

**ARCHITECTURAL REVIEW COMMITTEE  
MINUTES OF MEETING  
October 28, 2009**

A meeting of the Bay City Architectural Review Committee (ARC) was held on Wednesday, October 28, 2009 in Room 301 of City Hall, 301 Washington Avenue, Bay City, Michigan.

The meeting was called to order by Chairperson Mary Ewald Sayles at 5:00 p.m.

Members present:     Stuart Barbier, Brenda Christian, Alan Flood, Judith Kerman, Rich Gill, Joel LaBrie, and Mary Ewald Sayles.

Members absent:

Others present:       Terry Moulane, historic preservation officer.

**APPROVAL OF MINUTES:**

Mr. Barbier moved to approve the minutes from the September 23, 2009 meeting. Ms. Christian supported. Vote 7 - Aye, Minutes approved.

**PUBLIC COMMENT ON NON-AGENDA ITEMS:** None

**NEW BUSINESS:**

**ARC09-07, 701 E Vermont, signage for Schisler Professional Building.**

Mr. Moulane stated he received a phone call from Rusty Schisler, the applicant, in the afternoon informing him that he was unable to attend the meeting. Mr. Moulane returned the call and awaited a return call prior to the meeting for guidance from Mr. Schisler if he still wanted the case to be reviewed for he could proceed with ordering the sign. Mr. Moulane stated he was unable to speak to Mr. Schisler directly. The ARC discussed whether to table the request until such time the applicant is present or to precede discussing and approving the sign. Mr. Moulane stated he felt the applicant would like a decision made on the sign. ARC members decided to review the information on the signage and make a decision for a certificate of appropriateness.

Mr. Moulane explained the applicant is requesting a certificate of appropriateness for a freestanding sign containing 30.64 square feet. Mr. Moulane stated a freestanding sign of this type is permitted on the O-1, Office zoning district provided the sign is 32 square feet or less. The sign is intended to be reviewed from Linn Street and for patrons utilizing the parking lot.

The sign measures 72 inches by 48 inches and will provide the name of the building, Schisler Professional Building, and the names of the doctors and lawyers that maintain offices in the building. The ARC members discussed the sign and Ms. Kerman noted that the lettering is different on the information that was submitted in the three design plans.

The color rendering of the sign design lists the name of the building with the names of the occupants. This design matches the other design plan where the sign was superimposed on a photograph showing the sign mounted in the rear of the building and near the parking lot. The third design plan submittal shows the sign in black and white and the word Welcome is added along with the lettering of Schisler Family Medicine and Schisler Law.

Mr. Moulthane distributed a copy of the sign design that was part of the sign permit obtained in 2006. The sign replaced the former Hollister Realty sign on the south elevation facing Vermont Street and was approved by staff as a similar design.

Mr. Barbier stated the scroll pattern does not look appropriate for the sign. Ms. Kerman also agreed that this gewgaw or showy trifle on the sign does not add to the character of the sign and detracts from the sign message. Ms. Kerman further stated the additional lettering on the black and white drawing that adds the words Welcome and Schisler Family Medicine and Schisler Law. She explained the extra working is not needed as most of the clients viewing the sign are already in the parking lot. ARC members compared the three design plans submitted and the sign information provided on the sign permit from 2006. The drawing of the sign submitted for the sign permit does not show the scroll work on the sign. Ms. Sayles stated the design plans that will be marked as exhibit A and B will be used for further discussion.

Members were in agreement that the wording of Welcome, Medicine and Law could be removed and present a clearer message on the appearance of the sign. Exhibit A is the preferred lettering for the sign design. Mr. Barbier stated the other change that should be made is the removal of the scroll pattern to the left and right of the sign board because it is too large for the sign. With no further questions, Ms. Sayles called for a motion to issue a certificate of appropriateness for the sign changes as presented in the staff report and as discussed.

Ms. Christian made a **motion** to grant a certificate of appropriateness for the sign at 701 E. Vermont Street with the condition that Exhibit A will be the basis for the design with the scroll pattern on the edges of the sign removed. In addition, Exhibit A does not contain the extra lettering as shown on Exhibit C and will not be added. Exhibit C includes the extra wording of Welcome, Schisler Family Medicine and Schisler Law. Motion is based on the information provided as well as the following *Findings-of-fact*:

1. Type two review shall be used to evaluate the work that was done on this resource.
2. The proposal meets applicable Historic Preservation Overlay District zoning requirements specified in sections 122-243, 122-246, 122-247, and 122-250.
3. The work meets applicable Secretary of Interior Standards 1.
4. The sign meets zoning regulations for size and location on the property.
5. A sign permit shall be obtained at the Building Department with the design marked as Exhibit A is used as stated.

The motion was seconded by Ms. Kerman. Ms. Sayles asked if there was any further discussion.  
**Vote: 7-aye, motion passed.**

Mr. Moulane explained that a certificate of appropriateness will be prepared and sent to the applicant and a sign permit can be obtained for approval as stated in the motion.

### **Other Business**

- Center Avenue Historic District Study. Mr. Moulane commented the survey is underway and more volunteers are needed for research and photography. Members discussed the research being completed using city directories and other sources. Mr. Moulane explained public forums will be held and information provided to the public at meetings that will be held in 2010.
- Mr. Moulane commented on the issue of satellite dishes in the historic district based on a discussion with Mr. Flood. Mr. Flood noticed a dish installed on the roof of the structure on Center Avenue and asked staff if installation of satellite dishes could be reviewed. Mr. Moulane stated he has reviewed the FCC requirements and ordinances from other communities. It is Mr. Moulane's opinion that the current ordinance does not adequately address satellite dishes and regulations would have to be in place to review the placement of the dishes on historic properties. The FCC regulations do allow for such review but guidelines must be established.
- Mr. Moulane informed the ARC that a notice letter was sent to the property owners at 614 E. Midland Street for the River Rock Café. The owners had painted areas near the lower storefront prior to an application being filed. Staff discussed the requirements with the owner and they requested additional time to prepare a painting scheme for the entire building because it needs painting. No further work will be performed this year due to the weather. ARC members discussed setting a deadline of March 2010 for the owner to file an application and have a certificate of appropriateness issued. Mr. Moulane stated a letter will be sent to the owner and a 2010 schedule.
- The ARC discussed creating historic guidelines and asked if staff could provide samples of other communities with guidelines. It was decided to hold ARC meetings beginning in 2010 for the dates scheduled even if there are not applications to review. The time at the meetings will be spent creating guidelines.

### **ADJOURNMENT:**

With no further action to be taken the meeting was adjourned at 6:25 p.m.  
Terry Moulane, AICP, Recording Secretary