

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

DATE OF MEETING: Tuesday, February 6, 2018
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 January 10, 2018
- IV. New Business
 - Case 2018-05 – 164 Catherine – Windows
- V. Old Business
 - Case 2018-01 – 1669 Peck – Stairs
 - Case 2018-02 – 1641 Jefferson – Railing
 - Case 2018-03 – 1163 4th – Windows and Garage Door
- VI. Other Business
 - Case 2017-16 – 189 Strong – Demolition
 - Case 2015-10 – 316 W. Webster – Doors
 - Standards Review Workshop
- 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. ELECTION OF CHAIR AND VICE CHAIR

III. MINUTES

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION MINUTES

January 10, 2018

Vice-Chairperson S. Radtke called the meeting to order at 4:25 p.m. and roll was taken.

MEMBERS PRESENT: S. Kroes, L. Wood, S. Radtke, K. Panozzo

MEMBERS ABSENT: J. Hilt, D. Warren, A. Riegler,

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: M. Miller, The Corner Church, 280 W Muskegon Ave; S. Zimmerman, Port City Signs, 771 Access Hwy.; J. Mosqueda, 1179 4th St.

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of November 7, 2017 was made by K. Panozzo supported by L. Wood and unanimously approved.

NEW BUSINESS

Case 2018-01 – 1669 Peck St. Stairs. Applicant: Steven Radtke. District: Clinton-Peck. Current Function: Residential. This case was tabled until the February meeting due to lack of a quorum. The applicant was an HDC board member and therefore could not vote on his own case.

Case 2018-02 – 1641 Jefferson – Railing. Applicant: Ray (Karen) Panozzo. District: Jefferson. Current Function: Residential. This case was tabled until the February meeting due to lack of a quorum. The applicant was an HDC board member and therefore could not vote on her own case.

Case 2018-03 – 1163 4th – Windows and Garage Door. Applicant: Greg Wilkinson/Wilkinson Insurance Agency, Inc. District: Houston. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to replace all windows in the house and install a new garage door. The house was damaged in a fire; staff has approved repairs to damaged siding.

The applicant was not present to answer questions. J. Pesch had concerns about the type of replacement windows being proposed. S. Radtke stated that it appeared that the windows were not original to the house. J. Pesch stated that one window in the front looked like a wood window.

A motion to table this case until the next meeting so the applicant could be present to answer questions was made by K. Panozzo, supported by L. Wood and unanimously approved.

Case 2018-04 – 280 W. Muskegon – Signage. Applicant: Rev. Mark Miller – The Corner/Central United Methodist. District: National Register. Current Function: Institutional. The applicant is seeking approval to install 5-foot tall by 15-foot wide internally-lit wall signs on the north and south faces of the building. He is also seeking approval for plaster filling and smoothing of the current engraved sign over the W. Muskegon Avenue entrance. In 2010, installation of a 30-foot flexible aluminum sign had been approved to cover the engraved sign, but it was never installed.

J. Pesch stated that the illuminated signs being proposed were larger than what the Form Based Code zoning and the historic district standards allowed. S. Zimmerman distributed renderings of the proposed signage for the church. He and the board discussed other types of signs allowed. S. Zimmerman asked if they would be able to fill in the engraved letters above the concrete front entrance. S. Radtke stated that permanent changes to historic structures were not permitted; they could cover the etched lettering, but not fill it in. S. Radtke asked about the method of illumination to be used for the wall signs. S. Zimmerman explained the electrical wiring, stating that they intended to minimize the amount of holes put in the building when posting the signs. M. Miller explained the church functions and their plans to do additional work on the building.

A motion that the HDC allow a flexible sign to be installed over the engraved lettering above the church's front entrance was made by L. Wood, supported by S. Kroes and unanimously approved, with S. Kroes, L. Wood, S. Radtke, and K. Panozzo voting aye.

A motion that the request to install the wall signs be tabled until the applicant can provide new plans that meet ordinance requirements was made by L. Wood, supported by S. Kroes and unanimously approved, with S. Kroes, L. Wood, S. Radtke, and K. Panozzo voting aye.

OLD BUSINESS

None

OTHER BUSINESS

382 W. Muskegon Ave. – J. Pesch had a couple interested in purchasing the lot at 382 W. Muskegon Ave, which was the last remaining lot in the historic infill district. They wished to construct a home with less than the required 2500 square feet, which was a stated requirement for the infill district. Board members listened to the homeowner's description of the house they would like to build and provided input.

1179 Fourth St. – This application was received after the deadline date, but J. Pesch wanted the applicant to discuss her proposed work with the HDC, including roof repairs, siding replacement, chimney work, and insulation. J. Mosqueda explained her planned renovations. J. Pesch stated that the city’s inspection department was requiring that the siding be repaired, which was the most pressing issue. Siding was discussed, with board members stating that wood siding was preferred. J. Mosqueda stated that several homes around hers had vinyl siding. S. Radtke stated that the board would need more detailed information on the type and size (thickness, profile) of siding being requested, and also the type of roof shingles to be used.

February Standards Review Workshop – Staff had reached out to Amanda Reintjes from the Michigan Historic Preservation Network to invite her to the workshop scheduled for our February 6th meeting. Unfortunately, she has a prior engagement that day and cannot attend. She is interested in attending any additional workshops that may fall on another date and mentioned a possible West Michigan regional HDC training opportunity in the near future. Board members decided to review the current HDC standards for any changes needed and discuss that at the February meeting.

There being no further business, the meeting was adjourned at 5:10 PM.

IV. NEW BUSINESS

Case 2018-05 – 164 Catherine – Windows

Applicant: Joyce Piggee

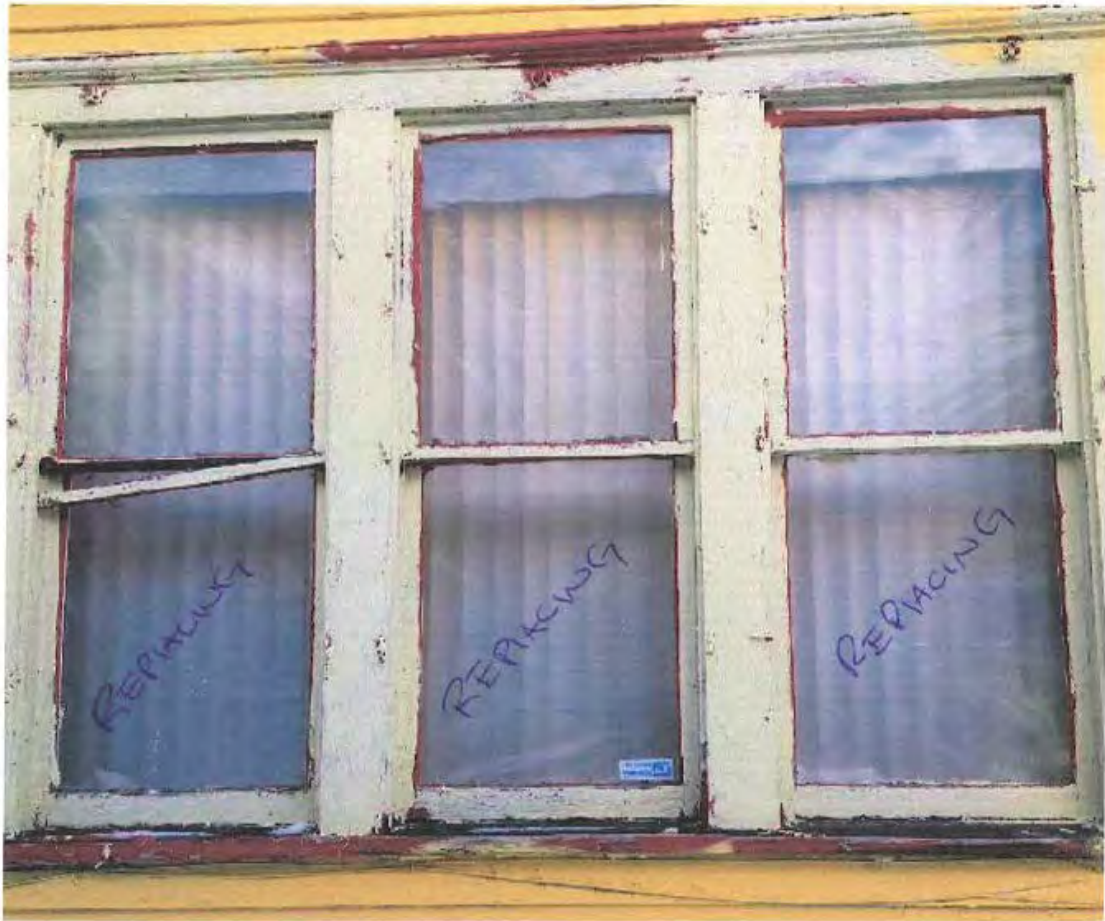
District: McLaughlin

Current Function: Residential

Discussion

The applicant is seeking approval to install new, white vinyl windows. The dining room windows will be replaced with one 3-lite sliding window and the bedroom window will be replaced with one double hung window. White PVC coated aluminum capping is proposed to be installed the outside of the replacement windows.





Dining Room, REPLACING 3 Double-Hungs
with a 3 LITE SLIDER. Windows
CURRENTLY falling OUT OF HOUSE Right NOW.

Upstairs
Bedroom.
REPAIRING
DOUBLE HUNG



Standards

WINDOW, DOOR, AND EXTERIOR WOODWORK STANDARDS AND GUIDELINES

(Adopted December 6, 1994 - Effective January 1, 1995)

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 in Class A districts 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. In Class A districts, 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. In Class A districts, 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, oriel windows, 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.

Greater scrutiny will be applied by the commission in reviewing storm and screen windows in Class AA districts in order to determine the most appropriate option.

Primary Doors

Every effort should be made to preserve or repair the original doors where damage has occurred. When repair is not possible, the first choice shall be a similar salvaged door from a structure of the approximate age and style. A new wood door may be used when a salvaged door is not available. Such new door shall match the original in detail and finish.

In Class A districts 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 in Class A districts, 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 in Class AA districts, 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 an 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.

Deliberation

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

V. OLD BUSINESS

Case 2018-01 – 1669 Peck – Stairs

Applicant: Steven Radtke

District: Clinton-Peck

Current Function: Residential

Discussion

This case was tabled from January. The applicant is seeking approval to cover over deteriorating cement steps with wood. The wood steps are a temporary fix until full restoration of the cement steps can be undertaken.





Standards

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION

PORCH AND DECK STANDARDS AND GUIDELINES

(Adopted December 6, 1994 - Effective January 1, 1995)

Covered Porches

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 appearance. 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.

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 attached decking detail illustration.

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.

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 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" - 60"
60" and higher

MINIMUM GUARDRAIL HEIGHT

0"
24"
30"

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

Paint

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

Deliberation

I move that the HDC (approve/deny) the request to cover over deteriorating cement steps with wood until full restoration of the cement steps can be undertaken as proposed as long as it meets all zoning requirements and the necessary permits are obtained.

Case 2018-02 – 1641 Jefferson – Railing
Applicant: Ray Panozzo
District: Jefferson
Current Function: Residential

Discussion

This case was tabled from January. The applicant is seeking approval to install a railing around the second-story porch on the back of the house. The railing will replicate what was once in place on the porch.



Photo showing old railing



Current photo

Standards

See above.

Deliberation

I move that the HDC (approve/deny) the request to install the railing as proposed as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2018-03 – 1163 4th – Windows and Garage Door
Applicant: Greg Wilkinson/D. Wilkinson Insurance Agency, Inc.
District: Houston
Current Function: Residential

Discussion

This case was tabled from January. The applicant is seeking approval to replace all windows in the house as well as install a new garage door. The house was damaged in a fire; staff has approved repairs to damaged siding.











Back of house

Panel Steel Series

22 are short panel and 42 are long panel.



Proposed garage door style



Proposed window

Standards

See above.

Deliberation

I move that the HDC (approve/deny) the request to replace all existing windows and install a new garage door as proposed as long as the work meets all zoning requirements and the necessary permits are obtained.

VI. OTHER BUSINESS

Case 2017-16 – 189 Strong – Demolition

This house had a fire on August 14, 2017 and received HDC approval for demolition at our September meeting. Please see the attached determination from the State Historic Preservation Office.

See PDF for attachment.

Case 2015-10 – 316 W. Webster – Doors

Staff found photos of the front doors at Hackley Public Library prior to refurbishing. The current front doors, while not the same as the alley door, appear to match what existed.



Front door, post refurbishing



Front doors, prior to refurbishing.



Front door, prior to refurbishing



Front door, prior to refurbishing



Existing alley door

Standards Review Workshop

VII. ADJOURN