

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

DATE OF MEETING: Tuesday, May 2, 2023
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 March 7, 2023 regular meeting and April 17, 2023 special meeting
- III. Old Business
 - Case 2023-03 – 460 W. Clay – Windows
- IV. New Business
 - Case 2023-08 – 100 Diana – Garage Demolition and Construction of Two New Garages
- V. Other Business
 - 2023 Staff Approval Update #1
 - HDC Public Outreach
- 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 MEETINGS OF THE CITY OF MUSKEGON
AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk’s Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

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 with twenty-four (24) hours’ notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following: Ann Marie Meisch, MMC, City Clerk at 933 Terrace Street, Muskegon, MI 49440 or by calling 231-724-6705 or emailing clerk@shoreline-city.com

II. APPROVAL OF MINUTES

Approval of Minutes of the regular meeting of March 7, 2023 and the special meeting of April 17, 2023.

III. OLD BUSINESS

Case 2023-03 – 460 W. Clay – Windows

Applicant: Nick Schippers

District: Clay-Western

Current Function: Residential

Discussion

The applicant is seeking approval to remove and replace nine windows on the front elevation with new aluminum-clad wood windows of the same size and configuration. The colored glass will be repaired and retained as inserts to be placed on the interior of the upper pane of the replacement windows. The HDC approved installation of “fiberglass or wood replacement windows of the same size and appearance and within the original openings on the side and rear elevations retaining the decorative stained glass windows on the front elevation” in February 2023, but the property owner has since determined that the larger front windows would not be stable if made from fiberglass, so aluminum-clad wood windows are now being proposed. Staff determined that, due to the unique approach to retaining the colored glass, formal HDC review of the work is necessary.



View of house from W. Clay Avenue, looking west. Windows on the front elevation proposed to be replaced, repairing and retaining colored glass panels as inserts (photo from January 2023).



View of house from W. Clay Avenue, looking north (photo from June 2022).



Detail of existing window conditions (photos from June 2022).

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.

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.

Deliberation

I move that the HDC (approve/deny) the request to remove and replace nine windows on the front elevation with new aluminum-clad wood windows of the same size and configuration repairing and retaining the colored glass as inserts to be placed inside the upper pane of the replacement windows as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. NEW BUSINESS

Case 2023-08 – 100 Diana – Garage Demolition and Construction of Two New Garages

Applicant: Antonio Figueroa

District: McLaughlin

Current Function: Residential

Discussion

The applicant is seeking approval to demolish the existing, detached garage located on the east side of the house and to construct a new, 14'x24' one stall detached garage in its place. An additional 28'x28' two stall detached garage is also proposed on the west side of the house. More information on the proposed design of the garage will be provided prior to the meeting.



View of house from Diana Avenue, looking west. Existing one stall garage proposed to be demolished and replaced with a new garage visible at right.



View of house from Diana Avenue, looking north. Proposed location of new two stall garage visible at left.

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.

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 - 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 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

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 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.

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.

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.

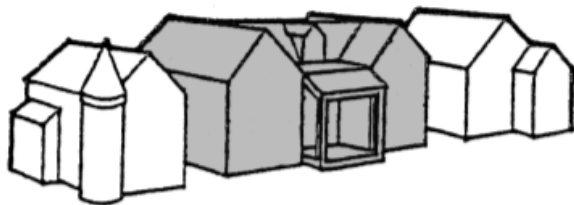
Imitations - Replicating or imitating the styles, motif, or details of older periods. Such attempts detract from the character of the district by compromising what is truly historic.

Recommended

Height



Scale



Massing

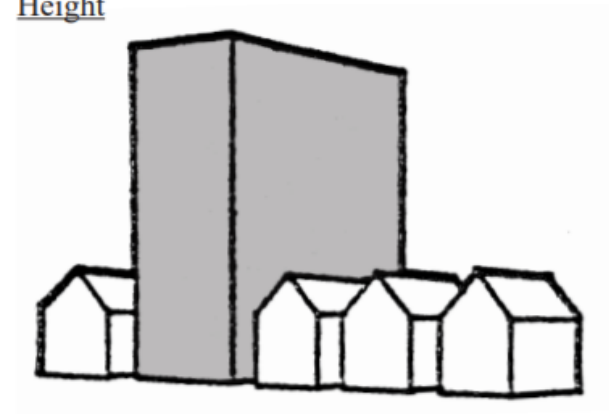


Directional Expression

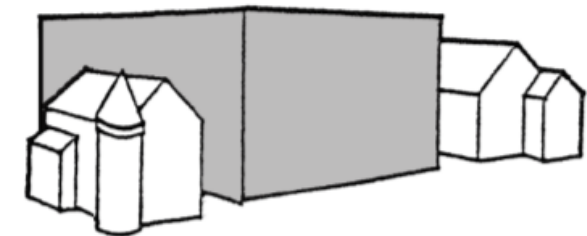


Not Recommended

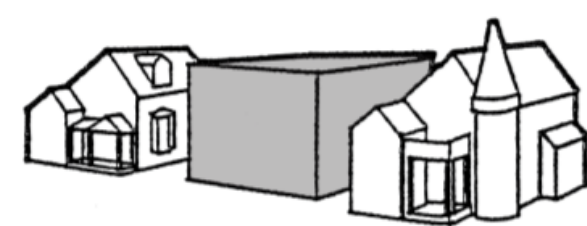
Height



Scale



Massing



Directional Expression

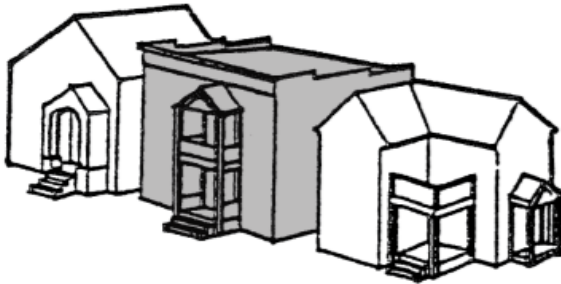


Recommended

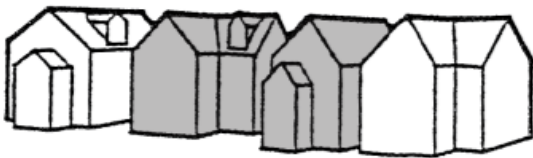
Setback



Sense of Entry



Roof Shapes



Rhythm of Openings

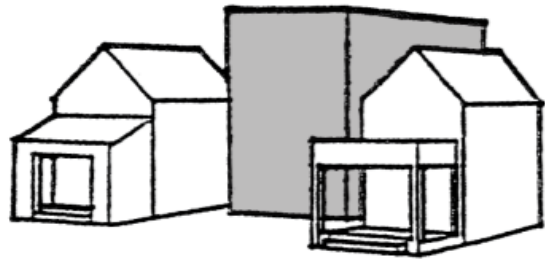


Imitations

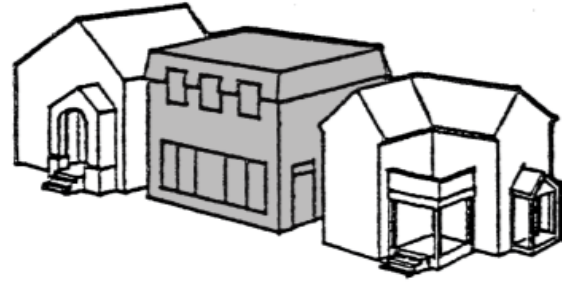


Not Recommended

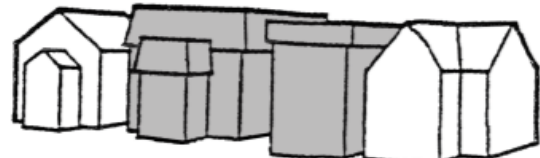
Setback



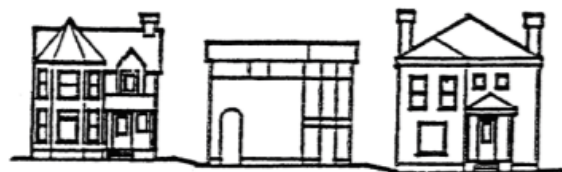
Sense of Entry



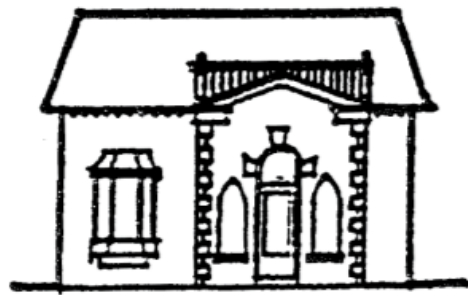
Roof Shapes



Rhythm of Openings



Imitations



Deliberation

I move that the HDC (approve/deny) the request demolish the existing, detached garage located on the east side of the house and to construct a new, 14'x24' one stall detached garage in its place as well as construct an additional 28'x28' two stall detached garage on the west side of the house as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

2023 Staff Approval Update #1 – Since the last update in January 2023, Staff has approved eight projects, those bolded were discussed with the HDC chairperson prior to approval:

- 504 W. Clay – Re-roof house
- 1597 Peck – Re-roof house
- 1065 4th – Re-roof flat roof
- 469 W. Webster – Replacement of four double hung windows with new windows of the same size, design, proportions, profile, and materials
- **1197 Terrace – Replace remaining wood windows with vinyl windows of the same size and configuration and side the gable end of the front porch (lead paint remediation)**
- **511 W. Clay – Enlarge existing 32"-wide door to 36"-wide of the same style and material on the rear porch, west elevation**
- **458 W. Webster – Installation of a 5" half-round copper gutter segment with hanging straps and a 3" corrugated round downspout (on the west elevation of the house to allow water to drain away from the foundation)**
- 1163 4th – Replace four fire-damaged windows with vinyl windows of the same style

HDC Public Outreach – The board has had past discussions on various means of better engaging with residents of the historic districts and the general public. Staff is requesting a general discussion of potential approaches to this goal.

VI. ADJOURN