

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

DATE OF MEETING: Monday, October 11, 2021
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: Conference Room 204, City Hall

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of September 7, 2021.
- III. Old Business
- IV. New Business
 - Case 2021-31 – 125 Delaware – Fascia, Soffit, and Eve Trim
 - Case 2021-32 – 1164 Terrace – Windows and Porches
 - Case 2021-33 – 38 E. Grand – Windows, Doors, and Garage Doors
 - Case 2021-34 – 1305 Jefferson – Siding
 - Case 2021-35 – 1641 Jefferson – Shed
- V. Other Business
 - New HDC Member
 - Local Standards for Sheds
 - Identification of Historic Resources
 - Muskegon County Civil Rights Survey Project
- 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. APPROVAL OF MINUTES

Approval of Minutes of the regular meeting of September 7, 2021.

III. OLD BUSINESS

None

IV. NEW BUSINESS

Case 2021-31 – 125 Delaware – Fascia, Soffit, and Eve Trim

Applicant: Billy Walker Jr.

District: McLaughlin

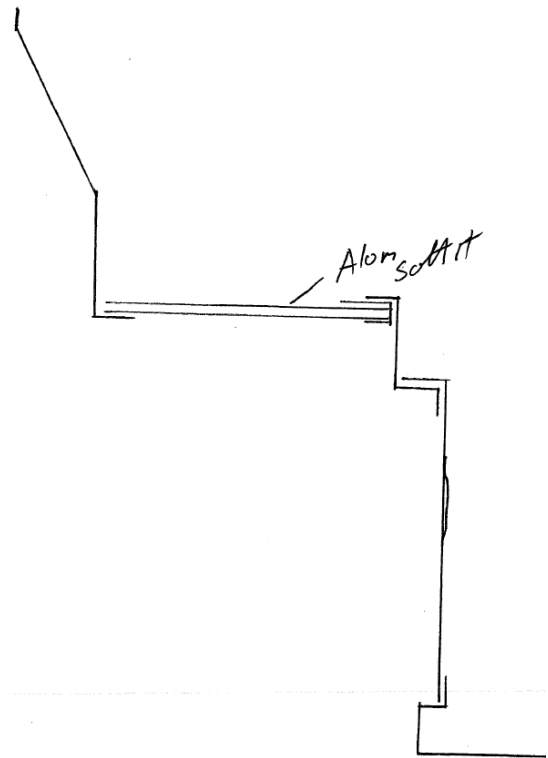
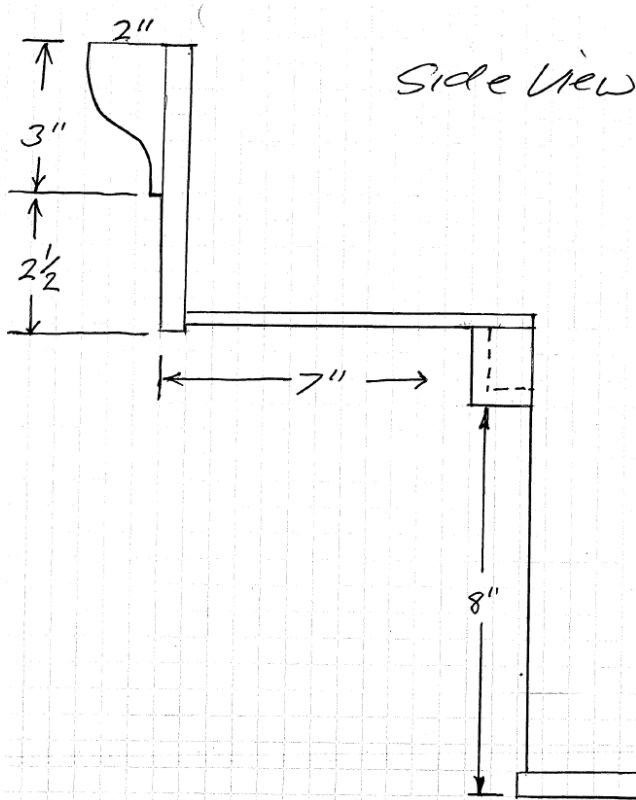
Current Function: Residential

Discussion

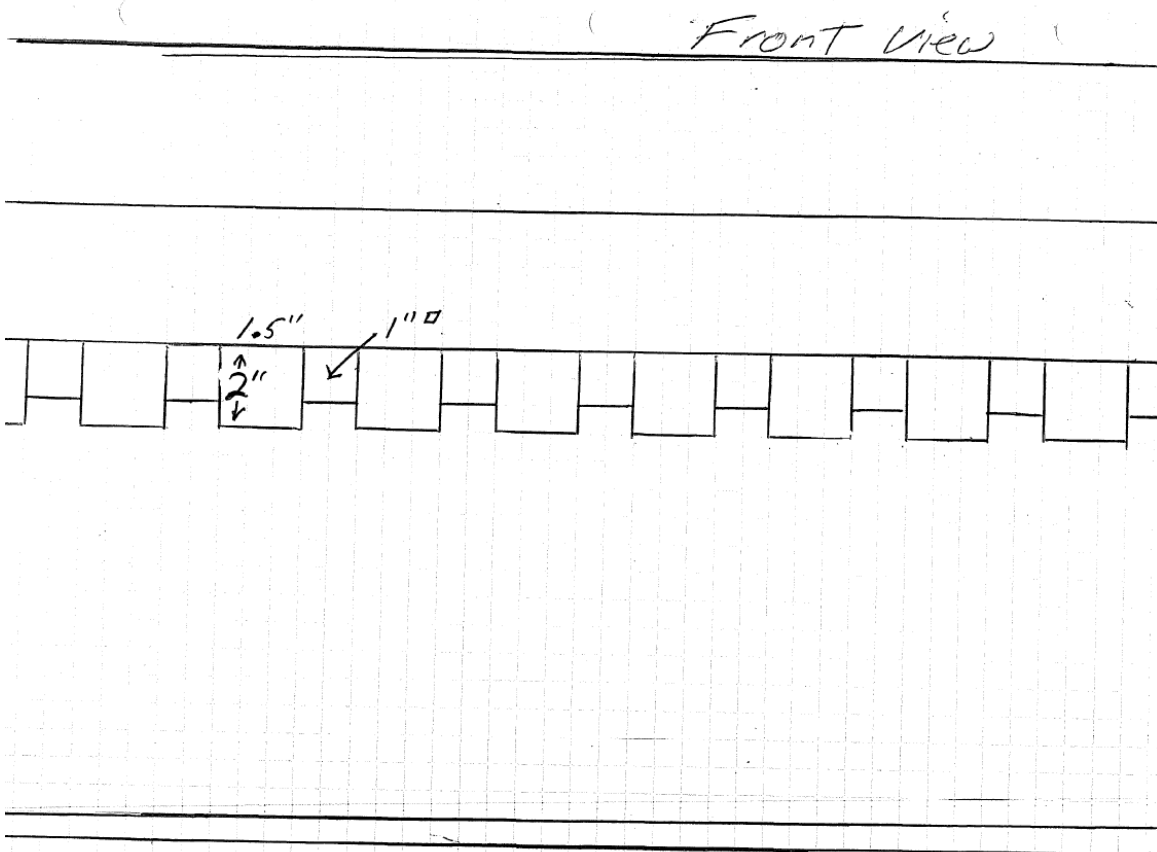
The applicant is seeking approval to wrap the fascia and eve trim with 0.019 gauge white aluminum and to install new aluminum soffit panels.



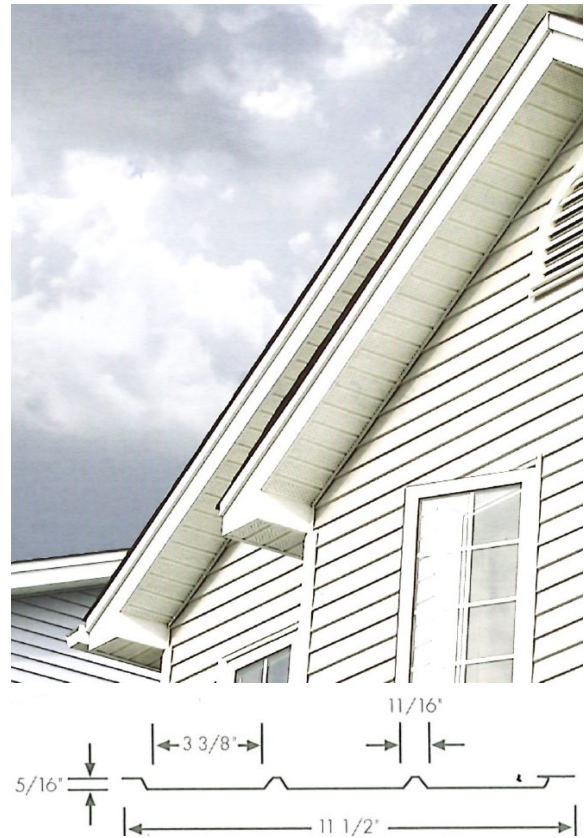
View of house from Delaware Avenue, looking south.



Existing (left) and proposed (right) eve trim profile.



Existing eve trim.



Proposed aluminum trim cladding (already completed on first story) and soffit profile/appearance.

Standards

RESIDING AND TRIM CLADDING GUIDELINES

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.

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 wrap the fascia and eve trim with 0.019 gauge white aluminum and to install new aluminum soffit panels as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-32 – 1164 Terrace – Windows and Porches
Applicant: Straub Investment Properties LLC
District: McLaughlin
Current Function: Residential/Vacant

Discussion

The applicant is seeking approval to replace the existing wood and vinyl windows with vinyl-clad windows, remove and restore the second story porch on the rear of the house with a new replacement railing design, and renovate the east porch on the first story. Some work has already been started.



View of house from Delaware Avenue looking northwest.



East elevation with proposed replacement windows noted.



Additional view of east elevation with proposed replacement windows noted. East and north porch visible (rear porch has already been removed).



North elevation with proposed replacement windows noted. Second story porch proposed to be re-constructed is removed.



West elevation with proposed replacement windows noted.



South elevation with proposed replacement windows noted.

Standards

WINDOW, DOOR, AND EXTERIOR WOODWORK STANDARDS AND GUIDELINES (Abbreviated)

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.

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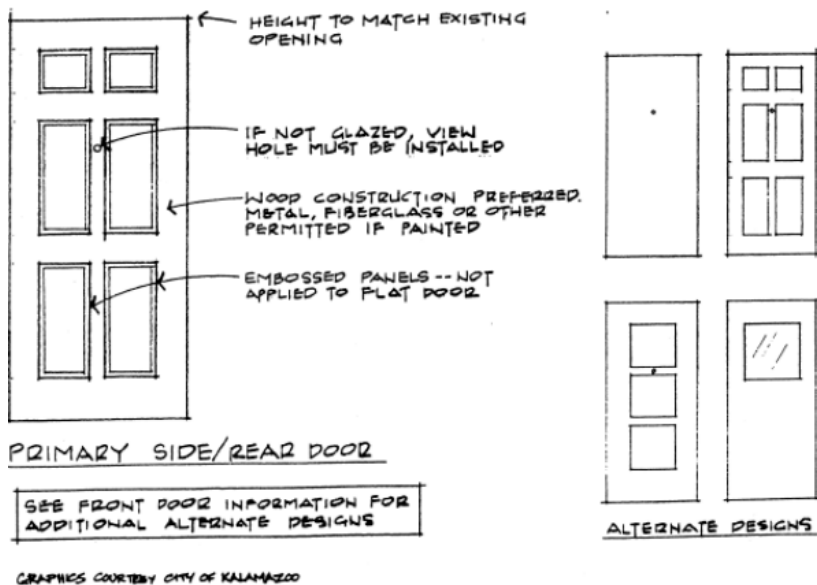
Primary Doors

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.

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PORCH AND DECK STANDARDS AND GUIDELINES (ABBREVIATED)

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"

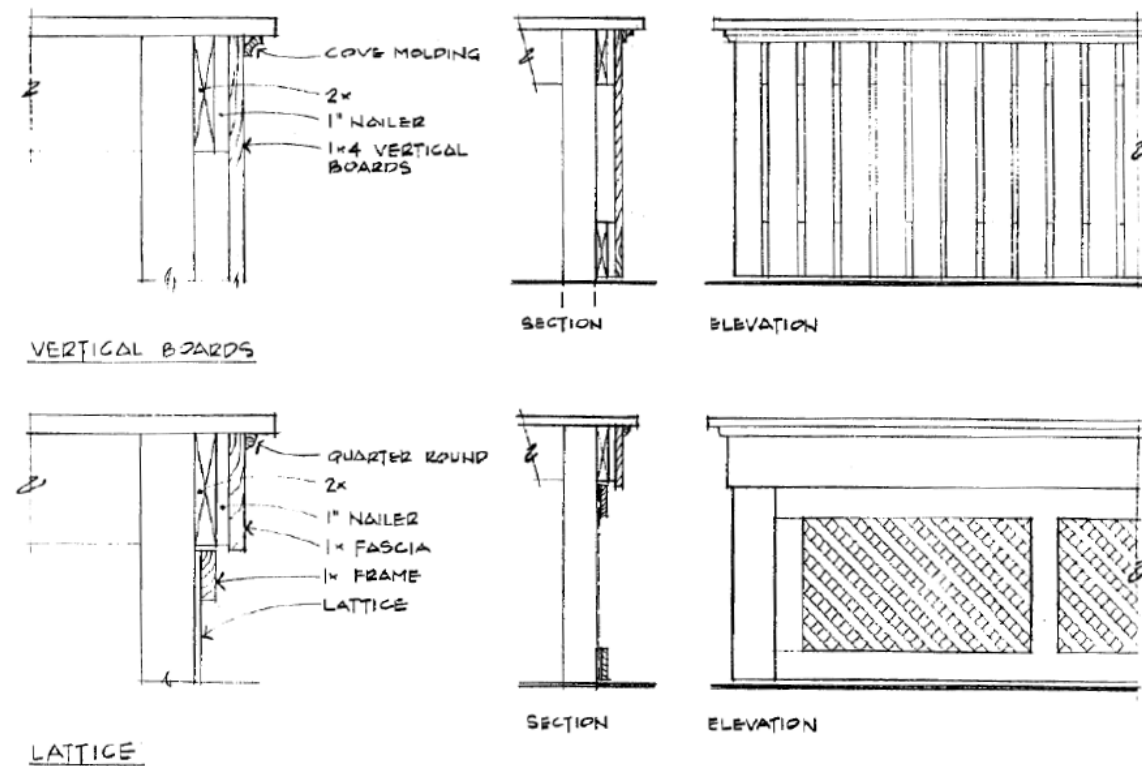
New guardrails on commercial buildings shall conform to the minimum guardrail height for commercial buildings as defined in the most recent edition of the building code.

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

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Paint

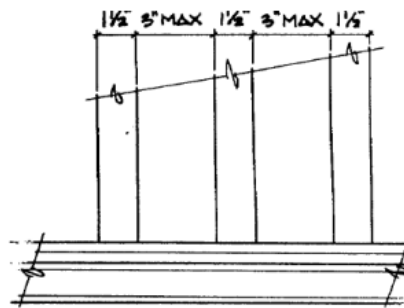
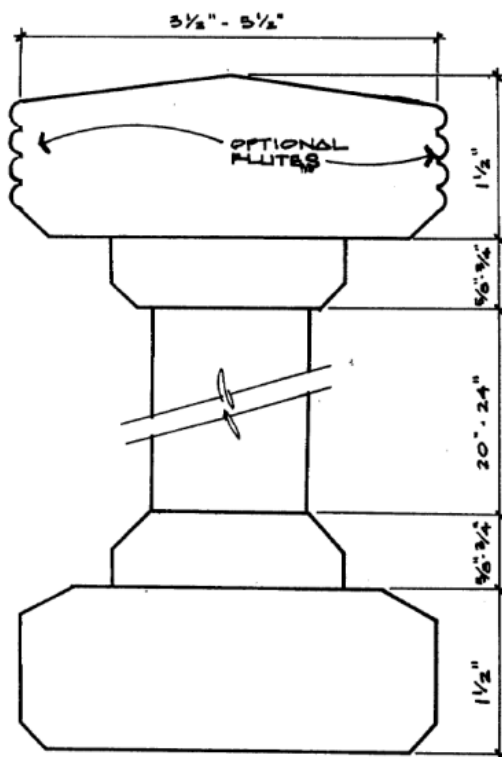
All exposed deck or porch wood shall be painted to complement or contrast the existing structure. Pressure treated wood shall be painted no later than one year after installation.



DECKING DETAILS

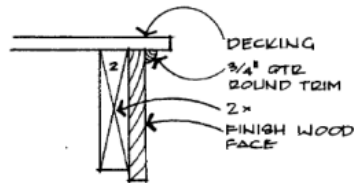
GRAPHICS COURTESY CITY OF KALAMAZOO

DETAIL OF SAMPLE
BALLUSTRADE CONSTRUCTION

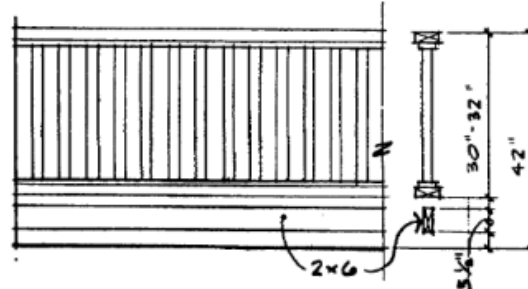
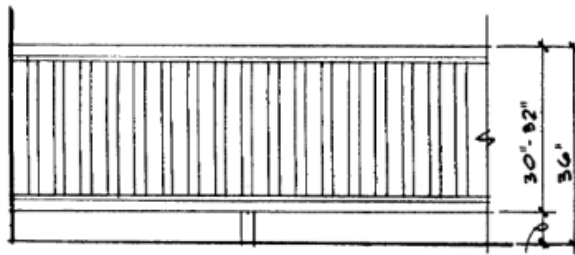


SPACING OF BALLUSTERS

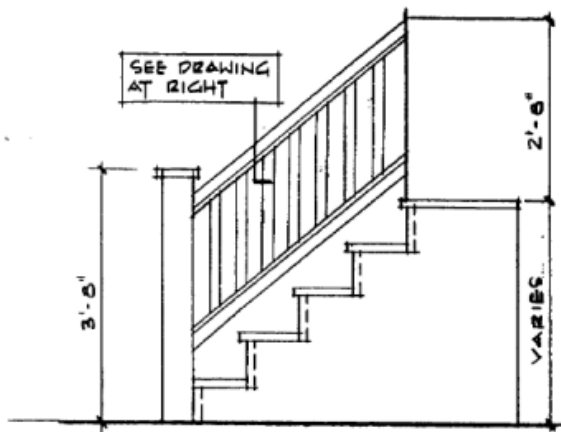
WIDTH $\times$ 3 = CENTER-TO-CENTER SPACING



EDGE DETAIL



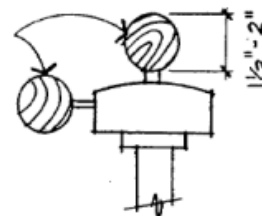
MINIMUM RAIL HEIGHT REQUIREMENTS ARE 24"-30" DEPENDING ON DECK HEIGHT FROM GROUND LEVEL
IF A GREATER HEIGHT IS RECOMMENDED FOR SAFETY REASONS (WHERE THE RAIL IS NEW OR REBUILT)
THE ABOVE CONSTRUCTION METHODS MAY BE ACCEPTABLE (PLEASE SEE ATTACHED TEXT FOR DETAILS)



"GRASPABLE" HANDRAIL
(1 1/2" - 2" CROSS
SECTIONAL DIMENSION)

ROUNDED CORNERS

HANDRAIL CAP



SAMPLE
RAILING DETAILS (NEW RAILS)

Deliberation

I move that the HDC (approve/deny) the request to replace the existing wood and vinyl windows with vinyl-clad windows, remove and restore the second story porch on the rear of the house with a new replacement railing design, and renovate the east porch on the first story as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-33 – 38 E. Grand – Windows, Doors, and Garage Doors
Applicant: Brian Geise/Kathy Dennison
District: Clinton-Peck
Current Function: Residential

Discussion

The applicant is seeking approval to 1) remove and replace 10 existing wood windows (four on the east elevation, four on the south elevation's second story, and two on the west elevation's second story) with double hung vinyl windows matching the existing mullion patterns, 2) replace the existing front entry door with a fiberglass door, 3) remove the existing door to the garage roof on the north elevation and side over the opening to match the rest of the house, and 4) replace the existing overhead garage doors with new overhead doors of a similar style with windows.



View of south elevation from W. Grand Avenue looking north. Four second story windows proposed to be replaced.



Four windows on east elevation proposed to be replaced.



Two windows on west elevation proposed to be replaced.



Existing overhead garage doors on east elevation and second story door to the garage roof.



Proposed replacement window style (mullions will match existing patterns), two front entry door options, and overhead garage doors. Not to scale.

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2021-32, above.

Deliberation

I move that the HDC (approve/deny) the request to remove and replace 10 existing wood windows (four on the east elevation, four on the south elevation's second story, and two on the west elevation's second story) with double hung vinyl windows matching the existing mullion patterns, replace the existing front entry door with a fiberglass door, remove the existing door to the garage roof on the north elevation and side over the opening to match the rest of the house, and replace the existing overhead garage doors with new overhead doors of a similar style with windows as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-34 – 1305 Jefferson – Siding
Applicant: City of Muskegon CNS
District: Campus
Current Function: Residential

Discussion

The applicant is seeking approval to remove the existing wood siding and install a treated engineered wood lap siding with a smooth finish and an exposure dimension that matches the existing siding. The shingles installed near the top of the gable ends will not be replaced.



View of house from Jefferson Street looking southwest.



View looking west from Jefferson Street.

Standards

See Residing and Trim Cladding Guidelines in Case 2021-31, above.

Deliberation

I move that the HDC (approve/deny) the request to remove the existing wood siding and install a treated engineered wood lap siding with a smooth finish and an exposure dimension that matches the existing siding as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-35 – 1641 Jefferson – Shed
Applicant: Raymond Panozzo
District: Jefferson
Current Function: Residential

Discussion

The applicant is seeking approval to install a prefabricated storage shed in the rear yard of the property. More information will be provided at the meeting.

Standards

See Guidelines for New Construction.

Deliberation

I move that the HDC (approve/deny) the request to install a prefabricated storage shed in the rear yard of the size and style presented at the October 11, 2021 HDC meeting as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

New HDC Member – Emilio Trejo has been appointed to the Historic District Commission.

Local Standards for Sheds – Staff has drafted the following general design standards based on recent conditions of approval used by the HDC and is seeking consent to add them to the local standards under the Guidelines for New Construction:

General design guidelines for sheds include seven-foot-tall walls, a gable roof with a minimum of a 6/12 pitch, and double doors with each door being 3'-6" wide. Sheds shall be as neutral as possible and shall not be a focal point of the property. All sheds must receive a Development Permit prior to construction and must follow the requirements of the City of Muskegon Zoning Ordinance with the added stipulation prohibiting sheds from being located in the front or side yard(s) of a property.

All requests for new sheds would still come before the HDC, and the design guidelines would be meant to simplify the board's review process for proposed sheds that meet these standards.

Identification of Historic Resources – As part of the HDC goal setting discussion that took place earlier in the year, Staff requested that the board assist in informally identifying resources with particular historic significance to the Muskegon community. These could be sites, structures, or areas located in the city of Muskegon and outside or within a local historic district. Staff has begun compiling these suggestions into a list and is working on a map. These will aid in identifying potential expansions to existing historic districts, planning for future historic districts, or informing possible nominations of resources to the National Register of Historic Places. Staff has shared the current list with the board, and this topic can be discussed in further detail at this meeting.

Muskegon County Civil Rights Survey Project – Staff is involved with a project being run through the State Historic Preservation Office (SHPO) to research and document sites related to the Civil Rights Movement in Muskegon County. This project will conduct an intensive -level survey of Civil Rights-related sites throughout Muskegon County and develop K-12 educational materials based on the findings of the survey. The project began in July 2021 and will continue through December 2022.

If you or anyone you know have input on significant Civil Rights sites in the city or county, or are interested in getting involved in the project, please talk to Staff or contact Cheri Szcodronski with Firefly Preservation Consulting at 615-604-5618 or cheri@fireflypreservation.com. Anyone from the general public can also reach out to Cheri, and a comment form is available online here: <https://forms.gle/1hdZQ4sFqaiVXwYk9>

VI. ADJOURN