

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

DATE OF MEETING: Tuesday, December 6, 2022
TIME OF MEETING: 4:00 p.m.
PLACE OF MEETING: Conference Room 204, City Hall

AGENDA

- I. Call to Order
- II. Approval of Minutes of the regular meeting of November 1, 2022
- III. Old Business
- IV. New Business
 - Case 2022-34 – 464 W. Clay – Storm Windows
- V. Other Business
 - Discussion of HDC Goals
 - CLG FY23 Grant Application Letter of Support
- VI. Adjourn

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

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The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or calling the following: Ann Marie Cummings, City Clerk at 933 Terrace Street, Muskegon, MI 49440 or by calling (231) 724-6705 or TTY/TDD: Dial 7-1-1 and request that representative dial 231-724-6705

II. APPROVAL OF MINUTES

Approval of Minutes of the regular meeting of November 1, 2022.

III. OLD BUSINESS

None

IV. NEW BUSINESS

Case 2022-34 – 464 W. Clay – Storm Windows
Applicant: Kimi George
District: Clay-Western
Current Function: Commercial

Discussion

The applicant is seeking approval to install seven wood storm windows on the front elevation of the house and metal storm windows on the remaining windows.



View of front (south) elevation from W. Clay Avenue.



View of the side elevation from 5th Street.

Standards

WINDOW, DOOR, AND EXTERIOR WOODWORK STANDARDS AND GUIDELINES (Abbreviated)

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Storm Windows

Wood storm and screen windows are the most appropriate for use in the historic district. Other types of storm, screen, or combination windows will be approved provided that the new storm window mullions align with the mullions of the primary windows. Blind stop storm and screen windows (where such windows are placed inside the existing window frames rather than affixed to the exterior of the frames) are preferable and may be required in some instances. Bare metal storm and screen windows must be painted to match or complement the trim. Interior storm windows may be acceptable as long as they do not detract from the appearance of the primary windows. Care should be taken, however, when using interior storm windows because condensation tends to form on the inside surface of the primary window and could cause damage to the wood and paint if not properly ventilated.

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Deliberation

I move that the HDC (approve/deny) the request to install seven wood storm windows on the front elevation of the house and metal storm windows on the remaining windows as long as the work meets all zoning requirements and the necessary permits are obtained.

VI. OTHER BUSINESS

Discussion of HDC Goals – A continuation of the discussion of the board’s activities from the past year, and planning efforts to continue to work toward achieving these goals. Focus areas in 2022 have included:

- **Local Realtor Outreach** – Staff continues to contact local realtors with information regarding HDC procedures that can be shared with potential buyers. The board also planned to create and share literature highlighting benefits of properties in historic districts and discussed potentially hosting an informal, informational event.
- **Updating/Expanding Muskegon Homeowners’ and Citizens’ Guide for Historic Preservation** – This item was last discussed at the February and March meetings, but no action has been taken. The [document](#) was created in 2003 with the purpose of assisting homeowners, builders, and citizens interested in acquiring an historic resource for rehabilitation or construction within the historic districts. It is outdated or incorrect in a number of areas, and could be expanded in others. Staff has suggested adding details such as appropriate door designs to the architectural styles section of the document as well as other common topics.
- **Historic Districts Mailing** – A draft letter to be mailed to property owners within the historic districts containing information on the historic districts and HDC procedures was reviewed at the April meeting, but Staff has not had the time to complete the mailing.
- **Historic Districts Chapter of the Master Land Use Plan** – HDC review of the [Historic Districts chapter from](#) the 1997 City of Muskegon Master Land Use Plan is needed in coordination with the Planning Department’s ongoing update of the full Plan.

CLG FY23 Grant Application Letter of Support – City Staff are working to complete a grant application to assist in funding conservation work for the monuments in Hackley Park. While the HDC supported this project as a grant priority at their May meeting, Staff is now requesting that the board formally acknowledge this action via a letter of support for the grant application. A draft letter will be available at the meeting.

VII. ADJOURN