Rent <u>NO</u>	Lowest Rent <u>Yes</u>
Rental type	Pets	Currently Occupied
Smoking		

Additional Comments  
~~B~~ 333 - apt 20A Manistee MI 49660  
 Street Address City State Zip Code

One bedroom apartment  
 Key list # 400 # 350  
 Rental type Target Rent Lowest Rent  
NO  
 Smoking Pets Currently Occupied  
for maintenance problems - call Roger 723-3148  
 Additional Comments

~~B~~ Street Address City State Zip Code

Key list  
 Rental type Target Rent Lowest Rent  
 Smoking Pets Currently Occupied  
 Additional Comments

See attached exhibit for additional properties

2. **TERM.** This agreement shall become effective as of the 5th day of June, 2007, and shall continue until either party gives notice of termination. Either party may give written notice of termination at least 30 days

**COUNTERPARTS.** Reproductions of this executed original (with reproduced signatures) shall be deemed to be original counterparts of this agreement.

**SUCCESSORS AND ASSIGNS.** This agreement shall bind and benefit the parties and their respective representatives.

- 21. **TIME IS THE ESSENCE.** Time is the essence in the performance of this agreement.
- 22. **AMENDMENT.** This agreement may not be amended except in writing by the person against whom enforcement of any waiver, change, or discharge is sought.
- 23. **ADVICE OF COUNSEL.** Agent has retained an attorney to represent its interests in this matter. Owner has been notified that they have a right to retain an attorney to review this agreement. Both parties have entered into this agreement by their own free act and will.
- 24. **ENTIRE AGREEMENT.** This agreement contains all the representations by each party to the other and expresses the entire understanding between the parties with respect to the contemplated transaction. All prior communications concerning the subject matter are merged in or replaced by this agreement.
- 25. **GENDER, AND PRONOUNS.** Any use of gender, or pronouns in this agreement are strictly for reference. All pronouns, and gender are interchangeable as appropriate.
- 26. **HEADINGS.** Any titles or headings used in this agreement are strictly for reference.
- 27. **SPECIAL CONDITIONS.**

Place + Manage  
\_\_\_\_\_  
\_\_\_\_\_

**MAKE CHECKS PAYABLE TO:** Jean Schrader

SS# [REDACTED] Tax# \_\_\_\_\_ DL# \_\_\_\_\_

**ADDITIONAL PHONE#** 231-233-3813 - cell phone

**BANK INFO:** Northwestern

ROSEMARIE SMITH 7-27-07  
West Shore Rental Management, Inc. Date

by RMS its Agent

X Jean Schrader 8-10-07  
Owner Date

by JEAN SCHRADER

Rev. 8/02

West Shore Rental Management, Inc. ©

*Jean*  
*Pls sign*  
*by X*  
*SM*





APT. DOOR ← 6  
 NOT PART OF BUSINESS

3 MAIN SIGNS =



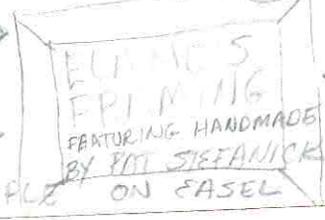
2" ornate gold frame (#1)  
 6" TALL ORNATE VICTORIAN VINYL LETTERING  
 white on plexi - NO BACKING  
 SEE THROUGH



#2 TOP SIGN 24x30"  
 5" TALL 1" THICK BLACK ON WHITE PLAIN BLOCK LETTERS IN VERY ORNATE (#3)

PLUS ROTATION OF MERCHANDISE FRAMES W/ TEMP SIGNS - UP TO 6 NO LARGER THAN 16x20  
 DRAWING NOT TO SCALE

LOWER SIGN →  
 CONTEMPORARY HAND MADE →  
 ARE HARD WOOD →  
 MERCHANDISE SAMPLE



23x29 RED BLOCK LETTERS 3" HIGH BLACK 1" HIGH

SEE SEE SEE PICTURE

← 24 →

44"

6

6

5

ELAINE'S  
FRAMING



ELAINE'S  
FRAMING

6.2.27

ELAINE'S  
FRAMING

333

CLOSED  
REOPEN BY  
APPOINTMENT

ELAINE'S  
FRAMING



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

The Historic District Commission will meet on **Thursday, January 7, 2010 at 3:00 p.m.** in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

The agenda items include:

## **New Business**

### **By Law Review**

### **Committee Appointment**

Travis Alden, Main Street/DDA Director -Update

## **Old Business**

Jim Matthews, 334, 336, 338 River Street - Garage Door/entry door HDC-2009-28

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, Wednesday, December 23, 2009 on the bulletin board at the south entrance to City Hall.

Signed:

  
Denise J. Blakeslee