

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

DATE OF MEETING: Tuesday, November 12, 2024
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 October 1, 2024 regular meeting
- III. Old Business
 - Case 2024-15 – 1148 Terrace – Siding
- IV. New Business
 - Case 2024-20 – 37 E. Grand – Mini-Split HVAC Units
 - Case 2024-21 – 1519 Clinton – Fence
 - Case 2024-22 – 448 W. Muskegon – Chimney Removal
 - Case 2024-23 – 1502 Peck – Mini-Split HVAC Units
- V. Other Business
 - Staff Approval Form Update
 - Local Standards Update
- VI. Adjourn

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk’s Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit: www.shorelinecity.com

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 October 1, 2024.

III. OLD BUSINESS

Case 2024-15 – 1148 Terrace – Siding
Applicant: Steven Roberts
District: McLaughlin
Current Function: Residential

Discussion

The applicant is seeking approval to replace the siding with a double 4 vinyl siding.



View of building from Terrace Street, looking north.



View from Terrace Street, looking east.



Detail view of front porch with section of original wood siding visible above front door.

Standards

RESIDING AND TRIM CLADDING GUIDELINES

General

The Muskegon Historic District Commission does not endorse the residing of structures within the Historic districts. It is the policy of this Commission that the original fabric of the building should be repaired or replaced where necessary with the original building material.

In cases where the repair or replacement with like materials is impractical or where it can be demonstrated that the original materials will no longer hold paint or that the original materials are so badly deteriorated that they can no longer be reasonably repaired, the residing standards below shall strictly be adhered to.

Definitions

For the purpose of this statement, the terms “residing materials” and “trim cladding” shall be understood to encompass the use of any residing materials such as aluminum, vinyl, steel, hardboard, wood, masonry, or molded urethane which is designed to replace or cover all, or any part, of an exterior wall, trim work or other building element or a structure within a designated historic district.

Purpose

The Commission shall review all applications for Certificates of Appropriateness proposing the installation of residing materials or trim cladding as individual cases. Each application shall be decided on its own merit. No person should interpret any Commission approval for residing or trim cladding as being precedent setting. Unrestricted use of residing materials or trim cladding will not be allowed.

In any case where residing materials or trim cladding are proposed for use by a property owner or siding contractor, the property owner shall be required to submit a signed letter stating in detail the intent and scope of the proposed residing or trim cladding installation. Such a letter is to also include the identification of any deterioration or problems occurring relative to the existing siding or exterior building fabric. If known, the cause and extent of this deterioration must be clearly stated.

The following conditions of installation shall be met by all proposals for residing or trim cladding:

1. All existing deterioration shall be made structurally sound and its causes, insofar as possible, shall be corrected prior to the installation of residing materials or trim cladding.
2. Any installation of residing materials shall simulate the appearance of the original building material that it is intended to cover. This simulation shall take into account the size, shape or profile, texture, and linear direction of the original building material.
 - a. The residing material shall be similar in appearance and dimension to the original siding. The exposure to the weather of the new siding shall range within one inch of the nominal dimension of the original siding. The Historic District Commission shall have the authority to waive this requirement in the event that they believe a different design or

dimension siding would be more appropriate to the architectural character of the Historic District.

- b. A proposed color shall be appropriate as determined by the Commission.
 - c. Generally, wood grain textures are not approved by the Commission. However, the appropriateness of a specific siding texture shall be determined on an individual case basis.
3. Any installation of trim cladding shall adhere to the following guidelines for the treatment for architectural trim elements.
- a. Existing cornice or building trim elements shall not be covered or replaced without Commission approval. Commission approval will depend upon how closely the trim cladding or new trim elements duplicate the appearance of the existing building trim elements.
 - b. The wall siding material shall not extend over the existing trim members such as window and door trim, sills, facias, soffits, frieze members and boards, brackets, aprons, corner boards, trim boards, skirt boards, or any other characteristic moldings or architectural features.
 - c. If the above mentioned trim members are to be clad, they shall be covered with custom formed cladding which shall closely approximate the shapes and contours of the existing moldings or trim. Distinctive or unusual trim or architectural elements shall not be clad without prior consideration and Commission approval.
 - d. No building trim elements or architectural features are to be removed or altered to facilitate the installation of the new siding or trim cladding without approval of the Historic District Commission.

In most cases the soffit cladding material shall run parallel and not perpendicular to the plane of the wall.

Deliberation

I move that the HDC (approve/deny) the request to replace the siding with a double 4 vinyl siding as long as the work meets all zoning requirements and the necessary permits are obtained.

IV. NEW BUSINESS

Case 2024-20 – 37 E. Grand – Mini-Split HVAC Units
Applicant: Edward Garner
District: Clinton-Peck
Current Function: Residential

Discussion

The applicant is seeking approval to install two wall-mounted mini-split HVAC units and accompanying conduit on the south (side) elevation of the carriage house building. It is anticipated that the units will be screened from the street by the proposed privacy fence at 1519 Clinton in Case 2024-21, below.



View of south and east elevations of carriage house building from Clinton Street, looking northwest.



Proposed locations of mini-split HVAC units and route of conduit on south elevation.



Example of proposed mini-split HVAC unit and conduit.

Standards

GENERAL UTILITY/OUTDOOR APPLIANCES (Abbreviated)

General

Many historic resources have survived over the years with minimal alterations to the fabric of the building. Recent inventions and conveniences have placed a toll on the historic nature of our resources. These conveniences should not be prohibited, but regulated in a fashion that allows for the enjoyment of the resource while keeping the integrity of the district intact.

Guidelines

Other air conditioning units - Units that must be placed in walls are discouraged because they may degrade the structural integrity of the resource. However, if properly installed, they may be placed in areas of the resource not facing the street. The Historic District Commission may approve other installations if screened from street view.

Deliberation

I move that the HDC (approve/deny) the request to install two wall-mounted mini-split HVAC units and accompanying conduit on the south (side) elevation of the carriage house building as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2024-21 – 1519 Clinton – Fence
Applicant: Edward Garner
District: Clinton-Peck
Current Function: Residential

Discussion

The applicant is seeking approval to construct a six-foot-tall wood privacy fence aligned with the front wall of the house and in the side yard of the property between the driveway and the neighboring carriage house building at 37 E. Grand Avenue. Because HDC local standards limit privacy fences to no more than four-feet in height in front of the front half of the building, the proposed fence cannot be approved by staff as it does not conform with the local standards at the proposed height.



View of house from Clinton Street, looking south, with proposed location of fence at center (yellow line) and carriage house at 37 E. Grand visible at far right in foreground.



Proposed style and location of fence.

Standards

FENCE STANDARDS AND GUIDELINES (Abbreviated)

General

Fences and gates are an extension of the architecture of a home. They should be compatible in style and material. They should be appropriate to the size and scale of the structure. They, therefore, require review and approval by the Historic District Commission.

Sometimes it is necessary to use fencing for other than decorative purposes, such as marking boundaries, privacy, screening unsightly areas, or security. Fencing for utilitarian purposes sometimes requires fencing materials which are not of the period or character of the house. Nonconforming fencing materials may be considered for use in the back of the structure.

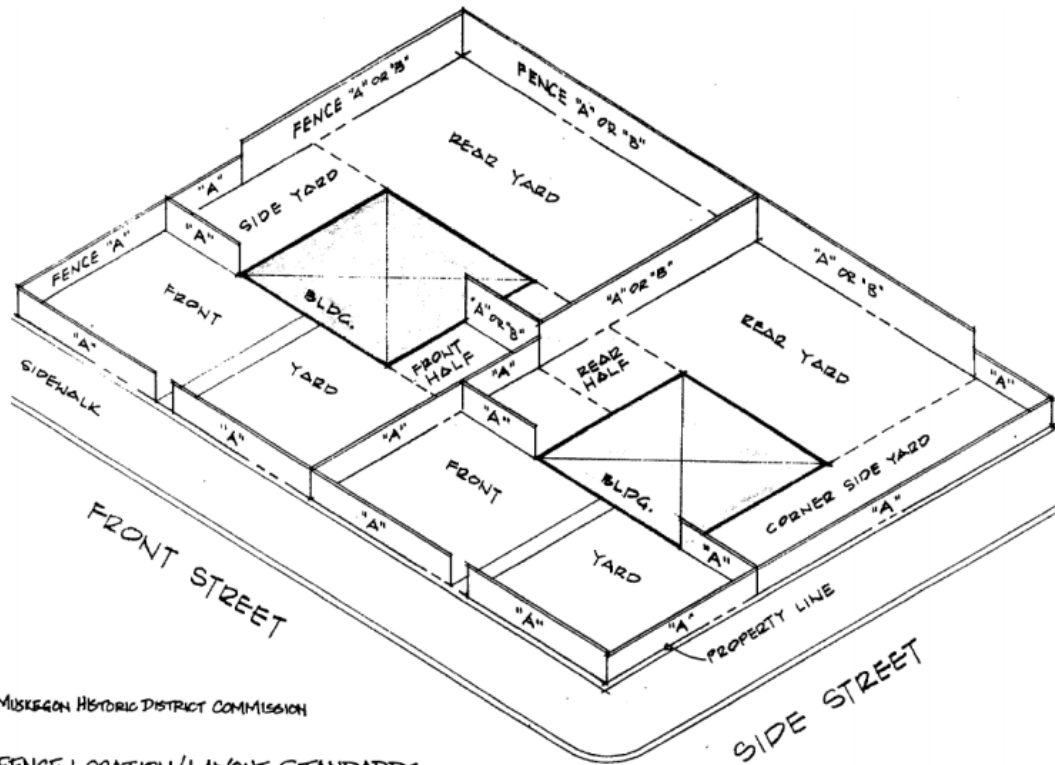
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Fence Standards

LAYOUT REQUIREMENTS: (Please see the attached Supplementary Graphics sheets)

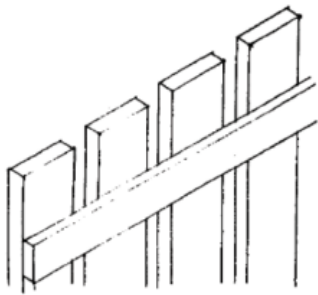
Conforming open fences not over four (4) feet and conforming solid fences not over three (3) feet in height are permitted between the property line and halfway between the front and rear setback lines.

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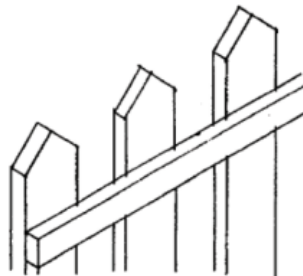


MUSKEGON HISTORIC DISTRICT COMMISSION

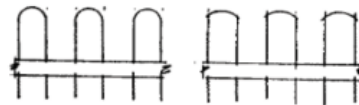
FENCE LOCATION/LAYOUT STANDARDS



BOARD FENCE



PICKET



ROUND



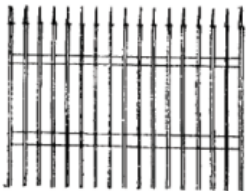
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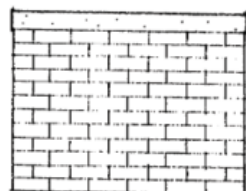
DOG-EARED

ALTERNATE TOPS

- MAXIMUM HEIGHT: 48"
- SPACE BETWEEN PICKETS MUST BE LESS THAN OR EQUAL TO PICKET WIDTH
- WOOD TREATED FOR CONTACT WITH THE GROUND IS RECOMMENDED
- POST HOLES SHOULD FILLED WITH COMPACTED GRAVEL, RATHER THAN CONCRETE
- OTHER VARIATIONS POSSIBLE
- MUST BE CONSTRUCTED WITH THE "GOOD SIDE" FACING OUT



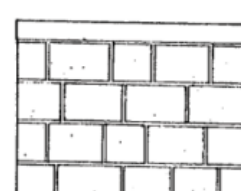
IRON OR BLACK ALUMINUM



BRICK



UNCUT FIELD STONE



CUT STONE

Deliberation

I move that the HDC (approve/deny) the request to install a six-foot-tall wood privacy fence aligned with the front wall of the house and in the side yard of the property between the driveway and the neighboring carriage house building at 37 E. Grand Avenue as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2024-22 – 448 W. Muskegon – Chimney Removal
Applicant: Hugo Laranja
District: Houston
Current Function: Vacant

Discussion

The applicant is seeking approval to remove the chimney in the house and to repair the opening to match existing roofing materials. The chimney is not functional.



View from 6th Street, looking north.



Detail view of chimney.

Standards

No specific standards apply.

Deliberation

I move that the HDC (approve/deny) the request to remove the chimney in the house and repair the opening to match existing roofing materials as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2024-23 – 1502 Peck – Mini-Split HVAC Units
Applicant: Murphy Brown Properties, LLC (Steve Mullins)
District: Clinton-Peck
Current Function: Residential

Discussion

The applicant is seeking approval to install four wall-mounted mini-split HVAC units and accompanying conduit on the south (side) elevation and four wall-mounted mini-split HVAC units and accompanying conduit on the north (side) elevation. The building is located on a corner lot with the north elevation facing E. Grand Avenue. The work was already completed without building permits.



View of the west and south elevations from Peck Street, looking northeast.



View of the north elevation from E. Grand Avenue, looking south.



View of the north and east elevations from E. Grand Avenue, looking southwest.

Standards

See General Utility/Outdoor Appliances in Case 2024-20, above.

Deliberation

I move that the HDC (approve/deny) the request to install four wall-mounted mini-split HVAC units and accompanying conduit on the south (side) elevation and four wall-mounted mini-split HVAC units and accompanying conduit on the north (side) elevation as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

Staff Approval Form Update – This was not handled at the October meeting due to time constraints. Staff will present an updated HDC Staff Approval Form that permits staff to approve the construction of sheds that meet the design requirements outlined in the Local Standards’ Design Guidelines for New Construction as well as porches or decks that follow the Local Standards’ Porch and Deck Standards and Guidelines’ Decking, Sample Ballustrade Construction, and Railing Detail drawings.

Local Standards Update – This was not handled at the October meeting due to time constraints. The HDC will discuss creation of a guide for shutter designs appropriate to various architectural styles and consider incorporating the guide into their Local Standards.

VI. ADJOURN