

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

DATE OF MEETING: Wednesday, January 10, 2018
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: City Commission Chambers, City Hall

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of November 7, 2017
- III. New Business
 - Case 2018-01 – 1669 Peck – Stairs
 - Case 2018-02 – 1641 Jefferson – Railing
 - Case 2018-03 – 1163 4th – Windows and Garage Door
 - Case 2018-04 – 280 W. Muskegon – Signage
- IV. Old Business
- V. Other Business
 - February Standards Review Workshop
- VI. Adjourn

“We admire that which is old not because it is old, but because it is beautiful.” Winston Churchill

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN 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

November 7, 2017

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

MEMBERS PRESENT: J. Hilt, S. Kroes, L. Wood, D. Warren, A. Riegler, S. Radtke, K. Panozzo

MEMBERS ABSENT: None

STAFF PRESENT: J. Pesch, D. Renkenberger

OTHERS PRESENT: P. Sheldon, Amazon Apts; T. Hemmes, 112 Iona Ave.

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of October 3, 2017 was made by J. Hilt supported by S. Radtke and unanimously approved.

NEW BUSINESS

Case 2017-19 – 550 W. Western Avenue (Fence). Applicant: Trillium Amazon. District: Clay-Western. Current Function: Residential. The applicant is seeking approval to install a 4-foot tall black aluminum fence to enclose a portion of the building's courtyard for use as a dog park. Photos of the fence style and a site plan were provided.

J. Hilt asked what size dogs would be allowed, since the fence would be only 4 feet tall. P. stated that the maximum dog size would be 65 pounds; they had other dog parks with 4-foot fences and had not experienced any problems.

A motion that the HDC approve the request to install a black metal picket-style fence as proposed, as long as it meets all zoning requirements and the necessary permits are obtained, was made by K. Panozzo, supported by S. Kroes and unanimously approved, with J. Hilt, S. Kroes, L. Wood, A. Riegler, S. Radtke, and K. Panozzo voting aye.

D. Warren arrived at 4:07 p.m.

Case 2017-20 – 112 Iona Avenue (Door). Applicant: Terry Hemmes. District: McLaughlin. Current Function: Residential. The applicant is seeking approval to replace two doors on the

front and side of the house, including the door jambs. The current steel doors are not original to the house and are rotting.

T. Hemmes provided pictures of different door options. A. Riegler stated that the 6-panel door fit better with a historic home. T. Hemmes stated that he would use that style then, rather than the diamond glass insert. He also stated that SafeBuilt had mistakenly issued permits for some previous work without requiring HDC approval, and he updated board members on the work that had been done. He stated that they intended to return the property to a single family home.

A motion that the HDC approve the request to replace the existing doors with new 6-panel doors as proposed as long as the work meets all zoning requirements and the necessary permits are obtained, was made by A. Riegler, supported by K. Panozzo and unanimously approved, with J. Hilt, S. Kroes, L. Wood, D. Warren, A. Riegler, S. Radtke, and K. Panozzo voting aye.

OLD BUSINESS

None

OTHER BUSINESS

Staff and board members discussed the possible reintroduction of the State's historic tax credit.

There being no further business, the meeting was adjourned at 4:25 PM.

III. NEW BUSINESS

Case 2018-01 – 1669 Peck – Stairs

Applicant: Steven Radtke

District: Clinton-Peck

Current Function: Residential

Discussion

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

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

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 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

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.



Short Panel

Proposed garage door style



Proposed window style

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, 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.

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 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.

Case 2018-04 – 280 W. Muskegon – Signage
Applicant: Rev. Mark Miller – The Corner/Central United Methodist
District: National Register
Current Function: Institutional

Discussion

The applicant is seeking approval to install 5' tall by 15' wide internally-lit wall signs on the north and south faces of the building (see attached photos). The applicant 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' flexible aluminum sign was approved to cover the engraved sign, but was not installed.



W. Muskegon Ave. entrance (south)

FIRST CHURCH OF

THE
CORNER

THE
CORNER

1930



Rear of building (north), facing alley



Building Rear Letter Set & Back-Plate Overall 180" x 60"



PORT CITY SIGNS PROOF SHEET

Salesman SZ	Job Name The Corner Church	Drawn By / Date Jamie 11/13/17
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Job Description:

Building Signage (REAR)

Client Signature: _____

Date: _____ Your signature certifies that this copy is correct.

OFFICE:

771 Access Highway.
Muskegon, MI 49442
Phone: 231.727.9200
Fax: 231.727.1300
Toll Free: 877.773.6750
E.mail: shawn@portcitysigns1.com

Standards

CITY OF MUSKEGON HISTORIC DISTRICT COMMISSION SIGNAGE POLICY

Adopted October 2, 1986 with revisions

SECTION I. PURPOSE & INTENT

- A. It is recognized by the Historic District Commission that signs in general perform certain functions in the community which are essential for the public safety and general welfare, such as communicating messages, providing information about the availability of goods and services, and providing orientation. It is further recognized by the Historic District Commission that because of their potential detrimental impact on the historic and architectural character of the structures and surroundings within the City's designated historic districts, exterior signs must be regulated in order to:
1. Prevent conditions which have a blighting influence and contribute to the loss of character and declining property values within the historic districts.
 2. Safeguard the heritage of the City by preserving and protecting historic district environments which include elements reflective of its cultural, social, economic, political, and architectural history.
 3. Preserve the historic quality and architectural content of the historic districts by curbing deterioration and otherwise unsuitable additions, removals, or alterations to the properties within them.
 4. Permit compatible signs for use within historic districts which would provide for easy recognition, legibility, and comply with other acceptable conditions.

It is the intent of this policy by the Historic District Commission to protect property values, preserve and enhance the architectural features of the City's historic structures, promote a more enjoyable and visually pleasing historic environment and encourage the most appropriate use and type of exterior signs for location within the historic districts.

The establishment of the sign standards, design criteria and other regulations and requirements of this policy as the basis for acceptance or denial of a sign by the Historic District Commission ensures that all signs will be reviewed in an objective manner, thereby protecting the right of property owners from any potentially arbitrary or capricious decisions of the Commission.

SECTION II. DEFINITIONS

- A. Sign: The use of any letters, numerals, pictorial representations, devices, designs or trademarks which constitute a name, identification, description, display, or illustration which is affixed or applied to or represented directly or indirectly upon a building structure or historic district property which attention to an object, product, activity, person, institution, organization, or business.

- B. Sign Types: The Historic District Commission shall review for approval the installation or alternation of any sign type as indicated below:
1. Flat wall signs. Any sign that is painted directly on a building surface or painted on a separate background material and applied to the facade as a unit.
 2. Dimensional surface signs. Any sign that consists in whole or in part, of three-dimensional letter forms applied directly to the building surface or applied to a separate flat background which is attached parallel to the building surface.
 3. Free-standing signs. Signs supported by upright braces, frames, poles, or other similar structures, independent of any building.
 4. 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.
 5. Projecting or pole signs. Any sign that has a face that is other than parallel to the exterior facade of the building. A sign which is attached to a pole or other structure and extends above or projects out there from.
 6. Window signs. Any sign that is applied directly to the inside or outside surface of a window glass or exists as opaque, translucent or transparent panels which are suspended or supported by other means inside the window and parallel to its surface, which are intended to be seen from the exterior.
 7. Awning & canopy signs. Any symbol or message which is attached to or is an integral part of any awning (fixed or retractable) or canopy is considered a sign.
 8. Banners. Any banner hung either with or without frames that contains a message, symbol, or which is simply a decorative addition is considered a sign.
 9. Directional signs. A sign directing and guiding vehicular or pedestrian traffic or parking but bearing no advertising matter.
- C. Sign Area: The area within the smallest circle or rectangle that encloses the extreme limits of the advertising message, including any frame, background, or trim. Two faces which are back- to-back are counted only once.
- D. Signage Wall Area: The area of a wall that is a continuous portion of a building unbroken by columns, ridges, doors, or windows. It is calculated by selecting a continuous facade, then drawing an imaginary rectangle within specified height limitations and computing the square-foot area of this rectangle.
- E. Sign Face: The surface of a sign board or background area on which a message is displayed.

SECTION III. REVIEW REQUIREMENTS

A. Policy Statement

As established by Chapter II of the Code of Ordinances of the City of Muskegon, the Historic District Commission is empowered with the authority to review and approve plans for Building Permit applications for exterior work to construct, alter, repair, move or demolish any structure in a historic district. As described by City Building Code, a sign is a structure and, therefore, installation of such structure requires the filing of a Building Permit which must be subjected to Historic District Commission approval. Pursuant to Chapter 25, Section 126 of the City's Code of Zoning Ordinances, the use of exterior signs within the "H" Heritage zoned district shall also be subject to Historic District Commission approval.

B. Historic District Commission (HDC)

The Historic District Commission will hold meetings on the first Tuesday of every month (unless otherwise publicly notified) for review of Building Permits, including any sign applications. If approved, a "Certificate of Approval" will be issued by the Commission for all appropriate signs.

C. Review Requirements

To effectively determine the appropriateness of any sign for use within the City's historic districts, the Historic District Commission shall require that the following permits, plans, drawings and/or other details be provided, prior to the fabrication and installation of such sign, and prior to the Commission's meeting for approval.

1. Building Permit: A Building Permit Application must be filed for installation of all new exterior signs and alteration of any existing signs.
2. Site Plan: drawn to scale with measurements indicating proposed location and position of the sign in relation to building(s) on site, lot lines, sidewalks, drives, streets, and any other proposed or permanently existing structures or objects.
3. Elevation drawing(s): drawn to scale with measurements depicting complete sign dimensions, including minimum and maximum heights, distances from other structures (if appropriate), method of installation, supporting members, and any other features which might be visible.
4. Wall signs: For signs attached to a building wall, drawings shall indicate wall surface dimensions and any outstanding building lines or architectural details which may exist, including complete sign dimensions, method of attachment and size of protrusion.
5. ALL PLANS/DRAWINGS: shall indicate types of installation materials to be used, colors of sign display and other components, letter styles and sizes, method of installation (anchoring) and any other elements which may effect the sign's exterior appearance.
6. Material samples: provide material samples and/or other catalog information when possible.
7. Photographs: provide current photos of the proposed site and/or building surface where

the sign(s) will be installed.

8. Examples and HDC assistance: Samples of acceptable drawings are included hereafter. The HDC will provide additional information upon request.

SECTION IV. STANDARDS & DESIGN CRITERIA

A. General Conditions

1. Only on-premise business identification signs are permitted for use within a historic district.
2. All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code of Ordinances and shall comply with existing zoning requirements as established within the City's Code of Zoning Ordinances.

The following Standards and Design Criteria shall be used in whole or part by the Historic District Commission in its determination of appropriateness of a particular type of sign for a specific property, including size, design features, fabrication and methods, intended positioning and on-site location, the historic district in which it will be located, and all other elements affecting a sign's physical appearance:

A. Letters

1. Style. Uniform lettering style shall be used throughout the sign to avoid incoherence and otherwise incompatible letter form combinations which may be determined as inappropriate by the Historic District Commission. The use of serified (footed) letter styles is preferred for certain historical buildings; however, Gothic letter forms (those without serifs) and script letter forms may be acceptable to the Historic District Commission dependent upon the style and period of architecture represented by the building involved.
2. Size. "Letters should be subordinate to the background area". The maximum allowable height of capital letter forms shall not exceed two-thirds the height of the background area on which it appears (the background area is, in turn governed by the sign size and location restrictions which follow) or shall be reduced to the size declared appropriate by the Historic District Commission, dependent upon the actual signable wall area or sign size, location and viewing distance.

B. Fabrication Materials

The following materials, when properly used to compliment the architectural features and character of a historic building, are considered compatible for use in whole or part within the historic districts, provided the conditions as described are adhered to:

1. Wood - Any wood utilized shall be painted, stained, varnished or lacquered, carved or routed, or be negative cutout (letter forms described by voids in continuous background) or positive cutouts (individual dimensional letters).
2. 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.

3. Glass - Glass may be stained, leaded, painted, silk screen printed, etched, gold leafed, or any combination of the foregoing. Neon signs are not appropriate for use on historic buildings and, therefore, are considered unacceptable by the Historic District Commission.
 4. Masonry - Masonry shall be carved stone or brick, molded concrete or terra cotta, provided such material would appear to be an authentic architectural addition to the facade of the building, as determined by the Historic District Commission.
 5. Plastic or Fiberglass - The use of custom thin-gauge, die-cut vinyl letters which give the effect of a painted or silk screen imprinted letter is permitted. Any other use of plastic or fiberglass or the use of molded surface plastics or corrugated fiberglass sheeting is prohibited except in those cases where the surface finish closely duplicates the effect of a painted surface, as determined by the Historic District Commission.
 6. Fabric - The use of bright, glossy, or leatherette finished vinyls is prohibited. All banner fabric must be durable and designed for outdoor use and maintained to prevent fraying, disintegration, and other unsightly appearances. Paper signs for window displays are prohibited for permanent use.
- C. Color: Sign colors selected shall be earth tones and/or others that are present on the building facade or in the surrounding historic district properties. The number of colors per sign shall be limited to three (3), plus black, white, or accent gilding. At times, the Historic District Commission may make variations to the above and require that a certain number of colors or color arrangements be used which shall be more appropriate to the period of the building and other surroundings. Fluorescent colors are prohibited.
- D. Texture: The texture of a sign must be compatible with the texture of the facade of the building to which it is meant for, as determined by the Historic District Commission.
- E. Illumination: Certain lighted signs are permitted for use with the historic districts, provided that they shall be illuminated by a reflected light from an exterior source which may be incandescent or fluorescent and that the light source is non-exposed and shielded from view.
1. Intensity of light. All lighting devices shall employ lights of constant intensity. No sign shall be illuminated by flashing, intermittent, rotating or moving lights or lights creating the illusion of movement or in such a manner as to affect adversely the use and enjoyment of the neighboring historic district properties - as determined by the Historic District Commission.
- F. Sign Message - Content: All signs shall display only the formal name of the business or operation conducted on the premises. A brief secondary identification describing the nature of the business/operation and street numbers is also permitted. Where buildings are occupied by professional offices, the listing of occupants is permitted, provided the sign complies with all provisions established within this policy.

There shall be no labeling, graphics or commercial advertising on any part of any sign that the

Historic District Commission determines to be inappropriate, whereas it will adversely affect the use and enjoyment of neighboring historic district properties.

- G. Number of Signs: The maximum allowable number of business identification signs per street frontage per establishment shall be limited to one (1). Whereas additional directory or directional signs which point out parking lots and other specific services are requested, the Historic District Commission shall determine the appropriateness and building/site compatibility of such exceptions.
- H. 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.
- I. 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.

1. General:

- a. No sign may be erected upon or within any dedicated public easement or right-of-way without the expressed permission of the Muskegon City Commission.
 - b. No sign shall be placed so as to conceal, disfigure, or otherwise violate any architectural features of a building.
 - c. 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.
2. Flat wall signs. No flat wall sign shall exceed twenty (20) percent of the signable wall area to which it will be attached, and shall not exceed twenty four (24) square feet in sign face area. No flat wall sign shall exist above a point fifteen (15) feet from the sidewalk level or one (1) inch below the second story window sill, whichever is lower.
3. Dimensional surface signs. No such sign shall exceed the above limits of a flat wall sign or extend above the building roof line, and shall not protrude from the primary building facade surface more than eight (8) inches.
4. Free standing signs. When used as business identification, these shall not exceed twenty (20) square feet per sign face. Such signs shall not exceed fifteen (15) feet in height from ground level or exist above the roof line of the building for which it is meant. The Historic District Commission may require a size and height less than these limits, including a specific location, in order to ensure consistency with the objectives and standards as established within this policy.

Directional signs, when permitted by the Historic District Commission, shall not exceed four (4) square feet in sign face area and shall not be higher than four (4) feet from ground level.

5. 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.

For directional sign size and height limitations, use the same as above under No. 4.

6. Projecting or pole signs. These shall not exceed nine (9) square feet in area per sign face nor shall they extend below a point eight (8) feet from the sidewalk surface or out from the building facade surface more than four (4) feet. The top edge of such sign may not exist higher than a point fifteen (15) feet above the sidewalk surface or one (1) inch below the second-story window sill, whichever is lower.
7. Window signs. These may be applied directly to the glass and shall exist as message lettering only. Such a window sign message may not obscure more than twenty (20) percent of the area of the window surface to which it is applied.
8. Awning & canopy signs. These must comply with all provisions established within this Policy. The size, location, and height of awning and canopy structures are predetermined by existing City Ordinance.
9. Banners shall not exceed twenty-four (24) square feet in area or extend below a point eight (8) feet from the sidewalk surface or out from the facade surface more than four (4) feet. The top edge of such banner may not exist higher than a point fifteen (15) feet above the sidewalk surface or one (1) inch below the second-story window sill, whichever is lower.

Banners, when permitted, are on an interim basis only and shall be annually review by the Historic District Commission to ensure their sightly appearance.

SECTION V. SPECIAL PROVISIONS

A. Signs exempted from Historic District Commission Review

1. Signs required by Federal, State, or other local ordinance for purposes of traffic, public safety, and other directional assistance.
2. Special event signs: which will exist for a single period of not more than seven (7) days in any quarter calendar year and are not prohibited under any provision of this policy.
3. Signs not visible off the lot upon which they are situated.
4. Commemorative plaques not exceeding one (1) square foot in area.
5. Address signs: indicating street address and not exceeding one (1) square foot in area.
6. Temporary signs: any sign relating to construction, real estate, political elections which

are not in violation of any provision of this policy.

7. Flags: National, State, or municipal flags with messages or symbols representing institutions or businesses.
- B. Prohibited signs. It shall be unlawful to erect, install, place, or maintain any of the following:
1. Portable signs: Any sign that is readily moveable from one location to another and is not permanently affixed to a building or on the ground.
 2. Roof signs: Any sign which projects above or beyond the roof or parapet.
 3. Signs which move or create the illusion of movement. Signs which flash or make noise.
 4. Signs attached to any natural growth (i.e. trees or other natural foliage).
 5. Signs which are obsolete, that do not relate to existing business.
 6. Signs which are not expressly permitted by this policy or which violate any provision thereof.
- C. Alteration to Existing Signs. Any sign that exists on the effective date of this policy or amendment thereof, which is nonconforming and does not at that time comply with all of the provisions hereof, including any amendment, shall not be changed, altered, or rebuilt in any manner described as follows, without prior review and written approval of the Historic District Commission. These signs shall not:
1. Be changed to another type of sign which is not in compliance with the policy; or
 2. Have any changes made in the words or symbols used or message displayed on the sign (unless the sign is designed for periodic change of message); or
 3. Be structurally altered so as to prolong the life of the sign or so to change the shape, size, type or design of the sign.

SECTION VI. MAINTENANCE & ENFORCEMENT

- A. Maintenance: All signs approved for installation by the Historic District Commission shall be maintained in a safe, presentable manner and shall remain in good structural and/or material condition at all times, including the replacement of defective or damaged parts, painting, repainting, cleaning, and other acts necessary for maintenance of such signs.
- B. Inspection/Removal: The Building Safety Services Director or his authorized representative shall inspect and have the authority to order painting, repairs, or removal of any sign installed upon or after the adoption date of this policy, if it fails to comply with the conditions established under this policy.

C. Penalties: Violation of any provision of this policy in any particular or the failure to comply with any of the regulatory measures or conditions adopted by the Historic District Commission pursuant to its approval of a specific Building Permit and/or plans can result in a maximum fine of (\$100) or lead to imprisonment for a maximum period of up to ninety (90) days; or both. Each day such violation continues shall be deemed a separate offense.

Deliberation

I move that the HDC (approve/deny) the request to install two wall signs and complete plaster filling and smoothing of the current engraved sign as proposed as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. OLD BUSINESS

None

V. OTHER BUSINESS

February Standards Review Workshop – Staff has reached out Amanda Reintjes from the Michigan Historic Preservation Network to invite her to the workshop scheduled for our February 6th meeting. Unfortunately, Ms. Reintjes 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.

VI. ADJOURN