

Saginaw Historic Preservation Benefits, Requirements and Guidelines



The Corning Mansion
Saginaw, Michigan

Purpose of Historic Preservation

The Purpose of historic preservation in the city of Saginaw is to:
Safeguard the heritage of the city by preserving areas in the city which reflect elements of its cultural, social, spiritual, economic, political, engineering or architectural history;
Stabilize and improve property values in such areas;
Foster civic beauty and community pride;
Strengthen the local economy; and
Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city, the state and the nation.

What is the Historic District Commission?

The Commission is made up of Saginaw residents who are appointed by City Council. These dedicated volunteers are generally residents of historic districts and/or have a demonstrated interest and/or expertise in historic preservation. The commission meets every month to review applications in historic districts. Meeting times & application deadlines can be obtained from the city clerk's office and online.

The Saginaw Historic District Commission was formed by Saginaw Ordinance D-1418 in 1983. Its purpose is to ensure the preservation of historically and culturally significant areas designated by the City Council as Historic Districts. The Commission works in conjunction with the Planning and Zoning Department.

A building permit or historic district work permit is required for any exterior changes to a building or site in a designated historic district. The Historic District Commission administers a building permit application review procedure and may approve or deny work, based on the appropriateness of the proposal. Building permits are issued by the Building and Inspections Division upon approval by the Historic District Commission. In addition to permit application reviews, the Commission is also involved in other matters concerning historic properties, preservation programs, and designation of proposed districts.

Benefits of Locally Designating a Historic District

Increased Value - Studies across Michigan and the nation show that properties in historic districts generally remain stable or appreciate in value at a rate higher than comparable properties not in a district.

Preserves History - Historic district designation helps preserve neighborhoods, housing stock, and history for future generations of Saginaw residents.

Tax Credits - Properties within a historic district may qualify for tax credits but may change due to legislative action at the state level.

Neighborhoods Remain Pleasing - Work on the exterior of properties in a historic district requires approval from the Historic District Commission, which rules on the appropriateness of the work. This helps ensure that new construction and additions are compatible, and that the historic character of buildings and grounds – and the integrity of the district -- is maintained.

Prevents Blight & Neglect - Designation helps prevent property neglect and blight by use of the demolition by neglect portion of the ordinance. This requires owners to repair their properties before they reach such a state of disrepair that they must be demolished.

Procedure for Doing Work in a Historic District

Before performing any work that will affect the appearance of the historic district, your plans must be reviewed by the Historic District Commission.

This includes new construction or additions, exterior remodeling, roofing or re-roofing, painting, masonry repair and signs on commercial buildings. It also includes site work such as fences, tree removal or

pavement.

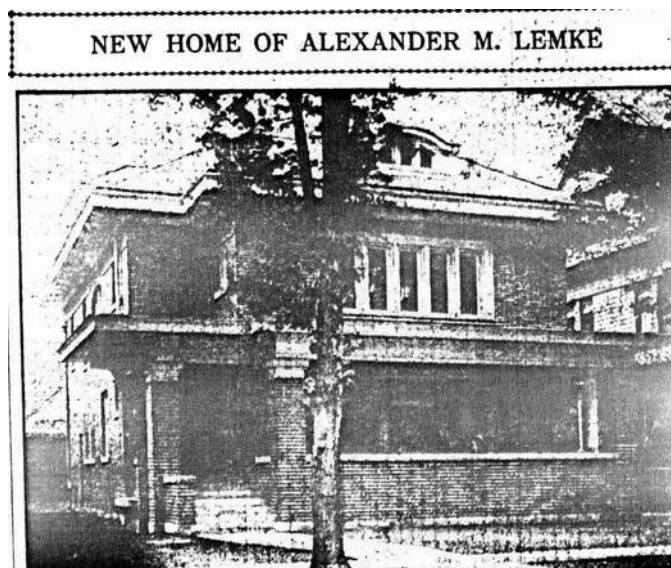
There are three reasons for this review:

1. To ensure that the work you perform is compatible with the character of the historic district and the property itself;
2. To ensure that inappropriate work does not depreciate the value of your property, or that of other properties in the neighborhood;
3. To check on the methods you use to perform this work, to ensure that inappropriate treatments (such as power washing and sandblasting) do not cause long-term damage to your property.

If your project requires a city building permit, you will also need to complete a Historic District Commission Permit Review Application. In the event that your project does not require a building permit you still must complete a Historic District Commission Permit Review Application for any work done within the Historic District.

This application is available in the city's Buildings and Inspection Division on the second floor of City Hall. Staff there can tell you whether or not you need a building permit along with the Historic District Commission Permit Review Application.

It is important that you obtain the proper permit before performing any work on a property in a historic district. Failure to do so will result in a stop work order, fines or fees, and you can be required to remove, replace, repair or otherwise alter the work you have started up to and including rebuilding anything you have removed.



The Lemke Mansion
1910

Application Requirements New Construction/Additions (including garages)

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

- One set of scaled and/or dimensioned drawings on II "x 17" paper and one set of blueprints that include:
- site plan showing all changes and landscape features, including location of construction fencing if applicable;
- floor plans;
- elevations;
- sections and other details as needed;
- material samples & colors for roofing, siding, and trim;
- brochures or samples showing materials and design for windows, doors, garage doors, exterior lighting, and fencing; and
- timeline for the project including a start date, exterior completion date, landscaping completion date, and occupancy date.

Door & Garage Door Replacement (Security Doors)

A completed City of Saginaw Application for Building and a Historic District Commission Permit Review Application;

- A detailed description of existing doors including materials, and a statement of why repair is not possible and replacement is necessary; and
- Brochure(s) showing materials and design of doors.

Paint Color Change

A completed City of Saginaw Historic District Commission Permit Review Application; and

- Samples of the proposed paint color (i.e., paint chips) and a list of locations where paint color will be applied (photographs and/or diagrams may also be used). Historic Color Sample Charts are available online.

Porch Reconstruction and other Repairs

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

- A detailed description of the proposed work including:
- description of existing materials and colors;
- a description of which components will be retained or repaired;
- a statement of why the components being replaced cannot be repaired; and a description of the proposed replacement materials and colors.

Roof Replacements (Historic Roof Materials)

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

- Material samples (for asphalt shingles a 3"x3" piece is sufficient);
- A description of existing roofing material and color (provide a sample if possible);
- A detailed description of proposed work, including related work such as gutters, soffit and fascia; and
- If you plan to replace a historic roof material with different material, a written statement of justification of why the historic roofing material needs to be replaced and;
- two (2) estimates of the cost to repair the existing roof;
- two (2) estimates of the cost to replace with the same material;
- two (2) estimates of the cost to replace with new imitation of the original material (synthetic slate or tile); and
- two (2) estimates of the cost for proposed shingle replacement.

Roof Replacements (non-Historic Roof Materials)

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

- Material samples (for asphalt shingles a 3"x3" piece is sufficient);
- A description of existing roofing material and color (provide a sample if possible); and
- A detailed description of proposed work, including related work such as dormers, gutters, soffit and fascia.

Fence, Paving, Walls, Landscaping Installation/ Removal

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

- A scaled and/or dimensioned site plan showing:
 - the existing lot lines and buildings;
 - the location and dimension of existing and proposed side-walks, driveways, fencing (including height), landscape materials, and other landscape features.
- Material and color samples from fencing, walls, paving
- Brochure(s) showing fencing other manufactured landscape items proposed; and
- In cases of removal include a detailed justification of why item(s) need to be removed.

Demolition (including partial demolitions)

A completed City of Saginaw Application for Demolition Permit and a Historic District Commission Permit Review Application;

- Detailed justification stating why building or portion of building needs to be demolished;
- A detailed description of what will happen to the site after the demolition occurs; and
- In cases of partial demolition, include elevation showing the building and surface treatments to newly exposed walls.

Window Replacement (Historic Windows)

A completed City of Saginaw Historic District Commission Permit Review Application;

- A written justification of why the historic windows need to be replaced;
- a brochure or other information giving the color, materials and configuration of the proposed windows;
- two (2) written estimates from different companies of the cost to repair and paint the existing windows;
- two (2) written estimates from different companies for the replacement of the windows in matching materials;
- two (2) written estimates from different companies for the replacement of the window with an alternate material; and
- detailed photographs showing deterioration of the window interiors (if you cannot provide photos, Commission staff can take photos by appointment at your request).

Sign Installation/Replacement

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

Scaled and dimensioned drawings of signs;

- In cases where signs will be attached to the building, include the entire building elevation;
- Color and material samples; and
- In cases of replacement, a detailed description including the colors, materials and location(s) of existing signs and justification of why the signs need to be replaced.

Building Cleaning

A completed City of Saginaw Historic District Commission Permit Review Application;

- A detailed description of the cleaning method, including the names of chemicals and the pressure of any washes or application(s);
- Brochures or specifications for cleaning agents; and a description of the surface treatment after cleaning.

Replacement of Historic Siding Material

A completed City of Saginaw Application for Building Permit and a Historic District Commission Permit Review Application;

- A brochure or other information giving the color, materials, and dimensions of the proposed replacement siding
- A written justification of why the historic siding material needs to be replaced;

- two (2) written estimates from different companies of the cost to repair and paint the existing siding
- two (2) written estimates from different companies for the replacement and painting of the siding in matching materials;
- two (2) written estimates from different companies for the replacement of the siding with an alternate (synthetic) material; and detailed photographs showing deterioration of the original siding (if you cannot provide photos, Commission staff can take photos by appointment at your request).

WORK ITEMS THAT THE STAFF OF THE SAGINAW HISTORIC DISTRICT COMMISSION CAN APPROVE

Please note that all other types of work must go before the Commission at its monthly meeting.

1. Gutter and downspout replacement provided that:
 - (a) historic materials such as copper are not being removed and replaced, and
 - (b) the design of gutters and downspouts are the same as the original, and the routing of the downspouts is in the original locations, and
 - (c) the colors meet the terms and conditions of the Saginaw Historic District Style & Color Guide.
2. Re-roofing of an asphalt shingle roof with new asphalt shingles, provided that the shingles are of the same color and texture resembling historic roofing materials used in the district and/or on the building in question, where that information is known; .
3. Window and/or door replacement, provided that the design and material(s) conforms with the original; where the existing door or window is not original to the structure, the replacement should be compatible with the architectural design of the structure;
4. Storm window and/or door installation provided that;
 - (a) mullions, muntins, and meeting rails of storm windows conform to those of the prime window, and
 - (b) the design and materials of the storm door reflect those of the primary door;
5. Window or door boarding, provided that;
 - (a) the boarding up of window(s) and/or door(s) is temporary and for the protection of the building, and
 - (b) the boarding is painted a dark color such as black or brown;
6. Replacement of the fabric of existing canvas awnings provided;
 - (a) that the new canvas is not plastic or vinyl coated or does not appear to be so; and
 - (b) the color is appropriate to the trim colors on the building;
7. Replacement of an existing fence pieces provided the type, materials, and height matches the existing fence;
8. Reconstruction of small areas of existing porches; provided;
 - (a) the materials and design match the existing materials and design.
9. The replacement of rotting boards on exterior siding, porch floor or steps; provided the exact same materials are used.
10. Touch-up painting of small exterior areas will be considered routine maintenance; provided the exact same colors are being used. A photo of the existing paint scheme shall be provided at time of staff approval. Whole sides of a structure is considered outside the realm of routine maintenance and will require approval of the Historic District Commission.
11. Erection of a temporary, chain link construction fence for a period that does not exceed nine (9) months.
12. The removal of dead, diseased or damaged trees with a written statement from a professional service or arborist.

In accordance with PA-169 you must fill out an application before work commences whether or not work is staff or Historic District Commission approved.

This list is not all inclusive. If you do not see your project on these lists, your proposed work must be approved by the Historic District Commission.

FREQUENTLY ASKED QUESTIONS

What can I do to the inside of my house?

The Commission does not regulate changes to the interior of a building, unless the interior changes affect the exterior appearance or structural integrity of the property.

Do I need approval to paint my house?

Yes. Any exterior changes to a property must be approved by the Historic District Commission. The Historic District Commission does not tell you what colors but may make suggestions based on the historic nature of the home. Small areas needing touch-up with the same color are considered routine maintenance and may be completed without Historic District Commission approval.

How do I know what colors to paint my house?

The Commission has a publication called Saginaw Historic Districts Style and Color Guide that gives the acceptable colors depending on the style of the house. Color charts and instructions are available online.

Does the Commission review what I do to the back of my house?

Yes. The Commission is required to review all exterior changes, including those not visible from the street. The entire house, garage and yard contribute to the historic character of the district.

What if I need to replace a board or two on my porch floor/steps?

Small areas that need attention are considered routine maintenance and may be repaired without Historic District Commission approval. If the area encompasses larger sections of the floor or major sections of steps, rails, columns, etc., then it is considered 'work' and must be approved by the Historic District Commission.

What if I need to replace some rotten or weathered siding?

As long as the area to be replaced is small and you are replacing with exactly the same materials it is considered routine maintenance and may be completed. If the area encompasses larger sections of the wall surface then it is considered 'work' and must be approved by the Historic District Commission.

How does the Commission decide whether to approve my project?

The Commission is required to use "The Secretary of the Interior's Standards for Rehabilitation of Historic Buildings" when deciding whether work is appropriate in a historic district. The Standards are available at city hall or on the city website.

What if I don't get a approval or a permit?

If you proceed with work on a historic resource without HDC or city staff review, the city will issue a stop work order until your plans are reviewed. Fines and fees may also be assessed. If the work you've begun is determined to be inappropriate, you may be ordered to "undo" it – removing new material and reconstructing or replacing old.

How can I find out more?

Contact us through the City of Saginaw Planning and Zoning Division at (989) 759-1303 or the call center at (989) 399-1311. You may also visit the office at Saginaw City Hall or visit the city website at <http://www.saginaw-mi.com>

This booklet is not to be considered 'all inclusive' as the Department of the Interior may change rules and guidelines.

North side of Court Street
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