

**CITY OF MUSKEGON
HISTORIC DISTRICT COMMISSION
REGULAR MEETING (Rescheduled from May 3, 2022)**

DATE OF MEETING: Thursday, May 12, 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 April 5, 2022.
- III. Old Business
- IV. New Business
 - Case 2022-15 – 461 W. Webster – Solar Panels
 - Case 2022-16 – 390 W. Muskegon – Patio
 - Case 2022-17 – 486 W. Clay – Gutters
 - Case 2022-18 – 585 W. Clay – Mural
 - Case 2022-19 – 561 W. Western – Window Sign
- V. Other Business
 - Certified Local Government
 - Potential Hackley Park Conservation Work
- 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 April 5, 2022.

III. OLD BUSINESS

None

IV. NEW BUSINESS

Case 2022-15 – 461 W. Webster – Solar Panels

Applicant: Victoria Thompson

District: Houston

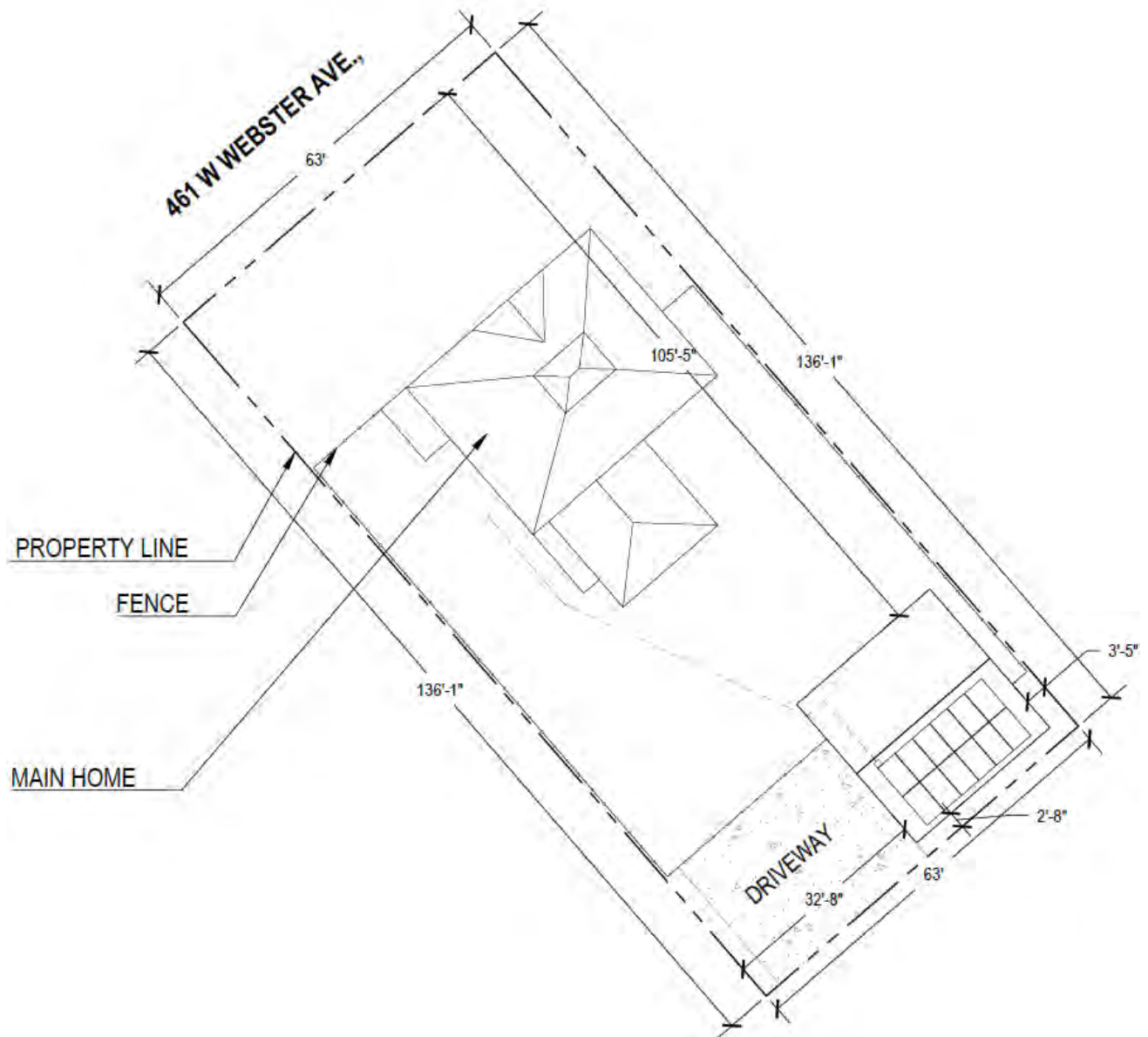
Current Function: Residential

Discussion

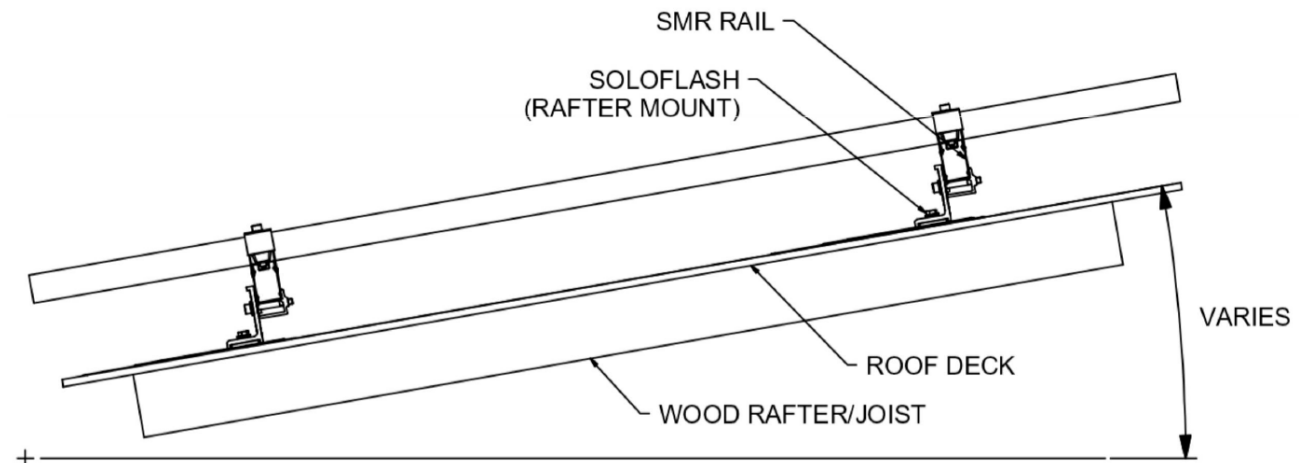
The applicant is seeking approval to install a 12-panel roof-mounted solar array on the southeast-facing roof surface of the detached garage (along the rear alley). The below drawings provide the specific locations of the solar panels and the installation method.



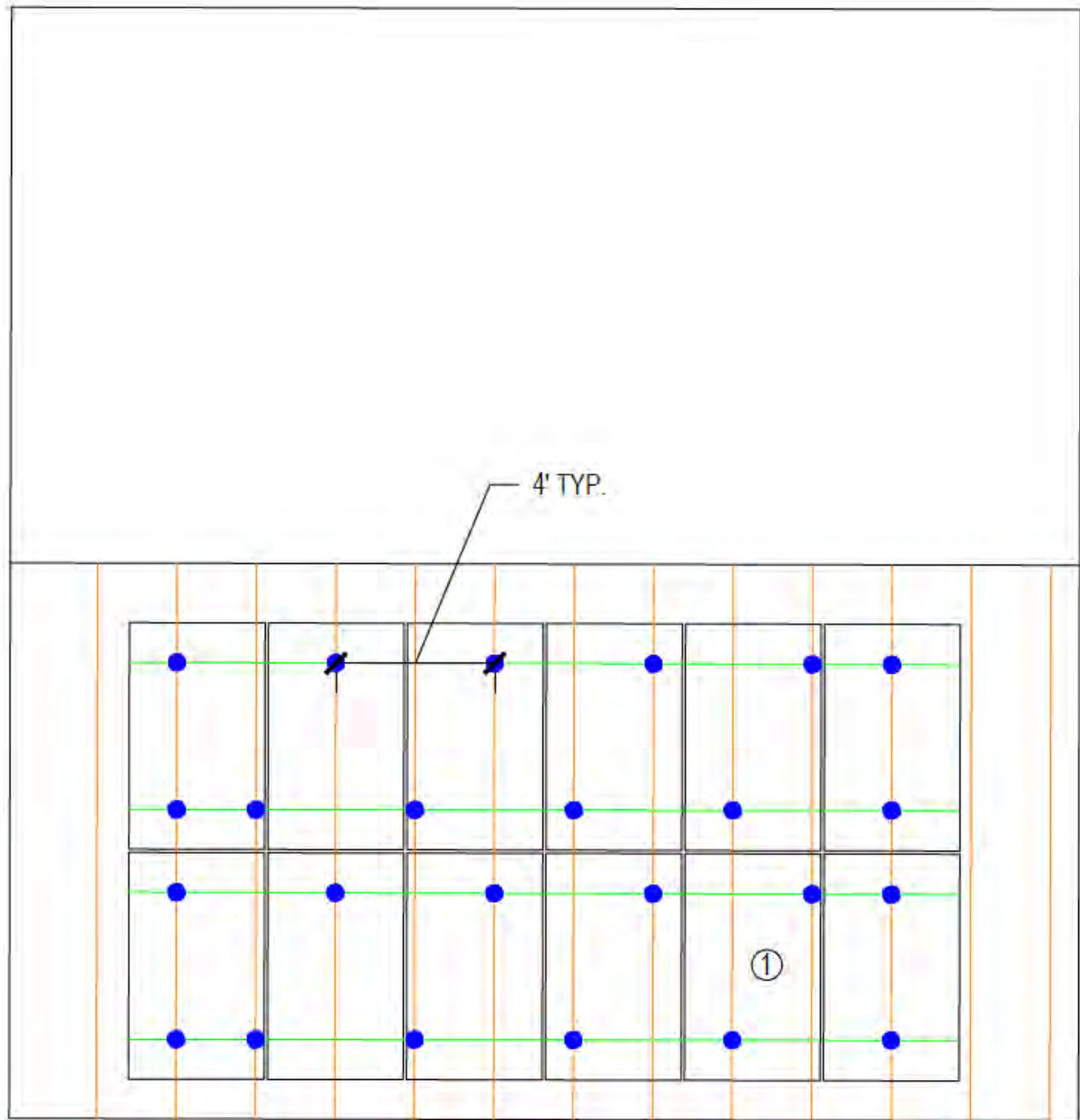
View of house from W. Webster Avenue, looking east. View of garage obscured by house.



Location of proposed solar array on southeast-facing roof surface of the detached garage.



Side view of rafter-mounted system. 22-degree roof pitch.



SYSTEM LEGEND	
	ROOF ATTACHMENT POINT
	(ROOF FRAMING) RAFTERS/TRUSS
	RACKING
	FIRE CODE SETBACK (18" MIN / 36" MAX)

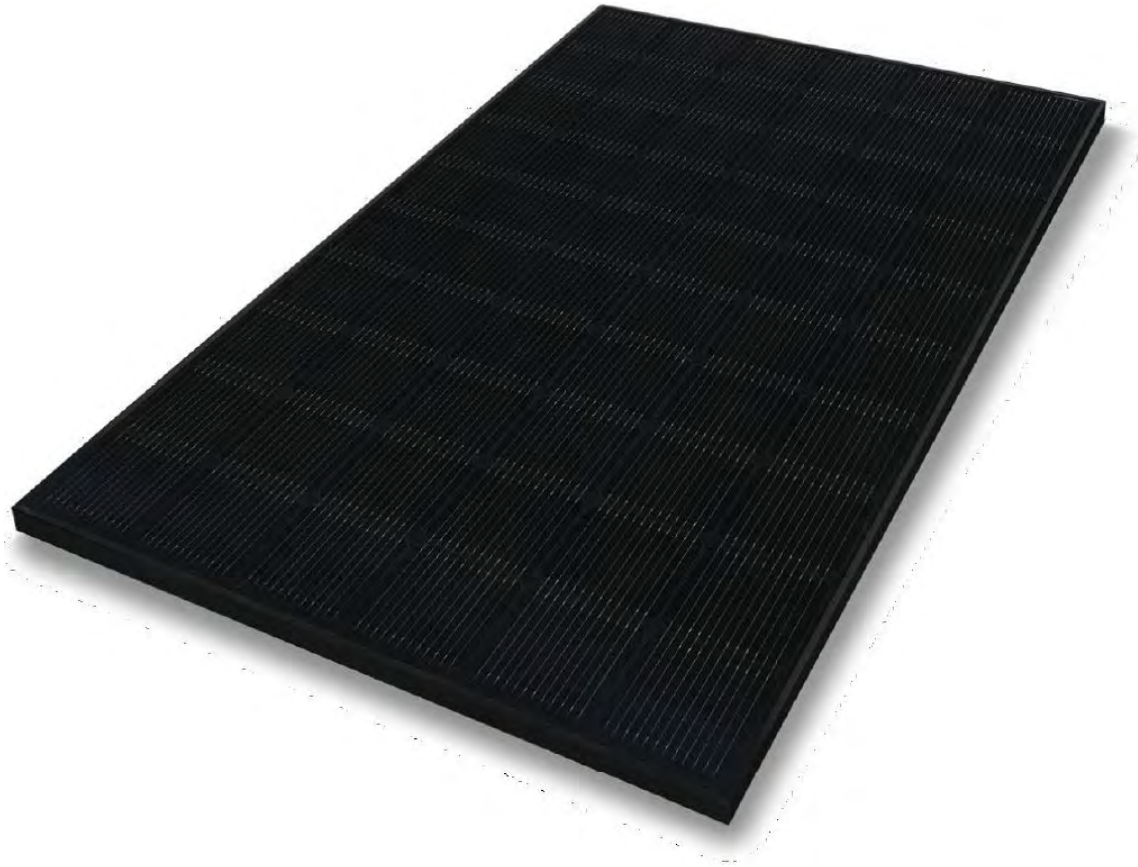
Installation details of rafter-mounted system.



View of detached garage (brick) from rear alley, looking west.



View of detached garage from rear alley, looking north.



Appearance of proposed solar panel.

Standards

GENERAL UTILITY/OUTDOOR APPLIANCES (Abbreviated)

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Solar Panels

All solar panels and associated mechanical or service equipment should not be located on a primary or character-defining elevation or roof, nor damage or obscure character-defining features of the resource. New solar panels mounted at grade level should be located in an area not visible from the street. New solar panels located on a sloped roof surface should be installed parallel to the roof, should match or be similar in color to the roof surface, should not extend more than eight (8) inches above the roof surface, and should be installed on the rear half of resources (typically a side- or rear-facing roof surface) out of view from the street. New solar panels located on flat roof surfaces should be located and positioned to reduce visibility from the street and should utilize existing architectural features (parapets, chimneys, dormers, etc.) to further limit their visibility.

Deliberation

I move that the HDC (approve/deny) the request to install a 12-panel roof-mounted solar array on the southeast-facing roof surface of the detached garage to the location and installation specifications provided in the May 3rd, 2022 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-16 – 390 W. Muskegon – Patio
Applicant: William Smith
District: Houston
Current Function: Residential

Discussion

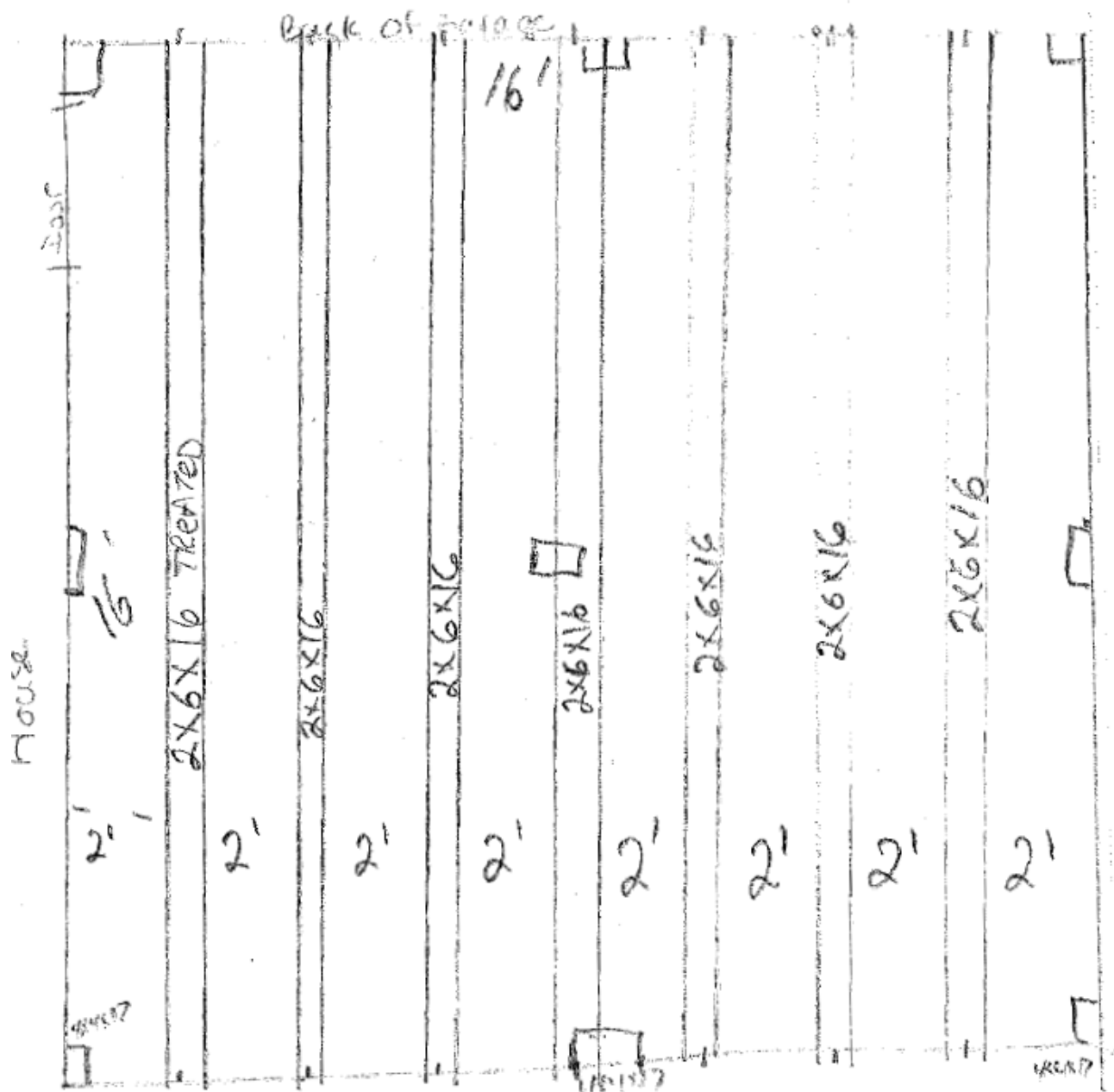
The applicant is seeking approval to construct an unattached, 16'x16' wooden patio in the side yard of the property. The patio will be flush with ground, and will be painted black to match the house.



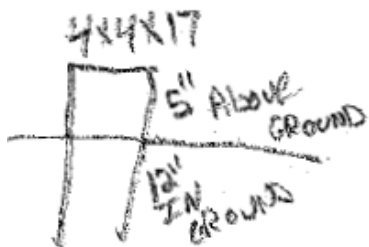
View of house from W. Muskegon Avenue, looking west. Proposed patio would be constructed within fenced area.



View of proposed patio footprint.



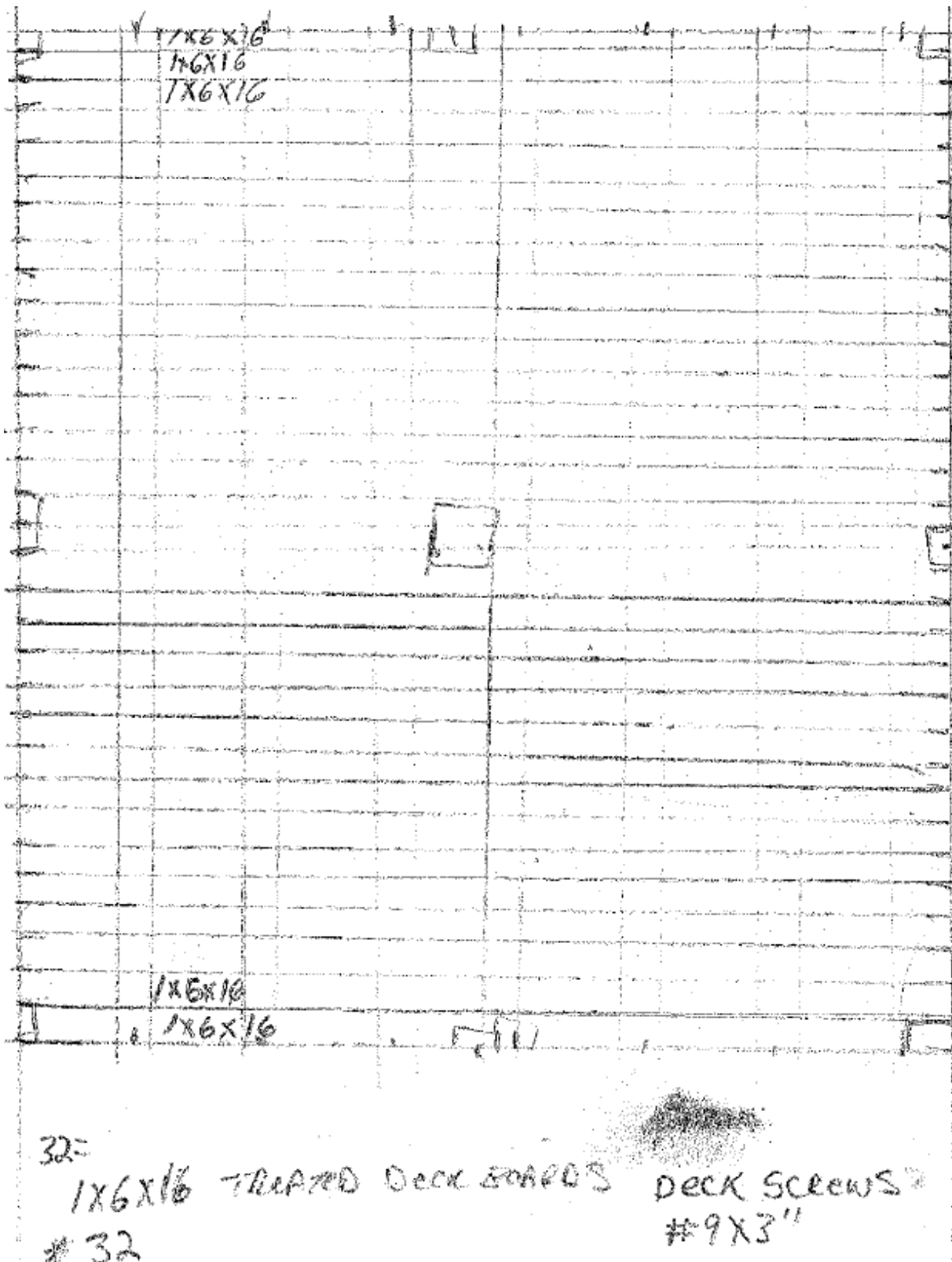
4x4 POST
TREATED = 2x4x8



FRAME
16D X 3 1/2
NAILS

11 = 2x6x16

Proposed patio construction details.



Proposed patio will be finished with treated, 6"-wide deck boards.

Standards

PORCH AND DECK STANDARDS AND GUIDELINES (ABBREVIATED)

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.

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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.

Deliberation

I move that the HDC (approve/deny) the request to construct an unattached, 16'x16' wooden patio in the side yard of the property, flush with ground, and painted black to match the house as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-17 – 486 W. Clay – Gutters
Applicant: Emilio Trejo
District: Clay-Western
Current Function: Residential

Discussion

The applicant is seeking approval to install gutters on the house. The gutters will be black to match the existing trim. Some remnants of existing gutters, added more recently, can be found on the house.



View of house from 5th Street, looking west. Remnants of existing gutters visible on second-story porch roof.



View of house from W. Clay Avenue, looking north. Existing gutters visible above garage door. The attached garage replaced the former detached garage in the early 1990s.

Standards

WINDOW, DOOR, AND EXTERIOR WOODWORK STANDARDS AND GUIDELINES (Abbreviated)

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 install gutters on the house as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-18 – 585 W. Clay – Mural
Applicant: Jennifer Weaver/J&J Corner Properties, LLC
District: Clay-Western
Current Function: Mixed-Use

Discussion

The applicant is seeking approval to paint a mural on the west (7th Street) elevation of the building.



View of building from W. Clay Avenue, looking east. Proposed mural would be painted on the 7th Street elevation.



View of building from 7th Street, looking north.

Standards

No specific local standards apply.

Deliberation

I move that the HDC (approve/deny) the request to paint a mural on the west (7th Street) elevation of the building as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-19 – 561 W. Western – Window Sign
Applicant: Lakeshore Museum Center
District: Clay-Western
Current Function: Institutional

Discussion

The applicant is seeking approval to replace the window sign in the storefront window. The work has already been completed.



View of building from W. Western Avenue, looking east. New window sign visible on storefront.



Former window sign on storefront window (photo from October 2019).

Standards

SIGNAGE POLICY (ABBREVIATED)

Window signs. Any sign that is applied directly to the inside or outside surface of a window glass or exists as opaque, translucent or transparent panels which are suspended or supported by other means inside the window and parallel to its surface, which are intended to be seen from the exterior.

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Standards & Design Criteria

General Conditions: All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code of Ordinances and shall comply with existing zoning requirements as established within the City's Code of Zoning Ordinances.

The following Standards and Design Criteria shall be used in whole or part by the Historic District Commission in its determination of appropriateness of a particular type of sign for a specific property, including size, design features, fabrication and methods, intended positioning and on-site location, and all other elements affecting a sign's physical appearance:

A. Letters

1. Style. Uniform lettering style shall be used throughout the sign to avoid incoherence and otherwise incompatible letter form combinations which may be determined as inappropriate by the Historic District Commission. The use of serified (footed) letter styles is preferred for certain historical buildings; however, Gothic letter forms (those without serifs) and script letter forms may be acceptable to the Historic District Commission dependent upon the style and period of architecture represented by the building involved.

2. Size. "Letters should be subordinate to the background area". The maximum allowable height of capital letter forms shall not exceed two-thirds the height of the background area on which it appears (the background area is, in turn governed by the sign size and location restrictions which follow) or shall be reduced to the size declared appropriate by the Historic District Commission, dependent upon the actual signable wall area or sign size, location and viewing distance.

B. Fabrication Materials The following materials, when properly used to compliment the architectural features and character of a historic building, are considered compatible for use in whole or part within the historic districts, provided the conditions as described are adhered to:

1. Wood - Any wood utilized shall be painted, stained, varnished or lacquered, carved or routed, or be negative cutout (letter forms described by voids in continuous background) or positive cutouts (individual dimensional letters).

2. Metal - Any metal shall be painted or varnished engraved mechanically or chemically etched. Bright chromium effect is not acceptable. Individually cast or cutout letters applied to building surface or separate background of wood would be acceptable.

3. Glass - Glass may be stained, leaded, painted, silk screen printed, etched, gold leafed, or any combination of the foregoing. Neon signs are not appropriate for use on historic buildings and, therefore, are considered unacceptable by the Historic District Commission.

4. Masonry - Masonry shall be carved stone or brick, molded concrete or terra cotta, provided such material would appear to be an authentic architectural addition to the facade of the building, as determined by the Historic District Commission.

5. 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.

6. Fabric - The use of bright, glossy, or leatherette finished vinyls is prohibited. All banner fabric must be durable and designed for outdoor use and maintained to prevent fraying, disintegration, and other unsightly appearances. Paper signs for window displays are prohibited for permanent use.

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D. Sign Message - Content: All signs shall display only the formal name of the business or operation conducted on the premises. A brief secondary identification describing the nature of the

business/operation and street numbers is also permitted. Where buildings are occupied by professional offices, the listing of occupants is permitted, provided the sign complies with all provisions established within this policy.

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E. Number of Signs: The maximum allowable number of business identification signs per street frontage per establishment shall be limited to one (1). Whereas additional directory or directional signs which point out parking lots and other specific services are requested, the Historic District Commission shall determine the appropriateness and building/site compatibility of such exceptions.

F. Shape and Form: The physical form of a sign shall be proportioned in massiveness and scale to the building for which it is meant. All shapes shall be simple (square, rectangle...) and relate directly to the architectural features of the immediate and surrounding historic structures.

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.

1. General:

a. No sign may be erected upon or within any dedicated public easement or right-of-way without the expressed permission of the Muskegon City Commission.

b. No sign shall be placed so as to conceal, disfigure, or otherwise violate any architectural features of a building.

c. Sign size shall be visually compatible with the scale of the building for which it is meant. No sign shall be located in such a manner or position as to affect adversely the use and enjoyment of neighboring historic district properties.

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7. Window signs. These may be applied directly to the glass and shall exist as message lettering only. Such a window sign message may not obscure more than twenty (20) percent of the area of the window surface to which it is applied.

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Special Provisions

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C. Alteration to Existing Signs. Any sign that exists on the effective date of this policy or amendment thereof, which is nonconforming and does not at that time comply with all of the provisions hereof, including any amendment, shall not be changed, altered, or rebuilt in any manner described as follows, without prior review and written approval of the Historic District Commission. These signs shall not:

1. Be changed to another type of sign which is not in compliance with the policy; or

2. Have any changes made in the words or symbols used or message displayed on the sign (unless the sign is designed for periodic change of message); or
3. Be structurally altered so as to prolong the life of the sign or so to change the shape, size, type or design of the sign.

Deliberation

I move that the HDC (approve/deny) the request to replace the window sign in the storefront window as long as the work meets all zoning requirements and the necessary permits are obtained.

VI. OTHER BUSINESS

Certified Local Government (CLG) – Staff is preparing an application for the City of Muskegon to become certified through the State Historic Preservation Office (SHPO) Certified Local Government Program. Certification would make the city eligible for annual, historic preservation grant opportunities available only to CLG communities. While this topic has been discussed by the HDC a number of times throughout the past few years, many changes on the board have also occurred during that time, and staff wishes to revisit the expectations, requirements, and opportunities associated with the certification.

Potential Hackley Park Conservation Work – The City of Muskegon is seeking to complete needed conservation work to the monuments at Hackley Park. In seeking funding sources for the project, Staff was directed to the CLG program and annual grant opportunities presented by the program. Staff is seeking support for the Hackley Park conservation work as a grant priority should the City become certified through the program.

VII. ADJOURN