

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

DATE OF MEETING: Tuesday, February 4, 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 December 3, 2019
- IV. New Business
 - Case 2020-1 – 316 W. Webster – Sign
 - Case 2020-2 – 416 W. Webster – Window
- V. Old Business
- VI. Other Business
 - New Board Member
 - HDC Enforcement
 - Public Art
 - Certified Local Government
- 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

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III. MINUTES

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION MINUTES

December 3, 2019

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

MEMBERS PRESENT: J. Hilt, K. George, L. Wood, D. Warren, A. Riegler, K. Panozzo

MEMBERS ABSENT: S. Radtke

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: J. Wilder, M. Belt, Architect for 512 W Webster; F. Madrid, Home Depot for 416 W Webster Ave; J. Zappacosta for 315 W. Webster; A. Nulf, 1314 Peck St.

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of November 5, 2019, was made by D. Warren, supported by K. George and unanimously approved.

NEW BUSINESS

Case 2019-27 – 427 W. Muskegon Avenue (Siding). Applicant: Brent Playford. District: Houston. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to replace all existing siding with a treated engineered wood lap siding. The work has been partially completed. Similar residing work was approved at the November 6, 2018 HDC meeting but for the southwest façade only. The motion from that meeting reads as follows: “A motion that the HDC approve the request to re-side the southwest façade of the structure using a treated engineered wood lap siding with a smooth texture as long as the necessary permits are obtained, was made by A. Riegler, supported by K. Panozzo and unanimously approved, with J. Hilt, S. Radtke, L. Wood, K. Panozzo; D. Warren and A. Riegler voting aye.”

J. Hilt stated that the siding had already been removed, so it was not possible to tell what the condition of it was. B. Playford stated that it was in poor condition; he had not realized that the previous HDC approval on this building was for the southwest façade only. J. Pesch provided photos of the siding before it was removed. D. Warren observed that the new siding looked wider than the old siding. B. Playford confirmed that the new siding was 6 inches wide and the previous siding was 4 inches wide.

A. Riegler arrived at 4:15 pm.

J. Pesch stated that, based on HDC files, the original wood siding was previously covered with asbestos siding. K. George asked if any trim would be replaced. B. Playford stated that he intended to

replace the trim with Smart Trim, but the architectural details on the front of the building would not be altered.

A motion that the HDC approve the request to replace all existing siding with a 6-inch treated engineered wood lap siding as long as the work meets all zoning requirements and the necessary permits are obtained, was made by L. Wood, supported by K. Panozzo and unanimously approved, with J. Hilt, K. George, L. Wood, D. Warren, A. Riegler, and K. Panozzo voting aye.

Case 2019-28 – 512 W. Webster Avenue (Siding, Porch, Windows). Applicant: Community en-Compass. District: Clay-Western. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to make several changes to the original plans for the house. They would like to 1) replace the three windows on the second floor of the front façade with vinyl windows of the same size and configuration (to match the rest of the house's existing vinyl replacement windows), 2) rebuild the porch columns to their original size and finish the bases with brick veneer, 3) add poured concrete steps and sidewalls to the front porch and finish the sidewalls with brick veneer, 4) replace the rotted wood windows on the rear porch with vinyl windows, 5) replace the side and rear doors with craftsman-style doors, 6) replace the vinyl siding on the house with a treated engineered wood lap siding and side the garage with the same material to match, 7) eliminate the pair of windows on the southwest façade closest to the street (facing 520 W. Webster), and 8) make changes to the door on the northeast façade of the house. The applicant would provide additional information on that. Photographs of the house showing the Webster Avenue façade where the front pair of windows on the left side of the house were proposed to be eliminated, the proposed brick work that had been started on the right side of the front staircase, the view of the rear porch from alley and the door on northeast façade were provided and reviewed by the board.

K. George discussed the requests as listed in the above staff report. She stated that all windows except the three on the 2nd floor of the front façade had already been replaced with vinyl windows before the house was moved into a historic district. During the move, the porch was compromised and the support posts were no longer sufficient to support the roof. She stated that they would like to install poured concrete steps instead of wood, and that the steps on most houses in this area were poured concrete. The homeowner also wanted to add brick to the front porch to match the porch supports. K. George stated that the house was in between two larger old homes, and she thought the brick would help this house fit in better. The rear porch also needed work to stabilize it after the move. The wood windows were damaged and they wanted to replace them with vinyl to match the rest of the windows. She stated that, regarding item #5, the side door no longer worked so it needed to be replaced; they wanted to replace the back door also, to match the new side door, as the back door was not original. The front door would remain. The house had been sided with vinyl before being moved to the historic district, and they had originally wanted to side the garage with vinyl to match the house. However, some of the vinyl siding was damaged during the move and they now wished to side the house and garage with a treated engineered wood lap siding. There was no lap siding underneath the vinyl, as it had been previously stripped off. Per item #7, the homeowners wanted to remove the two windows near the front of the house on the SW façade, as they were only a few feet from the neighbor's house, and they preferred to install a fireplace inside on the wall where the windows were located. She stated that fireplaces were common in Craftsman-style homes. A. Riegler asked if the windows were original to the house. J. Wilder stated that they were, and if removal was approved, they would be covered with siding when the house was re-sided. K. George explained #8 of the request: to make changes to the door on the NE façade of the house. When the

house was placed on its foundation after the move, the indoor stairway to the basement did not meet current building code. There was not enough space to meet the code now, because it required that the steps be wider, but the chimney was in the way. They proposed to add a bump-out where the east side door was, to accommodate a landing for the stairs. J. Wilder stated that the door would then face the rear of the house. M. Belt stated that the headroom, run, and rise of the basement stairway could not meet the current building code requirement, as there was not enough room to accommodate the space required. D. Warren asked if the house was in a historic district prior to being moved to its current location, and if they knew the age of the home. K. George stated that the house was estimated to be about 100 years old and it was not previously located in a historic district; it sat on a corner lot in the Nims neighborhood. A. Riegler stated that, although HDC standards did not allow for the removal of windows, this house was not in a historic district before. K. George stated that one side of the house only had 3 small windows, so she didn't think that removing the two requested would throw off the aesthetic of the home. Regarding the addition of a bump-out on the side to accommodate the new stairwell, A. Riegler suggested widening the bump-out to match the size of the dormer above it. J. Wilder stated that he planned to enclose the side yard with a fence in the future, and the bump-out wouldn't be very visible. K. George stated that the side proposed for the bump-out was currently flat and plain with few windows, so a bump-out would add some interest. Board members and the applicant discussed the request to eliminate the two side windows, and what affect the standards would have on a house that was just moved into a historic district. A. Riegler asked if the motion could be split into multiple motions; staff affirmed that it could.

A motion that the HDC approve requests 1 through 6 as follows: 1) replace the three windows on the second floor of the front façade with vinyl windows of the same size and configuration which will match the house's existing vinyl replacement windows, 2) rebuild the porch columns to their original size and cover the bases with brick veneer, 3) add poured concrete steps and sidewalls to the front porch and finish the sidewalls with brick veneer, 4) replace the damaged, rotted windows on the rear porch with vinyl windows, 5) replace the side and rear doors with craftsman-style doors as shown in the December 3rd, 2019 HDC Staff Report, and 6) replace the vinyl siding on the house with a treated engineered wood lap siding and side the garage with the same material to match with the conditions that the work meets all zoning requirements and the necessary permits are obtained, and to have a separate vote on items 7 and 8 was made by A. Riegler, supported by K. Panozzo and unanimously approved, with J. Hilt, L. Wood, D. Warren, A. Riegler, and K. Panozzo voting aye. K. George abstained from voting, as she was representing the applicant.

A motion that the HDC approve request #7 as stated in the staff report, to eliminate the pair of windows on the southwest façade closest to the street (facing 520 W. Webster), was made by D. Warren and supported by K. Panozzo and was denied, with D. Warren voting aye and J. Hilt, L. Wood, A. Riegler, and K. Panozzo voting nay. K. George abstained from voting, as she was representing the applicant.

A motion that the HDC approve the request to build a bump-out on the northeast side of the home where the current side door is located, with the suggestion that the size of the bump-out match and align with the existing dormer above it and that a hip roof be considered with the conditions that the work meets all zoning requirements and the necessary permits are obtained, was made by A. Riegler, supported by L. Wood and unanimously approved, with J. Hilt, L. Wood, D. Warren, A. Riegler, and K. Panozzo voting aye. K. George abstained from voting, as she was representing the applicant.

D. Warren left at 5:00 PM.

Case 2019-29 – 315 W. Webster Avenue (Sign). Applicant: Hackley Public Library. District: National Register. Current Function: Institutional. J. Pesch presented the staff report. The applicant is seeking approval to install a new, 36” wide by 48” tall aluminum panel ground sign supported by 4” x 4” wood posts in the yard facing the intersection of W. Webster Avenue and Third Street. A rendering showing the proposed location with the post and panel sign as viewed from the corner of W. Webster and Third Street was provided.

Board members concurred that the sign met HDC standards and had no questions.

A motion that the HDC approve the request to install a new, 36” wide by 48” tall aluminum panel ground sign supported by 4” x 4” wood posts in the yard facing the intersection of W. Webster Avenue and Third Street as long as the work meets all zoning requirements and the necessary permits are obtained, was made by L. Wood, supported by J. Hilt and unanimously approved, with J. Hilt, K. George, L. Wood, A. Riegler, and K. Panozzo voting aye.

Case 2019-30 – 416 W. Webster Avenue (Windows). Applicant: Home Depot USA, Inc. (Robert Lusby, Property Owner). District: National Register. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to remove and replace five wood windows on the house (one 53”x77” picture window on the front façade and four 29”x70” double hung windows on the second floor) with ~~vinyl~~ vinyl-wrapped wood windows (Staff was notified of this window specification and the motion has been updated to reflect this). The applicant is also requesting to remove and replace four basement windows with new windows. Pictures of the house showing the windows proposed to be replaced were provided to board members.

F. Madrid from Home Depot, who had provided a quote for replacing the windows, spoke on behalf of the applicant. He stated that the picture window was a 70/30 split and that style of window was no longer made. The material on the new windows would be a wood-look Fibrex and they wished to replace the picture window with a fixed picture window with no separation. K. Panozzo asked if the picture window was original. J. Pesch stated that he was unsure; the photo he had was from 1946 and it showed the picture window. K. George stated that she was not comfortable replacing a front-facing window with a different style, and asked what condition the window was in. F. Madrid stated that there were dry-rotting issues with the wood. J. Hilt asked if the windows were repairable. F. Madrid stated that it was not something that Home Depot could do. F. Madrid stated that it might be possible to join two picture windows to form a divided window, but that doing so would create a six-inch-wide mullion where the frames meet. K. Panozzo asked if they intended to remove and replace the entire basement windows, and if they could be opened and were operable. F. Madrid stated that they would save as much of the surrounding wood as possible, but some would not be salvageable due to the removal process. The replacement windows would not open, but would look the same as the windows currently in place.

Board members discussed the front picture window and decided to separate that request from the others, for the purpose of making a motion.

A motion that the HDC approve the request to remove and replace four wood double hung windows on the house (the four 29”x70” double hung windows on the second floor) with vinyl-wrapped wood windows of the same size and configuration and to remove and replace four basement win-

dows with new windows with two glass panes of the same appearance as the current windows and with sculptured mullions, as long as the work meets all zoning requirements and the necessary permits are obtained, was made by K. George, supported by J. Hilt and unanimously approved, with J. Hilt, K. George, L. Wood, A. Riegler, and K. Panozzo voting aye.

A motion that the HDC deny the request to remove and replace one 53"x77" picture window on the front façade of the house was made by K. George, supported by K. Panozzo and approved, with J. Hilt, K. George, and L. Wood voting aye, and A. Riegler and K. Panozzo voting nay.

L. Wood left at 5:35 pm.

Case 2019-31 – 1314 Peck (Trim/Cladding). Applicant: April Nulf. District: McLaughlin. Current Function: Residential. J. Pesch presented the staff report. The applicant is seeking approval to install vinyl soffit and aluminum trim to the fascia of the house and the garage. The two window bays on the north and south facades will not be altered.

A. Nulf stated that there was not much of the original workmanship left on the inside of the house. She needed to repair the outside soffit and fascia, as animals were getting in through holes. K. George stated that the HDC preferred to see repairs made to the current structure rather than replacing items, as even minor changes to the architectural details would change the look of the house. A. Nulf explained that she had been trying to find a contractor to do the repairs, but she had been unable to get any of them to call her back. K. George stated that she could help her find a contractor, and suggested that this request be tabled.

A motion that the HDC table the request to install vinyl soffit and aluminum trim to the fascia of the house and the garage was made by K. George, supported by J. Hilt and unanimously approved, with J. Hilt, K. George, A. Riegler and K. Panozzo voting aye.

OLD BUSINESS

Case 2019-20 – 1575-79 Peck (Doors). J. Pesch stated that he noticed that the property owner had replaced the unapproved replacement doors that had been installed on this house with new doors more in line with the HDC local standards. Photos of the doors were provided, offering a side-by-side comparison of the original doors, the denied replacement doors, and the doors currently on the house. The homeowner had been denied approval to install the previous, windowless doors, after they had completed the work without HDC review. The new doors with windows were closer in appearance to the original doors and samples provided in the HDC local standards.

OTHER

HDC Enforcement – A number of recent cases, unfortunately dealing with both unapproved and denied work, have led to a review of Historic District Commission's procedures for enforcement on such work. Staff continues to evaluate this process. J. Pesch provided a sample enforcement letter than he had created followed by a brief discussion. H. Mitchell was also present, and stated that she was a Planning staff member who could assist J. Pesch with enforcement issues. H. Mitchell shared a sample of a municipal civil infraction ticket that the HDC is empowered to issue for unapproved work as part of enforcement procedures.

Public Art – The HDC local standards do not cover the topic of public art, although an assortment of public art pieces have been installed in Muskegon’s historic districts in recent years. The topic has been brought to staff, requesting discussion with the board. Because of the late hour, it was decided that this topic would be discussed at the next meeting.

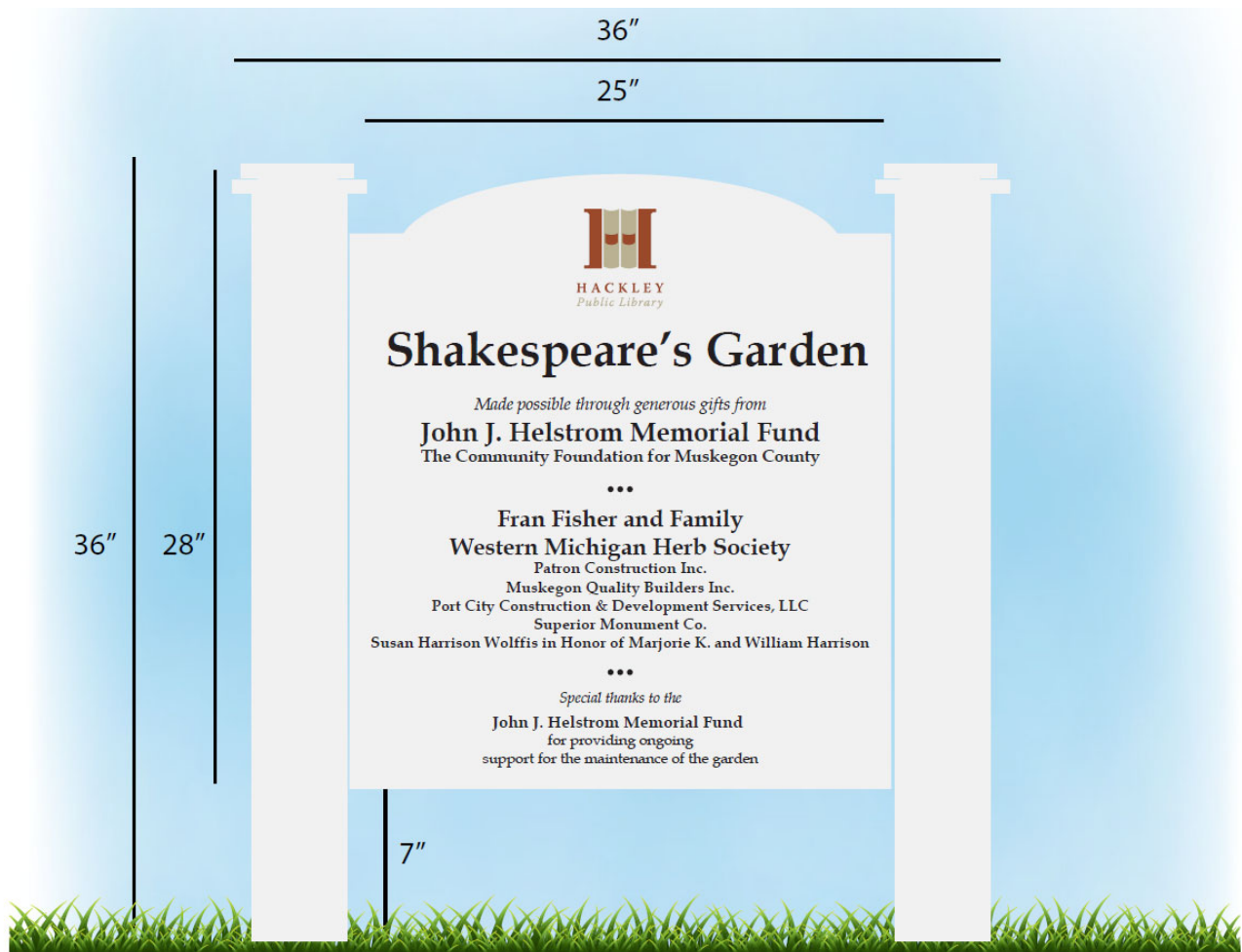
There being no further business, the meeting was adjourned at 6:20 p.m.

IV. NEW BUSINESS

Case 2020-1 – 316 W. Webster – Sign
Applicant: Hackley Public Library
District: National Register
Current Function: Institutional

Discussion

The applicant is seeking approval to install a new, 36" wide by 36" tall aluminum panel ground sign supported by wood posts in the garden facing Third Street. The sign will replace the aging sign currently located in the garden.



Rendering of proposed 36" x 36" post and panel ground sign



Existing sign to be replaced



Proposed location and view of sign rendering from Third Street

Standards (Abbreviated)

Ground signs. Any free standing sign located on or close to the ground, the top of which does not extend more than four feet above the ground.

...

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.

...

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.

...

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.

...

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.

...

Ground signs. These shall not exceed twenty (20) square feet per sign face. No such sign shall exceed four (4) feet in height from ground level. To maintain consistency with the objectives and standards of this Policy, the Historic District Commission may require a smaller sign face and specific location.

Deliberation

I move that the HDC (approve/deny) the request to install a new, 36" wide by 36" tall aluminum panel ground sign supported by wood posts in the garden facing Third Street as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2020-2 – 416 W. Webster – Window
Applicant: Home Depot USA, Inc. (Robert Lusby, Property Owner)
District: National Register
Current Function: Residential

Discussion

The applicant is seeking approval to remove and replace one 53”x77” wood picture window on the front façade with a new, vinyl-wrapped wood picture window of a similar size and configuration.



View of house from W. Webster Ave. with picture window visible to the right of the front door

Direct Set Rectangle Complementary to 400 Series

Tilt-Wash

DIMENSIONS

52 1/4" X 76 3/4"

FRAME

Clad Canvas Ext Color, Pine Int, Unfinished

GLASS

High Performance SmartSun Low E4, Annealed, Argon

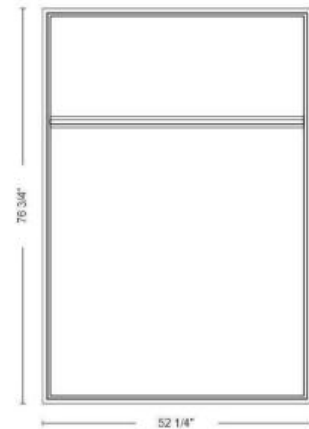
GRILLES

Divided Light with Spacer, Colonial, As Drawn

Permanent Exterior, Permanent Interior. Interior Profile, PF1723 (2 1/4" Wood), Pine, Unfinished. Exterior Profile, PF1783 (2 1/4" Aluminum), Canvas.

WRAPPING

Unfinished Pine 4 9/16" Base Jamb



VIEWED FROM EXTERIOR

Comments:

GRILL CENTERLINE LOCATED 22" FROM TOP OF FRAME

Rough Opening: 52 3/4" X 77 1/4"

Overall Unit 52.25" X 76.75"

Proposed replacement for picture window

Standards

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.

Deliberation

I move that the HDC (approve/deny) the request to remove and replace one 53"x77" wood picture window on the front façade with a new, vinyl-wrapped wood picture window of a similar size and configuration as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OLD BUSINESS

None

VI. OTHER BUSINESS

New Board Member – New City Commissioner, Teresa Emory, has been appointed to the Historic District Commission, replacing Debra Warren. Kimi George and Steven Radtke were reappointed to the HDC.

HDC Enforcement – A number of recent cases, unfortunately dealing with both unapproved and denied work, have led to a review of Historic District Commission's procedures for enforcement on such work. Staff continues to evaluate this process and provided a brief update at the December 2019 meeting. This meeting will allow for more time to continue this discussion.

Public Art – The HDC local standards do not cover the topic of public art, although an assortment of public art pieces have been installed in Muskegon's historic districts in recent years. The topic was brought to Staff, but was not discussed with the board in December due to the meeting running late.

Certified Local Government (CLG) – 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 attending the upcoming, March 3rd HDC meeting to discuss the program. Staff asks that board members review the certification manual in preparation for that meeting, and come prepared with any questions. The City of Muskegon's plan to apply for certification was the impetus for updating the HDC's local standards in 2019. The CLG certification manual is available online here:

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

VII. ADJOURN