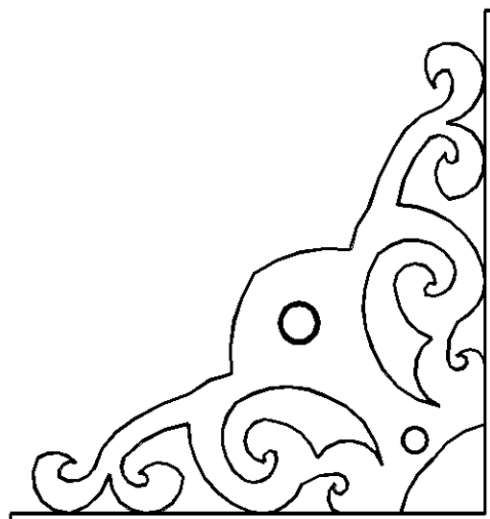
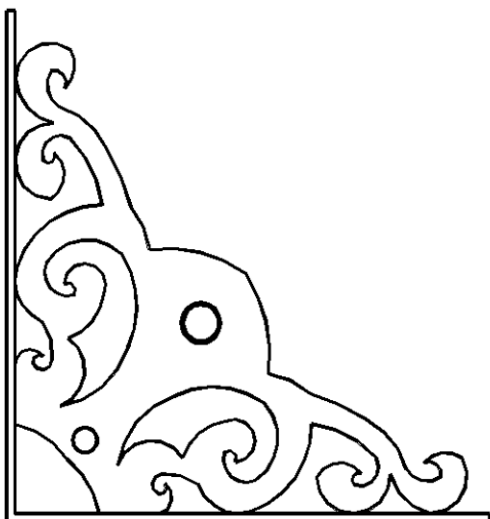


*City of Port Huron*

*Historic District*

*Guidelines and Application*



The City of Port Huron's Historic District Commission has adopted local guidelines to be considered in conjunction with the *Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*.

The purpose of the guidelines are to help you, the contractor, architect, or others involved in the repair and restoration of your property prior to the issuance of a building permit. Specific work items can be reviewed and approved, or modified, as necessary. This may be a tremendous cost saving benefit and will allow you to continue with the preservation of your home's structure, improve your property value, and highlight its importance to this desirable neighborhood.

These guidelines will assist you in the planning process of your repairs. Please remember that the issuance of a state or federal tax credit is not determined by the City's Historic District Commission (HDC), but rather is administered by the State of Michigan. These are two separate decisions determined by two separate agencies. Some repairs may be acceptable by the local HDC and receive a "Certificate of Appropriateness" or a "Notice to Proceed," but may not qualify for a state or federal tax credit.

Each application presented to the HDC is reviewed on its own terms. It is important to submit a detailed application with the proposed work plan. Applicants who use the guidelines, consult the City's inspection staff, and submit complete applications will hasten the review and approval process.

Thank you for your cooperation and participation.



## CITY OF PORT HURON HISTORIC DISTRICT COMMISSION GUIDELINES FOR RESIDENTIAL AND COMMERCIAL APPLICANTS

ITEM	STIPULATIONS	APPROVAL GRANTED BY:	
		HDC	STAFF
<i>Antenna, Air Conditioners, Satellite Dish, Solar Panels</i>	Allowed as long as they are located in the back yard or on the back roof. Such items must not be observable from the front street or front facade of the home.		√
<i>Driveway</i>	See <i>Sidewalks and Driveway</i> .		
<i>Fencing</i>	Installation of a front and side yard fence that would be visible from the street or front facade of the home shall be in a style and material that is compatible to the architectural style of the home and complimentary to the overall architectural style of the adjacent homes. No fence in the front or side yard shall exceed three feet in height and must be decorative in nature. Pressure treated wood, plastic, vinyl, and chain link are not allowed.		√
<i>Fire Escapes</i>	Those that are located along the backside of the home and are not readily visible from the front of the house.		√
<i>Gutters and Down Spouts</i>	Repair and replacement of existing gutters with same or similar material. This does not apply to built-in gutters unless they are required to be repaired or replaced to maintain original function and style. Requirements do not allow for direct flow into the City's sewer system.		√
<i>Masonry Cleaning</i>	Any masonry cleaning must follow the guidelines established by the Secretary of the Interior according to the type, style, location, and condition of the masonry work. No abrasive blasting procedure (i.e., sand, crushed shells, etc.) is allowed.	√	
<i>Mortar Work</i>	Tuck pointing and repairs with matching mortar, color, and brick type. Portland cement may not be acceptable in some circumstances.		√
<i>Porches, New</i>	<ul style="list-style-type: none"> <li>a. Proposed construction of a new front porch shall be in accordance with the original documented design or with the architectural style of the home if documentation is not available.</li> <li>b. Pressure treated wood is not allowed with the exception of supports posts which are in contact with the ground.</li> </ul>	√	

ITEM	STIPULATIONS	APPROVAL GRANTED BY:	
		HDC	STAFF
	<ul style="list-style-type: none"> <li>c. All railings, handrails, columns, ceilings, and trim shall be painted.</li> <li>d. Porch floor boards and steps shall be sealed with an appropriate material to protect the surface and to minimize hazards.</li> <li>e. Handrails, guardrails, support columns, pillars, trim, etc., must be designed in accordance with the originally documented plans or according to the architectural style of the home and must be installed by setting within the support rail - not nailed to the exterior. Height of railings should match the original as documented or in accordance with the architectural style. They may be less than the code requirement of 36", but no lower than 26".</li> <li>f. Porches at the front and sides of a structure are not to be enclosed.</li> <li>g. Porch floor boards are to be in accordance with the architectural style of the home. "Tongue and groove" style is preferred; plywood sheeting is not allowed.</li> <li>h. It is preferred that handicapped ramps not be visible from the street and not on the front facade.</li> <li>i. Skirting below the porch shall match the originally documented skirting or that which is appropriate to the architectural style of the home.</li> </ul>		
<i>Porches, Repair or Replacement</i>	Repair and/or replacement of porch floors, ceilings and steps, if wood material is used (pressure treated is not allowed) and is completed in accordance with the original, existing structure, including size and location. Steps must be constructed of solid risers.		√
<i>Railings/Handrails, Replacement of</i>	Replacement is to match original, existing railings. <u><i>If no original railing pieces exist, the new set of railings must be approved by the HDC.</i></u>		√
<i>Roof Structure</i>	<p>The roof, gable, pitch, etc., shall be retained. Alterations will be limited to those matching any other variations if they can be documented as the original design through photographs or prints.</p> <ul style="list-style-type: none"> <li>a. No dormers or skylights are allowed except on the backside of the home if design is approved by the HDC.</li> <li>b. A change in style of roofing shingle material (other than with replacement of like kind) shall match the original existing material as much as possible.</li> <li>c. No ornaments or cupolas shall be installed unless documented as original.</li> </ul>	√	

ITEM	STIPULATIONS	APPROVAL GRANTED BY:	
		HDC	STAFF
<i>Roofing</i>	Installation of new roofing shingles (asphalt) that are of the same style.		√
<i>Sidewalks and Driveway</i>	N/A		√
<i>Siding</i>	Existing siding shall be retained and may be repaired without prior approval by the HDC. <u>However, the installation of new siding shall only be reviewed by the HDC and shall be approved if:</u> <ol style="list-style-type: none"> <li>New wood clapboard siding or artificial siding (cement board) that replicates clapboard is installed over existing sheathing, clapboard or artificial siding as long as the exposed vertical dimension of the new clapboard is within one inch of the original dimension.</li> <li>Aluminum siding, vinyl siding, plywood, or T1-11 siding (i.e., Reverse Board and Batten or similar) is not allowed.</li> <li>No new material may cover nor require removal of any original architectural detail such as ornamental shingles, carved brackets, window hoods, etc., nor may such original architectural detail be removed except for repair or replacement with new material that is identical to the original.</li> <li>New trim shall be compatible with that which was originally documented for the home or within the architectural style of the home. The use of non-paintable plastic gingerbread is not allowed.</li> </ol>	√	
<i>Siding, Removal of Aluminum or Vinyl</i>	As long as any original decorative trim and details (i.e., window trim) are retained. Some siding material may be considered significant to the architectural style of the home. Please check with the City's Building Inspection Division.		√
<i>Siding, Repair/ Painting</i>	Replacement is of the same size, design, and material as existing.		√
<i>Signage</i>	Must comply with Section 52-832 of the Code of Ordinances for the City.		√
<i>Storm Windows and Storm Doors</i>	There shall be no grill work installed so as to detract from the window or door's design. <u>Storm doors other than those with a full-view have to be approved by the HDC.</u> <ol style="list-style-type: none"> <li>Storm windows and doors may be of either wood or metal construction. No bare metal finished are allowed - frames must be painted or paint-coated.</li> </ol>		√

ITEM	STIPULATIONS	APPROVAL GRANTED BY:	
		HDC	STAFF
	<ul style="list-style-type: none"> <li>b. The use of mill-finished aluminum window or door frames is not allowed. Frames must be painted or paint-coated.</li> <li>c. Storm window frames shall match with the sash frame of existing interior windows including the center rail on double-hung styles.</li> <li>d. Storm doors shall be full-view or a design to compliment the entrance door. Storm doors may only have fret work or trim as deemed suitable to the architectural style of the home.</li> <li>e. All storm windows and storm doors shall have clear, non-obscured glazing.</li> </ul>		
<i>Windows and Doors</i>	<ul style="list-style-type: none"> <li>a. Existing windows shall not be replaced with vinyl windows, nor shall window openings be altered in size or location from the original construction.</li> <li>b. Replacement windows must be of the same style as the original windows or the architectural style of the home (i.e., double-hung replaced with double-hung).</li> <li>c. Trim, mullions, muntins, etc., shall match the original window style.</li> <li>d. Security bars are not allowed</li> <li>e. Glass block is not allowed.</li> <li>f. Exterior doors must be wood and the same style and size as the original or within the same architectural style of the home. A metal clad or steel door is not allowed.</li> <li>g. Doors may be painted or stained as appropriate.</li> </ul>	√	



## CITY OF PORT HURON, MICHIGAN HISTORIC DISTRICT COMMISSION APPLICATION PACKET

The Historic District Commission for the City of Port Huron meets on the second Tuesday of every month. Applications must be received **no later than two (2) weeks** prior to the meeting; applications received after that date will be held for the following month's meeting. The following checklist will assist you in insuring that your application is complete.

**You must submit a completed Building Permit application (obtain from the Inspection Division) along with the required items listed below in order for your application to be deemed complete.**

Please return the completed application packet to the City of Port Huron Inspection Division at 100 McMorran Boulevard, Third Floor, Port Huron, Michigan 48060. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. If you have any questions regarding this application, please call the Inspection Division at (810) 984-9733.

Use the application checklist below to insure a complete application is submitted:

### APPLICATION CHECKLIST

ITEM TO SUBMIT	ATTACHED ✓
1) <b><u>All plans</u></b> must include dimensions, be drawn to a legible scale, and show proposed alteration(s), including size and description of work to be completed. 2) Materials list must include catalog or spec sheets clearly identifying choice of details, products, and materials. <b><u>Sample of materials must be provided at the Historic District Commission meeting.</u></b> 3) Site plan showing property lines and any prominent features of the site.	
<b>BUILDING PERMIT APPLICATION</b> with following plans ( <i>as required</i> )	
Exterior	
Exterior Lighting Plan	
Materials List	
Signage Plans	
Site Plan	
<b>PHOTOGRAPHS:</b>	
Full view of every side of the building - For signs, only a street view is required - For fences, include pictures of the property/lot that is to be fenced	
Close ups of area where work will be undertaken	
<b>COMPLETED HISTORIC DISTRICT APPLICATION</b> form ( <i>attached</i> )	

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**CITY OF PORT HURON, MICHIGAN  
HISTORIC DISTRICT COMMISSION  
APPLICATION**

<b>Project Address:</b>	<b>Business Name</b> <i>(if applicable)</i> :
<i>If other than applicant:</i> <b>Property Owner Name:</b>	<b>Property Owner Address:</b>
Phone No.: (    )	
<b>Applicant Name:</b>	<b>Applicant Address:</b>
Phone No.: (    )	

**Contractors:**

1. Name:

Address:

Telephone Number(s):

2. Name:

Address:

Telephone Number(s):

**Detailed Description of Project:**

**Anticipated Started Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

I hereby certify that the above-referenced property has or will have before the proposed project completion date, a fire alarm system or a smoke alarm which complies with the requirements of the Stille-DeRossett-Hale single state construction code, 1972 PA 230, MCL 125.1501 to 125.1531.

**Applicant Signature:** \_\_\_\_\_ **Property Owner Signature:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Stamp Received
Property Tax ID #: 7406- _____ - _____ - _____	
Date applicant ltr w/placard sent: _____	
HDC Meeting Date: _____	
Certificate of Appropriateness Issued: _____	
Notice to Proceed Issued: _____	
Denial Letter Sent: _____	

<p><b>1. Will the repair or alteration match existing or original materials and design? If no, please explain in #2, below.</b></p>
<p><b>2. What design details will be lost or changed? Please be specific and identify all details that will be changed. Refer to the general information on the back of this sheet in planning and describing your project.</b></p>
<p><b>3. Is there any action pending by any other City departments or regulatory agency (housing inspection, zoning, building permits, etc.)? If so, specify:</b></p>
<p><b>4. Is this request the result of having to comply with ADA requirements? If yes, is there an immediate need? (Example: barrier-free access) Please explain:</b></p>
<p><b>5. If the work proposed involves chimney, brick siding, foundation or other similar work for repointing/tuck pointing, will the new mortar match the original mortar color, joint profile and composition?</b></p>

## GENERAL INFORMATION

### ***Porches:***

- *Details such as banisters, brackets, balusters, columns, tiles, roof decorations, and railings should be retained.*
- *Railings shall be constructed of appropriate material complimentary to the design of the porch.*
- *Repair columns with like material.*
- *Repair decking with like material.*

### ***Windows and doors:***

- *Introducing or changing the location or size of existing windows, doors, and other openings that alter the architectural and historical character of the building generally shall not be permitted.*
- *Unusual decorative windows such as Palladian, Oriels, bays, Gothic arch, or segmented top shall not be removed or altered.*
- *Whenever possible, repairing and retaining original windows and doors is preferable.*
- *Replacement windows shall duplicate the appearance of the existing original windows in design, size, proportion, reflective qualities, and profiles, including the profile of sash rails, stiles, and muntins.*

### ***New construction:***

- *After review, the HDC shall make a determination as to whether a proposed structure is compatible with other structures in the district. Categories to be considered shall include form, proportion, mass, configuration, building materials, texture, color, location on the site, and landscaping.*