

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Wednesday, December 7th, 2022, at 4:00 PM

This meeting will be held in the City Council Chambers.

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 December 7, 2022 Agenda.

IV Conflicts of Interest

At this time, the Chair will ask if there are any members with a conflict of interest on the approved Agenda.

V Approval of Minutes

At this time Historic District Commission can take action to approve the October 5, 2022 Meeting Minutes.

VI Public Comment on Agenda Related items

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

VII New Business

- Approval of 2023 Meeting Schedule
- Amendment to Zoning Ordinance – Signs

VIII Old Business

- 435 River Street – Joesph Mathewson
- Permit Review

IX Public Comments and Communications concerning items not on the agenda.

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

X Correspondence

XI Reports

DDA Executive & Economic Development Director
Museum Curator
Planning & Zoning Administrator

XII Members Discussion

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

XIII Adjournment

HISTORIC DISTRICT COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 5, 2022

A meeting of the Historic District Commission was held on Wednesday, October 5, 2022, at 4:00 pm, Manistee, Michigan.

The meeting was called to order at 4:00 by Chair Trucks.

Members Present: Thad Taylor, Ron Helmboldt, Lee Trucks, Kathryn Kenny, Dennis Otto, Angie Quinn

Members Absent: William Connor

Others: Katie Mehl (City Zoning /Planner 1)

APPROVAL OF AGENDA

MOTION by Commissioner Quinn, seconded by Commissioner Taylor to approve the agenda as printed. Motion passed with a voice vote.

CONFLICT OF INTEREST

None.

APPROVAL OF MINUTES

MOTION by Commissioner Kenny, seconded by Commissioner Otto to approve the September 7, 2022, minutes as printed. Motion passed with a voice vote.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

None

OLD BUSINESS

435 River Street—Joseph Mathewson

Mr. Truck: Mr. Mathewson has requested to restore the property back to the original condition before the installation of the windows.

Ms. Kenny: reviewed Section 1280.14 Work Without a Permit.

MOTION by Commissioner Taylor, seconded by Commissioner Quinn to allow Mr. Mathewson to take out the offending windows and replace them with plywood like it was before, this must be done by January 1, 2023 or HDC will direct the city attorney to initiate Circuit Court action.

Roll call vote

Yes: Helmboldt, Quinn, Taylor, Otto, Trucks

No: Kenny

Motion passed.

Permit Review

Ms. Mehl reviewed the permit list.

Permit actions: completed project for 343 River, Goody's Juice & Java will be removed, and any new permits will be added.

Discussion ensued on window replacements and the procedure between HDC and the museum.

PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

REPORTS

DDA Executive & Economic Development

None

Museum Curator

None

Planning & Zoning Administrator

Ms. Mehl: mural guidelines-- all non-contributing buildings, as all buildings, within the perimeter of the historic district must adhere to the mural guidelines, apply for a COA, and come before the HDC but are not held to the Secretary of the Interior's Standards for the Treatment of Historic Properties. They must still be aesthetically compatible with the historic district.

MEMBERS DISCUSSION

None

ADJOURNMENT

Meeting was adjourned by call of the Chair at 4:36 pm.

Ms. Kenny stated a grant is available through SHPO for nonprofit and government buildings within the county, but the HDC would only be involved with those within the historic district.

Nancy Baker

Nancy Baker, Recording Secretary

2023

Calendar

January **01**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February **02**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
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March **03**

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April **04**

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May **05**

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June **06**

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July **07**

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August **08**

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September **09**

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October **10**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November **11**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December **12**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*City of Manistee HDC



Historic District Commission

November 30, 2022

Historic District Commission
70 Maple Street
Manistee, MI 49660

Katie Mehl
Manistee County Planner
395 3rd St.
Manistee, MI 49660
231.723.6041
planning@manisteecountymi.gov
www.manisteemi.gov

Dear Commission Members,

I have received several complaints regarding illegal signs posted in the Historic District, specifically within window displays. The Zoning Ordinance dictates that any sign which is not an exempt sign must receive Historic District Commission approval, even when located inside the building but displayed in the window. To address this, it was requested by the City that a letter was sent to all property owners in the Historic District, reminding them of the current regulations. The memo sent is included in the following pages of your agenda packet.

Staff recognizes that there are instances where a business may need to put up a temporary sign, display hours of operation, or advertise a product. To limit the number and size of this type of signage, staff recommends amending the Zoning Ordinance to include an additional section under "Exempt Signs". This could be addressed by exempting window signs up to a certain area, for example, a cumulative area of 24"X24". Please see below for the section of the Zoning Ordinance which dictates exempt signs, with the subsections relevant to this discussion highlighted:

SECTION 2103 EXEMPT SIGNS

The following signs shall be exempt from regulations in this Article.

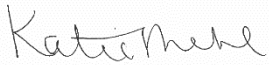
- A. Any public notice, traffic control or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- B. Any sign wholly located within a building including window signs. **Except signs in the Historic District that require Historic District Commission approval**
- C. Flags up to twenty-four (24) square feet in area. City of Manistee Zoning Ordinance
- D. Signs posted by a governmental agency or on their behalf by an authorized contractor.
- E. Portable signs shall be permitted in the R-2, R-3 for properties with a minimum of 10,000 sq. ft. of area that front on a Key Street Segment, G-C, W-F, and C-1 districts subject to a determination

by the Zoning Administrator that its placement will not impact safety or visibility for motorists and pedestrians and further limited as follows: 1. 8 square feet per side; 2. One per storefront; and 3. Permitted only during hours of operation of business.

- F. Temporary Signs on the property during construction, maintenance or improvements and relating to construction, maintenance or improvements on the property during the period of time of work.

Staff is requesting a motion from the HDC, to recommend the City Planning Commission pursues an amendment to the Zoning Ordinance that provides an exemption for window signs, up to a specified area. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Katie Mehl". The signature is written in black ink on a light-colored background.

Katie Mehl
City of Manistee Zoning Administrator
Manistee County Planner



November 30, 2022
[Name]
[Address]

Katie Mehl
Manistee County Planner
395 3rd St.
Manistee, MI 49660
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www.manisteemi.gov

To Whom it May Concern,

I am writing you today as the Zoning Administrator to address the sign regulations contained in the City of Manistee Zoning Ordinance, specifically within the Historic District. It has been brought to my attention that several businesses are in violation of Article: 21 Signs, of the City of Manistee Zoning Ordinance, which can be found at the following link:

<http://www.manisteemi.gov/DocumentCenter/View/345/Article-21-Signs---as-amended-thru-7-14-15?bidId=>

I would like to ensure all property owners and tenants are aware of the requirements, and that any new sign requires Historic District Commission approval. This includes but is not limited to, signs and displays mounted on any window that fronts a public Right-of-Way, window paintings, temporary signs and product advertisement. Within the Historic District, this includes signs posted on the interior and exterior of the windows. If your business contains a sign that does not meet the requirements of SECTION 2103 EXEMPT SIGNS or SECTION 2104 PROHIBITED SIGNS subsection F., please remove any signs that have not received a Land Use Permit from the Zoning Administrator and a Certificate of Appropriateness from the Historic District Commission.

Please recognize this letter is only being sent to property owners and the information should be provided to each tenant, if any, within your establishment. It is the responsibility of the property owner to provide this information to your tenant(s), as any zoning violation will be cited to the property owner. The December Downtown Business Connection meeting is to take place on Tuesday, December 20th at 8:30 AM, and I will be in attendance to answer questions and address any concerns you may have. If you would like to speak to me directly prior to the meeting, please do not hesitate to call or email me.

Sincerely,

A handwritten signature in cursive script that reads "Katie Mehl".

Katie Mehl
City of Manistee Zoning Administrator
Manistee County Planner



Historic District Commission

October 17, 2022

Joesph Mathewson
435 River St.
Manistee, MI 49660

Katie Mehl
Manistee County Planner
395 3rd St.
Manistee, MI 49660
231.723.6041
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Dear Mr. Mathewson,

At the October 5, 2022, Historic District Commission meeting, a determination was made by the Commission as it relates to the work conducted without a permit at 435 River Street. The following motion passed:

“MOTION by Commissioner Taylor, seconded by Commissioner Quinn to allow Mr. Mathewson to take out the offending windows and replace them with plywood like it was before this must be done by January 1, 2023 or HDC will direct the City Attorney to initiate Circuit Court action.”

Failure to restore the building within the prescribed amount of time, will result in the Commission seeking an Order from the Circuit Court per section 1280.14 – Work Without a Permit of the City of Manistee Codified Ordinance.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Katie Mehl
Zoning Administrator
City of Manistee



Katie Mehl
 Planning/Zoning Administrator
 395 Third St.
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Historic District Commission Permits as of 11/30/2022

Date Approved	Permit #	Date Expires	Address	Name	Details	Status
8/05/2021	PHDC21-010	8/05/2022	411 River St	Jeff Gordon	Cornice, Windows, Doors, Columns	In Progress
8/05/2021	PHDC21-011	8/05/2022	347 River St	Paula Rozmarek	Cornice & Windows	In Progress
5/10/2022	PHDC22-006	5/10/2023	369 River St	Brandon Ball	Painting Building	In Progress
5/12/2022	PHDC22-007	5/12/2023	95 Maple St	Library	Maintenance & Repair	In Progress
7/08/2022	PHDC22-010	7/08/2023	321 River St	Paulette Junker	Doors/Windows Front & Rear	In Progress
7/12/2022	PHDC22-011	7/12/2023	432 River St	BPO Elks No 250	Digital Sign	In Progress
10/20/2022	PHDC22-013	10/21/2023	345 River St	Manistee Inn & Marina	Painting Building	In Progress
8/3/2022	PHDC22-014	4/03/2024	100 Washington St	CDI Construction Design	Façade	In Progress
1/05/2022	PHDC22-015	1/05/2024	141 Washington St	141 Washington St	Façade	In Progress