
Greenville Downtown Historic District DESIGN GUIDELINES

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CITY OF GREENVILLE DOWNTOWN HISTORIC DISTRICT COMMISSION



PROVIDED BY:



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WHY PRESERVATION?

THE BENEFITS OF HISTORIC PRESERVATION

Establishing local historic districts enables communities to preserve their unique sense of place and build on it for the future.

PROVIDE LEGAL PROTECTION - Upon adoption of a historic district ordinance, the local government appoints a Historic District Commission (HDC) that reviews proposed exterior work to all resources in designated local historic districts in accordance with the U.S. Secretary of the Interior's *Standards for Rehabilitation* (SOI Standards). Communities can also develop additional design guidelines to clarify and simplify the review process.

A GOOD INVESTMENT - Local historic district designation helps to stabilize communities by managing change, discouraging demolition, and limiting inappropriate infill construction. Studies conducted in communities across the country have consistently found that both property and resale values in designated local historic districts, compared to similar undesignated areas, always increase, never decrease because the local historic district creates a stable environment, protecting the property owner's investment.

PROMOTE ECONOMIC DEVELOPMENT -

- Reuse of existing buildings - Local historic district designation encourages the adaptation of historic buildings to a new use, returning underutilized buildings to the community's tax rolls. Investment in one historic building often sparks investment in others nearby. By reusing existing buildings and infrastructure, fewer municipal dollars are spent on new utility construction, resulting in additional funding for use in improving established infrastructure.
- Enhances business recruitment potential - Studies show that companies prefer to locate in communities that are visually appealing and offer a higher quality of life for their employees. Vibrant downtowns and the charm of well-maintained neighborhoods attract the attention of both employers and employees when a business or industry is looking to expand or relocate.
- Local job creation - When an existing building undergoes rehabilitation, up to 70% of the cost is labor. That means more jobs for local workers and more dollars spent locally. Rehabilitated buildings provide affordable space for small businesses, which are responsible for 85% of the new jobs created in the United States.
- Increased tourism revenue - Tourism is Michigan's third largest industry. Studies have shown that visiting an historic site or district is one of the most popular activities preferred by travelers. Heritage tourists tend to spend more and stay longer per visit than other tourists. A well-preserved historic district can lead to increased tourism dollars by creating a destination for travelers.

ENVIRONMENTAL SUSTAINABILITY -

- Rehabilitating existing buildings prevents massive amounts of construction waste from reaching already overburdened landfills.
- Historic buildings were designed with low tech features that addressed regional climates and weather, such as the use of transom windows for air circulation. When these features are in good repair, they can reduce operational costs of the building.

- Historic buildings are embodied energy. Any new energy expended for their repair (for example, the manufacture of new building materials such as bricks) is reduced because less material is needed than for new construction. Reusing existing buildings lessens the negative impact on the environment.

ENABLES DIVERSITY - The wide range of housing types, sizes, and sales prices within historic districts leads to greater diversity in the race, occupation, socio-economic and education levels of the people who live and do business there. Innovative rehabilitation projects in historic districts, such as the conversion of schools into senior housing or second story space above retail shops into apartments, brings new populations - both young and old - to traditional downtowns.

BETTER QUALITY OF LIFE - Traditional downtowns and neighborhoods, with their trees, parks, and sidewalks, are walkable/bikeable communities geared toward people and pedestrians rather than the automobile. Spending less time commuting on highways and more time interacting with friends and neighbors benefits mental health and fosters closer-knit communities. Historic buildings such as libraries, theaters, and museums that provide entertainment and communal experience are often located in historic districts.

ACCESS TO HISTORIC PRESERVATION INCENTIVES -

- Certified Local Government (CLG) Program - Adopting a local historic district ordinance and appointing an HDC qualifies a local government (city, township, or county) to apply for National Park Service certification. This enables the community's participation in a competitive grant program to help implement preservation planning at the local level. The funds can be used for the identification and registration of historic resources, education, and planning, as well as for rehabilitation projects.
- Michigan State Historic Preservation Tax Credit - Established under Public Act 343 of 2020, Michigan has a state historic preservation tax credit. Property owners of contributing buildings in designated local historic districts can receive a 25% tax credit on the cost of qualified expenditures for work on both commercial and residential historic resources.



THE HISTORIC DISTRICT COMMISSION REVIEW PROCESS

The Greenville City Council has determined that historic preservation is a valid public purpose and that the construction, addition, alteration, repair, moving, excavation, or demolition of historic resources located within an established historic district must be regulated. The role of the HDC is to review all proposed projects within the historic district and to provide guidance and approve/deny the parameters of the project and to review the work once completed.

THE HISTORIC DISTRICT COMMISSION

The HDC is the regulatory body that reviews proposed work in local historic districts. Commission members are appointed by the City Council and serve 3-year terms. The HDC consists of 7 members who are residents of the City. The majority of the commission members must have a demonstrated knowledge of history, architecture, and/or historic preservation. The Commission should include an architect if one is available in the community to serve. When the City Council voted to establish a local historic district, it also adopted a historic district ordinance and appointed an HDC to carry out the procedures set forth in the ordinance.

HDC Membership Requirements

Community Population:
5,000 or less 5-7 members
More than 5,000..... 7-9 members

THE ROLE OF THE HISTORIC DISTRICT COMMISSION

The HDC ensures that due process is fairly applied to all property owners living in a historic district. In *Defensible Decision-Making: Preservation Commissions and the Law*, produced by the Maryland Historical Trust it states:

Defensible decision-making is important to preservation commissions so that their decisions stand up in court. It requires the preparation of a solid record that reflects positively on the professionalism and integrity of the Commissioners.

To that end, it is important that Commissioners become as knowledgeable as possible about the requirements of Michigan's Local Historic Districts Act (Public Act 169 of 1970), the architectural styles associated with their districts, the *SOI Standards*, and any design guidelines adopted by the community, historic building materials associated with the district's period of significance and appropriate replacement materials, and best preservation practices, in order to make consistent, informed, and defensible decisions.

When reviewing projects, Commissioners must keep in mind that they were appointed by their local government to protect the historic resources determined by the community to be the best representation of its history. An HDC may sometimes face pressure about decisions, but its members should always be aware of any precedent they may be setting and work to develop a record of consistency.

The best HDC are those that are proactive. When a commission helps property owners become better

informed about the history and architecture of their buildings, the work presented to the commission for review will be more appropriate and should streamline the decision-making process. By providing educational opportunities, publishing easy to understand design review guidelines, developing a resource list of contractors with historic preservation experience, making available information on acceptable replacement materials, and sponsoring lectures and workshops about preservation building practices, a commission can diminish the uncertainty for property owners regarding their projects. Continuously reminding property owners of the boundaries of the local historic district through quarterly newsletters, annual mailings, home tours, and the installation of signs at the entrance to a local historic district will benefit everyone.

At a minimum, the commission's role is to continue to maintain the historic integrity of the district at the level it was when the district was created.

HISTORIC DISTRICT COMMISSION REVIEW -

According to PA 169, any person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do work in a designated local historic district needs to file an application with the HDC.

Property owners that want to do work in a local historic district must apply to the HDC for a permit. When a project application is presented at a commission meeting, PA 169 requires the commission to initiate one of three actions:

- Certificate of Appropriateness (COA). The HDC issues a COA when it finds that the proposed work meets the *SOI Standards* and any other guidelines adopted by the commission.
- Denial. A Denial is issued when the proposed work does not meet the *SOI Standards*. Denials must be accompanied by an explanation in writing as to why the project was considered inappropriate. If an application is denied, the scope of work can be modified to meet the *SOI Standards* and the project can be resubmitted to the commission for approval.
- Notice to Proceed. A Notice to Proceed can be issued if the HDC finds that inappropriate work that does not meet the *SOI Standards*, such as moving or demolishing a building, is necessary to substantially correct a safety problem, enable a significant improvement project that is of substantial benefit to the community, or to alleviate economic hardship on a property owner when the hardship is caused by an act of God or the government—not lack of maintenance or other actions by the property owner that resulted in the hardship.

An HDC can table an application if it feels it needs more information to make an informed decision. However, tabling a request is not considered an official action of the commission under the law and does not stop the clock on the requirement that an HDC must act on a complete application within 60 days after receiving it.

It is important that Commissioners always base their decisions on the *SOI Standards*. When a project is denied, it should always be clear to the applicant why the project does not meet the *SOI Standards*. Commissioners should carefully consider the language they use during commission meetings and ensure that it reflects the *SOI Standards* and not personal opinion. For example, a commissioner saying "I don't like it" in response to a project should not be acceptable. Instead, they should explain how a project does not meet a specific SOI Standard. For example, "This project does not meet standard 3. It creates a false sense of history because . . ."

What the HDC Reviews	What the HDC <u>Does Not</u> Review
<p>Any "work" that changes the exterior appearance of a resource. Michigan's Local Historic Act (PA 169 of 1970) defines "resources" as "publicly or privately owned historic or non-historic buildings, structures, sites, objects, features, or open spaces." It defines work as "construction, addition, alteration, repair, moving, excavation or demolition."</p>	<p>Ordinary maintenance, which is defined in PA 169 as "keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering."</p> <p>To qualify as ordinary maintenance, any replacement of materials or features must be "like for like." An example is replacing old clapboard with new of the same size, depth, definition, and material as the original.</p> <p>Ordinary maintenance does not require a permit from the HDC.</p>
<p>Work on both historic and non-historic resources. The review of non-historic buildings focuses on its effect on the adjacent historic buildings by looking at height, massing, and materials.</p>	<p>Interior work unless it will affect the exterior. For example, moving a kitchen cabinet will require a window opening to be reduced. That is interior work that affects the exterior appearance.</p>
<p>Work that affects features or ancillary buildings that have been determined to be significant to the district. Examples include streetlights, stone walls, brick pavements, garages, carriage barns, etc.</p>	<p>An Administrative Review can be obtained for specified minor classes of work for which the HDC has delegated its authority to a city staff person to review. These are commonly seen work items for which the HDC has provided the staff person with written guidelines.</p>
<p>Open space is defined in PA 169 as "undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources." Examples include old growth trees planted along a boulevard, a park, playground, village green or a historic garden.</p>	<p>Work on public school buildings is not reviewed by the HDC if the building is in use by a school district for instructional or non-instructional uses. (See Attorney General Opinion 6957 of 1997). However, once a school board sells a building in a local historic district, it then comes under HDC review.</p>

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The HDC is required by PA 169 to review proposed work in Michigan's local historic districts using the *SOI Standards*, one of four preservation treatments identified for historic resources by the National Park Service. The Commission can also develop additional design guidelines, approved by the State Historic Preservation Office, that address specific elements and features like porches or landscapes.

REHABILITATION - The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

See the National Park Service Technical Preservation Services website for illustrated guidelines to assist in applying the Standards. <https://www.nps.gov/tps/standards/rehabilitation.htm>

PA 169 (Section 399.205.3) also requires that the HDC consider:

- The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
- The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
- The general compatibility of the design, arrangement, texture, and materials proposed to be used.
- Other factors, such as aesthetic value, that the commission finds relevant.



RESOURCES FOR PROPERTY OWNERS & HISTORIC DISTRICT COMMISSIONERS

U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines

<https://www.nps.gov/tps/standards/rehabilitation.htm>

U.S. Secretary of the Interior's Standards for the Treatment of Cultural Landscapes

<https://www.nps.gov/crps/tps/landscape-guidelines/>

National Park Service Technical Briefs Series

<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

National Alliance of Preservation Commission

<https://www.napcommissions.org/>

Michigan Historic Preservation Network Historic Resource Council Directory

<https://www.mhpn.org/historic-resource-council-directory/>

HISTORIC DISTRICT COMMISSION DECISIONS

Decisions of the Historic District Commission can be appealed.

- An applicant that does not agree with a HDC decision can appeal to the State Historic Preservation Review Board and ultimately to the circuit court.
- Non-applicants that do not agree with a HDC's decision can appeal directly to circuit court.

Appeals must be filed within 60 calendar days of when the commission's decision is furnished to the applicant. The appeal process can be found at www.michigan.gov/shpo.

OTHER POWERS OF THE HISTORIC DISTRICT COMMISSION

WORK WITHOUT A PERMIT - If work in a local historic district is undertaken without first receiving a COA from the HDC, the owner can be required to return the resource back to the condition it was in or to modify the work so that it meets the *SOI Standards*.

DEMOLITION BY NEGLECT - If the HDC finds that a resource in a district is deteriorated to such a condition that it is threatened with demolition due to neglect, the commission can require the owner to make the necessary repairs needed to stop the threat.

If the owner does not make repairs within a reasonable time, the commission or its agents may enter the property and make such repairs necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the City as a special assessment against the property. The commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court.

REVIEW WORK IN PROPOSED DISTRICTS - PA 169 enables the City to authorize the HDC to review work in a proposed district, one that is under study by an officially appointed local historic district study committee. Property owners would submit applications for work to the commission for review, just as property owners in an established local historic district would do. This power is limited to six months or up to one year to give the study committee time to complete its work and present it to the City.



THE COMMISSION AND MEETINGS

Applications are reviewed individually during a public meeting. Each property, each setting, and each situation is unique.

1. The application packet can be found at: www.greenvillemi.org
2. The completed COA application packet can be delivered electronically by emailing the required documentation to hfeazel@greenvillemi.org. An alternative is to deliver all documentation in person at City Hall, attn: Heather Feazel.
3. A complete application packet includes a completed COA application form, a completed Checklist, and all required documents (as described in the Checklist). Applications should be received by the City at least 30 days before the next regularly scheduled meeting of the Historic District Commission.
4. The assistant city manager or his/her designee who serves as the staff liaison for the HDC prepares basic information about the project and provides it to the HDC. A meeting packet with all supporting documentation is emailed approximately one week in advance of the next meeting to the commissioners and to the applicant.
5. The applicant or their representative is invited to address the HDC by describing the project in detail. The commissioners will have questions for the applicant and owner. A discussion then takes place with the commissioners who question the staff and the applicant. **This discussion can be spirited to make sure that everybody understands exactly what is proposed, why it is important, and that the SOI Standards are properly applied. Please expect the commissioners to ask about alternatives to your proposal.**
6. At this point the meeting is closed to discussion and the commission begins deliberation. A commissioner will propose a motion.
7. Further discussion may continue and eventually a vote is taken. A motion requires a quorum of the appointed members (four or more) to pass. A quorum of members present is sufficient for administrative decisions.
8. If the application for a COA is approved or approved with conditions, the applicant will receive a COA within ten days.
9. A decision on the application may be postponed for more information. The letter to the applicant will specify the additional materials or information required before the HDC places the application back on the agenda. If the Commission asks for more information, it must set a timeline for receiving the information so it can act within the 60 day review period. If this is not possible within the 60-day review period, the Commission must initiate a written agreement with the applicant that the review will occur by an agreed to time period.

If the application is denied, the applicable *SOI Standards* is cited. In the letter of denial, the applicant will receive suggestions on how to alter the proposed project work plans to meet the SOI standards. If the application is denied, the letter will also include information on the process of appealing the decision to the State Historic Preservation Review Board as required by city ordinance and PA 169.

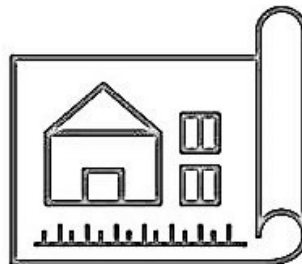
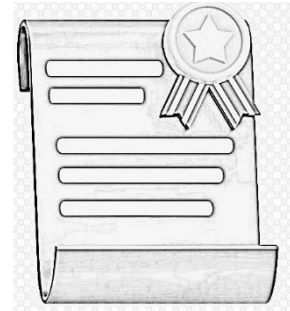


CERTIFICATE OF APPROPRIATENESS

If you plan to make any changes to the exterior of a resource located within the Historic District, you will need an approved Certificate of Appropriateness (COA).

BEFORE BUYING MATERIALS OR BEGINNING WORK:

1. **Call** the Building Department Administrator to confirm the project is within the boundaries of the historic district. While all resources within the district must be reviewed by the HDC, it is important to determine whether the project resource is contributing or non-contributing, and if you qualify for an administrative review or if you need to appear at a HDC meeting.
2. **Read** the guidelines in this document for the type of improvements you are proposing so you are prepared.
3. **Complete** the application and meet with the historic district staff liaison to assure the application is complete. If the application is not complete, the HDC may deny or table the application, causing delays.
4. Make sure your application is complete with drawings or samples if necessary.
5. The HDC reviews each application as an individual case and determines if the proposed improvements meet the Historic District Guidelines and *SOI Standards*.
6. If you have a complex project, it is recommended that your contractor or architect attend the meeting with you. This ensures that all questions can be answered and that all participants understand what is proposed & what is approved.
7. If your application is denied, you may work with staff to make changes that may be more appropriate to the district and resubmit a revised application.
8. If the application is denied, you may file an appeal to the State Historic Preservation Review Board within 60 days after the date you received the written decision of the denial. The process for filing an appeal is found at <https://www.miplace.org/historic-preservation/programs-and-services/local-historic-districts/>.



The application for a Certificate of Appropriateness can be found on the City of Greenville's website www.greenvillemi.org

Please contact the planning department at (616) 754-5645 for further information.

WHAT'S THE DIFFERENCE?

Per PA 169, a historic resource means a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this state or a community within this state, or of the United States. Contributing/non-contributing determinations for resources in the district are made based on the criteria established for the National Register of Historic Places. For more information see National Park Service *Bulletin 15: How to Apply the National Register Criteria for Evaluation*: https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf

CONTRIBUTING RESOURCES -

Resources which contribute to the historic character of the district (most of which will be over 50-years old) are: publicly or privately owned buildings, structures, sites, objects, features, or open spaces that are significant in the history, architecture, archaeology, engineering, or culture of this state or a community within this state, or of the United States.

The original location, design, workmanship, materials, setting, and feeling is largely intact, with its original ornament and detail. Maintenance and repair may be needed, but new design work is not necessary; or the original design can be discerned, but some elements have been removed or replaced with later designs. If early photographs or architectural drawings are available, exact reconstruction of missing details will be possible. Otherwise, new but compatible designs may be necessary.

With contributing resources, owners will be encouraged to retain historic features and materials and, if repair is needed, use materials that are as similar to the original as possible.

NON-CONTRIBUTING RESOURCES -

These are resources that do not contribute because they are:

1. Over 50-years old but the original design has been significantly altered. Even when documentation of the original design and detail is available, the commission must decide if enough remains to justify restoration to the original design. The guidelines for additional and new construction will be applied.
2. Less than 50-years old but are of good architectural quality for the period in which they were built, and they have become important parts of the context of the contributing resources in the district. Proposed changes should be judged against the standards of the period of the building. Changes should be consistent with the structure's own style, form, scale, relationship of the openings, selection of materials, details, and other features.
3. Others that are less than 50-years old and are of less than exemplary architectural design. The guidelines for additions and new construction will be applied.

Work to non-contributing resources is reviewed using the same standards and guidelines for contributing resources. Their lack of historic materials may allow for more flexibility and the review will center more on size, massing, and scale.



GENERAL CONSIDERATIONS

Throughout these pages of guidelines, you will find specific statements about parts of a historic resource, but remember, these general guidelines apply as well.

Your historic building needs care and attention to stay healthy. Look past the peeling paint to identify and think about the elements and characteristics which are original, and those that were added later and now contribute to its history or architectural significance. **With preservation, the details do matter.**

You should try to preserve all features, components and details which are original to the building to retain authenticity. They should not be covered with signs or new material. Features which are damaged should be repaired.

When a wood feature is missing it should be replaced with a new feature based on accurate documentation of the original design OR a new design compatible in scale, size, and material with the historic building and district. If a detail of a painted metal feature such as a decorative cornice is missing or deteriorated, replacement in kind may not be feasible, and the replication of the detail in fiberglass, wood, or aluminum may be appropriate.

Look around you, at the character of the surroundings and think about the impact of the proposed changes on the integrity of the surrounding area.

Exterior materials should be cleaned with the gentlest method possible. Sand blasting and power washing or the use of torches can seriously damage materials (e.g., power washing masonry can remove the glaze produced by the firing of the brick).

The guidelines do not recommend the use of substitute siding or trim in any form on an existing building because it rarely replicates the dimensions or appearance of original materials. The application must show the following:

- The substitute material will replace other substitute material on the structure; and/or
- The cost of restoring the original material is unreasonable, judged in relation to the finished value of the property; or
- The original materials (or other suitable alternatives), or skills necessary to apply those materials are unavailable; or
- There is an emergency (probably temporary) need to provide the material in a time period which does not allow use of the original material (or another suitable alternative).



The use of vinyl or aluminum is not permitted on new construction or as a first-time application on existing historic structures.

While the HDC does NOT review appropriateness of colors, colors that are historically appropriate for the architectural style and period of the resource are recommended.

MASONRY

The cleaning of masonry of a historic structure may be appropriate with care taken that the cleaning technique used will not cause damage to the surface. The natural weathering and discoloration or patina of masonry materials is to be respected as the appearance was achieved because of the original designer's selection of material. The use of cleaning techniques that would totally remove this natural patina should be avoided.

Red clay brick and Waverly stone have a soft and delicate texture that require gentle methods of cleaning.

Masonry repairs should retain the original or existing appearance of the masonry. If masonry is to be replaced, the new material should match the original or existing material in color, texture, and hardness. Mortar should replicate the original or existing mortar in color, consistency, design, and hardness. For example, older brick walls were often laid with mortar of a higher lime content than is now common, and sometimes with dark gray or black mortar and finished with recessed joints.



Previously unpainted masonry should not be painted. Sealants should not be used unless necessary to protect from water. The use of sealants is subject to review by the commission.

Unless old paint or other coatings can be removed without damage to the masonry, a painted surface should be repainted rather than stripped of old paint.

Primary chimneys should be retained, even if their function is eliminated by modern utilities. Smaller secondary chimneys that are not so visually important may be considered by the commission for removal.

The U.S Secretary of Interior's Standard for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings recommends in part:

- Identifying, retaining, and preserving masonry features that are important in defining the overall historic character of a building such as walls, brackets, railings, cornices, window architraves, door pediments, steps and columns, and details such as tooling and bonding patterns, coatings, and colors.
- Protecting masonry by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.
- Cleaning with the gentlest method possible, such as low-pressure water, detergent, and natural bristle brush.

WINDOWS AND DOORS

Identifying, retaining, and preserving windows and their functional and decorative features are important in defining the overall historic character of a building. Features such as frames, sashes, muntins, glazing, sills, panels or decorative jambs, moldings, and interior and exterior shutters and blinds add to the definition.



The retention of original materials is of paramount importance. However, if repair of the historic window or door is no longer feasible, then the appearance of the replacement should match the original as closely as possible. Steel, vinyl, aluminum, or fiberglass seldom match the appearance of wood, and do not lend themselves to the application of added detailing. Exterior metal, vinyl, or fiberglass shutters, blinds, or awnings which are historically inappropriate will not be approved.

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Windows and doors contribute to the overall historic character of a building and should be retained and repaired as needed, including their overall functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, glazing, panels, sidelights, fanlights, and thresholds.

- If replacement of an entire window unit is necessary, replace the unit in kind, matching the design, dimensions, panels, pane configuration, architectural trim, detail, muntins, and material. If the replacement has insulating glass, the appropriate muntin pattern should be permanently applied with muntins not wider than 7/8-inch, as well as with spacer bars internal to the insulated glass. There shall be no flat muntin grids, nor removable muntin grids applied to the inside or outside of the glass panes.
- Replacement windows and doors should fit the original opening and be consistent in style, glass size and with the existing trim and other features of the building. Transoms and sidelights should be preserved.
- The use of glass block to fill in openings is generally not appropriate unless it was part of the style and period of the structure.
- Installation of metal storm windows and doors which have a painted or baked enamel finish may be approved when they do not alter or destroy the original structure and trim of the opening. Replacement, repair, or installation of wood storm or screen doors, which are painted or stained to match the building or trim, may also be approved.

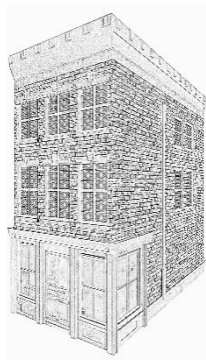


The application for window or door replacement should include at a minimum a sketch or depiction of the proposed windows or doors, detailing a cross section of the existing and proposed dimensions of meeting rails, sash, and muntins.

Today, many people want to replace historic windows with those they perceive to be more energy efficient. However, windows are responsible for minor energy loss. Only 10-12% of the total air infiltration is through windows. The cold is actually transferred through the roof, walls, and sill. Properly repairing historic windows can be just as energy efficient, while at the same time preserving historic detail.

STOREFRONTS

The storefront is usually the most prominent feature of a historic commercial building, playing a crucial role in a store's advertising and merchandising strategy. Although a storefront normally does not extend beyond the first story, the rest of the building is often related to it visually through a unity of form and detail. Planning should always consider the entire building; window patterns on the upper floors, cornice elements, and other decorative features should be carefully retained, in addition to the storefront itself.



The earliest extant storefronts in the U.S., dating from the late 18th and early 19th centuries, had bay or oriel windows and provided limited display space. The 19th century witnessed the progressive enlargement of display windows as plate glass became available in increasingly larger units. The use of cast iron columns and lintels at ground floor level permitted structural members to be reduced in size. Recessed entrances provided shelter for sidewalk patrons and further enlarged display areas. In the 1920s and 1930s, aluminum, colored structural glass, stainless steel, glass block, neon, and other new materials were introduced to create Art Deco storefronts. From the 1940s through the 1960s, enameled panels, aluminum windows and doors, decorative screens, small mosaic tiles, and the use of Roman brick were popular.

DOWNTOWN HISTORIC DISTRICT GUIDELINES -

Functional and decorative features that are important in defining the overall historic character of a storefront, such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures should be preserved.

Storefronts should be repaired as needed. If replacement of extensively deteriorated or missing parts of storefronts is needed, the replacement should be in kind or based on historic documentation or surviving prototypes.

When a storefront is being built new or extensively renovated the following characteristics of typical storefronts should be considered:

- Roofs are relatively flat and never prominent.
- Facades that stretch across more than one business are normally articulated with a strong vertical element at each division space.
- Parapet walls are used on the facade facing the street and sometimes on other elevations.
- Storefront glass is a major element of the main facade of a commercial retail building, taking up most of the length of the facade. The bottom of the glass is normally within 2-feet of the walking surface and the top at least as high as the top of the door. Glass transom wings are often placed above the windows or doors. The glass should be clear, not tinted or mirrored.
- Entries are recessed to create a visual indicator of their importance and to keep out swing doors from striking pedestrians passing by.
- Nineteenth century two-story or more buildings typically have a clear demarcation between stories.

- Canopies or awnings are encouraged and placed for a comfortable human scale beneath. Fabric awnings may be considered if historically appropriate and compatible with the storefront in scale, form, and material. They should be triangular in form, and not back-lit. They should be 7 to 10 feet above the sidewalk and a maximum of 1 foot above the storefront windows (not including transoms).
- Awnings should only be attached to wood or mortar joints, not to masonry.
- Historic or iconic signs should be preserved.



SIGNS AND LIGHTING

Most signs and lighting can generally be approved administratively—saving you time.

BUILDING MOUNTED SIGNS -

- A sign should be consistent in size, type, materials, color, and type of supporting device with the architectural characteristics of the building upon which it is placed or within which it is placed for the purpose of being viewed from the exterior.
- A sign should not in any way obstruct or destroy the unique architectural features of the building or surrounding buildings. Signs attached to masonry should only be attached into the mortar joints and not the masonry or brick.
- The preferred location for the main business sign is flush mounted below the cornice line of a single-story building, or the area between the storefront windows and second-story windows on a two or more-story building. If there is a separate cornice above the storefront, the sign should be on or below the cornice line. Another acceptable business sign is on the storefront glass, where painted or stenciled letters may be placed.
- New signs are also regulated by City Ordinance No. 46-259 - Signs.
- If the HDC determines that an existing sign is iconic or of historic significance, it should be retained.
- Sign materials which were not used when the structure was built may be permitted contingent upon the durability, permanency, appearance, and appropriateness in relation to the building and the district.
- Flags, banners, buntings and other hanging objects which are not permanently affixed to the structure do not need approval from the commission. (A building permit may be required.) Any of the above that becomes unsightly because of deterioration must be removed or replaced.
- Other than neon, internally lit signs are generally not appropriate unless they are used on a post war period building.



FREE STANDING SIGNS -

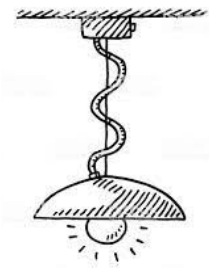
- The size of free-standing signs appropriate for the district are 2-feet by 4-feet sandwich board signs. Other forms of free-standing signs are generally not appropriate.

LIGHTING -

- Exterior lighting, including the lighting of signs, should be consistent with the historical period of the structure. The quality and color of the light should be comfortable and subdued and not harsh.

When possible, a historic light fixture should be retained. If fixtures are missing or beyond repair, they may be replaced by reproduction fixtures.

Contemporary fixtures that are inconspicuous or that complement the structure may be selected.



ADDITIONS/NEW CONSTRUCTION

New additions within the historic district can be appropriate if they do not destroy historic features, materials, and spatial relationships of the original building and site.

The location, size, height, scale, design, and materials should be compatible with the original structure. The commission may make recommendations to the Planning Commission and/or Board of Appeals concerning placement of additions on the lot.

A new addition should be designed and located so that significant site features including mature trees are not lost.

New additions should be designed in such a manner as to make clear what is historic and what is new. They should be constructed so that they can be removed in the future without damage to the building.

It is not appropriate to construct an addition that significantly changes the proportion of built mass to open space on the individual site.

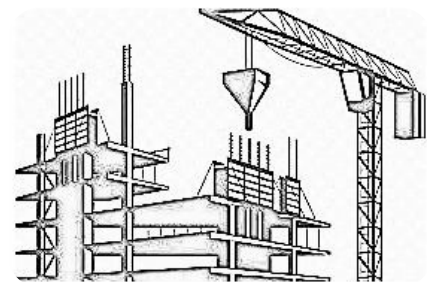
NEW CONSTRUCTION -

With new structures or renovations which totally change the facade, the appearance of the streetscape as a whole should be respected. Facades for new structures should be compatible with the overall design and appearance for the surrounding streetscape in its design and appearance.

New structures need not replicate existing styles. They may be honest modern or contemporary adaptations or reflections of traditional styles, or they may be new, distinctive structures which are nevertheless compatible with the district's character.

Compatibility of siting and massing: the historic relationship between building, landscape features and open space should be maintained. The siting should be reviewed based on existing district setbacks, orientation, spacing and the distance between adjacent buildings.

The height and bulk of a new building shall be compatible with its surroundings and shall in no event exceed that of existing buildings in the historic district.



If there is significant variation in siting or in height or bulk for the immediate surrounding buildings which creates a material adverse impact on the character of that area, the commission may make recommendations to the Planning Commission and/or Board of Appeals concerning height, massing and placement on the lot of the new construction.

In addition to the scale of the structure, details such as roof lines, materials, the size, type, and placement of windows, doors, porches, fences, chimneys, and garages should be considered in assessing compatibility of the new structure with the existing streetscape. Especially in commercial areas, the scale of architectural elements should provide comfortable surroundings for pedestrians. That applies especially to heights of canopies or awnings, and heights of doors and windows.

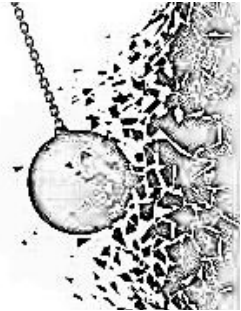
New buildings should be designed so that they are compatible with, but discernible from, adjacent historical buildings.

DEMOLITION OR REMOVAL

DEMOLITION OR REMOVAL OF STRUCTURES WHICH ARE CONTRIBUTING RESOURCES IN A HISTORIC DISTRICT IS PROHIBITED.

The demolition or removal of a resource in a designated local historic district can only be undertaken if (1) by a finding of the HDC that the work is necessary to substantially improve or correct any of the following conditions and (2) if the HDC issues a Notice to Proceed permitting the inappropriate work.

- a. The resource constitutes a hazard to the safety of the public or occupants and if, in the opinion of the HDC, the proposed demolition is the only reasonable way to improve or correct this condition.
- b. The resource is a deterrent to a major improvement program which will be of substantial benefit to the community, and which outweighs the benefit to the public interest and the general welfare of the citizens of the city derived from the historic, architectural, or contextual significance of the structure.
- c. Retention of the structure would cause undue financial hardship to the owner, provided that any hardship or difficulty claimed by the owner is not self-created or is not a result of failure to maintain the property in good repair, which itself is not the result of financial hardship of the owner. All feasible alternatives to eliminate the financial hardship, which may include offering the property for sale at its fair market value or moving the resource to a vacant site within a historic district, should have been attempted and exhausted by the owner.
- d. Retention of the structure would not be in the best interest of the community.



CONDITIONS FOR RELOCATION -

Before permitting relocation of a contributing resource, the HDC should determine if the structure is threatened with demolition, whether relocation is the only alternative, and whether the structure is sound enough to survive the move.

If it is proposed to relocate a structure in a historic district, the HDC should only permit it if it is determined to be architecturally compatible with the adjacent buildings according to the guidelines for new construction.

With relocation of a structure in a historic district, significant site features of the new context should be protected, and the building should be situated on the site according to the guidelines for new construction.

GLOSSARY

ALTERATION: work that changes the detail of a resource but does not change its basic size or shape.

BUILDING: A construction created principally to shelter any form of human activity, including, but not limited to, a carriage house, church, house, school, hotel, stable, courthouse, or barn.

CERTIFICATE OF APPROPRIATENESS (COA): the written approval of a permit application for work that is appropriate and that does not adversely affect a resource.

HISTORIC DISTRICT COMMISSION (HDC): a historic district commission created by the legislative body of a local unit under section 4.

COMMITTEE: a historic district study committee appointed by the legislative body of a local unit under section 3 or 14.

CONTRIBUTING RESOURCES: a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this state or a community within this state, or of the United States.

DEMOLITION: the razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.

DEMOLITION BY NEGLECT: neglect in maintaining, repairing, or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

DENIAL: the written rejection of a permit application for work that is inappropriate and that adversely affects a resource.

FALSE HISTORY: to introduce wood or metal details to a historic building in an attempt to create a false history. This practice is to be avoided.

FIRE ALARM SYSTEM: a system designed to detect and announce the presence of fire or by-products of fire. The fire alarm system includes smoke alarms.

HISTORIC DISTRICT: an area, or group of areas not necessarily having contiguous boundaries, that contains 1 resource or a group of resources that are related by history, architecture, archaeology, engineering, or culture.

HISTORIC PRESERVATION: the identification, evaluation, establishment, and protection of resources significant in history, architecture, archaeology, engineering, or culture.

HISTORIC RESOURCE: a publicly or privately owned building, structure, site, object, feature, or open space that is significant in the history, architecture, archaeology, engineering, or culture of this state or a community within this state, or of the United States.

LOCAL UNIT: a county, city, village, or township.

NEED FOR CHANGES: To identify and think about how important the proposed adaptations are to continuing the same use or allowing adaptive reuse.

NON-CONTRIBUTING RESOURCES: These are resources that do not contribute because they are:

- a. Over 50-years old but the original design has been significantly altered. Even when documentation of the original design and details is available, the HDC must decide if enough remains to justify restoration to the original design. The guidelines for additions and new construction will be applied.
- b. Less than 50-years old but are of good architectural quality for the period in which they were built, and they have become important parts of the context of the contributing resources in the district. Proposed changes should be judged against the standards of the period of the building. Changes should be consistent with the structure's own style, form, scale, relationship of openings, selection of materials, details, and other features.
- c. Others, less than 50-years old and are of less than exemplary architectural design. The guidelines for additions and new construction will be applied.

NOTICE TO PROCEED: written permission to issue a permit for work that is inappropriate and that adversely affects a resource, pursuant to a finding under section 5(6).

ORDINARY MAINTENANCE OR MAINTENANCE: keeping a resource unimpaired and in good condition through ongoing minor intervention, undertaken from time to time, in its exterior condition. Ordinary maintenance does not change the external appearance of the resource except through the elimination of the usual and expected effects of weathering. Ordinary maintenance does not constitute work for the purposes of this act.

PRESERVATION: The act of identifying and giving consideration to the elements and characteristics which are original to the resource, and those that are later but contribute to its history or architectural significance. The act of retaining all features, components, and details. Proper maintenance is key to preservation. Repair is always preferred over replacement.

PROPOSED HISTORIC DISTRICT: an area, or group of areas not necessarily having contiguous boundaries, that has delineated boundaries and that is under review by a committee or a standing committee for the purpose of making a recommendation as to whether it should be established as a historic district or added to an established historic district.

REASONABLE: Technical and economic feasibility are considered, but preservation remains the goal.

REPAIR: To restore a damaged or decayed resource to good and sound condition by any process. A repair that changes the external appearance of a resource constitutes "work."

RESOURCE: One or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features, or open spaces located within a historic district.

STRUCTURE: Any human-made construction usually made for purposes other than creating human shelter, including but not limited to a bridge, fence, corn crib, gazebo, trolley car, or windmill.

WORK: Means construction, addition, alteration, repair, moving, excavation, or demolition.



ADDITIONAL RESOURCES

PRESERVATION BRIEFS: The National Park Services has created a series of easy-to-read technical briefs on topics related to preserving, rehabilitating, and restoring historic buildings. See all 50 preservation briefs at: <https://www.nps.gov/orgs/1739/preservation-briefs.htm>

MICHIGAN HISTORIC PRESERVATION NETWORK: The MHPN offers an annual conference that addresses best preservation practices. They also publish the Historic Resource Council Directory of preservation professionals and tradesmen. <https://www.mhpn.org/>

MICHIGAN LOCAL HISTORIC DISTRICT ACT, PUBLIC ACT 169 OF 1970 (PA 169):
<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-169-of-1970.pdf>

MICHIGAN STATE HISTORIC PRESERVATION OFFICE (SHPO):
<https://www.miplace.org/historic-preservation/>

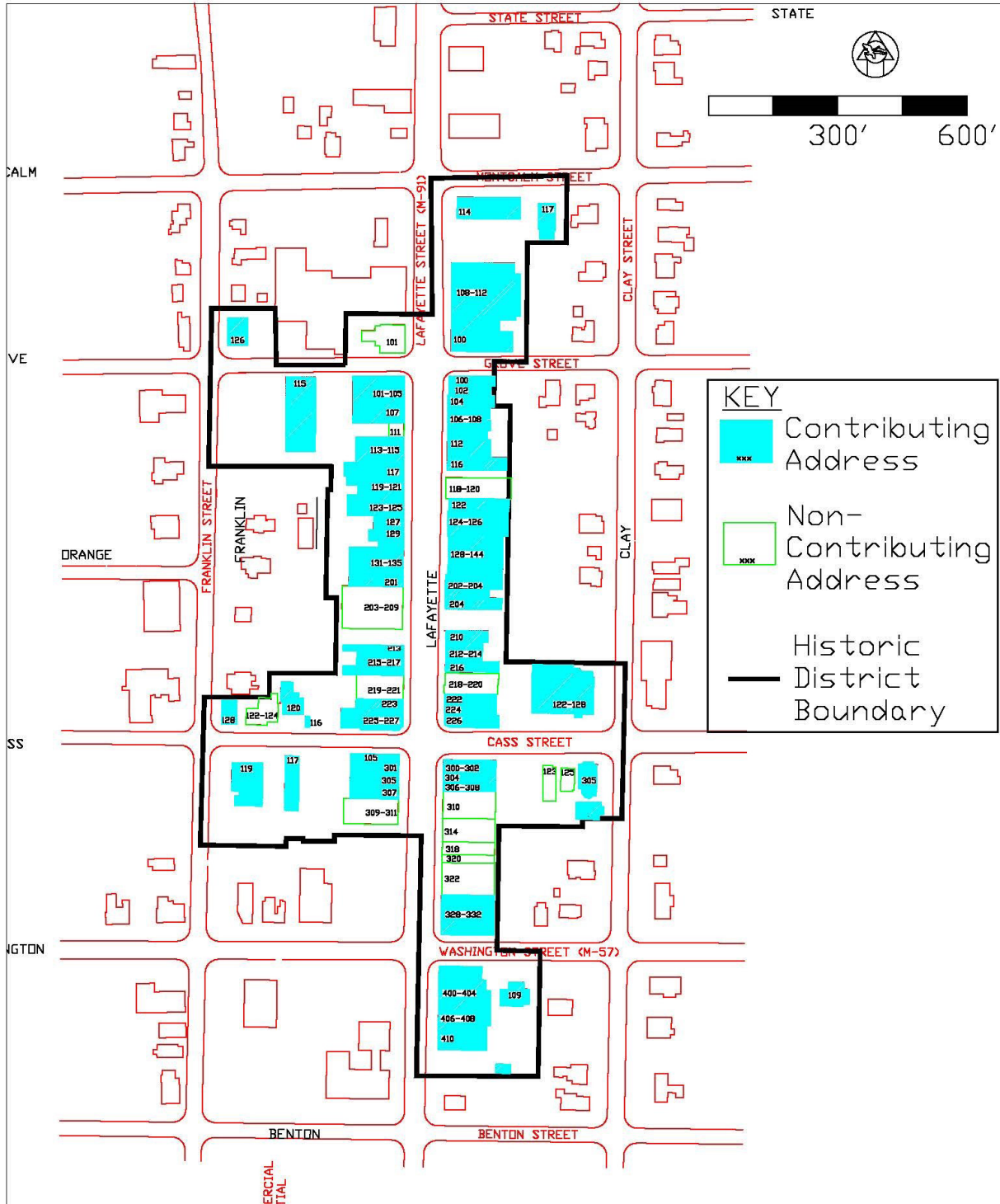
NATIONAL PARK SERVICE - PRESERVATION BY TOPIC (ALPHABETICAL):
<https://www.nps.gov/orgs/1739/preservation-by-topic.htm>

THE SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION WITH ILLUSTRATED GUIDELINES: <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

THE SECRETARY OF INTERIOR'S GUIDELINES FOR THE TREATMENT OF CULTURAL LANDSCAPES:
<https://www.nps.gov/crps/tps/landscape-guidelines/>



GREENVILLE DOWNTOWN HISTORIC DISTRICT MAP



GREENVILLE DOWNTOWN HISTORIC DISTRICT
MONTCALM COUNTY, MICHIGAN



CITY OF GREENVILLE
ENGINEERING DEPARTMENT
 411 S. LAFAYETTE, GREENVILLE, MI 48838
 TELEPHONE (616) 754-5645

HORIZ SCALE: As Shown
 VERT SCALE: None
 FILE: DDA\Historic Prop
 JOB #:

DRAWN BY: dwh
 DATE: 10/20/05
 REVISED: 8/12/08
 SHEET 1 OF 1