

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

DATE OF MEETING: Tuesday, June 5, 2018
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 May 1, 2018
- III. New Business

Case 2018-15 – 34 E. Isabella – Windows and Siding
- IV. Old Business
- V. Other Business

Case 2015-10 – 316 W. Webster Avenue – Doors

Certified Local Government
- VI. Adjourn

“We admire that which is old not because it is old, but because it is beautiful.” Winston Churchill

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CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

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II. MINUTES

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION MINUTES

May 1, 2018

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

MEMBERS PRESENT: J. Hilt, S. Kroes, L. Wood, D. Warren, A. Riegler

MEMBERS ABSENT: K. Panozzo, excused; S. Radtke

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: D. Kalisz for 430 W. Clay Ave.

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of April 3, 2018 was made by D. Warren, supported by J. Hilt and unanimously approved.

NEW BUSINESS

Case 2018-14 – Lakeshore Museum Center – 430 West Clay Ave and 471 West Western Ave. – Clay-Western Historic District. Don Kalisz from Revel attended on behalf of the Lakeshore Museum Center. He proposed the addition of non-permanent vinyl banners to the north facade of the Lakeshore Museum Center (430 W. Clay) and the east facade of the Lakeshore Museum Center's auxiliary building (471 W. Western) to promote the Museum and its exhibits. The banners will be grommited and more permanent fixtures (brackets or frames) for the banners will be proposed next fiscal year. The artwork was not finalized, but the locations and sizes of the banners were presented to the HDC.

J. Hilt asked if the proposed banners met the sign ordinance. J. Pesch stated that they would have to be approved by M. Franzak, the city's Zoning Administrator, once they received HDC approval. D. Kalisz stated that M. Franzak had informed him that there was a 90-day allowance for banners.

A motion to approve the request to install banners on the building at 471 W Western Avenue as requested, with the conditions that all zoning requirements are met and the necessary permits are obtained, was made by L. Wood, supported by S. Kroes and unanimously approved, with J. Hilt, S. Kroes, L. Wood, D. Warren, and A. Riegler voting aye.

OLD BUSINESS

OTHER

Case 2015-10 – 316 W. Webster Avenue – Hackley Library doors. Board members and staff discussed the response letter from the Hackley Public Library regarding the replacement doors that were installed

without HDC approval. Board members concurred that they would like to give it some thought and discuss it at the next meeting. J. Pesch stated that he would look into it further. The Certificate of Appropriateness he found for the library renovation project was fairly detailed but contained no mention of the doors being replaced.

Certified Local Government (CLG). Staff shared the certification manual for the Certified Local Government program at the April meeting. Since then, J. Pesch had reached out to L. Ashley of the State Historic Preservation Office (SHPO) and was awaiting a response regarding CLG requirements.

MHPN Hackley and Hume Plaster Workshop. J. Pesch notified board members that the Michigan Historic Preservation Network (MHPN) in partnership with the Hackley & Hume Historic Site and the Lakeshore Museum Center was offering a two-day, hands-on plaster workshop on May 8th and 9th.

There being no further business, the meeting was adjourned at 4:50 PM.

III. NEW BUSINESS

Case 2018-15 – 34 E. Isabella – Windows and Siding

Applicant: Community enCompass

District: McLaughlin

Current Function: Residential

Discussion

The applicant is seeking approval to remove the existing wood windows and replace them with vinyl windows. The rough openings will remain the same, as will the existing trim. The applicant is also proposing to remove and replace the existing wood siding with a wood composite siding of the same profile. The existing wood trim and posts will remain.





Standards

WINDOW, DOOR, AND EXTERIOR WOODWORK STANDARDS AND GUIDELINES

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.

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 (see attached illustration).

- 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 remove the existing wood windows and replace them with vinyl windows within the same rough openings while retaining the existing trim, and to remove and replace the existing wood siding with a wood composite siding of the same profile with no alteration to the existing wood trim and posts as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

Case 2015-10 – 316 W. Webster Avenue – Doors

Commissioners reviewed the response letter from the Hackley Public Library Board of Trustees at the May meeting and agreed to further discuss the case.

Certified Local Government

Staff has been in contact with the State Historic Preservation Office (SHPO) to discuss the program. Before moving ahead with the certification process, the HDC's local design standards and guidelines must be reviewed to ensure that they align with the Secretary of the Interior's Standards and Guidelines for Rehabilitation.

VI. ADJOURN