

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

DATE OF MEETING: Tuesday, May 4, 2021
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: <https://www.facebook.com/CityofMuskegon>

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of April 6, 2021 and special meeting of April 22, 2021.
- III. New Business
 - Case 2021-11 – 1279 Terrace – Deck and Ramp
 - Case 2021-12 – 389 W. Webster – Ramp
 - Case 2021-13 – 609 W. Western – Sign
 - Case 2021-14 – 421 W. Webster – Gutters and Downspouts/Rainchains
 - Case 2021-15 – 1267 Ransom – Windows
 - Case 2021-16 – 401 W. Western – Exterior Lighting and Signs
 - Case 2021-17 – 557 W. Western – Service Window
- IV. Old Business
 - Case 2019-07 – 280 W. Webster – Roof
 - HDC Regular Meeting Date Change
- V. Other Business
 - Public Comment Period
- 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

Minutes of regular meeting of April 6, 2021 and special meeting of April 22, 2021 to be added.

III. NEW BUSINESS

Case 2021-11 – 1279 Terrace – Deck and Ramp

Applicant: Tom Pastoor

District: McLaughlin

Current Function: Residential

Discussion

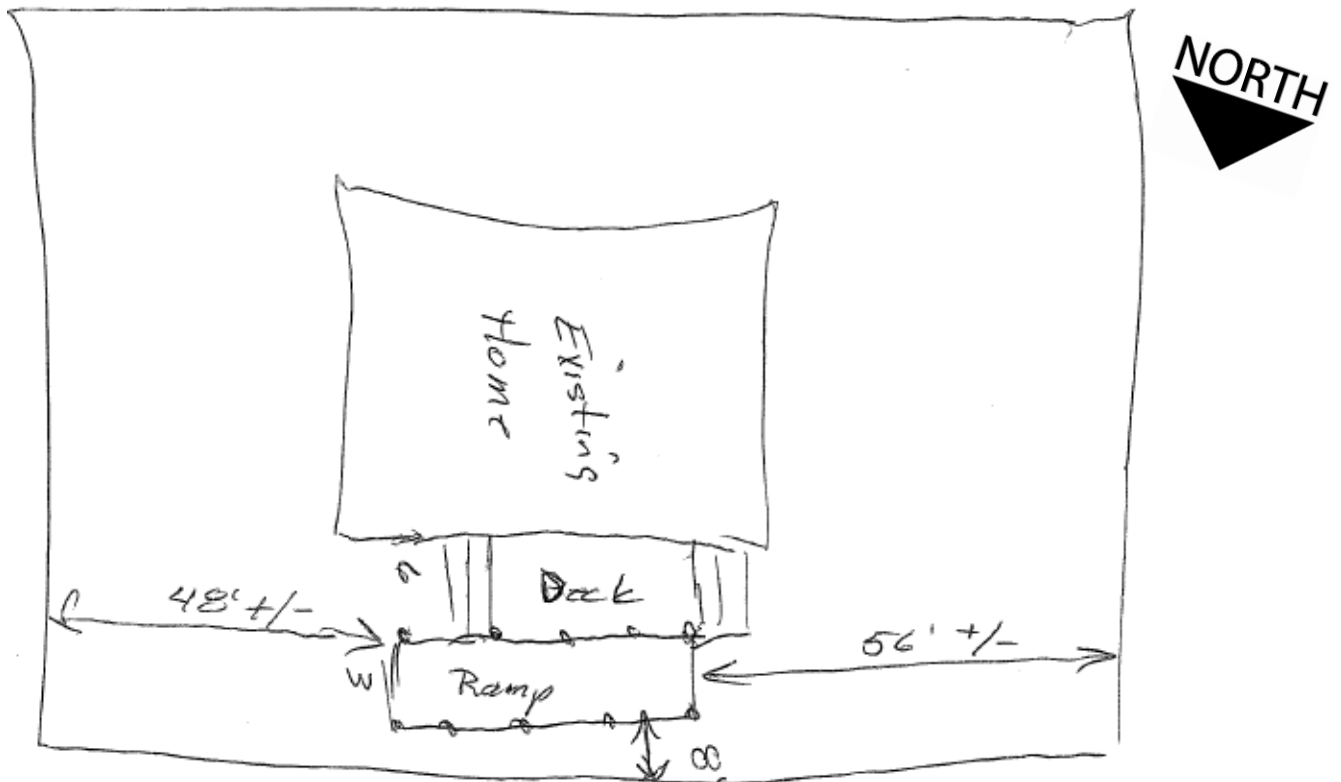
The applicant is seeking approval to construct a 6' x 15', treated wood deck on the northwest side of the house and an adjoining, treated wood ramp.



View of house from Terrace Street, looking south. Location of proposed deck and ramp visible to the right of the house.



View of house from Terrace Street looking west.



Proposed site plan for new deck and ramp.



Example of proposed stair and railing



Drawing of proposed ornate cap



Example of alternative proposed railing and balustrades

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.

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.

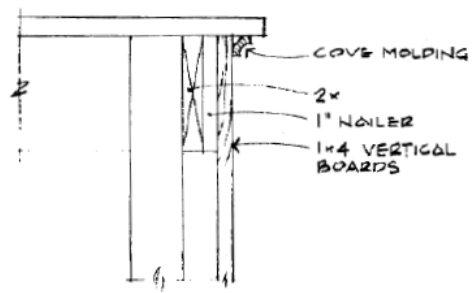
In all cases, if an original guardrail was higher than the minimum height as listed above, then the original height applies. In general, in order to meet building code requirements, the minimum guardrail height in the historic districts shall conform to the following standards:

PORCH OR DECK FLOOR HEIGHT FROM FINISHED GROUND GRADE	MINIMUM GUARDRAIL HEIGHT
0" - 30"	0"
≥ 30"	36"

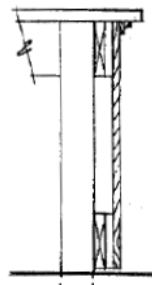
New guardrails on commercial buildings shall conform to the minimum guardrail height for commercial buildings as defined in the most recent edition of the building code.

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

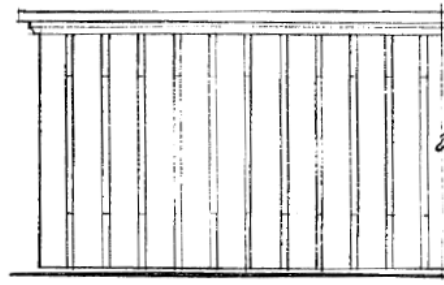
...



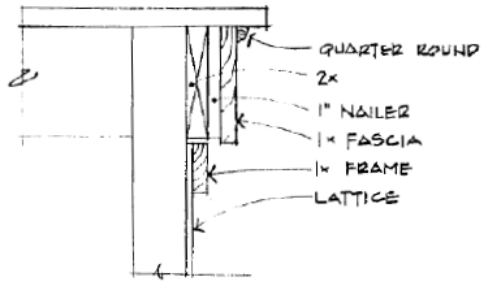
VERTICAL BOARDS



SECTION



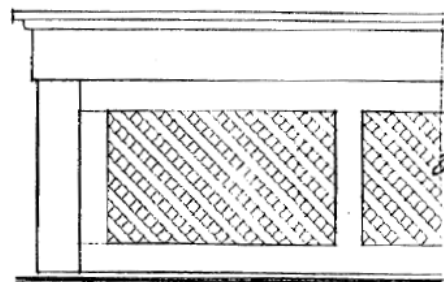
ELEVATION



LATTICE



SECTION

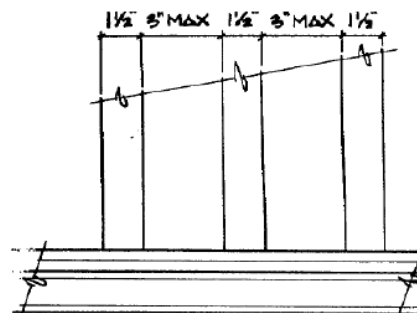
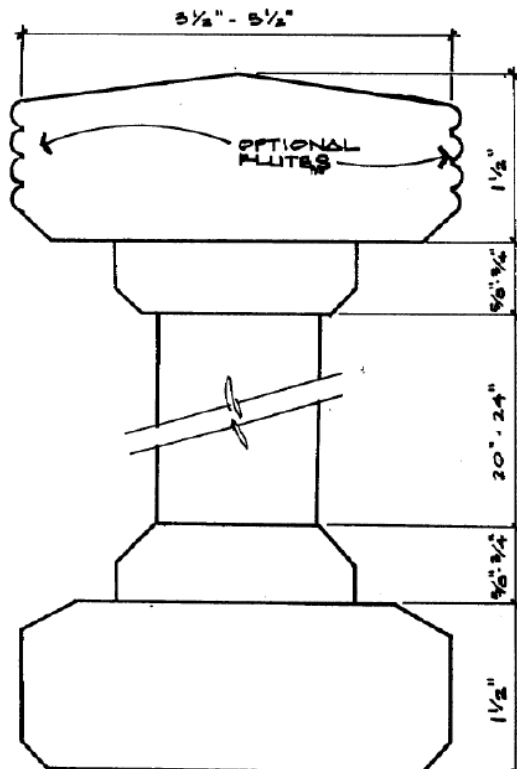


ELEVATION

DECKING DETAILS

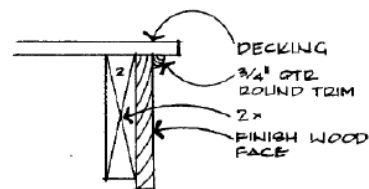
GRAPHICS COURTESY CITY OF KALAMAZOO

DETAIL OF SAMPLE BALLUSTRADE CONSTRUCTION

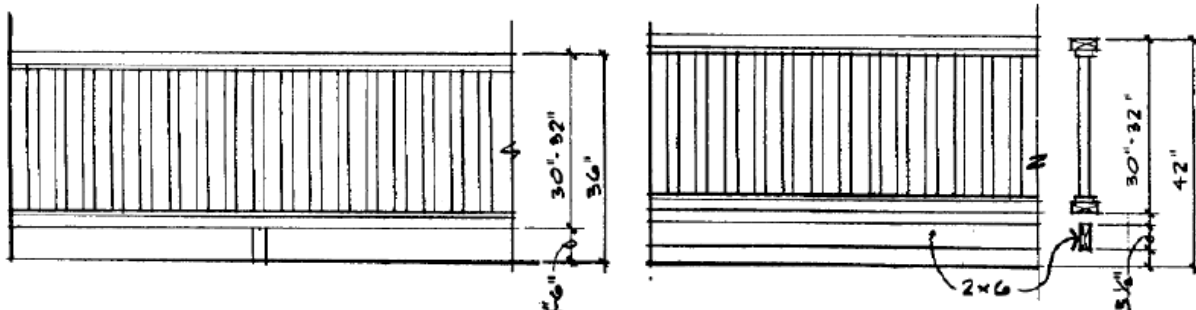


SPACING OF BALLUSTERS

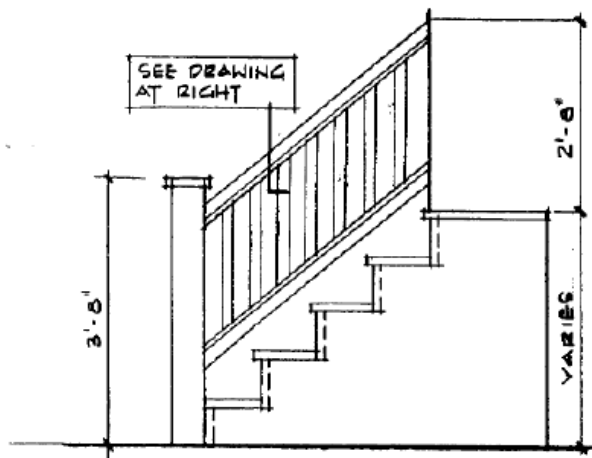
WIDTH x 3 = CENTER-TO-CENTER SPACING



EDGE DETAIL



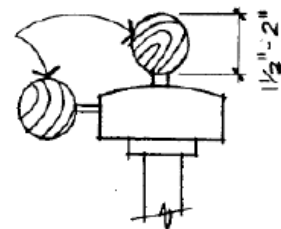
MINIMUM RAIL HEIGHT REQUIREMENTS ARE 24"-30" DEPENDING ON DECK HEIGHT FROM GROUND LEVEL
IF A GREATER HEIGHT IS RECOMMENDED FOR SAFETY REASONS (WHERE THE RAIL IS NEW OR REBUILT)
THE ABOVE CONSTRUCTION METHODS MAY BE ACCEPTABLE (PLEASE SEE ATTACHED TEXT FOR DETAILS)



"GRASPABLE" HANDRAIL
(1 1/2"-2" CROSS
SECTIONAL DIMENSION)

BOUNDED CORNERS

HANDRAIL CAP



SAMPLE
RAILING DETAILS (NEW RAILS)

GRAPHICS COURTESY CITY OF KALAMAZOO

Deliberation

I move that the HDC (approve/deny) the request to construct a 6' x 15', treated wood deck on the northwest side of the house and an adjoining, treated wood ramp as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-12 – 389 W. Webster – Ramp
Applicant: John Grace Construction
District: Houston
Current Function: Institutional

Discussion

The applicant is seeking approval construct a concrete accessible ramp south of the building's main entrance on 4th Street, install stainless steel, single-rail handrails on both sides of the ramp. A stone at the top of the ramp would need to be removed to connect the ramp to the existing landing, and the stone would be reset in the ramp area, which would then be landscaped. A short, concrete retaining wall would also be constructed near the alley to support the new grade.



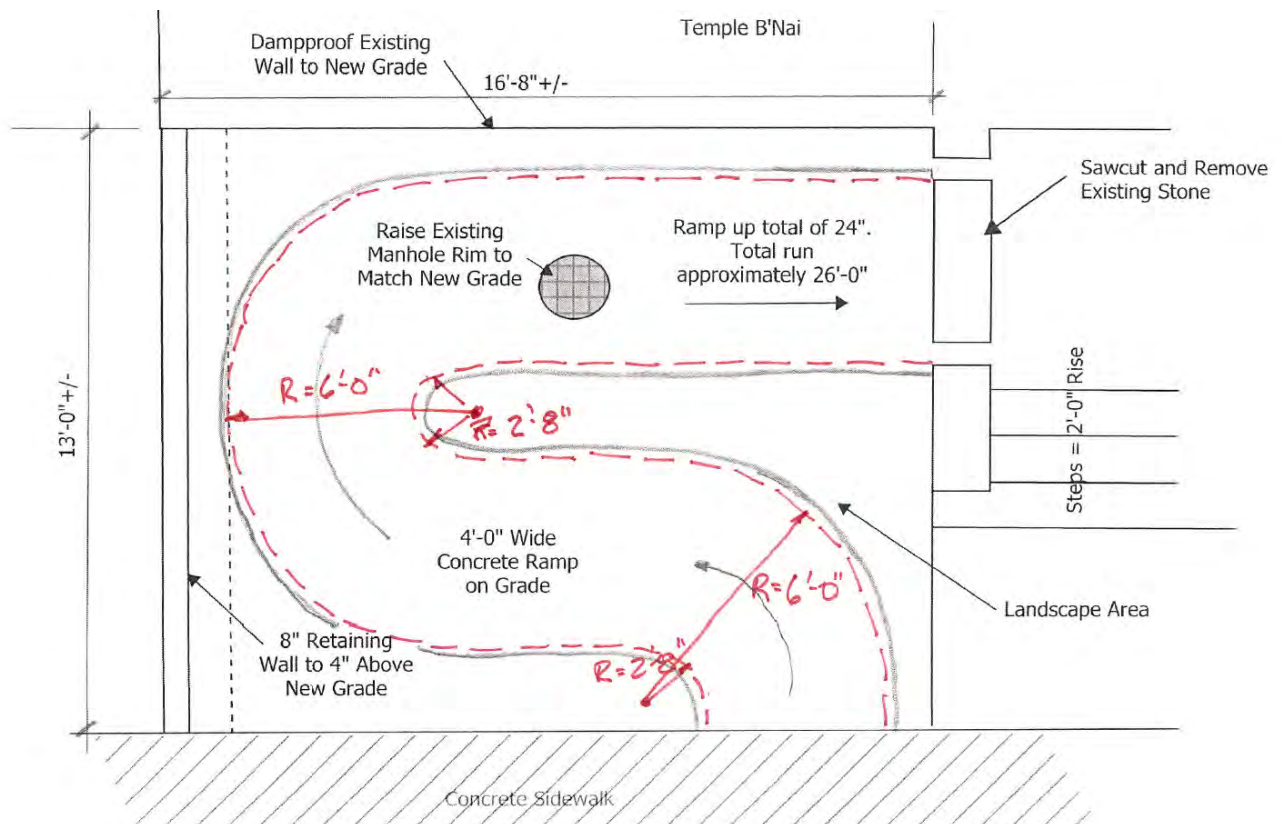
View of building from the corner of W. Webster Avenue and 4th Street, looking south. 4th Street entrance visible at left.



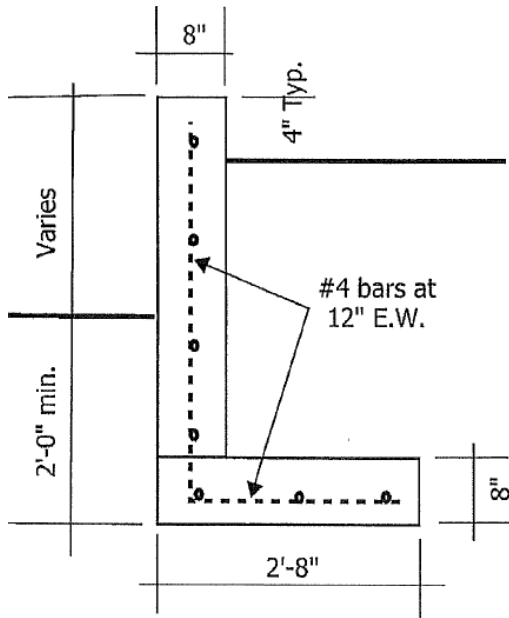
Stone proposed to be removed and reset, view from both sides.



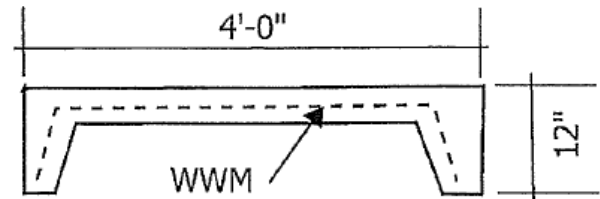
Location of ramp and approximate, proposed grade along 4th Street.



Proposed site plan for the ramp.



Retaining Wall Detail



Section Through Ramp

Section through concrete retaining wall (right) and ramp (left).

Standards

See Porch and Deck Standards and Guidelines in Case 2021-11, above.

Deliberation

I move that the HDC (approve/deny) the request to construct a concrete accessible ramp south of the building's main entrance on 4th Street, install stainless steel, single-rail handrails on both sides of the ramp, remove the existing stone at the top of the ramp to connect to the existing landing and reset the stone in the ramp area, landscape the ramp area, and construct a short, concrete retaining wall near the alley to support the new grade as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-13 – 609 W. Western – Sign
Applicant: Glenside Estates LLC (Mike Kordecki)
District: Clay-Western
Current Function: Commercial

Discussion

The applicant is seeking approval to install a new channel letter wall sign on the front facade of the building.



View of building from W. Western Avenue, looking south. Location of former sign visible above storefront.



Rendering of proposed new sign.

Standards

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.

C. Illumination: Certain lighted signs are permitted for use with 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.

1. Intensity of light. All lighting devices shall employ lights of constant intensity. No sign shall be illuminated by flashing, intermittent, rotating or moving lights or lights creating the illusion of movement or in such a manner as to affect adversely the use and enjoyment of the neighboring historic district properties – as determined by the Historic District Commission.

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.

...

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.

2. Flat wall signs. 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. No flat wall sign shall exist above a point fifteen (15) feet from the sidewalk level or one (1) inch below the second story window sill, whichever is lower.

3. Dimensional surface signs. No such sign shall exceed the above limits of a flat wall sign or extend above the building roof line, and shall not protrude from the primary building facade surface more than eight (8) inches.

...

Deliberation

I move that the HDC (approve/deny) the request to install a new channel letter wall sign on the front facade of the building as long as the work meets all zoning requirements and the necessary permits are obtained.

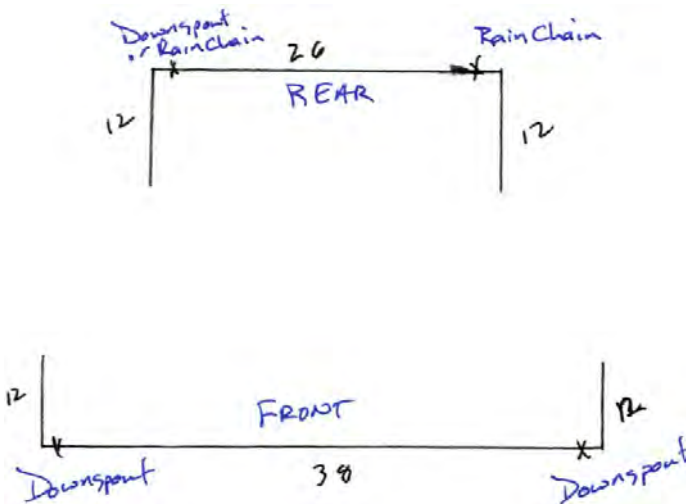
Case 2021-14 – 421 W. Webster – Gutters and Downspouts/Rainchains
Applicant: Kevin and Jacquelyn Huss
District: Houston
Current Function: Residential

Discussion

The applicant is seeking approval to add white gutters to three sides of the front and rear porches, installed on the soffits, and include two to three traditional downspouts and one to two copper rain-chains located on the 5th Street side of the rear porch and on the opposite side of the rear porch.



View of front porch from W. Webster Avenue. Plan for gutters and downspouts, below.





House in former location on Peck Street as depicted in historic postcard with downspout visible to immediate left of porch.



View of rear porch from backyard.



Sample of proposed gutter and rainchain

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 add white gutters to three sides of the front and rear porches, installed on the soffits, and include two to three traditional downspouts and one to two copper rainchains located on the 5th Street side of the rear porch and on the opposite side of the rear porch as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-15 – 1267 Ransom – Windows
Applicant: Uzoma Iwuagwu
District: McLaughlin
Current Function: Residential

Discussion

The applicant is seeking approval to remove and replace 29 deteriorating windows with new vinyl windows maintaining the same rough openings. This work was approved in October 2018, but was not fully completed; some windows were replaced on the enclosed porch on the northwest side of the house and other locations on the house at that time. The approval motion from Case 2018-33 read as follows:

Replace twenty (20) deteriorating windows with new vinyl windows within the same rough openings, and replace nine (9) windows from the front-facing façade with wood windows within the same rough openings, as long as the necessary permits are obtained.



View from Ransom Street, looking west.



Current view of building from Ransom Street, looking south.



Same view as above, but from March 2018 showing former windows on enclosed porch on the northwest side of the house.

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.

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.

...

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 remove and replace 29 deteriorating windows with new vinyl windows maintaining the same rough openings as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-16 – 401 W. Western – Exterior Lighting and Signs
Applicant: Frauenthal Center
District: Downtown Structures
Current Function: Institutional

Discussion

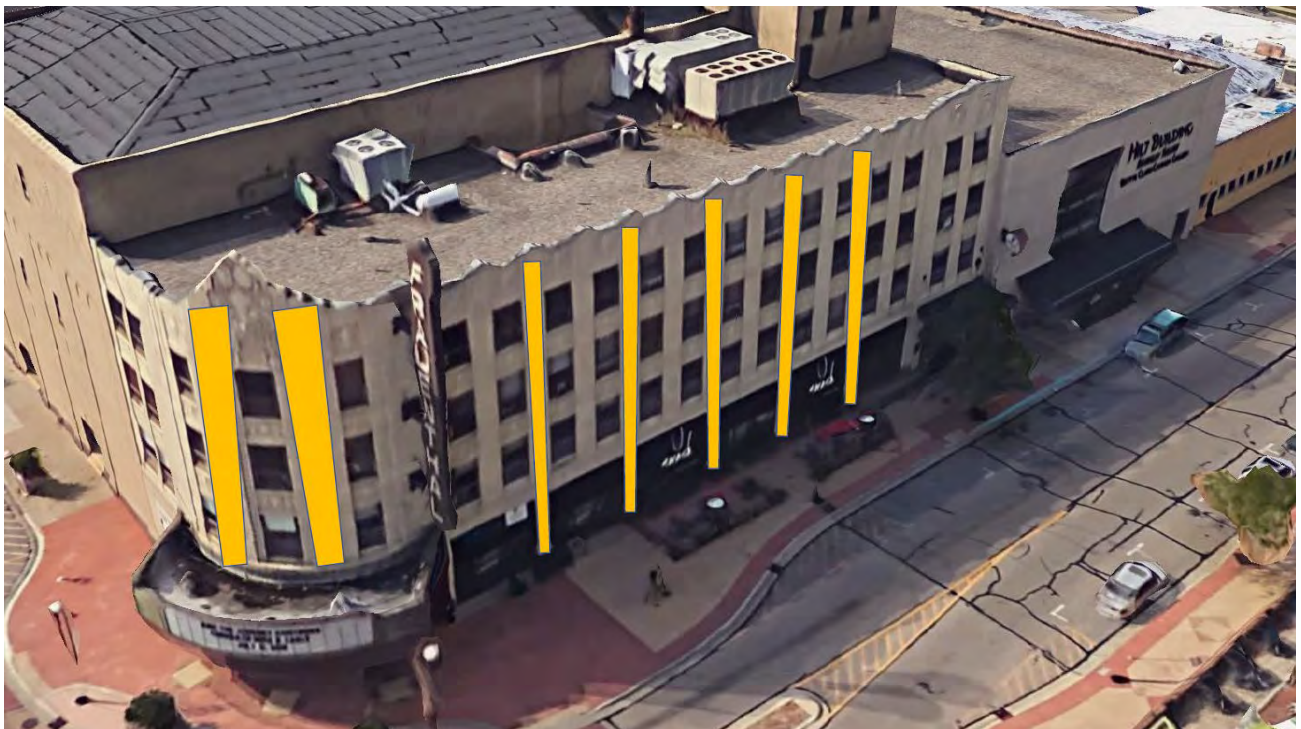
The applicant is seeking approval to replace existing, digital screens on the sides of the marquee with larger, 45”x147” units of a higher resolution (20mm to 6mm) and install two roof-mounted LED light fixtures with a narrow beam angle on top of the marquee to light two pilasters. Staff has approved various repairs to the marquee, replacement of the roof and drainage systems, replacement of lighting with LED lighting to match the existing lumens, color temperature, and style as the conventional bulbs currently installed, and in-ground exterior lighting using the same 3500 Kelvin color temperature being proposed for the roof-mounted fixtures.



View of building from W. Western Avenue.



Existing exterior LED sign on marquee facing W. Western Avenue and matching the one facing 3rd Street (left). Proposed 45"x147" exterior LED signs (active area 41.25"x144") will also match one another (right).



Rendering of proposed location for exterior lighting. Two roof-mounted fixtures visible at left.

Standards

From the HDC Staff Approval Policy: “Staff may approve replacement of exterior lighting where there is no change in design, materials, or general appearance, provided the fixtures are not historic. Staff may also approve landscape style lighting, lighting that illuminates the building from the ground (generally lighting that is not attached to the resource and can be easily removed).”

While this lighting is of a similar nature to that described in the Staff Approval Policy, it is attached to the building and is visibly affecting the exterior appearance of the structure.

See HDC Local Signage Policy in Case 2021-13, above.

Deliberation

I move that the HDC (approve/deny) the request to replace existing, digital screens on the sides of the marquee with larger, 45”x147” units of a higher resolution (20mm to 6mm) and install two roof-mounted LED light fixtures with a narrow beam angle on top of the marquee using 3500 Kelvin color temperature as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-17 – 557 W. Western – Service Window
Applicant: Occidental Eats
District: Clay-Western
Current Function: Commercial

Discussion

The applicant is seeking approval to install a service window to serve customers outside the building. More information will be available at or before the meeting.



View of the building from W. Western Avenue (right half).



View of location of proposed service window.

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2021-15, above

Deliberation

I move that the HDC (approve/deny) the request to install a service window to serve customers outside the building as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. OLD BUSINESS

2019-07 – 280 W. Webster – Roof – In May of 2019, the HDC approved the following motion:

Remove the existing clay tile roof, repair and/or replace of damaged roof boards, reinforce joists as needed, place sheathing over the roof surface, install new ice and water shield on all eaves and valleys, and install new metal shingles in clay profile using the lighter shade of the two options shown at the May 2019 HDC meeting, as long as the work meets all zoning requirements and the necessary permits are obtained.

Since that time, the Greater Muskegon Woman's Club has successfully raised the funds needed to complete the approved work and removal of the clay tile roof will begin the week of May 3, 2021. The same replacement product will be used, although the company has updated the roofing panels slightly since 2019. Very minimal visual differences exist between the approved product and the updated one.



View of building from W. Webster Avenue, looking north.

HDC Regular Meeting Date Change – Due to recurring time constraints with virtual meetings hosted on the same Zoom account, Staff is considering changing the dates for regular meetings.

V. OTHER BUSINESS

Public Comment Period – For public comment, please call the number that will be listed on the screen during the broadcast of this meeting on <https://www.facebook.com/CityofMuskegon>

VI. ADJOURN