

**CITY OF MUSKEGON
HISTORIC DISTRICT COMMISSION
REGULAR MEETING**

DATE OF MEETING: Tuesday, December 3, 2019
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: **Conference Room 203, City Hall**

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of November 5, 2019
- III. New Business
 - Case 2019-27 – 427 W. Muskegon – Siding
 - Case 2019-28 – 512 W. Webster – Siding, Porch, Windows
 - Case 2019-29 – 315 W. Webster – Sign
 - Case 2019-30 – 416 W. Webster – Windows
 - Case 2019-31 – 1314 Peck – Siding
- IV. Old Business
 - Case 2019-20 – 1575-79 Peck – Doors
- V. Other Business
 - HDC Enforcement
 - Public Art
- VI. Adjourn

“We admire that which is old not because it is old, but because it is beautiful.” Winston Churchill

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II. MINUTES

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION MINUTES

November 5, 2019

Chairperson J. Hilt called the meeting to order at 4:00 p.m. and roll was taken.

MEMBERS PRESENT: J. Hilt, K. George, L. Wood, D. Warren

MEMBERS ABSENT: K. Panozzo, excused; A. Riegler, excused; S. Radtke, excused

STAFF PRESENT: M. Franzak, D. Renkenberger

OTHERS PRESENT: None

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of October 1, 2019, was made by D. Warren, supported by J. Hilt and unanimously approved.

NEW BUSINESS

Case 2019-25 – 1561 Peck Street (Windows). Applicant: Elazar Group/Kurtis Fowler. District: Clinton-Peck. Current Function: Residential. M. Franzak presented the staff report. The applicant is seeking approval to eliminate three existing windows which are currently boarded-up--two on the second floor and one on the first floor, on the north and west façades of the house. The remaining openings will be sided to match the existing siding on the house. The work has been partially completed. This case was last reviewed at the November 6, 2018 HDC meeting. The minutes from that case are as follows:

“Case 2018-41 – 1561 Peck St (Windows). Applicant: Kurtis Fowler. District: Clinton-Peck. Current Function: Residential. J. Pesch stated that the applicant was seeking approval to replace 21 wood windows with vinyl windows of the same size and design. Three existing windows (currently boarded-up) on the north and west façades are proposed to be eliminated. The work had already been partially completed without HDC approval; a stop-work order had been placed on the house, as no building permit had been obtained either. Board members were unhappy that most of the work had been done without approval, and that most of the windows had already been replaced. They concurred that they could not deny the request to replace the windows since the original windows were already gone. They requested that staff look into what action could be taken by the HDC and that fines be levied if possible. They agreed that they would not approve the removal of the boarded-up windows. A motion that the HDC approve the request to replace 21 wood windows with vinyl windows of the same size and design as long as the necessary permits are obtained, and to deny the request to eliminate three existing windows currently boarded-up on the north and west fa-

çades, was made by S. Radtke, supported by J. Hilt and unanimously approved, with J. Hilt, S. Radtke, L. Wood, and K. Panozzo voting aye.”

The property owner was not present at the meeting. Board members concurred that they were still opposed to the three windows being boarded up/covered.

A motion that the HDC give the homeowner until February 5, 2020 to replace the three boarded-up windows with actual windows fitting the original openings and matching the other windows in the house in order to avoid further enforcement action, by was made by K. George, supported by L. Wood and unanimously approved, with J. Hilt, K. George, L. Wood, and D. Warren voting aye.

Case 2019-26 – 621 W. Western Avenue (Siding). Applicant: Muskegon Eagles. District: Clay-Western. Current Function: Recreational. The applicant is seeking approval to cover the east-facing wall on the second floor with sheet steel siding due to continued damage to the brick and sealing repairs.

The applicant was not present at the meeting. K. George discussed the issues with the bricks and solutions for repairing it. She stated that typically, on a brick building, you would tuck point and seal the wall in order to fix water issues. She suggested that they have the stucco sandblasted off, tuckpoint, and seal. Covering the wall with the sheet steel would not solve the water issues nor would it look appropriate for the style of this building, as steel sheeting was more of a contemporary look.

A motion that the HDC deny the request to cover the east-facing wall on the second floor with sheet steel siding was made by D. Warren, supported by J. Hilt and unanimously approved, with J. Hilt, K. George, L. Wood, and D. Warren voting aye.

OLD BUSINESS

None

OTHER

None

There being no further business, the meeting was adjourned at 4:27 p.m.

III. NEW BUSINESS

Case 2019-27 – 427 W. Muskegon – Siding
Applicant: Brent Playford
District: Houston
Current Function: Residential

Discussion

The applicant is seeking approval to replace all existing siding with a treated engineered wood lap siding. The work has been partially completed. Similar residing work was approved only on the southwest façade at the November 6, 2018 HDC meeting. The minutes from that meeting are included below.



Northwest façade of 427 W. Muskegon Ave.



View of 427 W. Muskegon from alley (looking west) showing new siding on rear of structure

Minutes from November 6, 2018:

Case 2018-40 – 427 W. Muskegon Ave – Siding. Applicant: Brent Playford. District: Houston. Current Function: Residential. The applicant is seeking approval to reside the southwest façade of the structure using a treated engineered wood lap siding with a wood grain texture. B. Playford stated that the weather had aged the exposed southwest façade of the building and he wished to replace the siding before its condition worsened. S. Radtke stated that the board preferred a non-textured siding, as the original wood would have been non-textured. B. Playford stated that he had suggested the textured wood as it would more closely match the rest of the wood on the house, which had been in place for decades and no longer had a smooth texture. K. Panozzo asked B. Playford if he planned to replace the siding on the rest of the house. He stated that he planned to replace the remaining siding with cedar boards as needed. On the exposed façade, he wanted a consistent look and the engineered wood would provide that. Board members and Mr. Playford discussed textured vs smooth siding and which would be a better match. S. Radtke asked if the reveal would match the rest of the house. B. Playford stated that the overlap (reveal) would be the same. He also stated that the textured boards he proposed still looked smoother than the original wood siding that was still on the house. S. Radtke and A. Riegler stated that the standards disallowed a textured product; they realized it would not look exactly like the current wood siding due to the age of it. B. Playford stated that he would do textured or smooth, depending on what the board decided.

A motion that the HDC approve the request to reside the southwest façade of the structure using a treated engineered wood lap siding with a smooth texture as long as the necessary permits are obtained, was made by A. Riegler, supported by K. Panozzo and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; D. Warren and A. Riegler voting aye.



Northwest corner of structure before residing



Northwest corner of structure with new siding visible at left

Standards

General

The Muskegon Historic District Commission does not endorse the residing of structures within the Historic districts. It is the policy of this Commission that the original fabric of the building should be repaired or replaced where necessary with the original building material.

In cases where the repair or replacement with like materials is impractical or where it can be demonstrated that the original materials will no longer hold paint or that the original materials are so badly deteriorated that they can no longer be reasonably repaired, the residing standards below shall strictly be adhered to.

Definitions

For the purpose of this statement, the terms “residing materials” and “trim cladding” shall be understood to encompass the use of any residing materials such as aluminum, vinyl, steel, hardboard, wood, masonry, or molded urethane which is designed to replace or cover all, or any part, of an exterior wall, trim work or other building element or a structure within a designated historic district.

Purpose

The Commission shall review all applications for Certificates of Appropriateness proposing the installation of residing materials or trim cladding as individual cases. Each application shall be decided on its own merit. No person should interpret any Commission approval for residing or trim cladding as being precedent setting. Unrestricted use of residing materials or trim cladding will not be allowed.

In any case where residing materials or trim cladding are proposed for use by a property owner or siding contractor, the property owner shall be required to submit a signed letter stating in detail the intent and scope of the proposed residing or trim cladding installation. Such a letter is to also include the identification of any deterioration or problems occurring relative to the existing siding or exterior building fabric. If known, the cause and extent of this deterioration must be clearly stated.

The following conditions of installation shall be met by all proposals for residing or trim cladding:

1. All existing deterioration shall be made structurally sound and its causes, insofar as possible, shall be corrected prior to the installation of residing materials or trim cladding.
2. Any installation of residing materials shall simulate the appearance of the original building material that it is intended to cover. This simulation shall take into account the size, shape or profile, texture, and linear direction of the original building material.
 - a. The residing material shall be similar in appearance and dimension to the original siding. The exposure to the weather of the new siding shall range within one inch of the nominal dimension of the original siding. The Historic District Commission shall have the authority to waive this requirement in the event that they believe a different design or dimension siding would be more appropriate to the architectural character of the Historic District.
 - b. A proposed color shall be appropriate as determined by the Commission.
 - c. Generally, wood grain textures are not approved by the Commission. However, the appropriateness of a specific siding texture shall be determined on an individual case basis.
3. Any installation of trim cladding shall adhere to the following guidelines for the treatment for architectural trim elements.
 - a. Existing cornice or building trim elements shall not be covered or replaced without Commission approval. Commission approval will depend upon how closely the trim cladding or new trim elements duplicate the appearance of the existing building trim elements.

- b. The wall siding material shall not extend over the existing trim members such as window and door trim, sills, facias, soffits, frieze members and boards, brackets, aprons, corner boards, trim boards, skirt boards, or any other characteristic moldings or architectural features.
- c. If the above mentioned trim members are to be clad, they shall be covered with custom formed cladding which shall closely approximate the shapes and contours of the existing moldings or trim. Distinctive or unusual trim or architectural elements shall not be clad without prior consideration and Commission approval.
- d. No building trim elements or architectural features are to be removed or altered to facilitate the installation of the new siding or trim cladding without approval of the Historic District Commission.
- e. In most cases the soffit cladding material shall run parallel and not perpendicular to the plane of the wall.

Deliberation

I move that the HDC (approve/deny) the request to replace all existing siding with a treated engineered wood lap siding as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2019-28 – 512 W. Webster – Siding, Porch, Windows
Applicant: Community enCompass
District: Clay-Western
Current Function: Residential

Discussion

The applicant is seeking approval to 1) replace the three windows on the second floor of the front façade with vinyl windows of the same size and configuration (will match the house's existing vinyl replacement windows), 2) rebuild the porch columns to their original size and finish the bases with brick veneer, 3) add poured concrete steps and sidewalls to the front porch and finish the sidewalls with brick veneer, 4) replace the rotted wood windows on the rear porch with vinyl windows, 5) replace the side and rear doors with craftsman-style doors, 6) replace the vinyl siding on the house with a treated engineered wood lap siding and side the garage with the same material to match, 7) eliminate the pair of windows on the southwest façade (facing 520 W. Webster), closest to the street, and 8) changes to the door (more details available at meeting) on the northeast façade of the house.



View of house from W. Webster Avenue, the front pair of windows on the left side of the house are proposed to be eliminated. The proposed brick work has started on the right side of the front stair.



View of rear porch from alley



Door on northeast façade, visible at right, will be changed



Proposed door style



Appearance of front porch, prior to move

Standards

Multiple standards apply; below are the Porch and Deck Standards and Guidelines. The Residing and Trim Cladding guidelines are included in Case 2019-27, above. The Window, Door, and Exterior Woodwork Standards and Guidelines are included in Case 2019-30, below.

Covered Porches

Newly constructed covered porches shall be decked with tongue and groove decking and painted to complement or contrast the house (unless the construction involves the rebuilding of a missing original porch where documentable evidence shows a different method of decking). Ventilation under the porch deck is necessary to prevent excessive moisture from causing deterioration to the porch members. Therefore, the porch skirt shall be detailed in a similar manner to that shown on the attached decking detail illustration. In some cases, composite decking materials may be permitted for use on covered porches.

Freestanding or Attached Decks (Uncovered Porches)

Placement and design of all decks shall be approved by the Commission. Decks should be located in unobtrusive locations and shall feature one of the edge details featured on the attached decking detail illustration. Decking boards shall consist of 5/4" thick pressure treated decking or square edged fir decking and appropriately finished. In some cases, composite decking materials may be permitted for use on uncovered porches.

Handrails and Guardrails

Existing original handrails and guardrails shall not be removed without the approval of the Commission. Deteriorated rails shall be repaired as a first course of action. When replacement is necessary, the original details shall be replicated. In cases where height or spacing is required to be modified to meet code requirements, the Commission will carefully review the options to determine the most appropriate method to accomplish this requirement. In cases where handrails or guardrails are new (including those for new decks), the design shall generally conform to the railing and balustrade detail illustrated on the attached sketches.

In all cases, if an original guardrail was higher than the minimum height as listed above, then the original height applies. In general, in order to meet building code requirements, the minimum guardrail height in the historic districts shall conform to the following standards:

PORCH OR DECK FLOOR HEIGHT
FROM FINISHED GROUND GRADE
0" - 30"
≥ 30"

MINIMUM GUARDRAIL HEIGHT
0"
36"

New guardrails on commercial buildings shall conform to the minimum guardrail height for commercial buildings as defined in the most recent edition of the building code.

In all cases, if an original guardrail was higher than the minimum height as listed above, then the original height applies.

Porch Enclosure

Existing screen or open porches shall not be enclosed with framing or windows without approval by the Commission. Generally, when an open or screened porch is enclosed, the enclosure materials or windows should preserve the appearance of a porch in order to maintain the original design and to avoid the visual effect of a boxed-in appendage. This can often be accomplished with full length windows and exterior screens which would extend from within a few inches off the floor or base of the existing porch opening thus maintaining the effect of a screened in porch or solarium. On most full length porches, building up a half-wall at the base and enclosing it with short windows would not be in keeping with the original design of the house and would detract from the overall appearance. Each request for a porch enclosure will be carefully analyzed by the Commission, taking into consideration the practical and intended usage of the area and the overall visual effect upon the house.

Paint

All exposed deck or porch wood shall be painted to complement or contrast the existing structure. Pressure treated wood shall be painted no later than one year after installation.

Deliberation

I move that the HDC (approve/deny) the request to 1) replace the three windows on the second floor of the front façade with vinyl windows of the same size and configuration (will match the house's existing vinyl replacement windows), 2) rebuild the porch columns to their original size and cover the bases with brick veneer, 3) add poured concrete steps and sidewalls to the front porch and cover the sidewalls with brick veneer (already started), 4) replace the damaged, rotted windows on the rear porch with vinyl windows, 5) replace the side and rear doors with craftsman-style doors, 6) replace the vinyl siding on the house with a treated engineered wood lap siding and side the garage with the same material to match, 7) eliminate the pair of windows on the southwest façade, closest to the street, and 8) changes (more details available at meeting) to the door on the northeast façade of the house as long as the work meets all zoning requirements and the necessary permits are obtained.

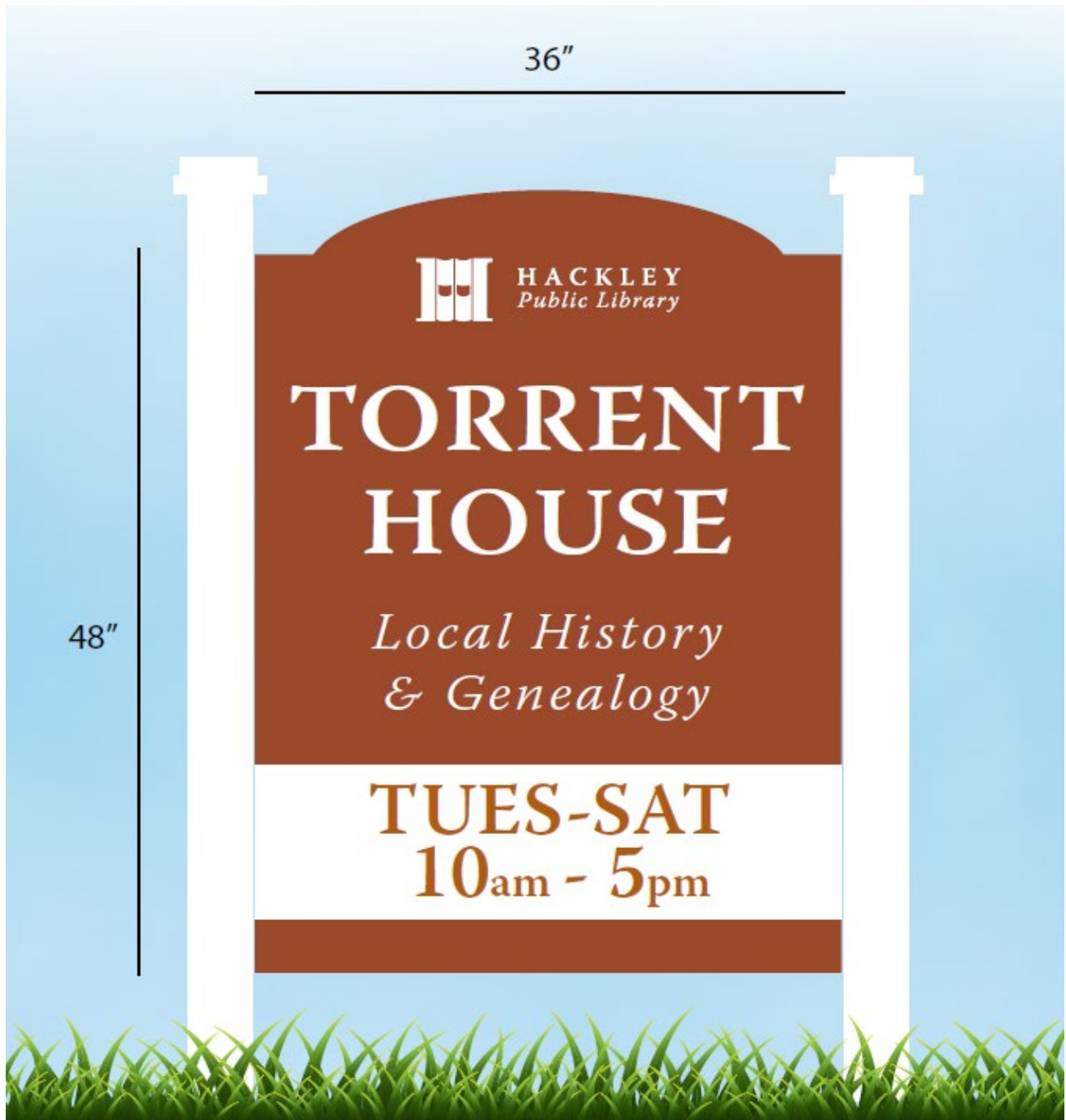
Case 2019-29 – 315 W. Webster – Sign
Applicant: Hackley Public Library
District: National Register
Current Function: Institutional

Discussion

The applicant is seeking approval to install a new, 36” wide by 48” tall aluminum panel ground sign supported by 4” x 4” wood posts in the yard facing the intersection of W. Webster Avenue and Third Street.



Proposed location and view of sign rendering from corner of W. Webster and Third Street



Rendering of proposed 36" x 48" post and panel ground sign

Standards (Abbreviated)

Ground signs. Any free standing sign located on or close to the ground, the top of which does not extend more than four feet above the ground.

...

Metal – Any metal shall be painted or varnished engraved mechanically or chemically etched. Bright chromium effect is not acceptable. Individually cast or cutout letters applied to building surface or separate background of wood would be acceptable.

...

Shape and Form: The physical form of a sign shall be proportioned in massiveness and scale to the building for which it is meant. All shapes shall be simple (square, rectangle...) and relate directly to the architectural features of the immediate and surrounding historic structures.

...

Location and Size: Sign use, sign type and location may be dictated by established district zoning ordinances. Whether those ordinance requirements are established or nonexistent, the following standards shall apply and prevail for all signs used within the City's designated historic districts.

...

Sign size shall be visually compatible with the scale of the building for which it is meant. No sign shall be located in such a manner or position as to affect adversely the use and enjoyment of neighboring historic district properties.

...

Ground signs. These shall not exceed twenty (20) square feet per sign face. No such sign shall exceed four (4) feet in height from ground level. To maintain consistency with the objectives and standards of this Policy, the Historic District Commission may require a smaller sign face and specific location.

Deliberation

I move that the HDC (approve/deny) the request to install a new, 36" wide by 48" tall aluminum panel ground sign supported by 4" x 4" wood posts in the yard facing the intersection of W. Webster Avenue and Third Street as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2019-30 – 416 W. Webster – Windows
Applicant: Home Depot USA, Inc. (Robert Lusby, Property Owner)
District: National Register
Current Function: Residential

Discussion

The applicant is seeking approval to remove and replace five wood windows on the house (one 53"x77" picture window on the front façade, and four 29"x70" double hung windows on the second floor) with vinyl windows. The applicant is also requesting to remove and replace four basement windows with new windows.



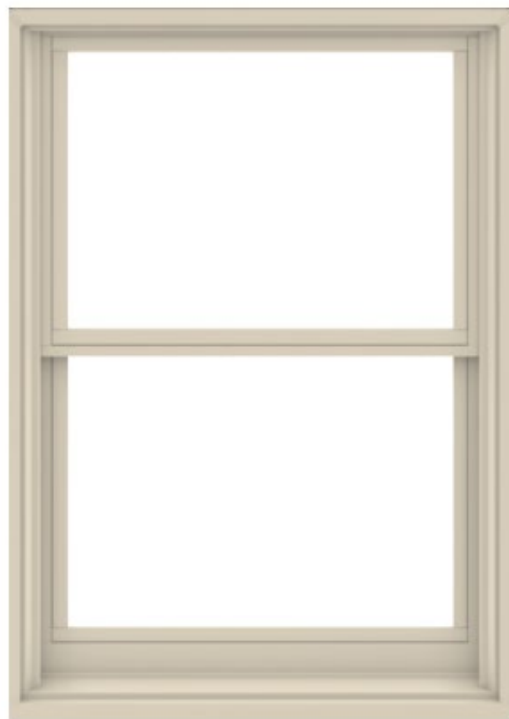
View of house from W. Webster Ave. Picture window visible to the right of the front door



29"x70" double hung window among the four proposed to be replaced on second floor



Basement window among the four proposed for replacement



Proposed replacement for picture window (left) and double hung windows (right)

Standards

General

These guidelines pertain only to proposed changes to the structure and do not affect existing construction.

These guidelines are primarily directed toward the front and side elevations of the structure. Greater variances and more leniency may be extended toward proposed changes to the rear elevation of the building by the Commission. All desired or proposed changes should be referred to the Historic District Commission for consideration. Extenuating circumstances, the effect upon the architecture of the particular structure together with the general effect upon the surrounding structures, variables in architectural design, or the effect upon usage and viability of the structure could dictate a variance from these guidelines.

No exterior doors, windows, or exterior woodwork shall be altered, removed, relocated, or added without Historic District Commission approval.

Existing exterior window or door casings, sills, and caps shall not be altered from the original design or appearance. Damaged or deteriorated wood shall be repaired as a first course of action. When repair is not possible, elements shall be replaced with matching wood members. Damaged or deteriorated wood elements may be replaced or covered with formed aluminum or vinyl, subject to Commission approval and provided that the original profile of the woodwork is not altered or changed.

Primary Windows

Existing damaged or deteriorating window frames and sash shall be repaired as a first course of action. When repair is not possible, elements shall be replaced with matching wood members. Metal or vinyl replacement windows may be acceptable provided they match the original windows in design and type and that they consist of or are painted an appropriate color. Bare metal finishes generally will not be acceptable.

The size of glass lites and muntin arrangements shall not be altered without Commission approval. Special glazing, such as stained or leaded art glass, shall not be removed without Commission approval. Unusual decorative windows such as Palladian windows, oriels, bays, Gothic arch or segment tops, etc. shall not be removed or altered.

Storm Windows

Wood storm and screen windows are the most appropriate for use in the historic district. Other types of storm, screen, or combination windows will be approved provided that the new storm window mullions align with the mullions of the primary windows. Blind stop storm and screen windows (where such windows are placed inside the existing window frames rather than affixed to the exterior of the frames) are preferable and may be required in some instances. Bare metal storm and screen windows must be painted to match or complement the trim. Interior storm windows may be acceptable as long as they do not detract from the appearance of the primary windows. Care should be taken, however, when using interior storm windows because condensation tends to form on the inside surface of the primary window and could cause damage to the wood and paint if not properly ventilated.

Primary Doors

Every effort should be made to preserve or repair the original doors where damage has occurred. When repair is not possible, a new wood door may be used. Such new door shall match the original in detail and finish.

The Commission may approve new wood doors that may slightly differ from the original in cases where replicating the original may not be feasible, as long as such doors generally conform to the ones illustrated on the attached sheet. Under certain circumstances, the Commission may approve doors made of material other than wood provided they conform to the same design requirements.

Storm Doors

Wooden storm and screen doors are preferred and will generally be the required option especially on the front of the structure. Aluminum or metal storm and screen doors may be used so long as they are not mill finished or anodized aluminum. Baked enamel or other applicable paints or finishes will be acceptable. In general, storm and screen doors shall conform to those illustrated on the attached sheet. The door stiles and rails should be a minimum of 4" wide and one lite doors, where practical, are preferred in order not to detract from the existing primary door. Jalousie doors are not acceptable for use as storm doors in the historic districts. Ornamental iron work safety doors are also generally inappropriate in the historic districts.

Exterior Woodwork

Existing decorative woodwork such as railings, moldings, eave, and gable cornice trim, tracery, columns, observatories, scrolls, bargeboards, lattice, and other carved or sawn wood ornament shall not be removed or altered without Commission approval. Existing deteriorated ornamental woodwork shall not be removed but shall be repaired or replaced with matching materials where possible.

Deliberation

I move that the HDC (approve/deny) the request to remove and replace five windows on the house (one 53"x77" picture window on the front façade, and four 29"x70" double hung windows on the second floor) and to remove and replace four basement windows with new windows as long as the work meets all zoning requirements and the necessary permits are obtained.

**Case 2019-31 – 1314 Peck –
Applicant: Community enCompass
District: Clay-Western
Current Function: Residential**

Discussion

The applicant is seeking approval to install vinyl soffit and aluminum trim to the fascia of the house and the garage. The two window bays on the north and south facades will not be altered.



View of house from Peck Street



View of garage, and north and east facades of house from Arthur Street

Standards

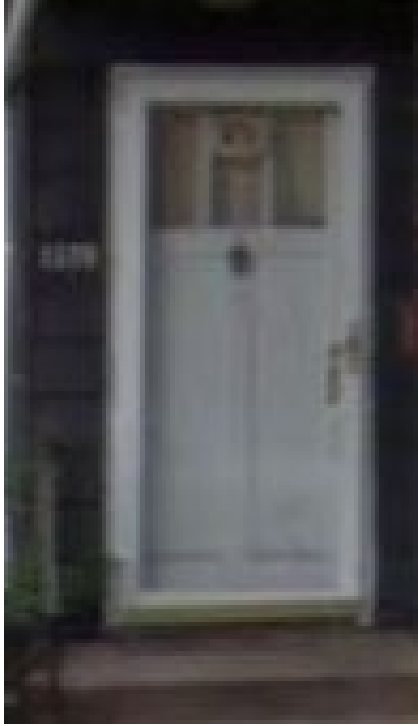
See the Residing and Trim Cladding guidelines included in Case 2019-27, above.

Deliberation

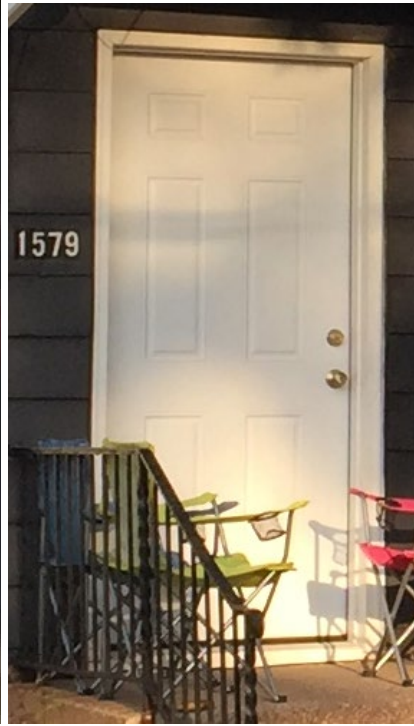
I move that the HDC (approve/deny) the request to install vinyl soffit and aluminum trim to the fascia of the house and the garage as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. OLD BUSINESS

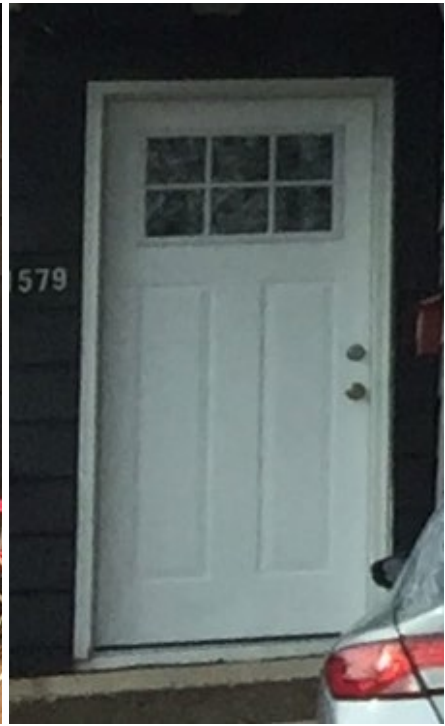
Case 2019-20 – 1575-79 Peck – Doors – The property owner has replaced the unapproved replacement doors with new doors more in line with the HDC local standards. The below photos offer a side-by-side comparison of the original doors, the denied replacement doors, and the doors currently on the house.



Original



Denied replacement



New replacement

V. OTHER BUSINESS

HDC Enforcement – A number of recent cases, unfortunately dealing with both unapproved and denied work, have led to a review of Historic District Commission’s procedures for enforcement on such work. Staff continues to evaluate this process and will provide an update with the HDC at this meeting.

Public Art – The HDC local standards do not cover the topic of public art, although an assortment of public art pieces have been installed in Muskegon’s historic districts in recent years. The topic has been brought to Staff, requesting discussion with the board.

VI. ADJOURN