

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

DATE OF MEETING: Tuesday, March 2, 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 February 2, 2021
- III. New Business
 - Case 2021-04 – 471 W. Western – Door
 - Case 2021-05 – 600 W. Clay – Rehabilitation
 - Case 2021-06 – 372 W. Muskegon – Garage Conversion to ADU
- IV. Old Business
 - Work Completed Without HDC Approval
- V. Election of Chair and Vice Chair
- VI. Other Business
 - 2020 Staff Approval Review
 - Public Comment Period
- 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

II. MINUTES

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION MINUTES

February 2, 2021

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

MEMBERS PRESENT: S. Radtke, Muskegon, Michigan; K. George, Muskegon, Michigan; T. Emory, Muskegon, Michigan; K. Panozzo, Muskegon, Michigan; D. Gregersen, Muskegon, Michigan

MEMBERS ABSENT: A. Riegler, excused

STAFF PRESENT: J. Pesch, L. Mikesell

OTHERS PRESENT: D. Black, 511 W. Clay Ave.; K. Jawor, 511 W. Clay Ave.; S. Dahlstrom, 511 W. Clay Ave. (contractor); J. Samuels, 511 W. Clay Ave. (contractor)

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of January 5, 2021 was made by K. George, supported by T. Emory and approved with S. Radtke, K. George, T. Emory, K. Panozzo, and D. Gregersen voting aye.

NEW BUSINESS

Case 2021-03 – 511 W. Clay Avenue (Siding and Windows). Applicant: Katherine Jawor/Steve Dahlstrom. District: National Register. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to replace areas of deteriorated wood siding on the front of the house with a treated engineered wood lap siding of the same size and spacing with a smooth finish. J. Pesch explained that the same siding product was approved in 2019 and installed on the rear of the house.

T. Emory asked if siding would only be replaced where deterioration is occurring. D. Black stated that all of the siding would be replaced with the same siding material that was used as a replacement on the back side of the house. J. Pesch noted that the staff report included photos of the back side of the house both before and after the replacement siding was installed. S. Radtke asked what issues existed with the siding currently on the front of the house. D. Black stated that the existing siding was over 100 years old in some areas and most of the siding would no longer hold paint. K. Panozzo asked what types of paint had been used on the siding more recently and what types of treatment had been tried when painting the house. D. Black stated that the entire house was painted two and a half years ago and within one year the paint was peeling. K. George asked if there was deterioration or if the house only required repainting too frequently. D. Black noted that there was deterioration of the wood siding and that it was getting punky which led to its inability to hold paint. S. Dahlstrom stated that there was deterioration of the wood in non-consistent places and that some of the wood was replaced in the early 2000s with cedar lap siding which is deteriorating at a different rate. He noted that the

existing wood was not holding up well to any kind of paint and that the replacement siding installed on the rear of the house looked identical to the existing siding and would likely last for another 100 years.

D. Gregersen stated that the replacement siding installed on the rear of the house did not detract from the age, detail, or respect for the structure and that he understood the difficulties with maintaining old wood. S. Radtke noted that the HDC's local standards do not endorse residing structures with materials other than the original material, but that with the issue of the siding not holding paint, the board would adhere to standards which allow for replacement materials. Those materials must simulate the appearance of the original building material and take into account the size, shape, profile, texture, and linear direction of the original material. The exposure to the weather of the replacement siding must range within one inch of the nominal dimensions and could not cover over existing trim. As the proposed product met those standards, the work would fall within the guidelines of what the HDC typically allows.

K. George asked if the replacement siding would be installed only on the front façade of the house, or if it would also replace the siding on the sides of the house. D. Black said that the siding would be replaced on the front and about halfway back on each side, replacing what remains of the original wood siding. S. Dahlstrom reminded the board that residing the rear of the house was approved in 2019, so that area would not be part of this work.

A motion that the HDC approve the request to replace areas of deteriorated wood siding on the front and sides of the house with a treated engineered wood lap siding of the same size and spacing with a smooth finish as long as the work meets all zoning requirements and the necessary permits are obtained, was made by D. Gregersen, supported by T. Emory and unanimously approved, with S. Radtke, K. George, K. Panozzo, T. Emory, and D. Gregersen voting aye.

S. Radtke noted that the HDC was informed by Staff that this request also originally included replacement windows, but that it was determined that this work could be approved by Staff. J. Pesch stated that he had approved replacement of some windows already, and noted that the photos in the staff report showed that the new windows matched the old ones almost exactly. The new windows would be replacing 15-20-year-old replacement windows that were in poor condition due to their being constructed with a combination of interior- and exterior-grade products. S. Dahlstrom verified that this information was correct. J. Pesch said that Staff could approve future requests for replacement windows in this house as long as they met the standards for Staff approval as well as those of the board; the board members agreed to allow this.

OLD BUSINESS

None

ELECTION OF CHAIR AND VICE CHAIR

Although the HDC last held elections in September 2020, they typically take place at the February meeting once open positions on the HDC have been filled. J. Pesch noted that S. Radtke was the current Chairperson and A. Riegler was the current Vice Chairperson. Some board members informally stated a preference to retain the current Chair and Vice Chair, but it was determined that, without A. Riegler in attendance, she could not accept a nomination for Vice Chair. A motion that the HDC table the vote to retain S. Radtke as Chairperson and A. Riegler as Vice Chairperson for the upcoming

year was made by K. George, supported by T. Emory and unanimously approved, with S. Radtke, K. George, K. Panozzo, T. Emory, and D. Gregersen voting aye.

OTHER BUSINESS

Work Completed Without HDC Approval – S. Radtke noted that there were two issues at the previous month's HDC meeting where work had either started or had been approved prior to HDC review, and asked Director of Development Services, L. Mikesell, to provide an update on the meeting between her and City Manager, F. Peterson. L. Mikesell stated that F. Peterson was supportive of setting up a meeting with SAFEbuilt leadership and the appropriate staff from that department as well as the Division Heads for both Public Safety, and Development Services. She stated that Director of Public Safety, J. Lewis, was also in favor of meeting to improve the process of reviewing building permit applications for buildings in the historic districts, and that the meeting would be scheduled in the coming weeks. J. Pesch noted that he had also met with L. Mikesell to review past HDC and Staff efforts to improve how this issue was handled, and they also discussed the steps involved with properly reviewing work proposed for buildings in historic districts.

S. Radtke stated that the board would anticipate further discussion of this topic at the next meeting, following a meeting among Staff from the departments involved.

2021 Meeting Schedule – Staff shared the HDC meeting schedule for 2021. J. Pesch noted that the only potential conflict could come in November if the HDC was meeting in-person again at that time and if the City Commission Chambers was reserved for an election. The most recent in-person meeting was held in a new conference room on the second floor of City Hall, but staff stated that accessibility to that room was not as convenient as the Chambers. He also noted that the City Commission Chambers recently underwent upgrades that could improve presenting information to both the board members and those in attendance at future meetings.

New Board Member – Board members welcomed their newest member, D. Gregersen, to the HDC.

Development Survey – K. George discussed a survey that addressed new development in the downtown neighborhoods and a committee that was being formed to help guide contextually appropriate new construction in these areas. While not a project initiated by the HDC, the area of focus included some of the historic districts and aligned with the HDC's work in preserving those districts. The board discussed the survey and the ongoing development in downtown Muskegon.

Public Comment Period – Time was allotted for public comment with contact information provided. No comments were received.

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

JP

III. NEW BUSINESS

Case 2021-04 – 471 W. Western – Door
Applicant: Lakeshore Museum Center
District: Clay-Western
Current Function: Commercial

Discussion

The applicant is seeking approval to replace the existing, wood door with a new door of a similar appearance. The existing door has been removed due to significant rotting wood, and to evaluate its condition.



November 2018 photo of the building showing the existing door (just right of the flag). Neighboring door was not yet replaced.



Existing wood door (presently removed from building)



The proposed replacement door would match exactly what was used on neighboring building (which is the door shown in these photos)

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

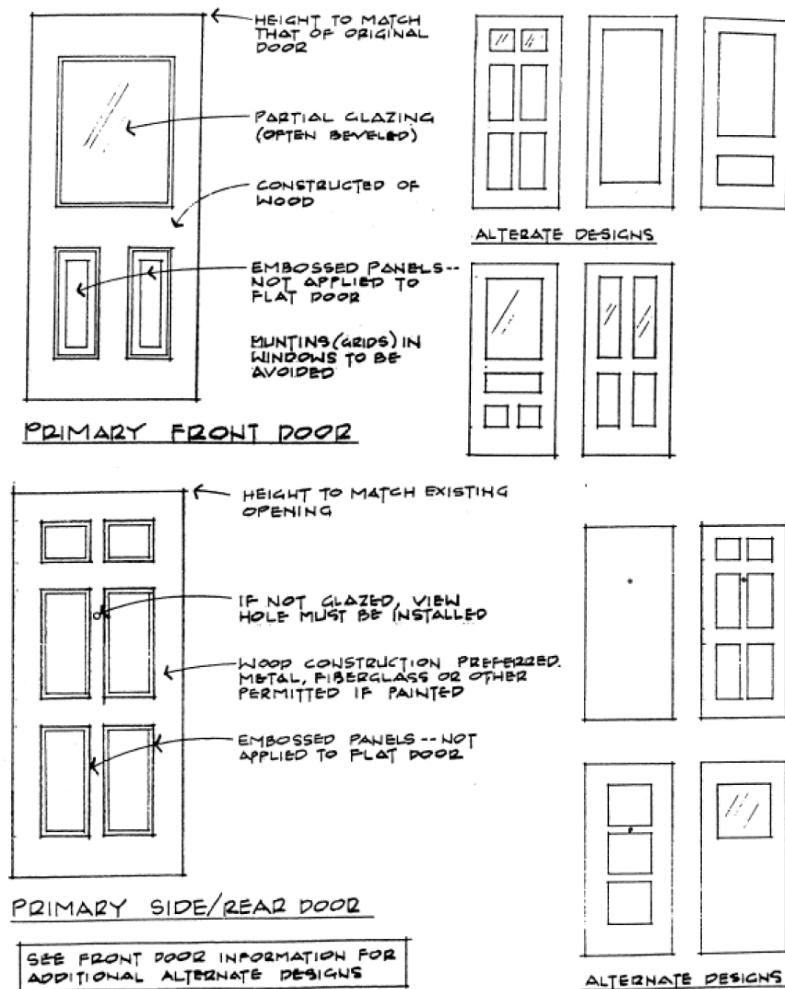
repair is not possible, elements shall be replaced with matching wood members. Damaged or deteriorated wood elements may be replaced or covered with formed aluminum or vinyl, subject to Commission approval and provided that the original profile of the woodwork is not altered or changed.

...

Primary 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.



Deliberation

I move that the HDC (approve/deny) the request to replace the existing, wood door with a new door of a similar appearance as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2021-05 – 600 W. Clay – Rehabilitation
Applicant: Terry Puffer/Nick Schippers – NSTP, LLC
District: Boilerworks
Current Function: Commercial/Vacant

Discussion

The applicant is seeking approval to 1) lower the rear entry door to ground level to allow head room to access the garden level, 2) remove and replace all existing 1960s-vintage aluminum windows with new black vinyl windows replicating the original window style as closely as possible (all windows will fit the original rough openings, pending pricing; if the replacement windows cannot fit the original openings, they will match the existing windows' dimensions; all windows will contain clear glass), 3) replace all existing doors (also likely from the 1960s) with either new doors to match the windows or refurbished salvaged doors, and 4) add three egress windows for the new garden level bedrooms that will align with the locations of the existing windows into the garden level along the walkway on the north elevation and on the west (8th Street) elevation. Additional drawings will be provided prior to the meeting.



View of building from W. Clay Avenue, looking northwest



View of building from 8th Street, looking east



Undated photograph of building (likely taken shortly after its construction in 1905) showing original window style



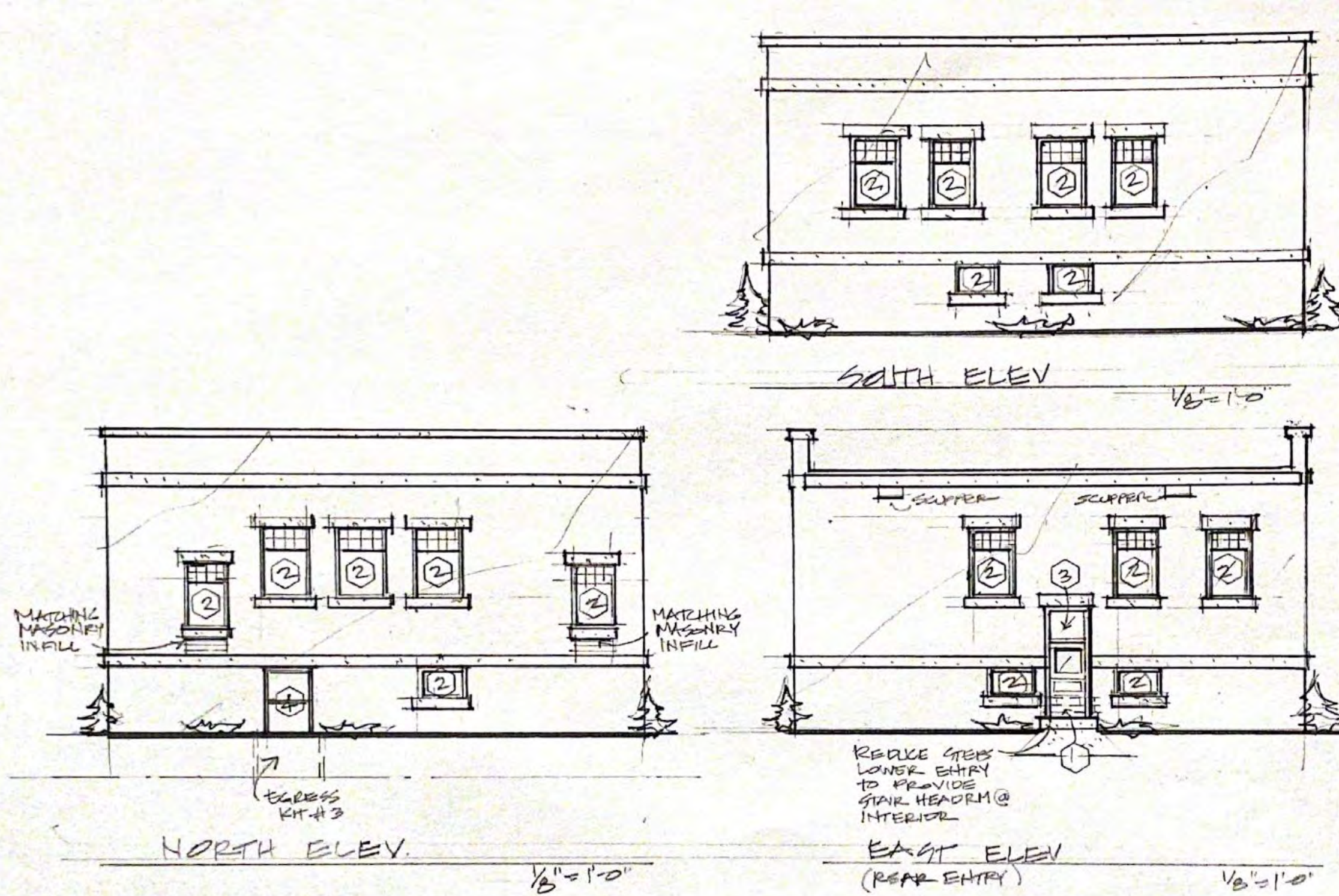
Undated photograph of building showing original door and window appearance

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2021-04, above

Deliberation

I move that the HDC (approve/deny) the request to 1) lower rear entrance to ground level, 2) remove and replace all existing aluminum windows with new black vinyl windows replicating the original window style as closely as possible, fitting the original rough openings, and containing clear glass, 3) replace all existing doors with either new doors to match the windows, and 4) add three egress windows for the new garden level bedrooms that will align with the locations of the existing windows into the garden level along the walkway on the north elevation and on the west elevation as long as the work meets all zoning requirements and the necessary permits are obtained.



DATE	BY	REV	PROJECT NAME	
			APARTMENT RENOVATION PLANS	
			MICHAEL BELT, RA NCARB	
			ECO ARCHITECT DESIGNS & LANDSCAPES, PLLC	
			818 DIXIEWAY ROAD, N. MUSKOGEE, AL 36445	
NO.	DESCRIPTION	DATE	DESIGNED BY	
			MICHAEL BELT, RA NCARB	
			CHECKED BY	
			TERRY PUFFER	
			PROJECT ADDRESS	
SITE ADDRESS:			800 W CLAY AVE	
MICHAEL BELT, RA NCARB			ECO ARCHITECT DESIGNS & LANDSCAPES, PLLC	
818 DIXIEWAY ROAD, N. MUSKOGEE, AL 36445			CELL: 517.525.1204	
michael.belt@ecomass.net			EXTERIOR ELEVATIONS	

Case 2021-06 – 372 W. Muskegon – Garage Conversion to ADU
Applicant: Jonathan and Morgan Witmer
District: National Register
Current Function: Garage/Storage

Discussion

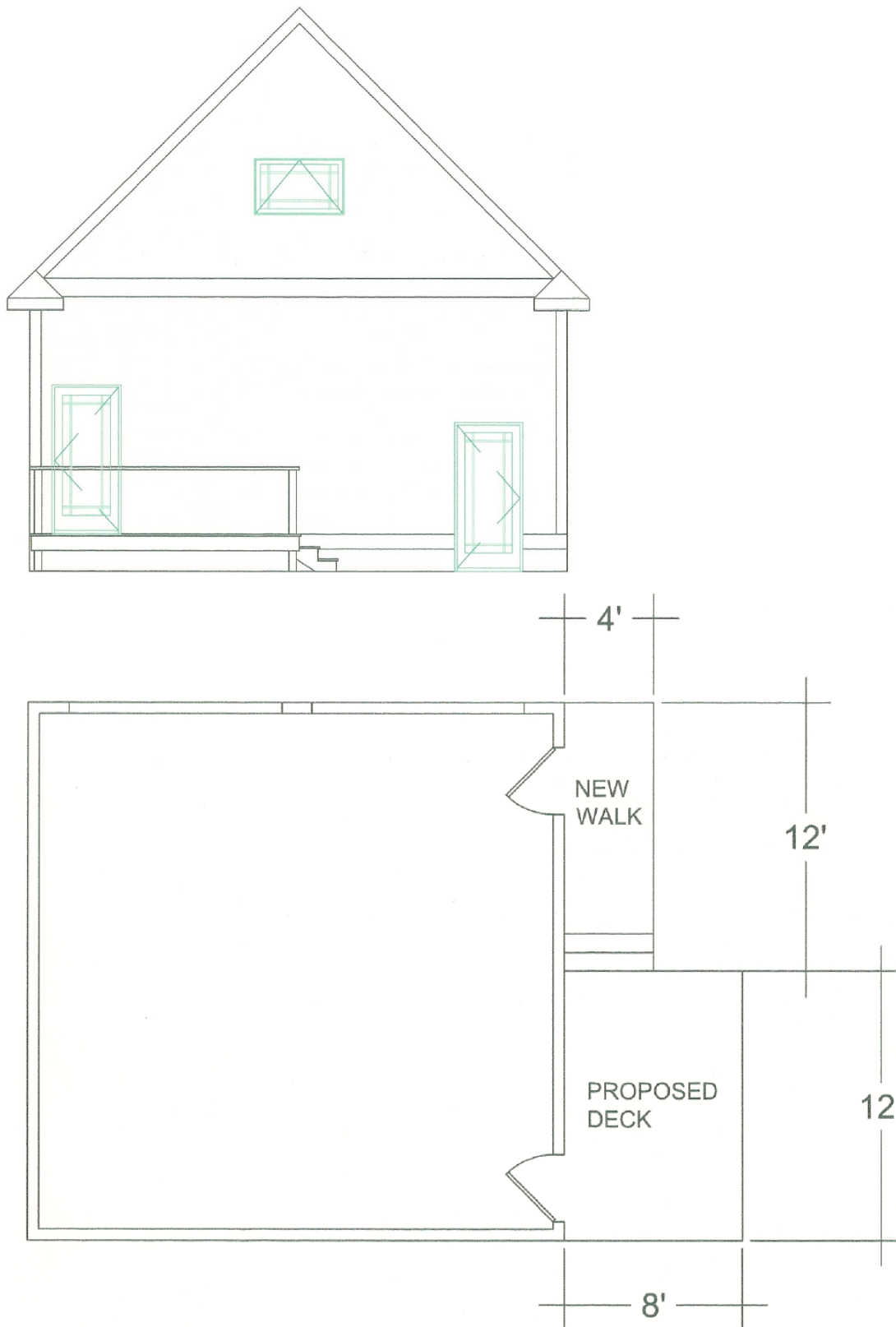
The applicant is seeking approval to add a new fiberglass entry door and construct a 12'x8' composite deck as part of a larger project to convert loft space in an existing, detached garage into a studio apartment – also known as an Accessory Dwelling Unit (ADU), or Carriage House Apartment.



Detached garage viewed from W. Muskegon Avenue, looking northwest. Main house visible at right



Garage viewed from rear alley, looking south. Proposed new entry door will replicate existing door



Proposed northeast elevation (top) and plan for new deck and entry door



Existing entry door on garage. Proposed new door will be trimmed and stained to match

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2021-04, above

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"

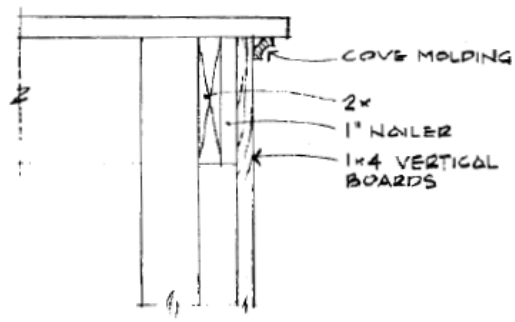
New guardrails on commercial buildings shall conform to the minimum guardrail height for commercial buildings as defined in the most recent edition of the building code.

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

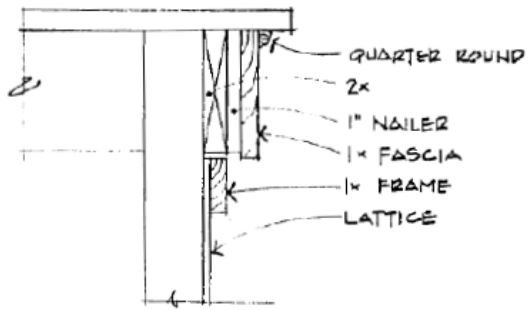
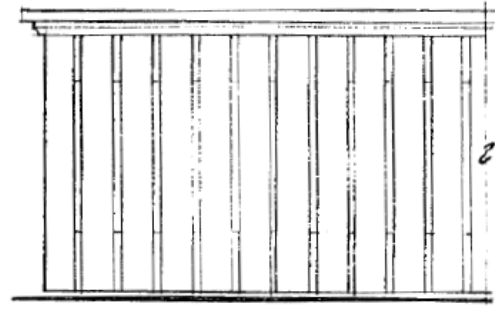
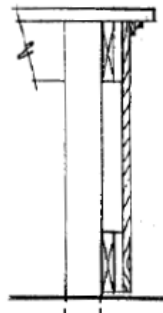
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Paint

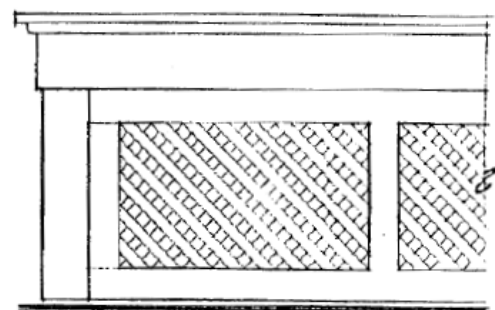
All exposed deck or porch wood shall be painted to complement or contrast the existing structure. Pressure treated wood shall be painted no later than one year after installation.



VERTICAL BOARDS



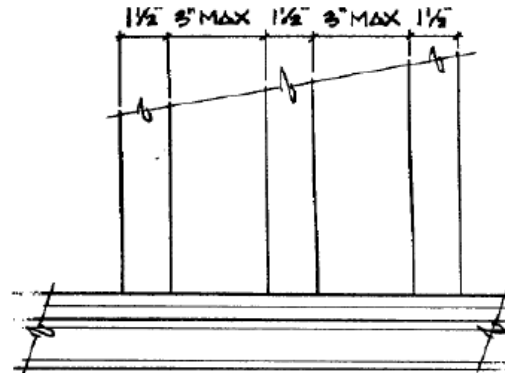
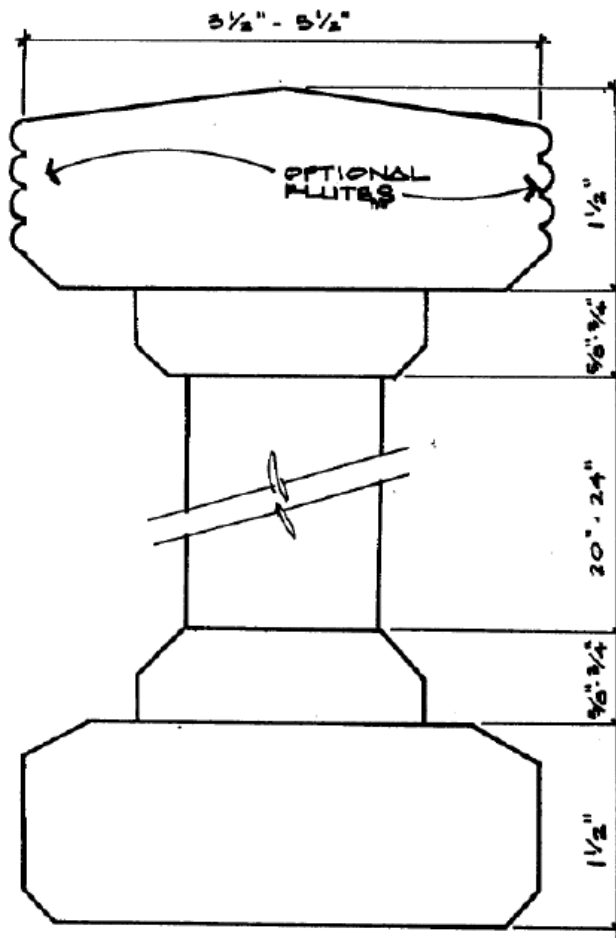
LATTICE



DECKING DETAILS

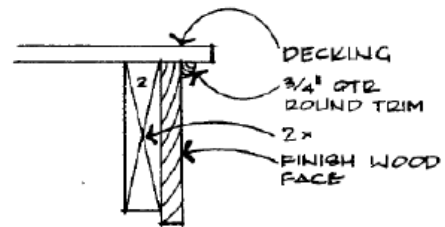
GRAPHICS COURTESY CITY OF KALAMAZOO

DETAIL OF SAMPLE
BALLUSTRADE CONSTRUCTION

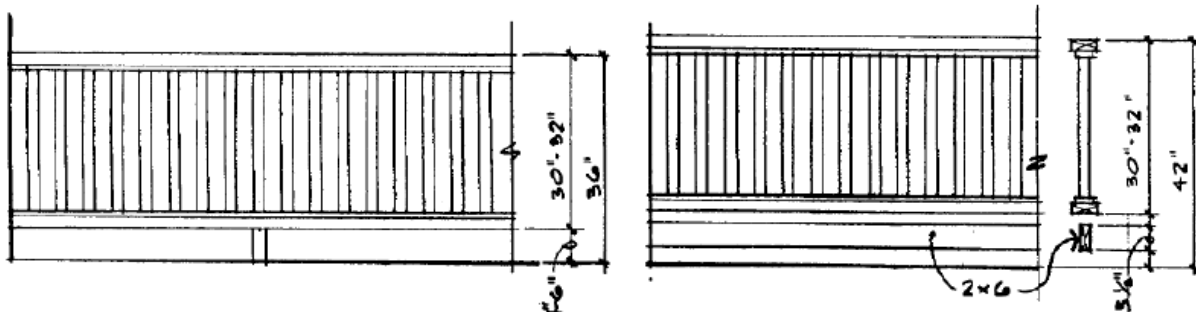


SPACING OF BALLUSTERS

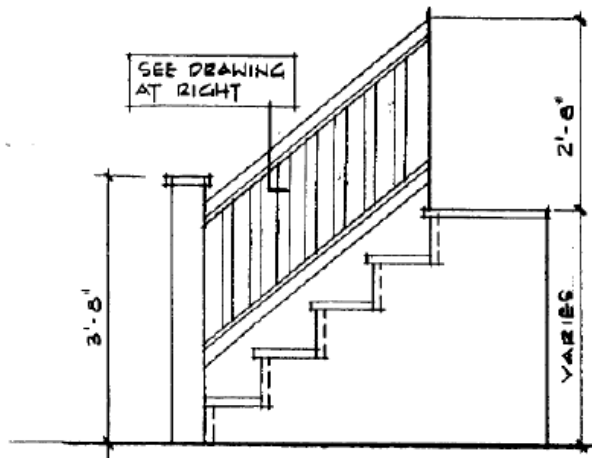
WIDTH $\times$ 3 = CENTER-TO-CENTER SPACING



EDGE DETAIL



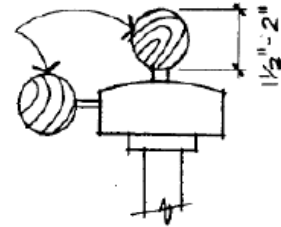
MINIMUM RAIL HEIGHT REQUIREMENTS ARE 24"-30" DEPENDING ON DECK HEIGHT FROM GROUND LEVEL
 IF A GREATER HEIGHT IS RECOMMENDED FOR SAFETY REASONS (WHERE THE RAIL IS NEW OR REBUILT)
 THE ABOVE CONSTRUCTION METHODS MAY BE ACCEPTABLE (PLEASE SEE ATTACHED TEXT FOR DETAILS)



"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 add a new fiberglass entry door and construct a 12'x8' composite deck to the existing, detached garage as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. OLD BUSINESS

Work Completed Without HDC Approval – Continuation of the discussion regarding how the HDC handles work completed following issuance of a building permit, but without HDC review or approval. Staff will report on the recent meeting with SAFEbuilt as well as new strategies planned and in place to eliminate ongoing issues with improperly approved work.

V. ELECTION OF CHAIR AND VICE CHAIR

At the February meeting, the HDC tabled a motion to retain S. Radtke as Chairperson and A. Riegler as Vice Chairperson for the upcoming year due to A. Riegler's absence at the meeting and resulting inability to accept or reject the nomination. The vote can take place at this meeting.

VI. OTHER BUSINESS

2020 Staff Approval Review – Staff will provide an overview of the work that was approved over the past year. In the future, more frequent updates will be provided to the board to keep everyone informed of Staff approved work happening in the historic districts.

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>

VII. ADJOURN