

**GUIDELINES FOR THE  
CITY OF MIDLAND  
WEST MAIN STREET HISTORIC DISTRICT  
AND THE  
HISTORIC DISTRICT COMMISSION**

**INTRODUCTION**

Chapter 5, Article VII, Sec. 5-136, of the City of Midland Code of Ordinances establishes the West Main Street Historic District Commission (HDC).

The HDC has the responsibility to oversee all applications for the construction, addition, alteration, repair, moving, excavation, or demolition of resources in the West Main Street Historic District (WMSHD). **With the exception of ordinary maintenance as well as the minor work classification (which is assigned to the Chief Building Official), the HDC is responsible for approving each application before a Certificate of Appropriateness for such work is granted.**

The review of all applications by the HDC shall follow The US Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, 36 CFR Part 67 or their equivalent. Additionally, the HDC shall follow the guidelines approved by the State Historic Preservation Office.

The Secretary of the Interior's Standards pertain to all resources in Historic Districts, and address all materials, construction types, and sizes. The Secretary's Standards are used to determine whether or not the historic character of a resource is preserved. Additionally, a set of Guidelines was developed by the Secretary of the Interior to assist in applying the Secretary's Standards. Those Guidelines are available for each resident of the WMSHD.

**THE SECRETARY OF THE INTERIOR'S STANDARDS**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall 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.

## **THE WEST MAIN STREET HISTORIC DISTRICT**

The West Main Street Historic District Ordinance and Michigan's Local Historic Districts Act together enable the Midland HDC to establish its own guidelines. These Guidelines are intended to meet several needs. For property owners, residents, and contractors they provide primary guidance in planning projects with regard to the Secretary of the Interior's Standards as well as to the special character of the WMSHD. For commission members and staff they offer a basis for evaluating proposed changes.

## **THE APPLICATION PROCESS**

Before work on the exterior of a historic resource can begin, the class of work must be determined according to the HDC **Classes of Work Chart**. The following shall apply:

1. Work is defined as construction, addition, alteration, repair, moving, excavation, or demolition on the exterior of a district resource.
2. Work is divided into three classes: Ordinary Maintenance, Minor Work, and Major Work
3. Ordinary maintenance shall not require review.
4. Minor classes of work shall require review by the Chief Building Official.
5. Major classes of work shall require review by the HDC.
6. Interior alterations that affect the exterior appearance of a district resource shall require a Certificate of Appropriateness.

Once the need for review has been determined, the **application for the Certificate of Appropriateness (C of A)** must be filed with the City of Midland Planning Department. Applications for Minor Work will be reviewed by the staff of the Chief Building Official. Applications for Major Work will be reviewed by the Historic District Commission. The following shall also apply:

1. Once the C of A has been signed or approval has been granted through a *Notice to Proceed* by the HDC, work may begin.
2. The review of all work in the historic district will be based upon the HDC Guidelines and the Secretary of the Interior's Standards.
3. All applicable City of Midland Ordinance requirements shall apply.
4. Work necessary for the preservation, restoration, rehabilitation or continued use of a resource may be made without conformance to all the requirements of the State of Michigan Building Code when authorized by the Chief Building Official, provided:
  - a. The resource meets the criteria for a historic resource as set forth in Michigan's Revised Building Code as having historical or architectural significance;
  - b. A *Notice to Proceed* to correct any unsafe conditions as described in the State of Michigan's Building Code has been issued by the HDC;
  - c. The restored building or structure will be no more hazardous based on life safety, fire safety and sanitation than the existing building.

## CLASSES OF WORK CHART

The following chart outlines projects that are often undertaken in the WMSHD, and the level of review that is normal for each project. It is not intended to be comprehensive, and does not cover every circumstance that may be encountered in a project.

### Ordinary Maintenance:

- Means 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.
- Does not require a Certificate of Appropriateness (C of A)
- Any repair or replacement where there is a change in the design, materials, or general appearance is defined as work and needs a certificate of appropriateness.

### Minor Work:

- Includes work that involves alterations, additions, or removals that are beyond routine maintenance.
- An application for C of A is required, and is reviewed by the staff of the Planning and Building Departments.
- Staff will refer Minor Work to the commission for review if in staff's judgment the change involves work that is substantial, does not meet the guidelines, or is of a precedent-setting nature.

### Major Work:

- Includes work that involves a change in the appearance of a resource and/or is more substantial in nature.
- Requires a C of A.
- Requires Historic District Commission review.

## CLASSES OF WORK CHART

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINT.</b> (No Review Required)	<b>MINOR WORK</b> (Staff Review)	<b>MAJOR WORK</b> (HDC Review)
1	Repair of existing <b>Accessory Structures or Buildings</b> when there is no change in design, materials, or general appearance	X		
2	Repair or Replacement of <b>Architectural Details</b> when there is no change in design, materials, or general appearance	X		
3	Repair/Replacement of <b>Awnings, Canopies, or Shutters</b> when there is no change in design, materials, or general appearance	X		

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINT.</b> (No Review Required)	<b>MINOR WORK</b> (Staff Review)	<b>MAJOR WORK</b> (HDC Review)
4	Repair/Replacement of existing <b>Decks</b> when there is no change in design, materials, or general appearance	X		
5	Repair/Replacement of existing <b>Driveways</b> when there is no change in design, materials, or general appearance	X		
6	Repair/Replacement of <b>Exterior Surfaces</b> when there is no change in design, materials, or general appearance	X		
7	Repair/Replacement of existing <b>Fences</b> or <b>Walls</b> when there is no change in design, materials, or general appearance	X		
8	Repair/Replacement of exposed <b>Foundations</b> when there is no change in design, materials, or general appearance	X		
9	Repair/Replacement of <b>Gutters</b> and <b>Downspouts</b> when there is no change in design, materials, or general appearance	X		
10	Repair/Replacement of exterior <b>Lighting Fixtures</b> when there is no change in design, materials, or general appearance	X		
11	Repairs/Replacement, including <b>Re-pointing</b> , to existing <b>Masonry</b> when the color and composition of the mortar match the original, and new brick or stone matches the original	X		
12	<b>Painting</b> previously painted surfaces, when there is no change in color	X		
13	Repair/Replacement of existing <b>Parking Lots</b> when there is no change in design, materials, or general appearance	X		
14	Repair/Replacement of existing <b>Patios</b> when there is no change in design, materials, or general appearance	X		
15	Repair/Replacement of sloped or flat <b>Roof</b> coverings when there is no change in design, materials, or general appearance	X		
16	Repair/Replacement of exterior <b>Stairs</b> and <b>Steps</b> when there is no change in design, materials, or general appearance	X		
17	Repair to existing <b>Swimming Pools</b> when there is no change in design, materials, or general appearance	X		
18	Repair/Replacement of existing <b>Vents</b> and <b>Ventilators</b> when there is no change in design, materials, or general appearance	X		
19	Repair of <b>Windows</b> when there is no change in design, materials, or general appearance	X		
20	Caulking and weather stripping <b>Windows</b> when there is no change in design, materials, or general appearance	X		
21	Repair/Replacement of other <b>Attached Features</b> and <b>Accessory Site Features</b> not specifically listed when there is no change in design, materials, or general appearance	X		

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINT.</b> (No Review Required)	<b>MINOR WORK</b> (Staff Review)	<b>MAJOR WORK</b> (HDC Review)
22	Alteration of existing <b>Accessory Structures</b> or <b>Buildings</b>		X	
23	Alteration/Addition/Removal of existing <b>Awnings, Canopies, or Shutters</b>		X	
24	Installation of New <b>Awnings, Canopies, or Shutters</b>		X	
25	Alteration/Addition to/Removal of existing <b>Decks</b>		X	
26	Alteration of existing <b>Accessory Structures</b> or <b>Buildings</b>		X	
27	Alteration/Addition/Removal of existing <b>Awnings, Canopies, or Shutters</b>		X	
28	Installation of New <b>Awnings, Canopies, or Shutters</b>		X	
29	Alteration/Addition to/Removal of existing <b>Decks</b>		X	
30	Alteration or addition of <b>Doors</b>		X	
31	Alteration/Addition/Removal of <b>Storm Doors</b>		X	
32	Alteration of existing <b>Driveways</b>		X	
33	Construction or removal of <b>Fences</b> or <b>Walls</b>		X	
34	Installation/Addition/Removal of <b>Gutters</b> and <b>Downspouts</b>		X	
35	Installation/Alteration/Removal of exterior <b>Lighting Fixtures</b>		X	
36	Installation of <b>Mechanical Equipment</b> , such as heating and air conditioning units		X	
37	<b>Painting</b> previously painted surfaces when there <u>is</u> a change in color		X	
38	Alteration/Removal of existing <b>Parking Lots</b>		X	
39	Alteration/Addition/Removal of <b>Patios</b>		X	
40	Alteration of existing <b>Porches</b>		X	
41	Installation of <b>Satellite Dishes</b> and/or <b>Television Antennas</b>		X	
42	Alteration/Addition/Removal of exterior <b>Stairs</b> and <b>Steps</b>		X	
43	Alteration/Addition/Removal of <b>Vents</b> and <b>Ventilators</b>		X	
44	Alteration of existing <b>Walks</b> when there is no change in design, materials, or general appearance		X	
45	Construction of new <b>Walks</b>		X	
46	Repair or replacement of existing <b>Walks</b> when there is no change in design, materials, or general appearance		X	

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINT.</b> (No Review Required)	<b>MINOR WORK</b> (Staff Review)	<b>MAJOR WORK</b> (HDC Review)
47	Installation/Alteration/Removal of <b>Windows</b>		X	
48	Additions of <b>Accessory Structures</b> or <b>Buildings</b> over 100 sq. ft. in area.			X
49	Relocation of <b>Accessory Structures</b> or <b>Buildings</b>			X
50	Removal of existing <b>Accessory Structures</b> or <b>Buildings</b> that are architecturally or historically significant			X
51	Alteration/Removal of <b>Archeologically Significant Features</b>			X
52	Alteration/Addition/Removal of <b>Architectural Details</b>			X
53	New Additions or Construction to a primary <b>Building</b>			X
54	Demolition of any <b>Primary Building, Structure, or Part of a Primary Building or Structure</b>			X
55	Construction of New <b>Carpports</b>			X
56	Alteration/removal of <b>Carpports</b>			X
57	Construction/Alteration/Removal of <b>Chimneys</b> or <b>Foundations</b>			X
58	Construction of new <b>Decks</b>			X
59	Addition or removal of <b>Driveways</b>			X
60	Alteration/Addition/Removal of <b>Exterior Surfaces</b>			X
61	Alteration/Replacement of contributing <b>Historical Site Features and Plantings</b>			X
62	New Construction of/Addition to <b>Parking Lots</b>			X
63	New Construction/Addition/ Removal of <b>Porches</b>			X
64	Alteration of <b>Roof</b> form			X
65	New Construction/Alteration/Addition to <b>Swimming Pools</b>			X
66	Removal of <b>Swimming Pools</b>			X
67	Alteration/Addition/ Removal of <b>Windows</b>			X
68	<b>Alteration/Addition/Removal of Temporary Features that are necessary to ease difficulties associated with a medical condition</b>		X	
69	<b>Addition/Alteration/Removal of other Attached Features and Accessory Site Features not specifically listed</b>		X	
70	<b>Changes to previous Certificates of Appropriateness</b>		Most Changes	Changes deemed by staff to be substantial in nature

	<b>TYPE OF WORK</b>	<b>ROUTINE MAINT.</b> (No Review Required)	<b>MINOR WORK</b> (Staff Review)	<b>MAJOR WORK</b> (HDC Review)
<b>71</b>	<b>Renewal of expired Certificates of Appropriateness</b>		X	
<b>72</b>	<b>Emergency installation of Temporary Features to protect a historic resource (that do not permanently alter the resource): six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness</b>		X	

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