

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

DATE OF MEETING: Tuesday, March 3, 2020
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: **City Commission Chambers, City Hall**

AGENDA

I. Call to Order

II. Election of Chair and Vice Chair

III. Approval of Minutes of the regular meeting of February 4, 2020

IV. New Business

Case 2020-3 – 249 W. Muskegon – Siding, Porch, Windows

Case 2020-4 – 430 W. Clay – Banners

Case 2020-5 – 24 Morrall – Shed

V. Old Business

VI. Other Business

Certified Local Government Presentation

New Board Member

VII. 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

III. MINUTES

February 4, 2020 meeting minutes to be added.

IV. NEW BUSINESS

Case 2020-3 – 249 W. Webster – Siding, Porch, Windows

Applicant: John Mikesell

District: Houston

Current Function: Residential

Discussion

The applicant is seeking approval to 1) remove the vinyl siding and original wood siding and install a engineered wood siding and trim to match the existing siding and trim, level the roof and rebuild the porch which includes: 2) install new decking on the porch with boards that run perpendicular to the front of the house, 3) remove the existing Tuscan style columns on the front porch and install new structural composite columns of the same style, 4) remove the half walls on the porch and install new composite rails and balustrades, 5) remove and replace the windows (some of which were removed by a past owner) with slim line custom sized vinyl windows matching the sizes of the existing window openings. Additional drawings and information will be provided at the meeting.



View of house from W. Muskegon Avenue



View of rear of house and garage from alley

Standards

WINDOW, DOOR, AND EXTERIOR WOODWORK

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, a new wood door may be used. 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 the 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

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.
 - 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.

PORCH AND DECK

Covered Porches

Newly constructed covered porches shall be decked with tongue and groove decking and painted to complement or contrast the house (unless the construction involves the rebuilding of a missing original porch where documentable evidence shows a different method of decking). Ventilation under the porch deck is necessary to prevent excessive moisture from causing deterioration to the porch members. Therefore, the porch skirt shall be detailed in a similar manner to that shown on the at-

tached decking detail illustration. In some cases, composite decking materials may be permitted for use on covered porches.

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
0" - 30"
≥ 30"

MINIMUM GUARDRAIL HEIGHT
0"
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.

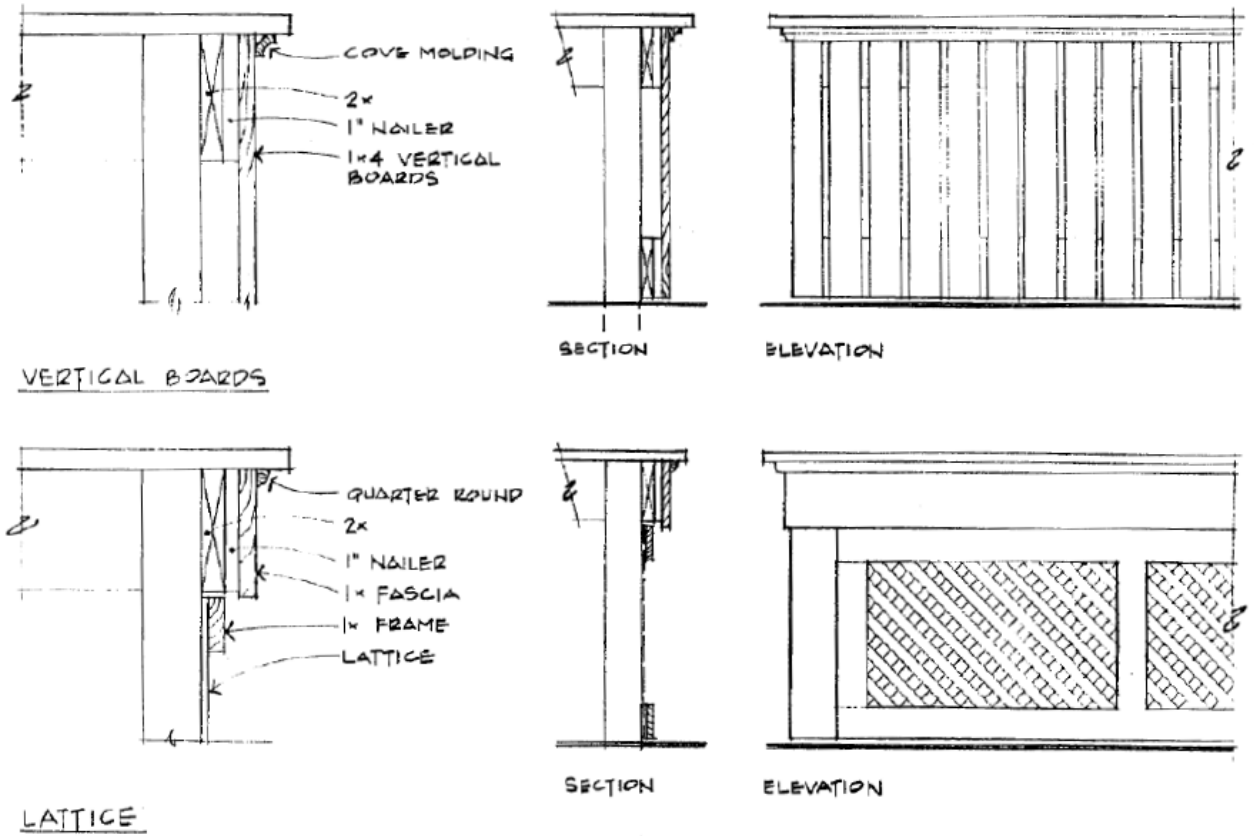
Porch Enclosure

Existing screen or open porches shall not be enclosed with framing or windows without approval by the Commission. Generally, when an open or screened porch is enclosed, the enclosure materials or windows should preserve the appearance of a porch in order to maintain the original design and to avoid the visual effect of a boxed-in appendage. This can often be accomplished with full length windows and exterior screens which would extend from within a few inches off the floor or base of the existing porch opening thus maintaining the effect of a screened in porch or solarium. On most full length porches, building up a half-wall at the base and enclosing it with short windows would not be in keeping with the original design of the house and would detract from the overall appear-

ance. Each request for a porch enclosure will be carefully analyzed by the Commission, taking into consideration the practical and intended usage of the area and the overall visual effect upon the house.

Paint

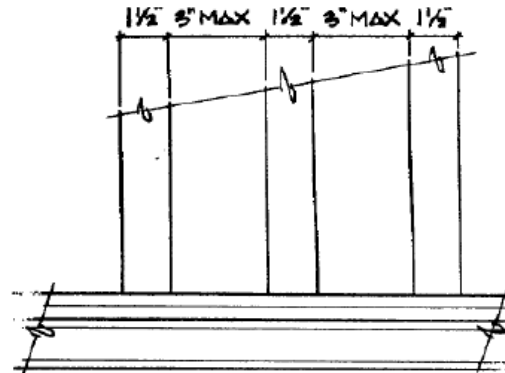
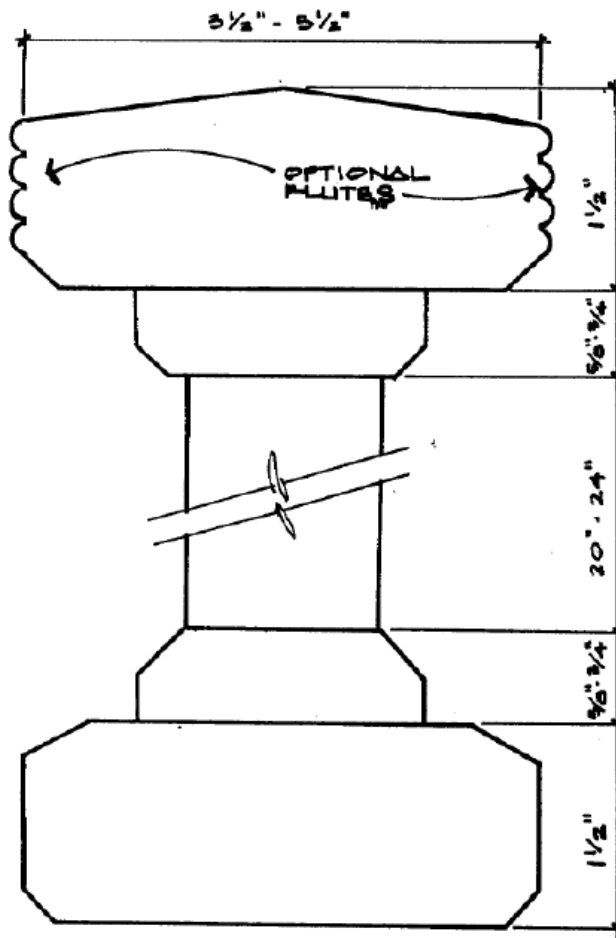
All exposed deck or porch wood shall be painted to complement or contrast the existing structure. Pressure treated wood shall be painted no later than one year after installation.



DECKING DETAILS

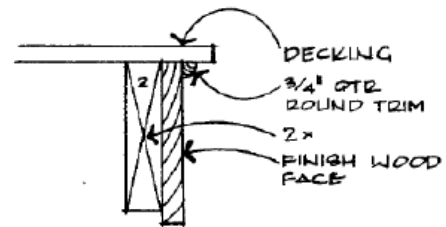
GRAPHICS COURTESY CITY OF KALAMAZOO

DETAIL OF SAMPLE
BALLUSTRADE CONSTRUCTION

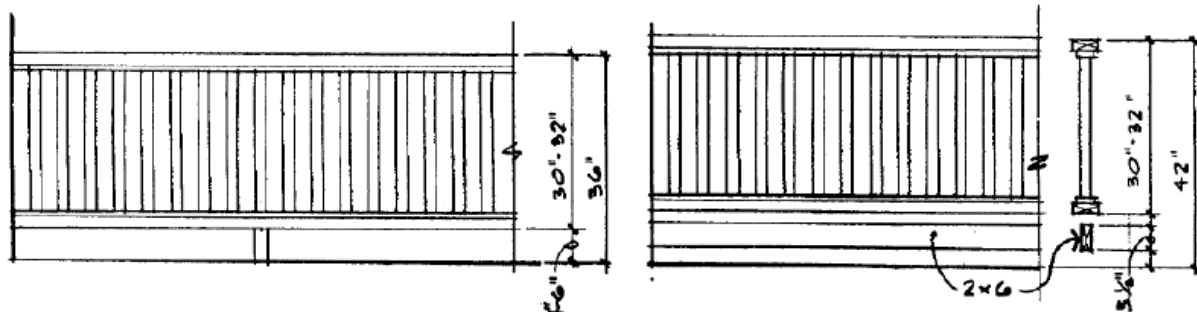


SPACING OF BALLUSTERS

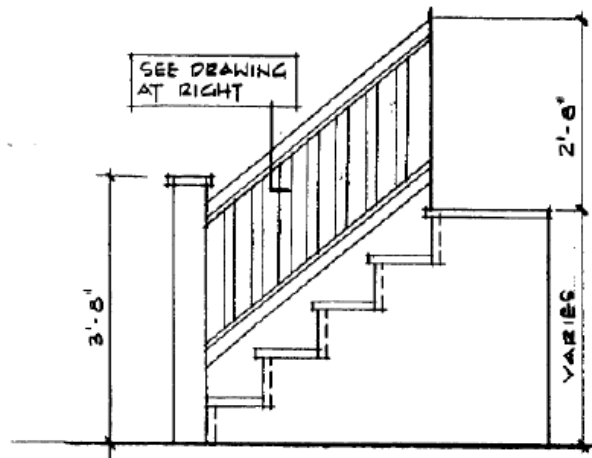
WIDTH $\times$ 3 = CENTER-TO-CENTER SPACING



EDGE DETAIL



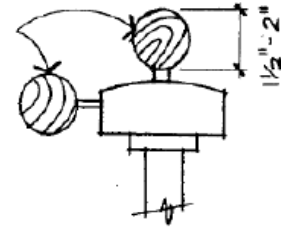
MINIMUM RAIL HEIGHT REQUIREMENTS ARE 24"-30" DEPENDING ON DECK HEIGHT FROM GROUND LEVEL
IF A GREATER HEIGHT IS RECOMMENDED FOR SAFETY REASONS (WHERE THE RAIL IS NEW OR REBUILT)
THE ABOVE CONSTRUCTION METHODS MAY BE ACCEPTABLE (PLEASE SEE ATTACHED TEXT FOR DETAILS)



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

ROUNDED CORNERS

HANDRAIL CAP



SAMPLE
RAILING DETAILS (NEW RAILS)

GRAPHICS COURTESY CITY OF KALAMAZOO

Deliberation

I move that the HDC (approve/deny) the request to 1) remove the vinyl siding and original wood siding and install a engineered wood siding and trim to match the existing siding and trim, level the roof and rebuild the porch which includes: 2) install new decking on the porch with boards that run perpendicular to the front of the house, 3) remove the existing Tuscan style columns on the front porch and install new structural composite columns of the same style, 4) remove the half walls on the porch and install new composite rails and balustrades, 5) remove and replace the windows (some of which were removed by a past owner) with slim line custom sized vinyl windows matching the sizes of the existing window openings. Additional drawings and information will be provided at the meeting.as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2020-4 – 430 W. Clay – Banners
Applicant: Kayla Slager (Revel, representing Lakeshore Museum Center)
District: Clay-Webster
Current Function: Institutional

Discussion

The applicant is seeking approval to install ten (10) vinyl, vertical banner signs on the structure. The banners will highlight the museum's exhibits, with five (5) signs proposed to be installed on both the W. Clay Avenue façade and the façade facing Fourth Street. Some banners have already been installed.



View of structure from the corner of Clay and Fourth. Banners visible at left.



Rendering of proposed banner locations on the Fourth Street façade.

Standards (Abbreviated)

Any banner hung either with or without frames that contains a message, symbol, or which is simply a decorative addition is considered a sign...Banners, when permitted, are on an interim basis only and shall be annually reviewed by the Historic District Commission to ensure their sightly appearance.

Deliberation

I move that the HDC (approve/deny) the request to install ten (10) vinyl, vertical banner signs on the structure highlighting the museum's exhibits, with five (5) signs proposed to be installed on both the W. Clay Avenue façade and the façade facing Fourth Street as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2020-5 – 24 Morrall – Shed
Applicant: Franco Camilien
District: McLaughlin
Current Function: Residential

Discussion

The applicant is seeking approval to construct a new shed at the rear of the property on the same footprint as the previous shed. The original, metal sided shed was recently damaged by a tree. Construction of the shed has already started.



Shed in rear yard of 24 Morrall Avenue (view from street was obstructed by parked trailer)



Previous shed before being damaged and removed

Standards

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 charac-

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

ter 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 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

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.

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

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.

Deliberation

I move that the HDC (approve/deny) the request to construct a new shed at the rear of the property within the same footprint as the previous shed as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OLD BUSINESS

None

VI. OTHER BUSINESS

Certified Local Government (CLG) Presentation – Staff is continuing with the application to become certified through the State Historic Preservation Office (SHPO). Alan Higgins, the CLG Coordinator for SHPO, will be presenting on the program. Staff shared the CLG Manual with the board and has asked that board members review it and prepare any questions they may have for Alan. The CLG certification manual is available online here:

https://www.michigan.gov/documents/mshda/mshda_shpo_20120629_clg_certification_manual_391053_7.pdf

New Board Member – Tim Painter, has been appointed to the Historic District Commission, replacing Jackie Hilt.

VII. ADJOURN

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.