

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

DATE OF MEETING: Tuesday, December 5, 2023
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 November 14, 2023 regular meeting
- III. Old Business
- IV. New Business
 - Case 2023-24 – 1337 Peck – Windows
- V. Other Business
 - Commercial Storefront Design Standards
 - HDC Public Outreach/Realtors
 - Denial Motions
 - 2023 CLG Annual Report
- VI. Adjourn

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

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AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

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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 with twenty-four (24) hours’ notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or by calling the following: Ann Marie Meisch, MMC, City Clerk at 933 Terrace Street, Muskegon, MI 49440 or by calling 231-724-6705 or emailing clerk@shoreline-city.com

II. APPROVAL OF MINUTES

Approval of Minutes of the regular meeting of November 14, 2023.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

Case 2023-24 – 1337 Peck – Windows
Applicant: Brett Mahaffey (renewal by Andersen)
District: McLaughlin
Current Function: Residential

Discussion

The applicant is seeking approval to remove 32 existing wood windows and replace them with matching composite windows; one casement window in the kitchen and double hung windows on the front and back of the attic are also proposed to be replaced with composite windows but without grilles to match the existing windows. More photos and information will be available at the meeting.



View of east (front) elevation from Peck Street.



View of north (right) elevation from side yard.



View of west (rear) elevation from rear yard.



View of south (left) elevation from side yard.

Standards

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

General

These guidelines pertain only to proposed changes to the structure and do not affect existing construction.

These guidelines are primarily directed toward the front and side elevations of the structure. Greater variances and more leniency may be extended toward proposed changes to the rear elevation of the building by the Commission. All desired or proposed changes should be referred to the Historic District Commission for consideration. Extenuating circumstances, the effect upon the architecture of the particular structure together with the general effect upon the surrounding structures, variables in architectural design, or the effect upon usage and viability of the structure could dictate a variance from these guidelines.

No exterior doors, windows, or exterior woodwork shall be altered, removed, relocated, or added without Historic District Commission approval.

Existing exterior window or door casings, sills, and caps shall not be altered from the original design or appearance. Damaged or deteriorated wood shall be repaired as a first course of action. When repair is not possible, elements shall be replaced with matching wood members. Damaged or deteriorated wood elements may be replaced or covered with formed aluminum or vinyl, subject to Commission approval and provided that the original profile of the woodwork is not altered or changed.

Primary Windows

Existing damaged or deteriorating window frames and sash shall be repaired as a first course of action. When repair is not possible, elements shall be replaced with matching wood members. Metal or vinyl replacement windows may be acceptable provided they match the original windows in design and type and that they consist of or are painted an appropriate color. Bare metal finishes generally will not be acceptable.

The size of glass lites and muntin arrangements shall not be altered without Commission approval. Special glazing, such as stained or leaded art glass, shall not be removed without Commission approval. Unusual decorative windows such as Palladian windows, oriels, bays, Gothic arch or segment tops, etc. shall not be removed or altered.

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.

Deliberation

I move that the HDC (approve/deny) the request to remove 32 existing wood windows and replace them with matching composite windows with the exception of one casement window in the kitchen and double hung windows on the front and back of the attic which will be replaced with composite windows but without grilles to match the existing windows as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

Commercial Storefront Design Standards – At the August meeting, board members discussed potentially adopting local standards for commercial storefronts as the local standards do not currently address such situations. Staff will share examples from other cities and review where such standards could be applicable in the city of Muskegon. This item was originally included on the October meeting agenda, but was not discussed due to time constraints.

HDC Public Outreach/Realtors – Staff and board members continue to monitor when houses are listed for sale in the districts, and at past meetings have discussed hosting an informational meeting for area realtors. Staff proposes a continuation of that discussion. This item was originally included on the October meeting agenda, but was not discussed due to time constraints.

Denial Motions – Staff wishes to discuss the process of denying an applicant's request when an alternative request is settled on and approved at a single meeting. This item was originally included on the October meeting agenda, but was not discussed due to time constraints.

2023 CLG Annual Report – The State Historic Preservation Office (SHPO) requires that all Certified Local Government (CLG) communities submit an annual report to be in good standing and remain eligible for grant funding and technical assistance activities. SHPO has created a template for CLG communities to follow when completing their annual report. City staff will review the report template with the HDC as well as the previous year's annual report.

VI. ADJOURN