

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Thursday, April 4, 2013

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 April 4, 2013 Agenda.

IV Approval of Minutes

At this time Historic District Commission can take action to approve the March 7, 2013 meeting Minutes.

V New Business

HDC-2013-09 - The Briny, 50 Filer Street – Window Replacement

A request has been received from The Briny, 50 Filer Street a Certificate of Appropriateness for the replacement of six windows facing Filer Street as submitted with application HDC-2013-09.

At this time the Historic District Commission could take action to approve/deny the request from The Briny, 50 Filer Street for a Certificate of Appropriateness for the replacement of six windows facing Filer Street as submitted with application HDC-2013-09.

Guideline Amendments

At the March meeting the Historic District Commission directed Staff to draft language that amends Guideline #2 Signage adding language for halo lit signs. Staff also recommends a minor change to Guideline #1 Awnings and Guideline # 6 Painting.

At this time the Historic District Commission will review Guidelines #1 Awning, #2 Signage and #6 Painting for amendments.

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 Reports

Main Street/DDA Director
Museum Curator
Museum Director

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

HISTORIC DISTRICT COMMISSION

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

MEETING MINUTES

March 7, 2013

A Meeting of the Manistee City Historic District Commission was held on Thursday, March 7, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 3:04 p.m. by Chair Kracht.

ROLL CALL:

Members Present: Dave Carlson, Maria DeRee, T. Eftaxiadis, Teena Kracht, Jeremy Loveless, John Perschbacher,

Members Absent: Mary Russell (excused)

Others: Connie Freiberg (Blue Cow/Fish LLC), Travis Alden (Main Street/DDA Director), Jon Rose (Community Development), Mark Fedder (Manistee County Historical Museum) and Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA:

MOTION by John Perschbacher, seconded by Maria DeRee that the Agenda be approved as prepared.

With a voice vote this motion passed unanimously

APPROVAL OF MINUTES:

MOTION by John Perschbacher, seconded by Jeremy Loveless that the Minutes of the February 7, 2013 Meeting be approved.

With a voice vote this motion passed unanimously

NEW BUSINESS

HDC-2013-05 - Blue Cow LLC/Connie & Chuck Freiberg, 312 River Street

A request has been received from Blue Cow LLC/Connie & Chuck Freiberg, 312 River Street for an Application for a Certificate of Appropriateness as submitted with application HDC-2013-05.

The application for a Certificate of Appropriateness followed the guidelines presented by Kelly Larson, Design Specialist of State Historic Preservation Office included:

- Remove wood shingle from Turret
- Remove Awnings
- Remove Wood Trim
- Remove Exterior Light Fixtures
- Repair, clean and paint brick masonry per Kelly Larson Design Services Schematic
- Install new metal on Turret Roof
- Repair Exterior Windows, replace if necessary
- Install signage:
 - Proposed halo-lit signage on north and south elevations (as per design submitted to the Historic District at their meeting, size must meet zoning requirements).

Connie Freiberg (Blue Cow/Blue Fish LLC) – Ms. Freiberg is an executive chef and spoke to the commission about their plan to open a new restaurant at 312 River Street. Their vision includes historical preservation of the building in a respectful manner. Synopsis of discussion with Ms. Freiberg and the Commission as follows:

- Brick is to be cleaned and repaired using the Preservation Brief requirements, then will be painted a more normal color (too many unknowns to remove paint); presented paint colors selected by the State Design Services and proposed paint plan; basically two colors will be used with an accent color around entrance door (door will not be replaced at this time).
- Signage will include small vinyl on the window adjacent to entrance that will draw your attention to the entrance.
- Cedar shakes will be removed from the turret, finial will be restored and reinstalled, roof will be either soldered tin (will allow to age – patina) or metal (black) with seams to look like original.
- Windows were replaced in 1998 and are not historical, need repair due to installation issues, fix rot and repair as needed will add flashing to cement sills to help with water penetration (recommended by SHOP)

- Roof needs repair will use suggestion from SHPO that allows the building to breath while providing a method for water to drain away from the brick.
- Deck will be cleaned and sealed, rails will be sanded and painted black. Possible expansion in the future, would like to install a retractable awning (within the next two years).
- Issues with double doors on rear of building, Health Department requires the gap in bottom of the door to be sealed, will accomplish by adding weather stripping as needed.
- Windows on East of Building, will be repaired they are not visible due to enclosure.
- Signage wants to use halo lit signs on north and south façade of building, showed design, signs will look like art, minimal impact to building, use of blue LED lights to create a bluish glow, metal will be used that will age and patina. Signs are being used on various Historical Buildings.
- East wall may be painted if the bids come in low enough (red to match front).
- Will not add frosted vinyl to block restrooms, does not think it will be needed.

Commission discussed how to permit Halo Signs in the District.

MOTION by Maria DeRee, seconded by T. Eftaxiadis that the Guideline #2 Signage be amended to add language to allow Halo Lit Signs in the district that will be approvable by the Museum Director.

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

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

Staff will draft language for the commission to review at their April Meeting.

MOTION by John Perschbacher, seconded by T. Eftaxiadis to approve the request from Blue Cow LLC/Blue Fish LLC/Connie & Chuck Freiberg, 312 River Street for an Application for a Certificate of Appropriateness as submitted with application HDC-2013-05 including the installation of the two proposed halo-lit signs on north and south elevations (as per design submitted to the Historic District at their meeting, size must meet zoning requirements).

Travis Alden, Main Street/DDA Director – The halo lit sign for the Blue Fish was proposed by Kelly

Larson in the Design Services Schematic for the building at 312 River Street. The applicant did not make the proposal.

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

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

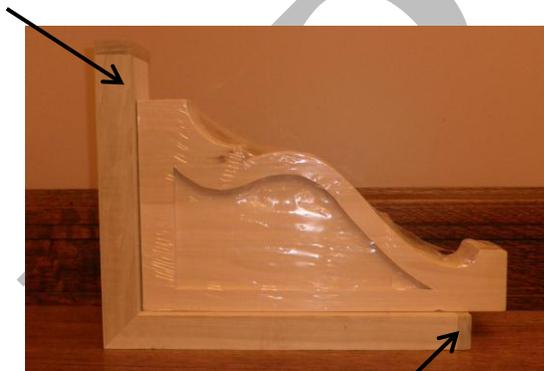
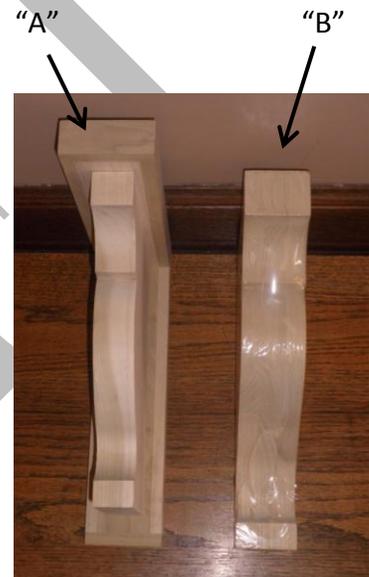
OLD BUSINESS

335 River Street – Mike Cnudde (PHCD12-007)

The contractor for Mr. Cnudde brought two choices of Corbels for the building at 335 River Street.

The Commissioners discussed the two. Corbel "A" was two pieces and the Commission decided that a combination of the outer bracket from Corbel "A" with Corbel "B" was best.

Top will be shortened 1 ¼" so that it will protrude between ½" to 1" further than Corbel "B"



Outer Bracket (Corbel "A") will be extended so the bottom will be flush with the bottom of (Corbel "B") creating a combined Corbel "A/B"

The Commission discussed which corbels needed replacement and reviewed the application and the Inspection Photo from the January Meeting.

MOTION by John Perschbacher, seconded by Maria DeRee that the Historic District Commission approve the following:

The existing ten large corbels will be replaced with the new combined Corbel "A/B"

New trim piece is to be installed under the small corbels to remain similar to the adjacent building.

Corbels and trim are to be painted to match the small corbels to remain on the building.



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

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

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

STAFF REPORTS

Travis Alden, Main Street/DDA Director – thanked the commission for their assistance for the change

to the signage guidelines and approval of the Blue Cow/Fish project; MSDDA approved \$15,000 Façade Grant for the project (3 storefronts), hopes are to close on the building by the end of May and be opened in July; Joe Mathews received a Façade Grant for his project; next project the MSDDA working on is the former Gliks Building.

Denise Blakeslee, Recording Secretary – The Application to become a Michigan Certified Local Government is completed and will be submitted to City Council for their consideration in April or May.

MEMBERS DISCUSSION

None

The Next meeting of the Historic District Commission will be on Thursday, April 4, 2013 at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street.

ADJOURNMENT:

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

MEETING ADJOURNED AT 4:37 P.M.

MANISTEE HISTORIC DISTRICT COMMISSION

Denise J. Blakeslee, Recording Secretary



MEMORANDUM

Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.ci.manistee.mi.us

To: Historic District Commissioners

From: Denise Blakeslee
Planning & Zoning 

Date: March 18, 2013

RE: April 4, 2013 Meeting

Commissioners, we have received a request from The Briny, 50 Filer Street to replace six windows on the west side of the building facing Filer Street.

Last May you approved the replacement of the two windows on the east side of the building (MRA) office. They are proposing to use the same replacement windows used for the MRA office.

A copy of the request is enclosed for your consideration.

:djb



Historic District Commission
 Planning & Zoning Department
 70 Maple Street, P.O. Box 358
 Manistee, MI 49660
 231.398.2805
www.ci.manistee.mi.us

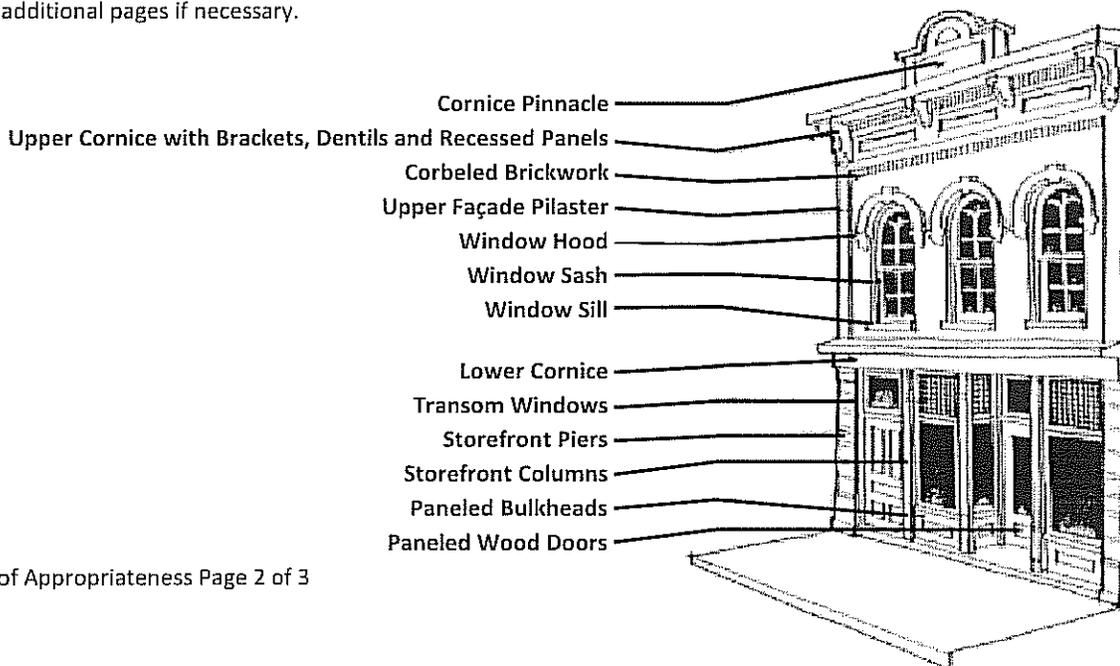
Application for a Certificate of Appropriateness

Please Print

Standards		
<p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>		
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>		
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>		
Submission of Application		
<p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>		
Property Information		
Address: 50 Filer St	Parcel #	51-51-453-709-09
Applicant Information		
Name of Owner or Lessee: Eric Gerstner		
Address: 413 Webster Traverse city MI		
Phone #:	Cell#: 231-409-4100	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Application Requirements		
<p>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. Paint colors, Signage and Awnings are approved under a separate application. The Historic District Commission requires a copy of the Building Plans for review and for file.</p>		
<input type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.	
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.	
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.	
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.	

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project			
<p style="font-size: 1.2em;">Replace 6 windows in the front (or Filer st) side of the Briny Bldg. They would match the two windows replaced in the MRA office.</p>			
Proposed Start Date _____		Proposed Completion Date _____	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: _____		Date: _____	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
HDC <u>2013-08</u>	Notes: _____		
Signature: _____		Date: _____	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:
Example:

- Cornice Pinnacle: N/A
- X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.
- X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input checked="" type="checkbox"/> First Floor Windows	<i>replace with new ones</i>
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	

Quote 228707D: BRINEY BUILDING Old Mission Enterprises 3/14/2013 9:34:28 AM

Line	Label	UOM	Quantity	Unit Price	Extended Price
001	105-108	EA	(4)	\$3,080.73	\$12,322.92

PERFORMANCE: Standard Performance

UNIT 1 - Heritage Rectangle Double Hung (WMDH) - Complete Unit, Wood Sash, Magnum, Custom Split, 53.333% Bottom Glass Percentage

UNIT 2 - Heritage Rectangle DH/SH Transom (WMDHT) - Complete Unit, Wood Sash, Match Magnum Profile

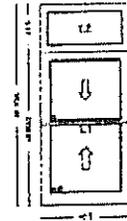
GLASS: Upper Glass - Tempered, Lower Glass - Tempered, H-K LoE 270 Insulated, Mill Finish Spacer, Glass Preserve / Neat Coating: Glass Preserve without Neat Coating, Ovolo Glazing Bead

HARDWARE-ACCESSORIES: Beige Hardware, Jambliner: Beige

CASING-JAMBS-TRIM: 1 15/16" Flat Casing , Back Band, 2" Projected Sill Nosing , Extended Horns: Custom, Custom Extended Horns Size: 1 15/16", Apply Exterior Casing/Accessories, 5 9/16" Jambs, 10 1/16" Clips

SPECIES-FINISH-COLOR: Leave All Pine, Exterior Frame Finish: K-Kron2, Exterior Sash Finish: K-Kron2, Match All Exterior Colors, Hartford Green Exterior, Double Coat Clear Interior Frame, Double Coat Clear Interior Sash, Standard Fingerjoints

MISCELLANEOUS: Additional Mull Group Notes: Yes , Mull Group Notes: TO HAVE HISTORIC COVERS, TO HAVE BEIGE SASH LIFTS



Scaled to Fit

Rough Opening:
41" X 88-55/64"

Frame Size:
40-1/2" X 88-23/64"

Unit Dimension:
43-3/4" X 90-3/4"

002 109,110

EA (2)

\$3,083.91 \$6,167.82

PERFORMANCE: Standard Performance

UNIT 1 - Heritage Rectangle Double Hung (WMDH) - Complete Unit, Wood Sash, Magnum, Custom Split, 53.333% Bottom Glass Percentage

UNIT 2 - Heritage Rectangle DH/SH Transom (WMDHT) - Complete Unit, Wood Sash, Match Magnum Profile

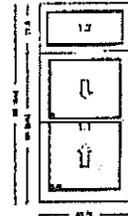
GLASS: Upper Glass - Tempered, Lower Glass - Tempered, H-K LoE 270 Insulated, Mill Finish Spacer, Glass Preserve / Neat Coating: Glass Preserve without Neat Coating, Ovolo Glazing Bead

HARDWARE-ACCESSORIES: Beige Hardware, Jambliner: Beige

CASING-JAMBS-TRIM: 1 15/16" Flat Casing, Back Band, 2" Projected Sill Nosing, Extended Horns: Custom, Custom Extended Horns Size: 1 15/16", Apply Exterior Casing/Accessories, 5 9/16" Jambs, 10 1/16" Clips

SPECIES-FINISH-COLOR: Leave All Pine, Exterior Frame Finish: K-Kron2, Exterior Sash Finish: K-Kron2, Match All Exterior Colors, Hartford Green Exterior, Double Coat Clear Interior Frame, Double Coat Clear Interior Sash, Standard Fingerjoints

MISCELLANEOUS: Additional Mull Group Notes: Yes, Mull Group Notes: TO HAVE HISTORIC COVERS, TO HAVE BEIGE SASH LIFTS



Scaled to Fit

Rough Opening: 41-1/4" X 88-55/64"

Frame Size: 40-3/4" X 88-23/64"

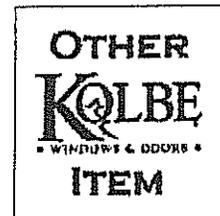
Unit Dimension: 44" X 90-3/4"

003 002

EA (12)

\$71.40 \$858.80

HERITAGE OTHER KOLBE ITEM: Item Description: CUSTOM PROFILE CASING; 96" LONG; HARTFORD GREEN K-KRON PER DRAWNING # 36754E



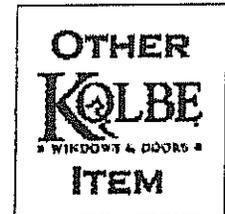
Scaled to Fit

004 003

EA (12)

\$35.52 \$426.24

HERITAGE OTHER KOLBE ITEM: Item Description: CUSTOM PROFILE CASING; 48" LONG; HARTFORD GREEN K-KRON PER DRAWNING # 36754E



Scaled to Fit

The Briny, 50 Filer Street – Window Replacement Request



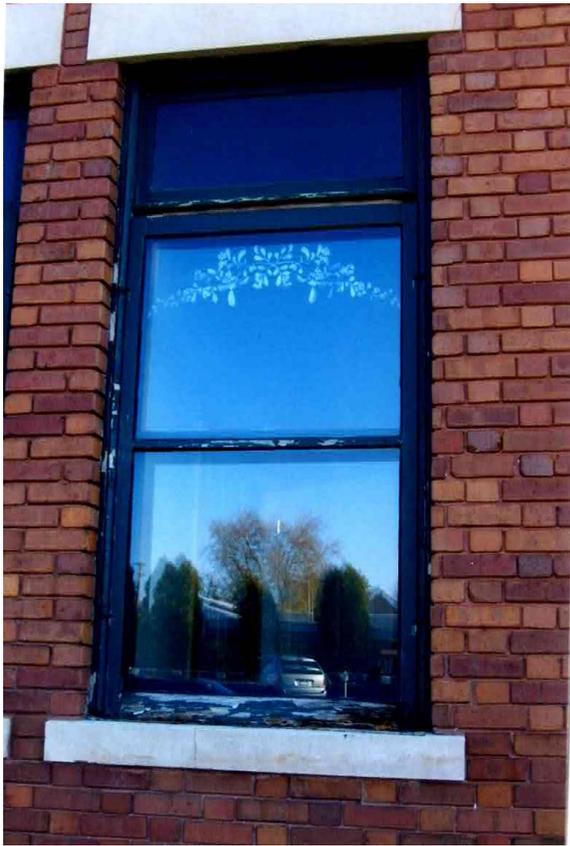
Front Elevation
Filer Street

Two Windows
Approved by
HDC Replaced
In 2012

Windows proposed to be replaced application HDC-2013-08



Photo of all six
windows west
of the porch
proposed to be
replaced



Close up showing condition of
Window asking to be replaced
Application HDC-2013-08



Photo of Window on east corner facing
Filer Street (MRA Office) HDC approved
May 5, 2012

Applicant is proposing to replace the six remaining windows facing Filer Street with the same replacement windows used for the two windows replaced in 2012.



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

To: Historic District Commissioners

From: Denise Blakeslee
Planning & Zoning

Date: March 12, 2013

RE: Guideline Amendments

Commissioners, we discussed changing the Signage Guidelines to include language for halo lit signs. I have drafted language that can be found on page 3 item #10.

When I reviewed the Guidelines I notice that they did not include that the Museum Director or Curator could approve requests. I then reviewed Awnings & Paint Colors and found the same issue.

I have drafted language that would be added on the first page of each guideline. Copies of the proposed amendments to the guidelines are enclosed for your review, we will discuss them at the April Meeting.

:djb



Historic District Commission
Planning & Zoning Department
70 Maple Street, P.O. Box 358
Manistee, MI 49660
231.398.2805
www.manisteemi.gov

Guideline #1 - Awnings

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 examples used in the guidelines reflect buildings in the district which are Victorian, but alterations to a building should reflect the era in which the building was constructed. Awnings in the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.

The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. Copies are available through the National Park Service are available at the Manistee County Historical Museum, in the Planning & Zoning Department at City Hall, or on line at

www.nps.gov/history/hps/TPS/briefs/presbhom.htm.

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

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

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

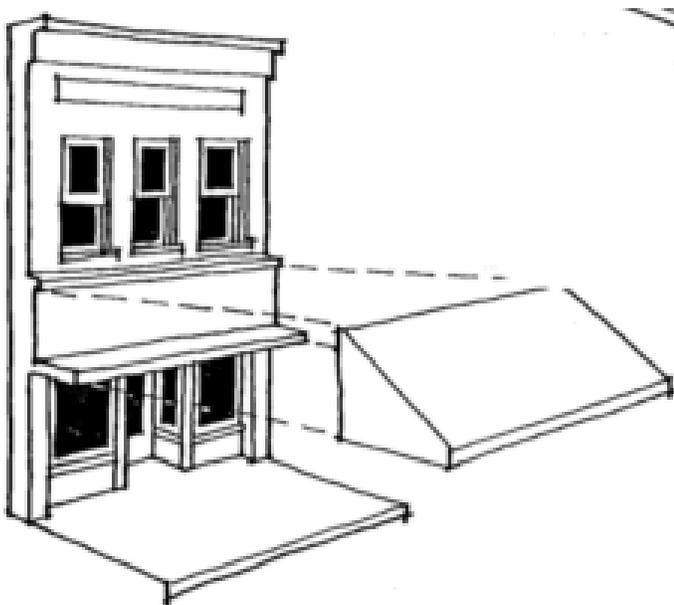
- Upper floor awnings shall be small canvas or canvas-like awnings limited to window size and should coordinate with the storefront awnings and/or compliment the building's exterior color scheme.

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

Small retractable canvas awnings can be used for upper floor windows. Their color and pattern should be coordinated with the storefront awning.

The connection details between the awning and the wall should be carefully designed. Each awning should fit into its facade opening.

A storefront awning with lettering on the front flap is excellent signage.



A storefront awning can reduce the visual contrast between historic upper facades and contemporary storefronts.

The storefront awning creates a "special place" on the sidewalk. Protected from rain, snow and harsh sun. The awning forms an intimate enclosed space near the storefront. This space emphasizes the recessed entry, storefront windows, and window display.



Historic District Commission
Planning & Zoning Department
70 Maple Street, P.O. Box 358
Manistee, MI 49660
231.398.2805
www.manisteemi.gov

Guideline #2 - Signage

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 examples used in the guidelines reflect buildings in the district which are Victorian, but alterations to a building should reflect the era in which the building was constructed. **Signage within the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.**

The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. Copies are available through the National Park Service are available at the Manistee County Historical Museum, in the Planning & Zoning Department at City Hall, or on line at

www.nps.gov/history/hps/TPS/briefs/presbhom.htm

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

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

SIGNS AND REGULATIONS

Signs are important for every community because they give necessary information to a passerby. They may reflect the identity and character of the area. Over time, signage types will change in accordance with architecture and technology changes. Since they can leave a lasting impression on visitors, the

Historic District Commission can regulate various aspects of the sign (i.e. height, size, color, type, number, location, etc).

Sign Types:

- *Hanging or Suspended Signs.* These are signs that are either hung or suspended from a ceiling or other structure.
- *Wall Signs.* These are signs mounted flush against the building or painted directly on the building.
- *Projecting Signs.* These are signs that protrude from the building's surface. They include perpendicular signs that hang out over the sidewalk, marquee signs, and other variations.
- *Ground Signs.* These are signs that are not attached to a building. Ground signs shall be open base mount (posts). Solid skirt panels are discouraged.
- *Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior. Should be appropriate, visually pleasing and reflect the time period of the building's architecture.
- *Upper Story Window Signs.* These are signs either painted or hung on windows visible to the public from the exterior. No more than twenty percent (20%) of glass maximum. Gilt print is recommended. No internally lit or neon signs are permitted.

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

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

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

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

General Sign Criteria:

1. Only on-premise business identification signs are permitted in the city.

2. All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code.
3. Signs must use appropriate materials and be compatible with the historic character of the building. For example Bright chromium effect, glossy or leatherette finished vinyl is not acceptable on a Victorian era façade. Natural materials such as wood are appropriate on a Victorian Building.
4. Colors shall be appropriate for the era and the building. Fluorescent colors are prohibited.
5. The texture of sign must be compatible with that of the building facade. **Sand blasted signs are not allowed.**
6. With the exception of "Lighted Open Signs" (see standards below), **internally illuminated signs are not permitted. Flashing, intermittent, rotating signs or signs that create the illusion of movement are prohibited.**
7. Shape and form of signs shall be proportioned in mass and scale to the building where they are installed.
8. Logos (Corporate Logos) shall be integrated with designs compatible with the Historic District.
9. Plastic appearing materials are not allowed.
10. Halo Lit signs are permitted in the Historic District if they are simply stated (no Bright chromium effect or plastic appearing materials) with minimal illumination. The Commission reserves the right to reduce the illumination in the event that it is over-stated.

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

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

The following table provides the sign requirements for signage in the Historic District that does not require review from the Commission.

Sign Type	Standards
<i>Portable Signs or A-frame Signs</i>	Eight (8) square feet, per sign face, maximum Professionally fabricated signs are encouraged Not to exceed four and a half (4 ½) feet from ground level Placement on sidewalk where sign does not interfere with the pedestrian path.
<i>Informational Flags</i>	Limited to one (1) flag per storefront Informational flags are allowed Flags must be of a size and shape and mounted in a manner so that they do not interfere with the pedestrian path

Sign Type	Standards
<i>Lighted "Open" Signs</i>	Limited to one (1) sign per storefront Limited to 1.5 square feet. Limited to "Open" Logos and other design elements such as geometric embellishments are not allowed. No more than two (2) colors are permitted. First Floor only Flashing, movements are not permitted.

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

Historical Background relating to signage

The signs in the downtown should work with the architecture to create a positive image for individual businesses and for the downtown as a whole. Four general concepts should guide the design of all signs.

- Each sign should be carefully planned to fit its facade. It should not be so large that it overwhelms the facade. Instead, it should be designed so that it looks like a part of the total facade rather than tacked on. It should not cover important details, but should complement them.
- Each sign should be coordinated with any other signs on the facade. The signs should look like they belong together. Each facade (storefront) should have no more than two or three signs.
- The signs on neighboring buildings should be coordinated. They do not need to be similar, but they should not clash in color, size or design. There should be a harmony between them.
- Most important, each sign should have a high level of quality of design, materials, and workmanship. A simple well-made sign is far more appropriate than an extravagant sign which is sloppy in appearance. Quality sign makers should be able to do attractive signs using appropriate materials and colors.

This drawing shows a catalogue of the typical signage types that are appropriate for Historic Facades. Signage proposals should be limited to two, or at most, three signage types.

Painted signs on upper floor windows

Small flat signs hanging perpendicular to the facade wall (Projecting Sign)

Long, horizontal flat signs under the storefront cornice (sign panel)

Small flat hanging signs in the entry recess

Canvas awning with sign on its front flap

Window Display

Painted sign on windows and/or door

Movable signboards or placards for special announcements (portable or A-Frame Signs)



Signage Suggestions

Signs should be planned to fit into the facade rather than be applied to it. They should look like a balanced part of the facade.

If more than one sign is desired, each sign should be relatively small and visually related to the others.

A lowered ceiling inside a store often creates an enlarged transom area which can be used as a sign panel. The sign should be carefully designed to fit the available area without becoming overwhelmingly large. Window display should be used as a typical part of storefront signage.



Signage Problems

Signs which are too large overwhelm a facade. They destroy the balance between the various parts of the traditional facade.

Flashy or electrical signs are not appropriate on the traditional facade and are prohibited in the Historic District.

Signs should not cover up important parts of the facade.

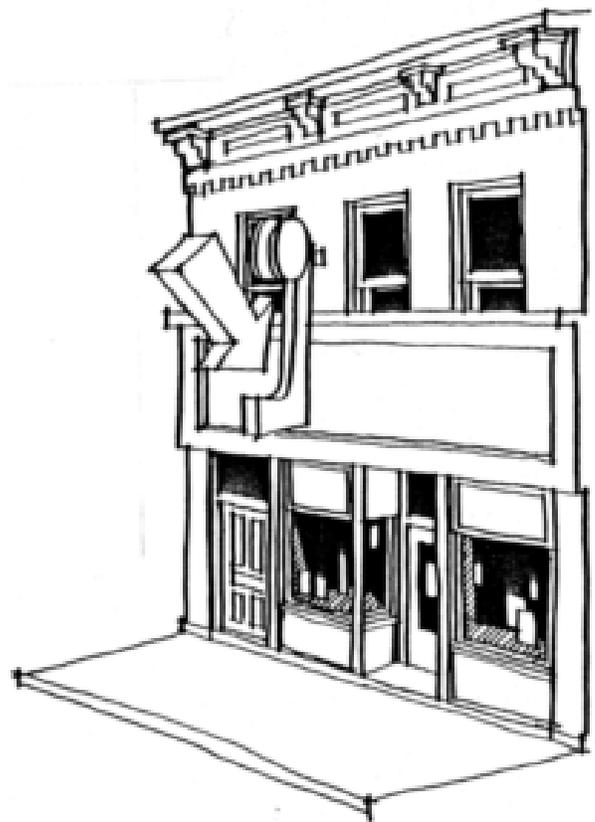
Too many signs on a facade create a cluttered, confusing appearance.

Signs advertising product brands first and the business second should be avoided in favor of signs advertising only the business name and/or the service rendered.

Signs should not reduce the window display area.

Haphazardly-placed signs make the storefront look cluttered and sloppy.

Even temporary signs should be carefully placed.





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Guideline #6 Painting

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 examples used in the guidelines reflect buildings in the district which are Victorian, but alterations to a building should reflect the era in which the building was constructed. **Painting in the Historic District can be approved by the Museum Director or Curator, who reserves the right to submit requests to the Commission at their discretion.**

The Historic District Commission uses the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. Copies are available through the National Park Service are available at the Manistee County Historical Museum, in the Planning & Zoning Department at City Hall, or on line at

www.nps.gov/history/hps/TPS/briefs/presbhom.htm

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 manufacturer's instructions for the paint being used. This will include scraping, sanding, and thorough 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 Decoration - Most metal decorative elements require regular paint and maintenance to avoid deterioration.

Metal Flashing - Most sheet metal flashing, gutters, and downspouts require paint to prevent rust and corrosion

Wood Decoration - Decorative elements easily deteriorate if paint is not properly maintained. Prime all sides of new wood used in repair and/or replacement to insure long life.

Masonry - Natural brick or stone should NOT be painted. 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.

Wood Storefront - Wood storefront parts (windows, doors, panels, decoration, 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 blockscape as a whole, but at the same time give character to the building.

Choice of Colors

Three to five colors were often used on any given facade. This includes any "Natural" colors such as unpainted brick or stone.

- < Base Color
- < Major Trim Color(s)
- < Minor Trim Colors and/or Accent Colors



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's 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).



Base Color

In general, the base color is the color of the basic facade wall. Often this color is the natural appearance of the masonry. When painted, the base color should relate harmoniously with that of other facades on the street.

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.

Major Trim Color

The major trim color is used on the construction and decorative elements which define the facade. This color should be used on both the upper facade and storefront to tie the facade together as a whole.



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 complement 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 one color in order to strengthen its overall visual impact.



Minor Trim Color

The minor trim color(s) are used primarily as an accent to highlight the architectural details of the facade. Elements such as window sash and doors can be emphasized. Care should be taken in choosing additional colors in a scheme.

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 to be used.
- Metallic paints are not appropriate in most cases in the Manistee Historic District as base or trim colors, but in some applications may be 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 or with color schemes following the guidelines may be approved by the Manistee County Historical Museum Director or Curator.
- 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.
- The Manistee County Historical Museum Director or Curator may require Historic District Commission review or approval of any proposed paint scheme at his discretion.