

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

DATE OF MEETING: Tuesday, August 6, 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 July 2, 2019
- III. New Business
 - Case 2019-16 – 1275 Peck – Signs
 - Case 2019-17 – 416 W. Webster – Fence
 - Case 2019-18 – 511 W. Clay – Siding
 - Case 2019-19 – 1593 Jefferson – Rehabilitation/New Construction
- IV. Old Business
- V. Other Business
 - HDC Local Standards Draft
 - 41 Irwin – Siding
 - HDC Staff Approval – Fences
- 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

July 2, 2019

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

MEMBERS PRESENT: J. Hilt, K. George, K. Panozzo, A. Riegler, D. Warren

MEMBERS ABSENT: S. Radtke, L. Wood

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: H. Morey, 234 Houston Ave; T. Montgomery, 1413 Jefferson St; J. Dyer, 41 Irwin Ave; D. Marsh, 1468 Clinton St.

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of June 4, 2019, was made by K. Panozzo, supported by A. Riegler and unanimously approved.

NEW BUSINESS

Case 2019-12 – 234 Houston Ave (Windows). Applicant: Heidi and Jason Morey. District: Houston. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to replace two wood windows with vinyl windows. The two windows, which are located on the second floor above the front porch, were recently damaged by a fallen tree.

H. Morey stated that they had obtained quotes for window replacement and were looking at vinyl replacement windows that may be a little shorter than the windows currently in place. She stated that stock windows did not come in that size. K. Panozzo pointed out that, according to HDC standards, window openings could not be altered. J. Hilt stated that they should look for replacement windows that were the same size as those being replaced. A. Riegler stated that she was not opposed to vinyl replacement windows in this case, as they were plain double hung style, but she did not want to see the size changed, as the standards were very clear on that.

A motion that the HDC approve the request to replace the two damaged, wood windows located on the second floor above the front porch with vinyl windows of the same size as the current windows within ¼ inch, as long as the work meets all zoning requirements and the necessary permits are obtained, was made by A. Riegler, supported by K. Panozzo and unanimously approved, with J. Hilt, K. George, K. Panozzo, A. Riegler, and D. Warren voting aye. K. George asked H. Morey if they planned to use standard white vinyl; H. Morey stated that was correct.

Case 2019-13 – 1413 Jefferson St (Fence). Applicant: Tracy Montgomery. District: Campus. **Current Function: Residential.** J. Pesch presented the staff report. The applicant is seeking approval to construct a six-foot tall privacy fence in the backyard of the property as well as four-foot tall open fencing along the sides and front of the property.

T. Montgomery provided photos of the proposed fence. The 6-foot fence in the rear would be treated wood, and the front fence would be decorative black wrought-iron style. A. Riegler asked if they were going to paint the wood fence. T. Montgomery stated that they were. K. George suggested that they stain the wood in order to help preserve it. A. Riegler suggested that they could also consider black chain-link fence for the back, as that may blend in better.

A motion that the HDC approve the request to construct a six-foot tall wood or black chain link fence in the back yard of the property, and four-foot tall decorative black wrought-iron style fencing along the sides and front of the property, as long as the work meets all zoning requirements and the necessary permits are obtained, and allowing staff to approve the final style of fence based on the discussion at the meeting, was made by K. Panozzo, supported by J. Hilt and unanimously approved, with J. Hilt, K. George, K. Panozzo, A. Riegler, and D. Warren voting aye.

There were two walk-on cases that Commissioners allowed, since both were simple requests to install fences.

Case 2019-14 - 41 Irwin Ave (Fence). Applicant: Jenee Dyer. District: McLaughlin. **Current Function: Residential.** J. Pesch provided pictures of the property to board members. J. Dyer explained that she would like to install a 4-foot wooden fence with a curved top around the front yard and a 6-foot wooden dog-eared fence around the back. K. George asked if the bushes in the photo would remain. J. Dyer stated that they would; she planned to erect the fence on the inside of the bushes.

A motion that the HDC approve the request to install a six-foot tall wood privacy fence around the back yard and a four-foot wooden picket fence with a curved top around the front and side yards, as long as the work meets all zoning requirements and the necessary permits are obtained, was made by D. Warren, supported by A. Riegler and unanimously approved, with J. Hilt, K. George, K. Panozzo, A. Riegler, and D. Warren voting aye.

Case 2019-15 – 72 E Grand Ave (Fence). Applicant: Donald Marsh District: Clinton-Peck. **Current Function: Residential.** D. Marsh stated that house next door to him on the east side sat very close to his property line, and he would like to place a fence between the houses. He discussed some different options with staff and board members. Board members concurred that they would allow staff to approve the style of fence once the applicant decided what he wanted.

A motion that the HDC approve the request to install a fence along the east side yard of 72 E Grand Ave and to allow staff to approve the style of fence as long as the work meets all zoning requirements and the necessary permits are obtained, was made by J. Hilt, supported by K. Panozzo and unanimously approved, with J. Hilt, K. George, K. Panozzo, A. Riegler, and D. Warren voting aye.

OLD BUSINESS

None

OTHER BUSINESS

HDC Local Standards Draft – J. Pesch stated that he would send out a draft of the revised standards to the board members so that they could review it prior to the next meeting. Board members will ultimately vote to approve all revisions.

Window Repair Workshop – J. Pesch informed board members about a workshop on restoring wood windows to be held at the Hackley and Hume Historic Site on Saturday, July 13th from 9:00am to 1:00pm. The workshop will be hosted by Mat Moore, Preservation Manager for the site.

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

III. NEW BUSINESS

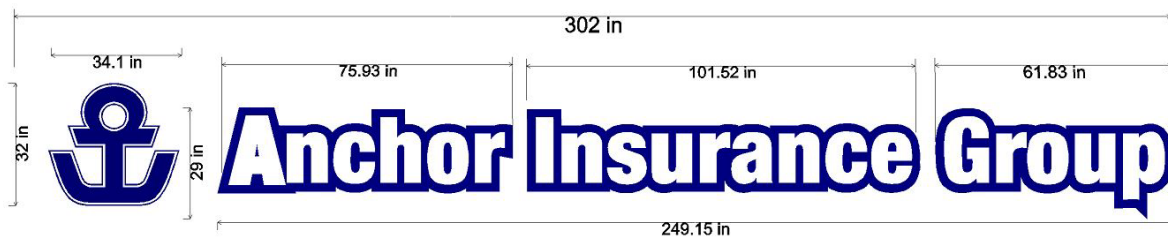
Case 2019-16 – 1275 Peck – Signs
Applicant: Anchor Insurance Group Inc.
District: McLaughlin
Current Function: Commercial

Discussion

The applicant is seeking approval to remove the existing channel letters reading “INSURANCE” from the east façade and replace with new channel letters. The applicant is also requesting to replace one 3’x7’ sign face on the south façade (see drawings).



View from Peck showing both signs to be replaced



Channel letter wall sign to replace “INSURANCE” sign



Sign face to be installed in existing sign frame on south façade

Standards (Abbreviated)

Flat wall signs. Any sign that is painted directly on a building surface or painted on a separate background material and applied to the façade as a unit. ...No flat wall sign shall exceed twenty (20) percent of the signable wall area to which it will be attached, and shall not exceed twenty four (24) square feet in sign face area.

Dimensional surface signs. Any sign that consists in whole or in part of three-dimensional letter forms applied directly to the building surface or applied to a separate flat background which is attached parallel to the building surface...shall not protrude from the primary building façade surface more than eight (8) inches.

Plastic or fiberglass – The use of custom thin-gauge, die-cut vinyl letters which give the effect of a painted or silk screen imprinted letter is permitted. Any other use of plastic or fiberglass or the use of molded surface plastics or corrugated fiberglass sheeting is prohibited except in those cases where the surface finish closely duplicates the effect of a painted surface, as determined by the Historic District Commission.

Illumination: Certain lighted signs are permitted for use within the historic districts, provided that they shall be illuminated by a reflected light from an exterior source which may be incandescent or fluorescent and that the light source is non-exposed and shielded from view.

Deliberation

I move that the HDC (approve/deny) the request to remove the existing channel letters from the east façade and replace them with new channel letters in the design shown in the application and to replace one 3'x7' sign face on the south façade with the design shown in the application as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2019-17 – 416 W. Webster – Fence
Applicant: Eric Decker
District: National Register
Current Function: Residential

Discussion

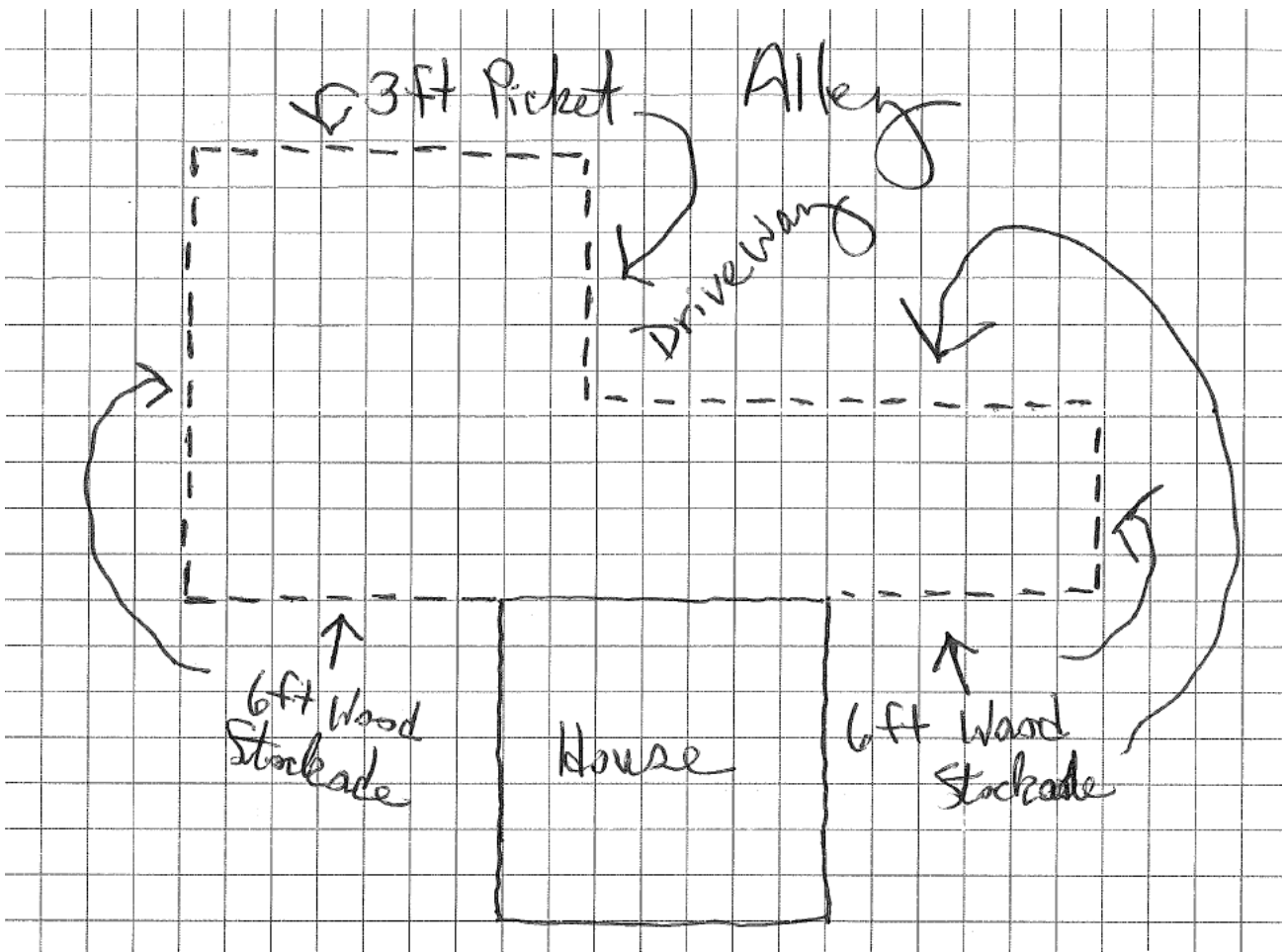
The applicant is seeking approval to construct six-foot tall privacy fencing and three-foot tall privacy fencing around the backyard of the property. The work has already been completed.



View of house from W. Webster



View of backyard from alley



Site plan of new fencing

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 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 construct six-foot tall privacy fencing and three-foot tall privacy fencing around the backyard of the property as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2019-18 – 511 W. Clay – Siding
Applicant: Katherine Jawor/Steve Dahlstrom
District: National Register
Current Function: Residential

Discussion

The applicant is seeking approval to replace areas of deteriorated wood siding on the rear of the house with a treated engineered wood lap siding (SmartSide) of the same size, color, and spacing.



View of house and garage from alley

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 areas of deteriorated wood siding on the rear of the house with a treated engineered wood lap siding of the same size and spacing as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2019-19 – 1593 Jefferson – Rehabilitation/New Construction

Applicant: Frank Peterson

District: Jefferson

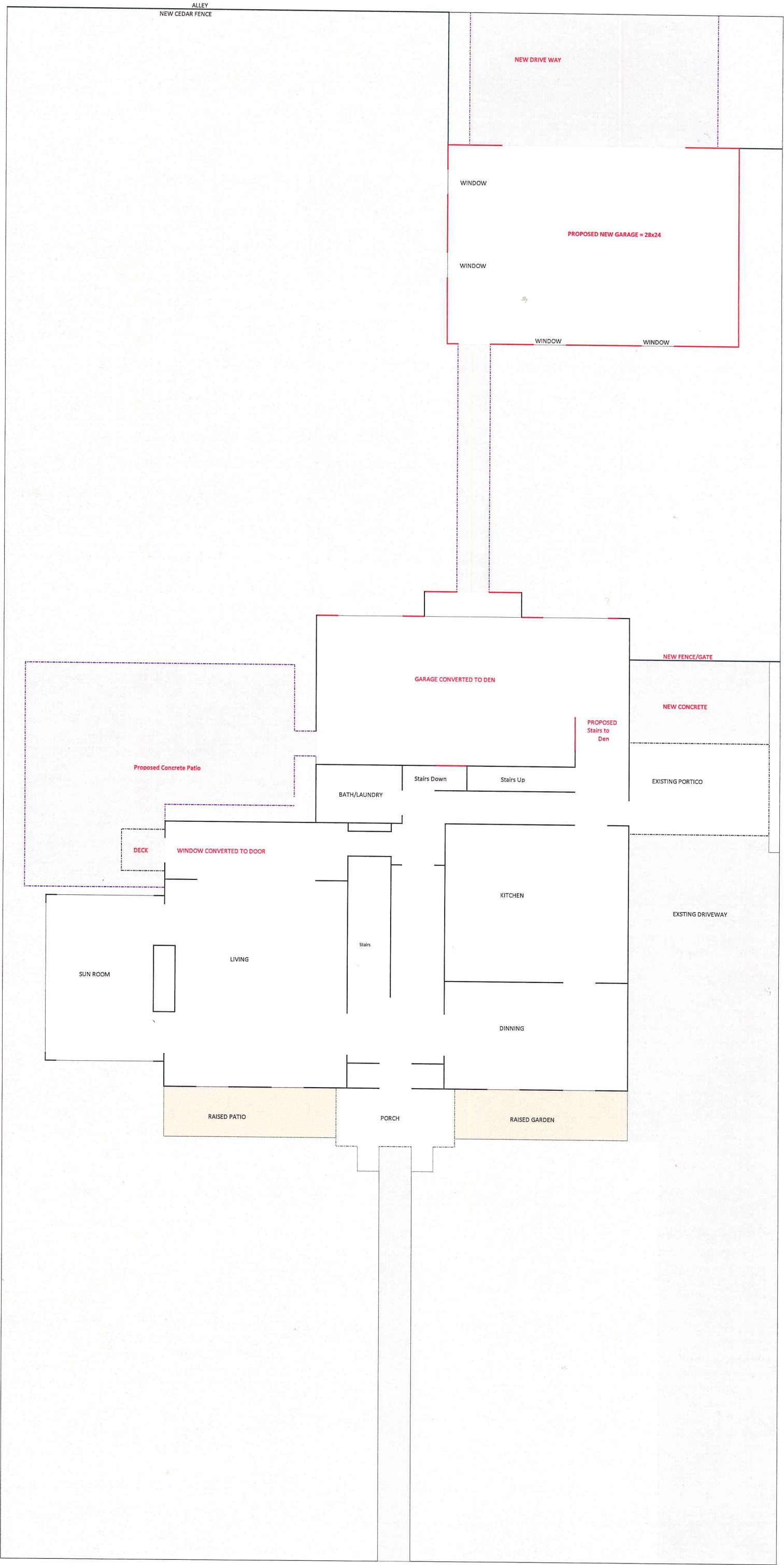
Current Function: Residential

Discussion

The applicant is seeking approval to 1) add aluminum seamless gutters and downspouts, 2) add new shutters to all windows on the front façade, 3) reinstall the storm windows, 4) replace a window on the south side of the house with a new door (to access proposed patio), 5) remove the existing garage doors and reside the existing three-stall garage with a treated engineered wood lap siding (converting the space to a den), 6) build a new, 28'x24' detached garage at the rear of the property, and 7) construct new, 6'-tall cedar privacy fencing to enclose the backyard.



View of house from Jefferson Street





South-facing window to be replaced with door (viewed from alley)



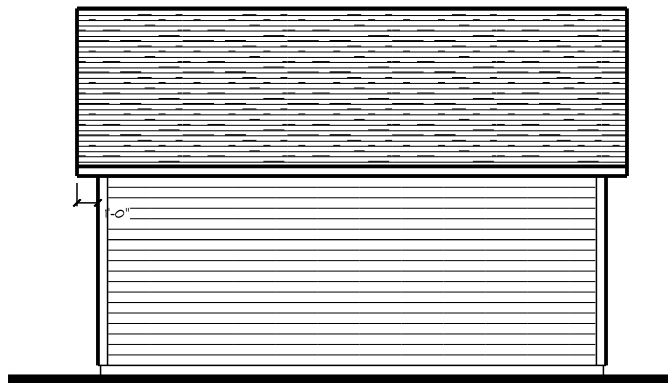
Existing three-stall garage viewed form alley



Rendering of proposed changes to existing three-stall garage

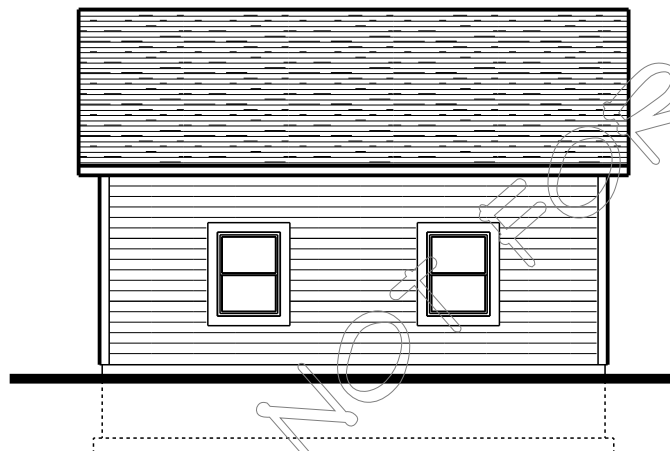


Proposed new shutters



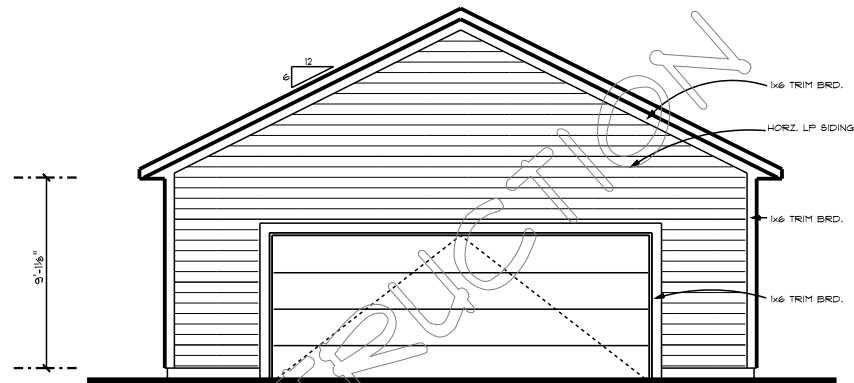
LEFT ELEVATION

1/4" = 1'-0"



RIGHT ELEVATION

1/4" = 1'-0"



FRONT ELEVATION

1/4" = 1'-0"



REAR ELEVATION

1/4" = 1'-0"



**THE PLANNING
STAGE**

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DRAWN BY:
S.V.
CHECKED BY:
P.K.

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**PETERSON
RESIDENCE**

THE PLANNING STAGE

JULY 28, 2019
JULY 30, 2019

DESPIITE THE FACT THAT ALL
POSSIBLE CAUTION IS TAKEN IN
THE PREPARATION OF THESE
PRINTS, THE PLANNING STAGE
WE CANNOT ACCEPT LIABILITY AGAINST
HUMAN ERROR AND
MECHANICAL ERROR. THE
BUILDER/OWNER IS RESPONSIBLE
FOR CHECKING ALL DETAILS AND
DIMENSIONS BEFORE BEGINNING
CONSTRUCTION.

**PROJECT
#190719**



Standards

Various local standards apply.

Deliberation

I move that the HDC (approve/deny) the request to 1) add aluminum seamless gutters and downspouts, 2) add new shutters to all windows on the front façade, 3) reinstall the storm windows, 4) replace the noted window on the south side of the house with a new door, 5) remove the existing garage doors and reside the existing three-stall garage with a treated engineered wood lap siding, 6) build a new, 28'x24' detached garage at the rear of the property as shown in the drawings included in the application, and 7) construct new, 6'-tall cedar privacy fencing to enclose the backyard as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

HDC Local Standards Draft – Staff has assembled a draft of the local standards incorporating the various changes discussed over past meetings. Copies will be shared with Commissioners before the August meeting. A future workshop will be held to review the updated local standards in more detail before final adoption.

41 Irwin – Siding – The new owner has contacted Staff about vinyl siding previously installed on the house that covers an existing door on the garage and existing windows on the house and breezeway. The residing work was approved by the HDC in December 1996 with the conditions that all trim work, including window and door frames, boards, and architectural features be retained or covered with materials of the same size and shape, as consistent with the residing and trim cladding standards and guidelines. This work was clearly not permitted to cover any existing doors or windows. The current owner wishes to correct this work by removing the siding in these areas.

HDC Staff Approval – Fences – Staff is requesting that Staff Approval powers be granted for proposed new fencing in historic districts that complies with the Fence Standards and Guidelines. This type of work would be added to the Staff Approval Form, allowing applicants to bypass full HDC review when installing new fencing. A draft of the Staff Approval Form is included at the end of this packet, with additions denoted in **bold**.

VI. ADJOURN

Historic District Commission Policy Staff Approval

The City of Muskegon's Historic District Commission, in order to expedite repair and maintenance to historic structures authorizes staff to approve work within historic districts. It is understood that staff may authorize replacement/installation of materials only if there is no change to design, materials, or general appearance of the structure. The applicant must use like material in size and shape. The following are examples of but not limited to items staff may approve:

1. Chimney repair. Staff may approve replacement of missing bricks, repointing with same color mortar and reconstruction with brick matching in color, size, and shape.
2. Replacement of Clapboards, siding, moldings, fascia boards, gutters, railing units, shutters, awnings, canopies, shingles and other exterior surfaces when there is no change in design, materials, or general appearance.
3. Replacement of Porch; floors and ceilings. Staff may approve replacement of porch floors and ceilings with like size tongue and groove wood planking.
4. Replacement of fencing. Staff may approve replacement of existing fencing where there is no change in design, materials, or general appearance.
5. **Installation of new fencing. Staff may approve new fencing that conforms to the HDC's Fence Standards and Guidelines' layout requirements and approved fence types. Unique or uncommon fence styles, or fences that do not conform to the Fence Standards are required to be reviewed by the HDC.**
6. Construction/reconstruction of driveways and sidewalks. Staff may approve the construction of driveways and walkways provided no material is historic in nature (i.e. historic pavers and bricks). Staff may also approve repair of driveways and walkways when like material and configuration is used. New construction may also be approved if a traditional layout is used. All projects must have Zoning and Engineering approval if necessary.
7. Repair/replacement of foundations. Staff may approve replacement of entire foundation or part when like material is used. Also, staff may approve cleaning and repointing of the foundation.
8. Lighting. Staff may approve replacement of exterior lighting where there is no change in design, materials, or general appearance, provided the fixtures are not historic. Staff may also approve landscape style lighting, lighting that illuminates the building from the ground (generally lighting that is not attached to the resource and can be easily removed).
9. Air conditioners. Staff may approve installation of window air conditioners when they are not facing the main street and if there is no change in window structure. Staff also may approve placement of ground air conditioner units when placed inconspicuously (tubing and connections must not be readily visible). It is understood that appropriate screening will still need to be approved by the HDC.

10. Repair/replacement of steps. Staff may approve repair or replacement of steps where there is no change in design, materials, or general appearance.
11. Replacement of storm windows. Staff may approve the replacement of existing aluminum storm windows with a similar product. Staff may approve the replacement of existing wood storm windows when similar wooden storm windows will be used. A change from wooden to metal storm windows is required to be reviewed by the HDC.
12. Replacement of windows. Staff may approve the replacement of windows when they are of like material, in size, shape and appearance.
13. Roof replacement:
 - A. The work involves the replacement of asphalt, shingles, which are similar or better than what was previously on the home – including architectural shingles – or rolled roofing material on flat roofs which is similar or better than what was previously on the home.
 - B. There are no changes to the rooflines or overhangs. There shall be no removal of any thing from the roof or roof lines, such as vent windows, eyebrow windows or dormers and returns.
 - C. Any architectural details like decorative trim or board, frieze boards, crown molding or fascia are not masked or disturbed.
 - D. Any copper flashing or gutter work is retained or replaced with comparable materials (e.g., anodized aluminum, which looks like copper but is less expensive).
 - E. In the case where slate, tile or cedar shakes are proposed to be replaced with a different material, the Historic District Commission must review the project.
 - F. Sheeting may be replaced if there are no changes to the roof lines, overhangs or details of the structure.

Project Description:

I, _____ have read the Historic District Commission Policy on staff approval. I understand and agree to comply with the terms of the policy.

Signed: _____ Date: _____

Address: _____ District: _____

Staff Signature: _____ Date: _____