

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

DATE OF MEETING: Tuesday, July 2, 2019
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: **City Commission Chambers, City Hall**

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of June 4, 2019
- III. New Business
 - Case 2019-12 – 234 Houston – Windows
 - Case 2019-13 – 1413 Jefferson – Fence
- IV. Old Business
- V. Other Business
 - HDC Local Standards Draft
 - Window Repair Workshop
- 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

June 4, 2019

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

MEMBERS PRESENT: J. Hilt, K. George, L. Wood, K. Panozzo, A. Riegler

MEMBERS ABSENT: D. Warren, excused; S. Radtke

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: A. Dake for the Muskegon Heritage Museum, 561 W Western Ave; E. Shedd for Parties in the Park

APPROVAL OF MINUTES

K. Panozzo stated that she was present at the May meeting but the minutes showed that she was absent. The May minutes will be changed to show that Karen was present.

A motion to approve the regular meeting minutes of May 7, 2019 with the above change, was made by J. Hilt, supported by L. Wood and unanimously approved.

NEW BUSINESS

Cases were heard out of order, with case 2019-10 being heard first, since the applicant was present.

Case 2019-10 – 561 W. Western Avenue (Banner). Applicant: Muskegon Heritage Association. District: Clay-Western. Current Function: Commercial. J. Pesch presented the staff report. The applicant is seeking HDC approval to install a banner sign on the west side of the building near the rear alley. The work has already been completed. Per HDC standards, any banner hung either with or without frames that contains a message, symbol, or which is simply a decorative addition is considered a sign. Banners, when permitted, are on an interim basis only and shall be annually reviewed by the Historic District Commission to ensure their sightly appearance.

Board members concurred that the sign was appropriate. A motion that the HDC approve the request to install a banner sign on the west side of the building near the rear alley 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, L. Wood, K. Panozzo, and A. Riegler voting aye

Case 2019-08 – 350 W. Webster Avenue (Hackley Park) – Pavement. Applicant: Eric Shedd. District: National Register. Current Function: Park. J. Pesch presented the staff report. The applicant is seeking approval to pave 5' x 5' cement pads on both sides of the stage as well as a sidewalk

along the north side of the stage. The paved areas would serve as a ground-level surface for moving and placing temporary speakers used by events held on the park's stage. Typically, staff can approve construction/reconstruction of driveways and sidewalks provided no material is historic in nature (i.e. historic pavers and bricks). However, the Historic District Commission requested to review the proposed changes due to their location in Hackley Park. Other, similar proposals at Hackley Park were reviewed by the HDC in the past.

J. Pesch stated that the Parks Department told him that the raised areas on the sides of the stage were used for planters. It was also difficult to get speakers up there, since they were raised platforms. A. Riegler asked if the additions to the stage area would be symmetrical. J. Pesch stated that they would not, as one side would have a sidewalk in addition to the cement pad. K. George asked why they wanted a sidewalk on one side; she thought it might look odd and preferred to see a site plan showing the proposed improvements. E. Shedd arrived and answered board members' questions. He stated that they needed a sidewalk on the one side because that was where the stairs and the handicap-accessibility ramp were. There was also a large electrical box on the other side of the stage, which would have made it difficult to maneuver around. He stated that foot traffic and the speakers were already disturbing the landscaping there, and the ground was not always level. Adding the cement pads would fix that, and the sidewalk addition would allow easier accessibility to the stage.

A motion that the HDC approve the request to pave 5' x 5' cement pads on both sides of the stage as well as a sidewalk along the north side of the stage as long as the work meets all zoning requirements and the necessary permits are obtained, was made by L. Wood, supported by J. Hilt and unanimously approved, with J. Hilt, K. George, L. Wood, K. Panozzo, and A. Riegler voting aye.

Case 2019-09 – 508 & 512 W. Webster Avenue (House Move / New Construction). Applicant: Community enCompass. District: Clay-Western. Current Function: Vacant Lot. J. Pesch presented the staff report. The applicant is seeking approval to relocate the house currently located at 1190 Ireland Avenue to the vacant property at 508 and 512 W. Webster Avenue. The applicant is also requesting to construct a new, two-stall garage at the W. Webster location, sided with vinyl siding to match the existing house. According to HDC standards, 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.

J. Pesch stated that there were currently two vacant lots on Webster Avenue, but there was a boundary adjustment planned to create two buildable lots. K. George represented the applicant, Community enCompass. She stated that Avasure, the property owner of 1190 Ireland, contacted her to see if she wanted to salvage any parts of the house, as they planned to demolish it. She stated that the 5-bedroom house was in very good shape with all intact wood, and she preferred to preserve the house rather than build something new. She described the size and condition of the house, and felt that it would be a good fit for the Webster Avenue lot. She answered questions about the new garage and stated that it would match the house in scale and appearance. They planned to use vinyl siding, as there was already vinyl siding on the house.

A motion that the HDC approve the request to relocate the house currently located at 1190 Ireland Avenue to the vacant property at 508 and 512 W. Webster Avenue and to construct a new, two-stall

garage at the W. Webster location sided with vinyl siding to match the existing house 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 approved, with J. Hilt, L. Wood, K. Panozzo, and A. Riegler voting aye. K. George abstained from voting due to being the applicant's representative.

Case 2019-11 – 380 Houston Avenue (New Construction). Applicant: Bethany Housing Ministries District: Houston. Current Function: Vacant Lot. J. Pesch presented the staff report. The applicant is seeking approval to construct a fourplex on this vacant lot. A site plan and elevation drawings were provided. The structure will be sided with SmartSide engineered wood siding and trim, and the front of the structure will also have decorative trim to reflect existing homes in the area. HDC design guidelines for new construction were provided.

K. George stated that there had previously been a multi-unit home on this site but a fire at the structure led to its demolition. Board members reviewed the renderings. A. Riegler stated that she was concerned about the scale of the side elevations. K. George stated that, although the building appeared to be long, it would be a good fit for the lot as the lot was very deep. She explained the construction style, which was a pre-manufactured home. They had tried to come up with a design that fit with the rest of the houses on the street. A. Riegler asked what the square footage of the house would be. K. George stated that the building would be 30' x 60' and would contain 4 affordable rental properties. One unit on the ground floor would be fully accessible. She also stated that the house would be built to conform to the form-based code zoning for a multi-unit home. A. Riegler asked if there was any flexibility in the home's design, as she still had concerns about the scale. K. George stated that they had some leeway in trim details and suggested that they could add a frieze board and other details to make it unique. She expected that once the house was viewed on the lot, it would be a better fit than what was apparent in the drawing. A. Riegler and K. George discussed what features could be added to improve the home's appearance. K. George stated that, because of the pre-manufactured construction style, the renderings were not done locally so she was not able to add any details to the standard pictures. However, she assured board members that they would add exterior details to improve the appearance. J. Hilt suggested that landscaping could also benefit the building's appearance once it was installed. K. George stated that they did include landscaping in their budget.

A motion that the HDC approve the request to construct the fourplex as depicted in the drawings provided at the June 4th, 2019 HDC meeting except that the applicant will add exterior details to improve the appearance of the scale of the house, and to approve the use of SmartSide engineered wood siding and trim with additional decorative trim added to the structure, as long as the work meets all zoning requirements and the necessary permits are obtained, contingent upon review of final drawings reflecting the items discussed at this meeting, was made by K. Panozzo, supported by J. Hilt and approved, with J. Hilt, L. Wood, K. Panozzo, and A. Riegler voting aye. K. George abstained from voting due to being the applicant's representative.

OLD BUSINESS

Case 2018-42 – 240, 250, 254 Monroe Avenue (New Construction). Applicant: City of Muskogee/Dave Dusendang Custom Homes. District: Houston. Current Function: Vacant Lots. J. Pesch presented the staff report. At the December 4, 2018 meeting, a motion that the HDC approve

the concept of six new modular rowhouses to be built on the vacant lots at 240, 250, and 254 Monroe Avenue was approved, but final approval was tabled until revised drawings were presented based on input given by the HDC. The applicant is now seeking final approval to construct the six rowhouses on three vacant lots on the north side of Monroe Avenue between 3rd Street and 4th Street (four additional rowhouses will be built across the street on 235 and 239 Monroe, but those will not be located in an historic district). The units will have attached garages accessed from the rear alley. Updated drawings were provided.

Board members did not like the updated drawings. The units' windows were shown as sliders instead of double hung, as was discussed and preferred at the previous meeting. They also did not like the vertical trim shown extending down from the end of the false roofline, and the front columns appeared too large and out of scale for the homes. Board members concurred that the photo shown on page 15 of the staff report was preferred over the new drawings (page 15 of the staff report was appended to these minutes as Appendix A). J. Hilt asked if the board could recommend that the SmartSide engineered wood product be used instead of vinyl siding, especially since the previous case (case 2019-11), involving new construction, would be using that material. J. Pesch stated that they could.

A motion that the HDC approve the request to construct six rowhouses on the vacant lots at 240, 250, and 254 Monroe Avenue as depicted in the staff report drawing provided at the June 4th, 2019 HDC meeting, with the conditions that 1) the front elevation matches the elevation shown in the June 4 staff report (see Appendix A), 2) double-hung windows are used instead of sliders; 3) the vertical trim piece shown in the new drawings is eliminated; 4) the dimension of the front porch columns are built to within one (1) inch of eight (8) inches square; 5) that an engineered wood product is recommended over vinyl siding, and 6) 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, L. Wood, K. Panozzo, A. Riegler, and K. George voting aye.

OTHER BUSINESS

HDC Local Standards Review – J. Pesch stated that he would assemble a final draft of the revised HDC local standards, incorporating the various changes discussed over past meetings and present it to the board for approval at their next meeting.

There being no further business, the meeting was adjourned at 5:25 p.m.

APPENDIX A – PAGE 15 OF JUNE 4, 2019 STAFF REPORT

IV. OLD BUSINESS

Case 2018-42 – 240, 250, 254 Monroe – New Construction
Applicant: City of Muskegon/Dave Dusendang Custom Homes
District: Houston
Current Function: Vacant Lot

Discussion

At the December 4, 2018 meeting, a motion that the HDC approve the concept of building six modular rowhouses on the vacant lots at 240, 250, and 254 Monroe Avenue but table the approval until revised drawings were presented based on input given by the HDC, was approved. The applicant is seeking approval to construct six rowhouses on three vacant lots on the north side of Monroe Avenue between 3rd Street and 4th Street (four additional rowhouses will be built across the street on 235 and 239 Monroe, but those will not be located in an historic district). The units will have attached garages accessed from the rear alley. Updated drawings will be available at the meeting.



Original drawing submitted showing front façade

Standards

See above Design Guidelines for New Construction included with case 2019-9.

Deliberation

I move that the HDC (approve/deny) the request to construct six rowhouses on the vacant lots at 240, 250, and 254 Monroe Avenue as depicted in the drawings provided at the June 4th, 2019 HDC meeting as long as the work meets all zoning requirements and the necessary permits are obtained.

III. NEW BUSINESS

Case 2019-12 – 234 Houston – Windows

Applicant: Heidi and Jason Morey

District: Houston

Current Function: Residential

Discussion

The applicant is seeking approval to replace two wood windows with vinyl windows. The two windows – located on the second floor above the front porch – were recently damaged by a fallen tree.



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 the two damaged, wood windows located on the second floor above the front porch with vinyl windows as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2019-13 – 1413 Jefferson – Fence
Applicant: Tracy Montgomery
District: Campus
Current Function: Residential

Discussion

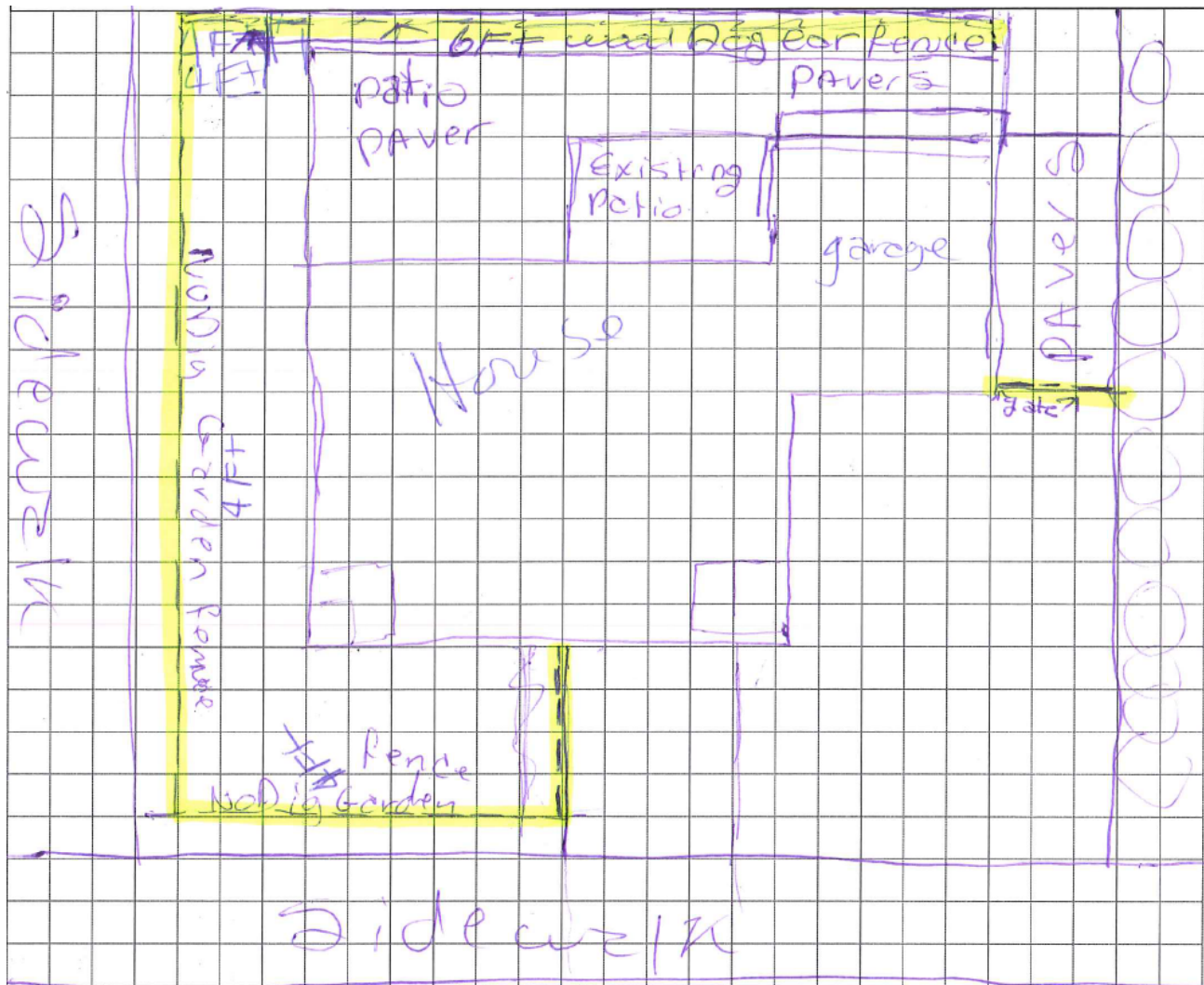
The applicant is seeking approval to construct a six-foot tall privacy fence in the backyard of the property as well as four-foot tall open fencing along the sides and front of the property. Photos of the proposed fence style will be provided at the meeting.



View of house from the corner of Jefferson and Washington



View of backyard from Washington



Site plan highlighting proposed fencing location

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 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 in the style presented at the July 2, 2019 HDC meeting 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 at the July meeting. A future workshop will be held to review the updated local standards in more detail before final adoption.

Window Repair Workshop – A workshop will 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. Tickets are available at the following link:

<https://www.eventbrite.com/e/window-repair-workshop-tickets-61159607031?aff=efbeventtix>

VI. ADJOURN