

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

DATE OF MEETING: Tuesday, July 11, 2023
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 June 6, 2023 regular meeting
- III. Old Business
 - Case 2021-32 – 1164 Terrace – Porch
- IV. New Business
 - Case 2023-10 – 1715 Peck – Siding, Soffit/Fascia, and Windows
 - Case 2023-11 – 557 W. Western – Awning
 - Case 2023-12 – 1122 Terrace – Garage Demolition and Construction of New Garage
 - Case 2023-13 – 22 E. Isabella – Windows
 - Case 2023-14 – 1065 4th – Siding
- V. Other Business
- 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 MEETINGS OF THE CITY OF MUSKEGON
AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk’s Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

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 with twenty-four (24) hours’ notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following: Ann Marie Meisch, MMC, City Clerk at 933 Terrace Street, Muskegon, MI 49440 or by calling 231-724-6705 or emailing clerk@shoreline-city.com

II. APPROVAL OF MINUTES

Approval of Minutes of the regular meeting of June 6, 2023.

III. OLD BUSINESS

**Case 2021-32 – 1164 Terrace – Porch
Applicant: Andy Straub
District: McLaughlin
Current Function: Residential**

Discussion

The applicant is seeking approval to restore the second story porch on the rear of the house with a new replacement railing design. This was a portion of proposed work that was reviewed and approved by the HDC in October 2021, but has not been completed. Among other items, the motion from 2021 approved the request to “remove and restore the second story porch on the rear of the house with a new replacement railing design.” The porch railing and roof had already been removed at the time of that review, but the following page shows two versions of it that had existed previously.



Current view of second story porch on the rear of the house from Delaware Avenue, looking west.



Porch design following the June 2009 HDC approval of a request to “restore and repair the porches in the same style with the railings built to code...and add a gable to the second story porch.” Also reflected in this photo is the October 2009 HDC approval of a pergola-style roof instead of the previously-approved (though never installed) gable roof (photo from July 2021).



Previous porch railing design including former flat roof (photo from June 2009).

Standards

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"

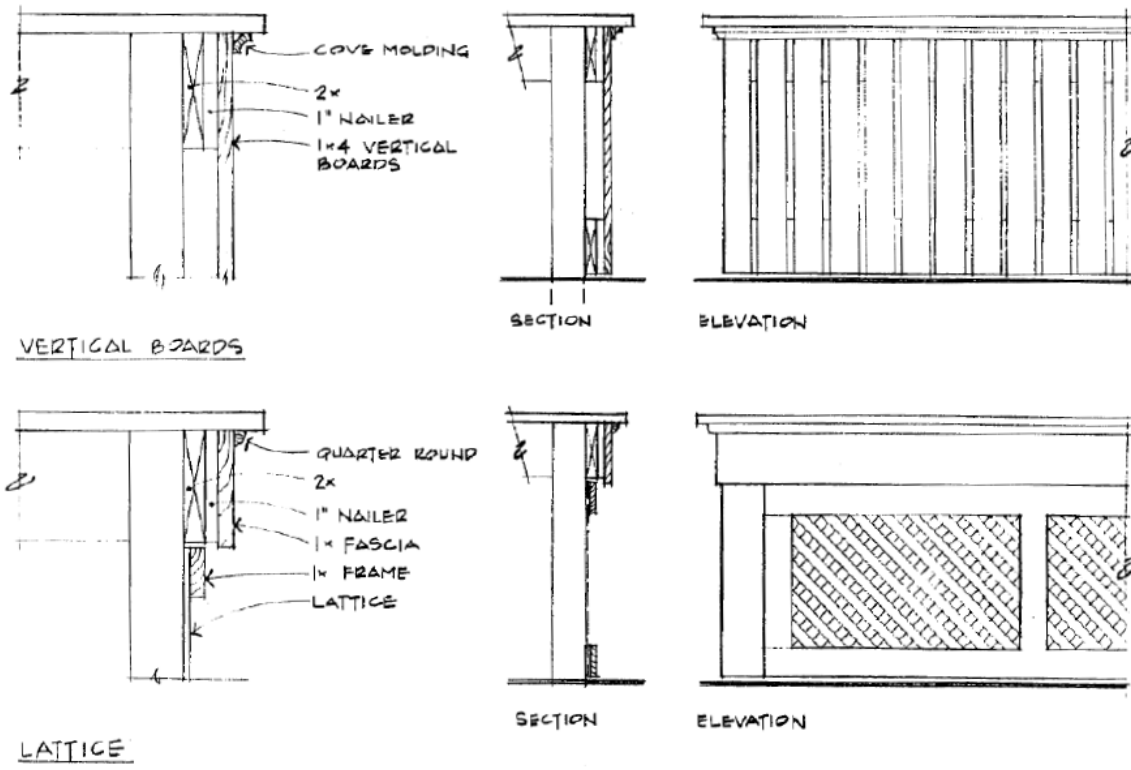
New guardrails on commercial buildings shall conform to the minimum guardrail height for commercial buildings as defined in the most recent edition of the building code.

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

...

Paint

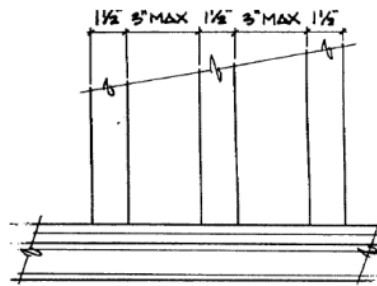
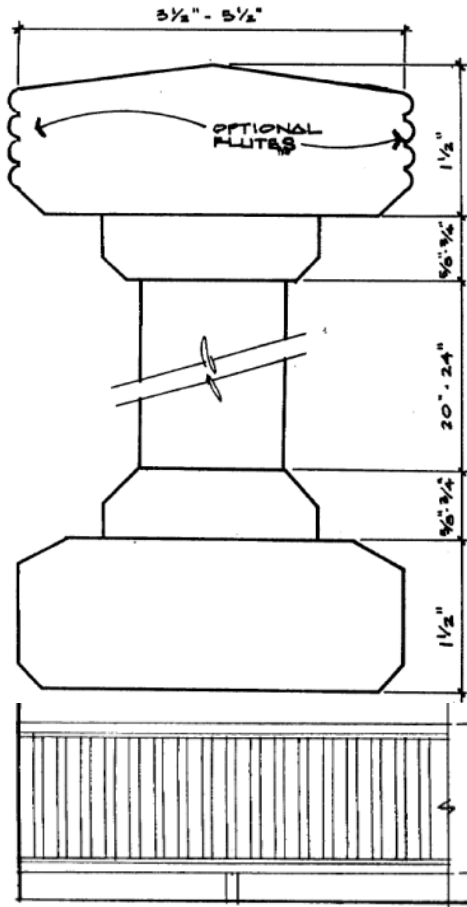
All exposed deck or porch wood shall be painted to complement or contrast the existing structure. Pressure treated wood shall be painted no later than one year after installation.



DECKING DETAILS

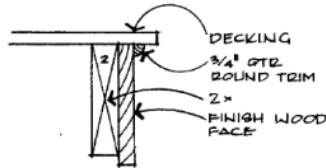
GRAPHICS COURTESY CITY OF KALAMAZOO

DETAIL OF SAMPLE BALLUSTRADE CONSTRUCTION

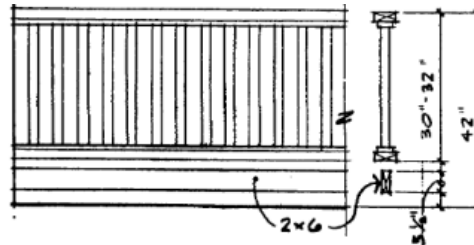


SPACING OF BALLUSTERS

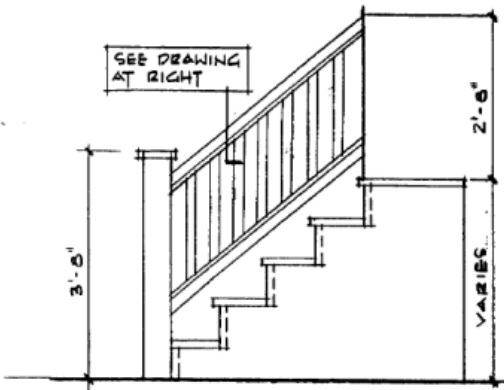
WIDTH $\times$ 3 = CENTER-TO-CENTER SPACING



EDGE DETAIL

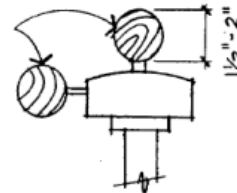


MINIMUM RAIL HEIGHT REQUIREMENTS ARE 24"-30" DEPENDING ON DECK HEIGHT FROM GROUND LEVEL
IF A GREATER HEIGHT IS RECOMMENDED FOR SAFETY REASONS (WHERE THE RAIL IS NEW OR REBUILT)
THE ABOVE CONSTRUCTION METHODS MAY BE ACCEPTABLE (PLEASE SEE ATTACHED TEXT FOR DETAILS)



SAMPLE RAILING DETAILS (NEW RAILS)

"GRASPABLE" HANDRAIL
(1 1/2" $\times$ 2" CROSS
SECTIONAL DIMENSION)
ROUNDED CORNERS



HANDRAIL CAP

Deliberation

I move that the HDC (approve/deny) the request to restore the second story porch on the rear of the house with a new replacement railing design as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. NEW BUSINESS

Case 2023-10 – 1715 Peck – Siding, Soffit/Fascia, and Windows

Applicant: Alive on the Lakeshore

District: Clinton-Peck

Current Function: Commercial

Discussion

The applicant is seeking approval to reside the building, install new aluminum soffit and fascia, and replace all windows in the building.



View of the east (front) and north elevations of the house, looking southwest from Peck Street.



View of the east (front) and south elevations of the house, looking northwest from Peck Street. Board and batten siding on front porch would be replicated with new siding.

Standards (Abbreviated)

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.

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.

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.

Deliberation

I move that the HDC (approve/deny) the request to reside the building, install new aluminum soffit and fascia, and replace all windows in the building as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2023-11 – 557 W. Western – Awning
Applicant: Corrine Cockream
District: Clay-Western
Current Function: Commercial

Discussion

The applicant is seeking approval to install an awning on the W. Western Avenue elevation of the building.



Existing conditions on the W. Western Avenue elevation.



Renderings depicting two proposed awning options.

Standards (Abbreviated)

SIGNAGE POLICY

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Definitions

7. Awning & canopy signs. Any symbol or message which is attached to or is an integral part of any awning (fixed or retractable) or canopy is considered a sign.

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Standards & Design Criteria

G. 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.

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8. Awning and canopy signs. These must comply with all provisions established within this Policy. The size, location, and height of awning and canopy structures are predetermined by existing City Ordinance.

Deliberation

I move that the HDC (approve/deny) the request to install an awning on the W. Western Avenue elevation of the building as proposed in the July 11, 2023 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2023-12 – 1122 Terrace – Garage Demolition and Construction of New Garage
Applicant: Josh Hoff
District: McLaughlin
Current Function: Residential

Discussion

The applicant is seeking approval demolish the existing garage and to construct a new, 36'x45' detached garage at the rear of the property, accessed from Diana Avenue. The garage is proposed to have an offset face, hipped roof, same roofing material and colors as the main house.



View of existing house and detached garage and proposed location of new garage from Diana Avenue, looking north.



Existing garage proposed to be demolished.



Model depicting location, scale, and design of proposed new garage.

Standards

DESIGN GUIDELINES FOR NEW CONSTRUCTION

Although a significant amount of the Commission's work is centered on historic structures, the construction of new structures on vacant lots within historic districts is permitted and encouraged. However, those professionals designing new structures should strive for excellence in design whether small individual infill construction within the existing historic district blocks, or larger independently sited projects. New structures should be in keeping with the existing historical character of the neighborhood or district with a design that is compatible with the size, scale, material, and color of the surrounding buildings and landscaping. Good design which responds positively to its surroundings can be done in several different ways; therefore, it is impossible to develop specific interpretations which will apply in all cases. Every site has its own design opportunities.

The following design recommendations shall be used by the Historic District Commission in evaluating requests for new construction within the districts. These basic criteria should be a part of any proposed design brought before the Commission for approval.

Recommended

Height - Relating the overall height of new construction to that of adjacent structures. As a general rule, construct new buildings to a

Not Recommended

Height - Introducing new construction that varies greatly in height (too high or too low)

height roughly equal to the average height of existing buildings from the historic period on and across the street.

Scale - Relating the size and proportions of new structures to the scale of adjacent buildings. Although a building may be much larger than its neighbors in terms of square footage, it should maintain the same scale and rhythm as the existing buildings.

Massing - Breaking up uninteresting box-like forms into smaller, varied masses such as are common on most buildings from the historic period. Variety of form and massing are elements essential to the character of the streetscape in historic districts. For example, if an infill site is large, the mass of the facade can be broken into a number of small bays.

Directional Expression - Relating the vertical, horizontal, or non-directional facade character of new buildings to the predominant directional expression of nearby buildings. Horizontal buildings can be made to relate to the more vertical adjacent structures by breaking the facade into smaller masses that conform to the primary expression of the streetscape.

Setback - Maintaining the historic facade lines of streetscape by locating front walls of new buildings in the same plane as the facades of adjacent buildings. If exceptions are made, buildings should be set back into the lot rather than closer to the street. If existing setbacks vary, new buildings should conform to historic siting patterns.

Sense of Entry - Articulating the main entrances to the building with covered porches, porticos, and other pronounced architectural forms. Entries were historically raised a few steps above the grade of the property and were a prominent visual feature of the street elevation of the building.

Roof Shapes - Relating the roof forms of the new buildings to those found in the area.

from older buildings in the vicinity. Extreme differences in building heights will have a detrimental visual effects on the appearance of surrounding property.

Scale - Creating buildings that in height, width, or massing violate the existing scale of the area. The new building should not disrupt the scale and rhythm of the streetscape, although it might be appropriate in a different location.

Massing - Introducing single, monolithic forms that are not relieved by variations in massing. Box-like facades and forms are intrusive when placed in a streetscape of older buildings that have varied massing and facade articulation.

Directional Expression - Creating strongly horizontal or vertical facade expressions unless compatible with the character of structures in the immediate area. A new building that does not relate well to its neighbors or to the rhythm of the streetscape because of an unbroken horizontal facade should be avoided.

Setback - Violating the existing setback pattern by placing a new building in front of or behind the historic facade line. Placing buildings at odd angles to the street, unless in an area where diverse siting already exists, even if property setback is maintained, should be avoided.

Sense of Entry - Introducing facades with no strong sense of entry. Side entries or entries not defined by a porch or similar transitional element result in an incompatible "flat" first-floor facade.

Roof Shapes - Introducing roof shapes, pitches, or materials not traditionally used in

Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches, and materials on new construction is one way of making new structures more visually compatible.

Rhythm of Openings - Respecting the recurrent alteration of wall areas with door and window elements in the facade. Also considering the width-to-height ratio of bays in the facade. The placement of openings with respect to the facade's overall composition, symmetry or balanced symmetry should be carefully studied.

Design Expression - Composing the materials, textures and colors of the new building facade to compliment adjacent facades and relating details and decorations of the new building to those of existing surrounding buildings.

Imitations - Accurate restoration of or visually compatible additions to existing buildings and former construction, contemporary architecture that well represents our own time yet, enhances the nature and character of the historic district.

the area.

Rhythm of Openings - Introducing incompatible facade patterns that upset the rhythm of openings established in surrounding structures. For example, glass walls and window and door shapes and locations which are disrespectful to the adjoining buildings.

Design Expression - Violating the existing character of the district by introducing non-compatible materials, textures, colors, details, and decoration on new buildings.

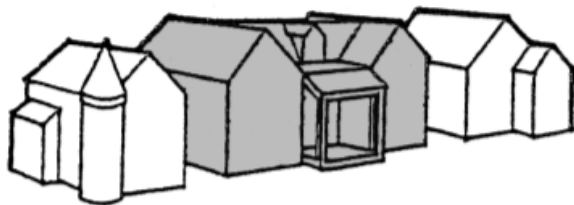
Imitations - Replicating or imitating the styles, motif, or details of older periods. Such attempts detract from the character of the district by compromising what is truly historic.

Recommended

Height



Scale



Massing

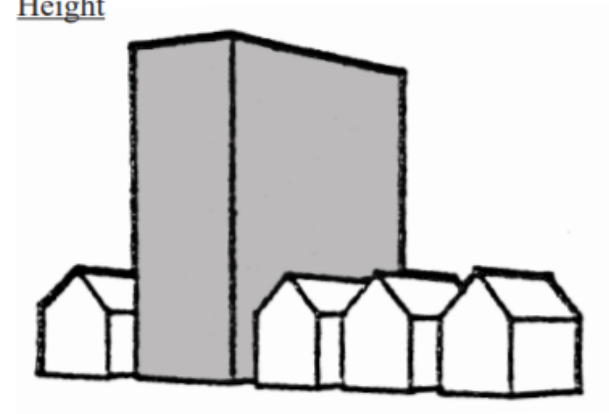


Directional Expression

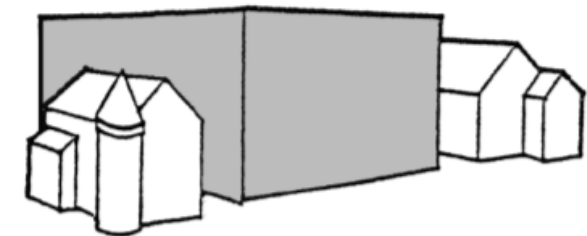


Not Recommended

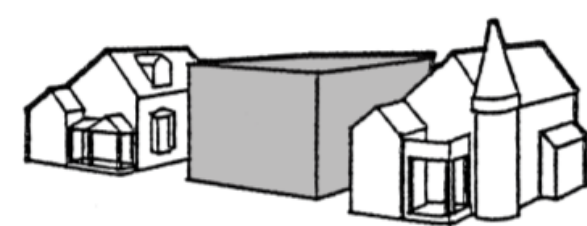
Height



Scale



Massing



Directional Expression

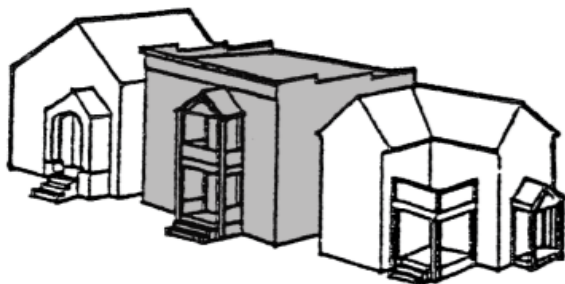


Recommended

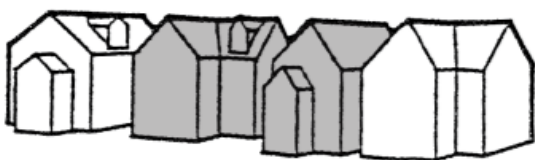
Setback



Sense of Entry



Roof Shapes



Rhythm of Openings

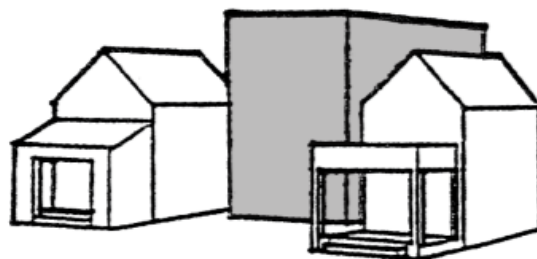


Imitations

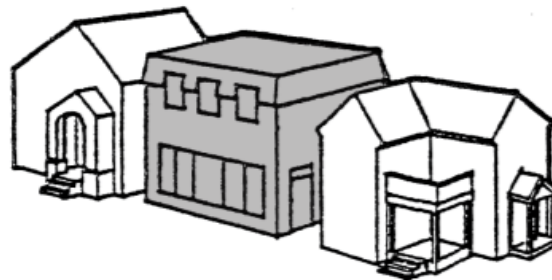


Not Recommended

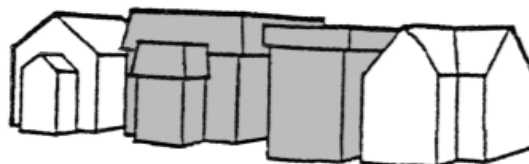
Setback



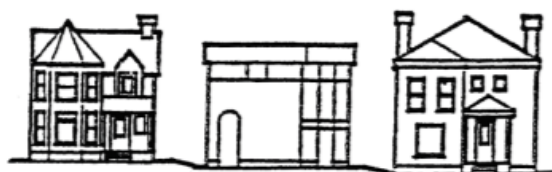
Sense of Entry



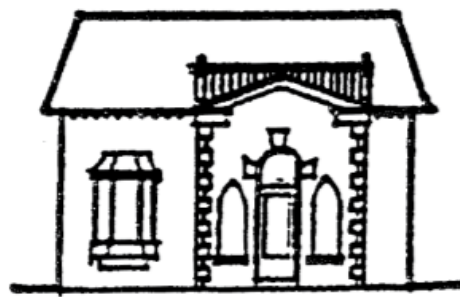
Roof Shapes



Rhythm of Openings



Imitations



Deliberation

I move that the HDC (approve/deny) the request to demolish the existing garage and to construct a new, 36'x45' detached garage at the rear of the property, accessed from Diana Avenue with an offset face, hipped roof, and same roofing material and colors as the main house as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2023-13 – 22 E. Isabella – Windows
Applicant: Jeremy Terrell I
District: McLaughlin
Current Function: Residential

Discussion

The applicant is seeking approval to replace old wood and vinyl windows with new vinyl windows of like size.



View of house from E. Isabella, looking north.



View of house from E. Isabella, looking west.

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2023-10, above.

Deliberation

I move that the HDC (approve/deny) the request to replace old wood and vinyl windows with new vinyl windows of like size as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2023-14 – 1065 4th – Siding
Applicant: First Church of Christ Scientist
District: National Register
Current Function: Institutional

Discussion

The applicant is seeking approval to replace rotted paneling material with 8” composite grooved panel siding and trim boards.



View of building from intersection of W. Webster Avenue and 4th Street, looking west. All areas with white material are proposed to be replaced.



View of building from alley, looking east. All areas with white material are proposed to be replaced.



Sample of proposed siding placed on building.



Detailed view of existing, deteriorated material.

Standards

See Residing and Trim Cladding Guidelines in Case 2023-10, above.

Deliberation

I move that the HDC (approve/deny) the request to replace rotted paneling material with 8” composite grooved panel siding and trim boards as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

None.

VI. ADJOURN