

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

DATE OF MEETING: Tuesday, June 7, 2022
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 May 12, 2022.
- III. Old Business
 - 2022-02 – 296 W. Webster – Addition
- IV. New Business
 - Case 2022-20 – 460 W. Clay – Rehabilitation
 - Case 2022-21 – 621 W. Western – Window
 - Case 2022-22 – 407 W. Muskegon – Windows
 - Case 2022-23 – 1275 Peck – Sign
- 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 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 May 12, 2022.

III. OLD BUSINESS

Case 2022-02 – 296 W. Webster – Addition
Applicant: Muskegon Museum of Art
District: National Register/Downtown Structures
Current Function: Institutional

Discussion

This case was last reviewed and granted conceptual approval at the January 12, 2022 HDC meeting; the applicant is now seeking final approval of the full project prior to commencing construction. The applicant is seeking approval to construct a new, approximately 21,500 gross square foot, two-story addition to the north of the Muskegon Museum of Art's existing building, install a new south entrance on W. Webster Avenue where a window currently exists, and create a landscaped plaza connecting the new addition's north entrance to W. Clay Avenue. The footprint of the new construction is proposed to span two current parcels (269 W. Webster and 315 W. Clay) as well as portion of the vacated alley in this block, space which is completely or partially located in two local historic districts. The building addition is proposed to contain new large and small galleries, event space, a roof terrace, the museum store, classroom and activity space, mechanical space/loading dock, support space, and collections management space. Supporting document and drawings have been provided to the HDC members and will be available for reference at the meeting.



Bird's-eye view rendering of proposed building addition from W. Clay Avenue, looking south. Existing museum building visible behind addition.



Current view of the original museum building (left) and its 1980s addition (right) from W. Webster Avenue, looking west.



Rendering of same view depicting the proposed new south entrance to the building.



Current museum building's south entrance (January 2022).



Current connection between original museum building and past building addition. Window on left is proposed to be replaced with a new entry door.



Current view of north entrance and alley, looking east.



View from approximately the same location as above photo. Building addition is built over vacated alley (obscuring view of existing building).



View of existing north elevation from W. Clay Avenue (January 2022).



View from approximately the same location as above photo. Building addition extends toward and faces Clay, and a new landscaped plaza provides a pedestrian connection from the sidewalk and locations for future public art pieces.

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 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

Not Recommended

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

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. 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.

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 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

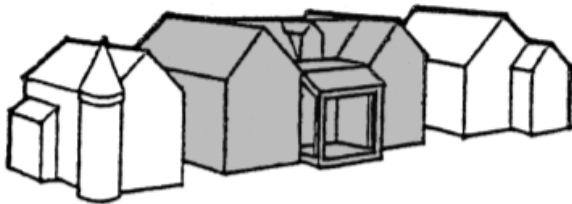
historic.

Recommended

Height



Scale



Massing

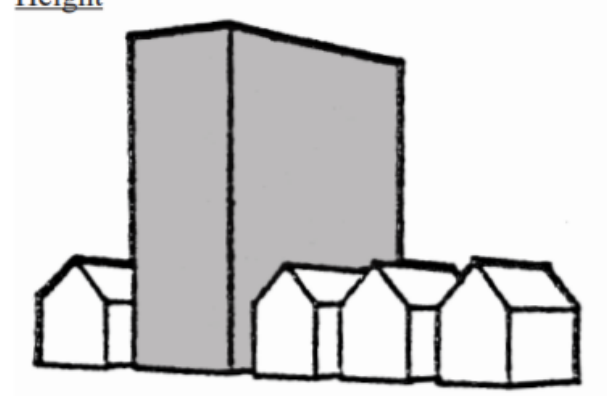


Directional Expression

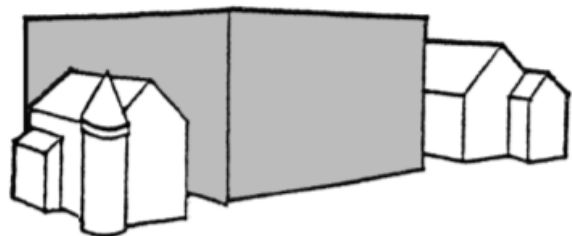


Not Recommended

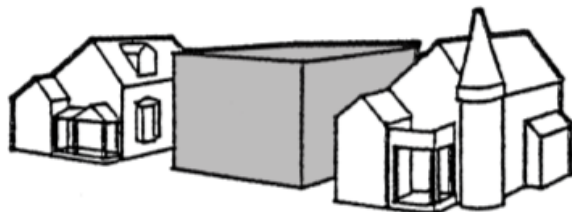
Height



Scale



Massing



Directional Expression

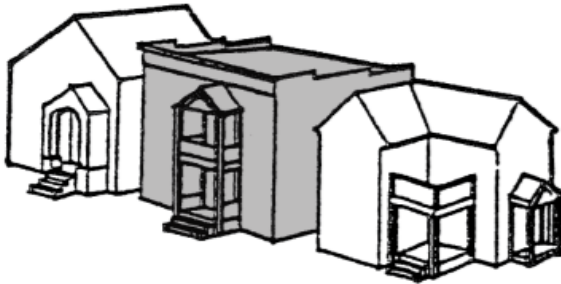


Recommended

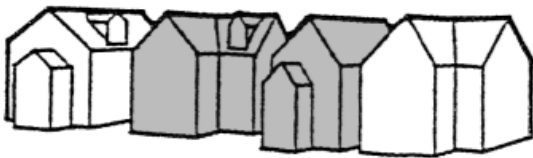
Setback



Sense of Entry



Roof Shapes



Rhythm of Openings

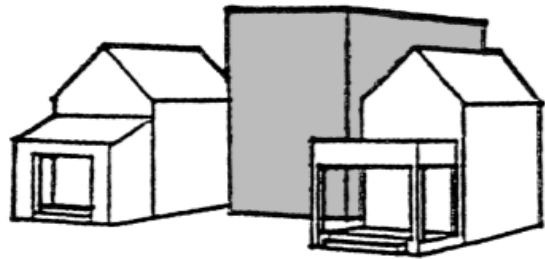


Imitations

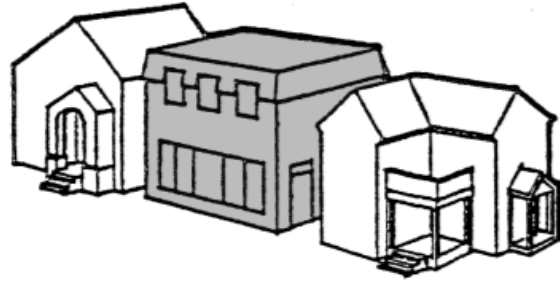


Not Recommended

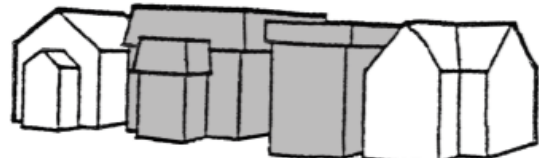
Setback



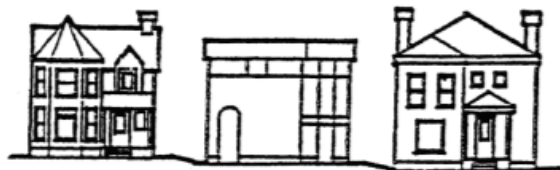
Sense of Entry



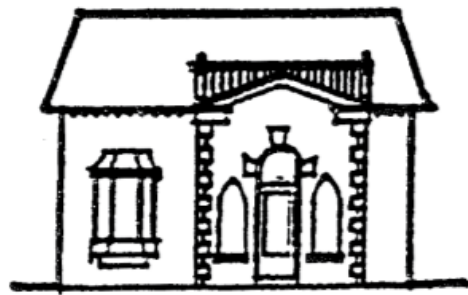
Roof Shapes



Rhythm of Openings



Imitations



Deliberation

I move that the HDC (approve/deny) the request to construct a new, approximately 21,500 gross square foot, two-story addition to the north of the Muskegon Museum of Art's existing building, install a new south entrance on W. Webster Avenue where a window currently exists, and create a landscaped plaza connecting the new addition's north entrance to W. Clay Avenue as presented in the June 7, 2022 HDC staff report and supporting documents as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. NEW BUSINESS

Case 2022-20 – 460 W. Clay – Rehabilitation
Applicant: Tim Harrell
District: Clay-Western
Current Function: Residential

Discussion

The applicant is seeking approval to install composite, horizontal lap siding with a 6” exposure, install composite trim retaining the existing trim profiles, install black fiberglass windows with the same openings and retaining the same dimensions, install black metal handrails on the front porch, and remove the chain-link fence in the front yard.



View of house from W. Clay Avenue, looking west.



View of east elevation from rear alley, looking south.



View of front porch and west elevation from W. Clay Avenue, looking north.



Rendered south elevation showing proposed changes.



Existing window and siding conditions.

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, fascias, 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, see additional Standards and Guidelines in Case 2022-21, below)

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.

FENCE STANDARDS AND GUIDELINES (Abbreviated)

Fence Guidelines

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

Deliberation

I move that the HDC (approve/deny) the request to install composite, horizontal lap siding with a 6” exposure, install composite trim retaining the existing trim profiles, install black fiberglass windows with the same openings and retaining the same dimensions, install black metal handrails on the front porch, and remove the chain-link fence in the front yard as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-21 – 621 W. Western – Window
Applicant: FOE Eagles 668
District: Clay-Western
Current Function: Commercial/Institutional

Discussion

The applicant is seeking approval to install a new 9' x 9', four pane window with reflective glass in an original opening on the north (W. Western Avenue) elevation due to water damage found with the former window. The work was completed without building permits or HDC review, and the reflective glass is in violation of zoning regulations.



View of building from W. Western Avenue, looking south. Replacement window is visible at right.



Same view of building from October 2019 showing former glass block window in the same opening.



View of replacement window from W. Western Avenue.

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.

...

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.

Deliberation

I move that the HDC (approve/deny) the request to install a new 9' x 9', four pane window with reflective glass in an original opening on the north (W. Western Avenue) elevation as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-22 – 407 W. Muskegon – Windows
Applicant: Elizabeth and Daniel Bollweg
District: Houston
Current Function: Residential

Discussion

The applicant is seeking approval to replace nine existing or missing basement windows with glass block windows of the same size.



View of house from 5th Street and W. Muskegon Avenue, looking south. Three remaining (non-boarded) basement windows are visible on the left.



View of the three remaining basement windows on the east elevation, as viewed from 5th Street.



Existing conditions of basement windows. Boarded windows are often missing entirely, as depicted in interior photos.



Style of proposed glass block replacement windows.

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2022-21, above.

Deliberation

I move that the HDC (approve/deny) the request to replace nine existing or missing basement windows with glass block windows of the same size as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-23 – 1275 Peck – Sign
Applicant: Muskegon Pregnancy Services
District: McLaughlin
Current Function: Commercial

Discussion

The applicant is seeking approval to install a new, 2'-10" x 12'-0" wall sign on the east (Peck Street) elevation of the building.



View of building from Peck Street, looking southwest. Proposed sign would be installed above front entry door.



Rendering of proposed wall sign and installation method.

Standards

Signage Policy (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 install a new, 2'-10" x 12'-0" wall sign on the east (Peck Street) elevation of the building with the design presented in the June 7, 2022 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.

VI. OTHER BUSINESS

None

VII. ADJOURN