

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

DATE OF MEETING: Tuesday, November 6, 2018
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 October 2, 2018
- III. New Business
 - Case 2018-38 – 1133 6th – Rehabilitation
 - Case 2018-39 – 1641 Jefferson – Fence
 - Case 2018-40 – 427 W. Muskegon – Siding
 - Case 2018-41 – 1561 Peck – Windows
- IV. Old Business
- V. Other Business
 - HDC Local Standards Review – Residing and Trim Cladding, Roofing (Worksession)
- VI. Adjourn

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

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE
CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or calling the following: Ann Marie Cummings, City Clerk at 933 Terrace Street, Muskegon, MI 49440 or by calling (231) 724-6705 or TTY/TDD: Dial 7-1-1 and request that representative dial 231-724-6705

II. MINUTES

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION MINUTES

October 2, 2018

Chairperson J. Hilt called the meeting to order at 4:05 p.m. and roll was taken.

MEMBERS PRESENT: J. Hilt, S. Radtke, L. Wood, K. Panozzo; D. Warren

MEMBERS ABSENT: S. Kroes; A. Riegler, excused

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: K. Zimmerman, Community enCompass;

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of September 4, 2018 was made by J. Hilt, supported by K. Panozzo and unanimously approved.

NEW BUSINESS

Case 2018-33 – 1267 Ransom – Windows. Applicant: Mark Krier. District: McLaughlin. Current Function: Residential. The applicant is seeking approval to replace twenty-nine (29) deteriorating windows with new vinyl windows. The rough openings will remain the same. A sketch of the home's layout was provided, showing the windows to be replaced.

Board members and staff discussed the many windows on the house. They concurred that they would not require that all windows be replaced with wood; however, they did want the 9 windows facing Ransom Street to be wood.

A motion that the HDC approve the request to replace twenty (20) deteriorating windows with new vinyl windows within the same rough openings, and to replace nine (9) windows from the front-facing façade with wood windows within the same rough openings, as long as the necessary permits are obtained was made by S. Radtke, supported by J. Hilt and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; and D. Warren voting aye.

Case 2018-34 – 421 W. Webster Ave – Garage. Applicant: Kevin and Jacquelyn Huss. District: Houston. Current Function: Residential. The applicant is seeking approval to construct a detached, 26- x 26-foot garage behind the home. The proposed garage will be located approximately 8 feet from the easterly lot line, and a concrete apron will extend to approximately 2 feet from the rear lot line along the alley. The proposed garage will be sided with "SmartSide" siding of a cedar shake

design to resemble the cedar siding on the house. Two garage doors will face the alley, and two adjoining entry doors will face the yard.

A motion that the HDC approve the request to construct a detached, 26- x 26-foot garage behind the home sided with “SmartSide” siding of a cedar shake design to match the shadow lines of the home’s siding, with two steel garage doors facing the alley, two adjoining wood entry doors facing the yard, and vinyl windows for secondary façades, as long as the work meets all zoning requirements and the necessary permits are obtained, was made by S. Radtke, supported by L. Wood and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; and D. Warren voting aye.

Case 2018-35 – 446 W. Webster Ave – Fence. Applicant: David and Lori Loring. District: National Register. Current Function: Residential. The applicant is seeking approval to install 30 feet of 30” tall fencing and two gates to enclose the backyard of the property.

A motion that the HDC approve the request install 30 feet of 30-inch tall fencing and two gates to enclose the backyard of the property as long as the work meets all zoning requirements and the necessary permits are obtained, was made by S. Radtke, supported by J. Hilt and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; and D. Warren voting aye.

Case 2018-36 – 1173 4th St – Chimney Removal. Applicant: Community enCompass. District: Houston. Current Function: Residential. The applicant is seeking approval to remove the existing chimney to just below the roofline, or remove and rebuild the chimney up to four feet for aesthetic purposes only.

S. Radtke confirmed that the fireplace was no longer used and that there were safety issues to consider. K. Zimmerman stated that was correct; it would cost approximately \$10,000 to restore the fireplace to working order. She stated that the chimney’s construction was compromised and they were concerned it could fall down at any time. It was being held up by a metal rod at this time, and was causing leaks in the house. She stated that they would enclose the fireplace inside the house so it couldn’t be used, leaving the recently remodeled mantel.

A motion that the HDC approve the request to remove the existing chimney to just below the roofline, and rebuild the chimney to 4 feet for aesthetic purposes as long as the necessary permits are obtained, was made by D. Warren, supported by L. Wood and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; and D. Warren voting aye.

Case 2018-37 – 28 W. Forest Ave – Residing. Applicant: David Shedd. District: Clinton-Peck. Current Function: Residential. The applicant is seeking approval to remove the Masonite siding on three sides of the house (excluding the rear facade) as well as the garage, and to replace it with wood grain, cement board siding with cedar style siding to be installed on the peaks of the three front-facing gable ends. The applicant is also requesting to replace the exterior trim around the windows and door with new 4-inch trim.

A motion that the HDC approve the request to replace siding on three sides of the house and the garage (excluding the rear facade) with a smooth-surfaced, cement board siding with cedar shake- style siding installed on the peaks of the three front-facing gable ends, and to replace the exterior trim

around the windows and door with new 4-inch wooden trim as long as the work meets all zoning requirements and the necessary permits are obtained, was made by S. Radtke, supported by D. Warren and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; and D. Warren voting aye.

OLD BUSINESS

None

OTHER

HDC Local Standards Review – Signage – S. Radtke suggested starting with a smaller section of the standards, as efforts to review the signage section had not worked yet. Board members concurred, and it was decided that the first sections to review would be the Roofing and Residing and Trim Cladding sections. Suggested changes would be reviewed by the board after their November meeting.

There being no further business, the meeting was adjourned at 4:47 p.m.

III. NEW BUSINESS

Case 2018-38 – 1133 6th – Rehabilitation

Applicant: Kirk Hunter

District: Clay-Western

Current Function: Residential

Discussion

The applicant is seeking approval to 1) replace the existing windows with new wood windows of the same size and design, but with metal or vinyl clasps, 2) replace the existing wood siding with matching concrete siding, 3) eliminate five windows and the door on the southeast side of house adjacent to the alley, 4) remove two second floor windows and install a total of four 18”x48” transom windows, 5) remove a tree and pave a parking pad on the north side of the home in anticipation of a garage, 6) eliminate the second door opening on the north side of the porch and move the original wood door to replace the existing steel door that faces 6th Street, 7) eliminate a first floor window and enlarge an existing window opening for french doors on rear façade, 8) install a 6-foot tall, wood stockade fence along the alley and rear property line, 9) addition of a second story, double-hung window on the north façade, 10) installation of exterior accent lights recessed in soffits, solar panels, and a small wind turbine. Extensive changes were made to this house without HDC approval by a previous owner.





Additional photos and drawings will be available at the meeting

Standards

Various standards apply.

Deliberation

I move that the HDC (approve/deny) the request to 1) replace the existing windows with new wood windows of the same size and design, but with metal or vinyl clasps, 2) replace the existing wood siding with matching concrete siding, 3) eliminate five windows and the door on the southeast side of house adjacent to the alley, 4) remove two second floor windows and install a total of four 18"x48" transom windows, 5) remove a tree and pave a parking pad on the north side of the home in anticipation of a garage, 6) eliminate the second door opening on the north side of the porch and move the original wood door to replace the existing steel door that faces 6th Street, 7) eliminate a first floor window and enlarge an existing window opening for french doors on rear façade, 8) install a 6-foot tall, wood stockade fence along the alley and rear property line, 9) addition of a second story, double-hung window on the north façade, 10) installation of exterior accent lights recessed in soffits, solar panels, and a small wind turbine as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2018-39 – 1641 Jefferson – Fence
Applicant: Karen Panozzo
District: Jefferson
Current Function: Residential

Discussion

The applicant is seeking approval to replace a 6-foot tall wood fence with a 4-foot tall aluminum fence on the south side of the property and install the same aluminum fence along the north side of the property.



Wood fence to be replaced viewed from backyard



Proposed aluminum fence

Standards

General

Fences and gates are an extension of the architecture of a home. They should be compatible in style and material. They should be appropriate to the size and scale of the structure. They, therefore, require review and approval by the Historic District Commission.

Sometimes it is necessary to use fencing for other than decorative purposes, such as marking boundaries, privacy, screening unsightly areas, or security. Fencing for utilitarian purposes sometimes requires fencing materials which are not of the period or character of the house. Nonconforming fencing materials may be considered for use in the back of the structure.

Fence Guidelines

When building wood fencing, consideration should be given to the kind of wood best suited for the project, adequate post foundations, weatherproofing, color, and amount of maintenance required. Simple variations of wood picket-style fencing are appropriate to many period homes. Wood fences must be painted to complement or contrast the colors of the house. Pressure treated wood shall be painted no later than one year after installation.

Iron fencing is an appropriate option for Victorian-era homes. Iron fencing was often modest in proportion, seldom exceeding four feet in height. A popular standard was 36 inches.

Fencing materials such as split rails, stone, and brick may be considered if they reflect the feeling of the home in material and character.

Chain-link and similar utilitarian fencing, such as industrial fencing, wire mesh, and barbed wire, is not permitted in the front of a structure.

Hedges and natural fencing are possible alternatives to fences.

Fence Standards

LAYOUT REQUIREMENTS: (Please see the attached Supplementary Graphics sheets) Conforming fences not over four feet (4') in height are permitted between the property line and half way between the front and rear setback lines.

Corner lots will be considered to have two front yards, except that non-conforming fences higher than 4' will be permitted immediately behind the existing side setback line (rather than half way between the front and rear).

Deliberation

I move that the HDC (approve/deny) the request to replace a 6-foot tall wood fence with a 4-foot tall aluminum fence on the south side of the property and install the same aluminum fence along the north side of the property as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2018-40 – 427 W. Muskegon – Siding
Applicant: Brent Playford
District: Houston
Current Function: Residential

Discussion

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.



Southwest wall of structure

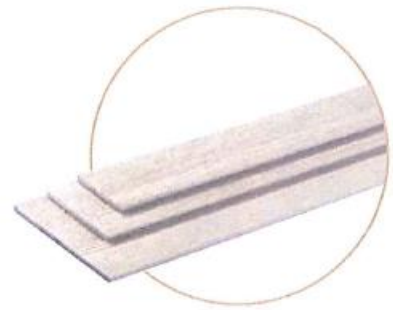
Cedar Texture Lap

The Bold Look of Cedar Without Many of the Worries

- One of the most durable lap siding options in the market today
- 16' length can result in faster installation
- May create fewer seams than traditional 12' siding
- Pre-primed for exceptional paint adhesion
- Self-aligning SmartLock™ option eliminates the need to measure and set lap reveal. Eliminating this step in the process is likely to speed up the installation process.
- Treated engineered wood strand substrate
- APA-certified lap siding

Also available in fiber substrate.

- CPA-certified lap siding
- Treated engineered wood fiber substrate



Cedar texture

Proposed residing material

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 reside the southwest façade of the structure using a treated engineered wood lap siding with a wood grain texture as long as the necessary permits are obtained.

Case 2018-41 – 1561 Peck – Windows

Applicant: Kurtis Fowler

District: Clinton-Peck

Current Function: Residential

Discussion

The applicant is 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 has been partially completed.



East façade with new vinyl windows



Boarded-up windows are proposed to be eliminated (two on second floor, one on first floor)

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, the first choice shall be a similar salvaged door from a structure of the approximate age and style. A new wood door may be used when a salvaged door is not available. 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 an 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 replace 21 wood windows with vinyl windows of the same size and design and eliminate the three existing windows currently boarded-up on the north and west façades as long as the necessary permits are obtained.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

HDC Local Standards Review – Residing and Trim Cladding, Roofing – Commissioners agreed to individually review the Residing and Trim Cladding section and Roofing section of the local standards in preparation for a worksession following the November 6th meeting.

VI. ADJOURN