

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

DATE OF MEETING: Tuesday, October 1, 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 July 2, August 13, and September 10, 2024 regular meetings
- III. Old Business
 - Case 2024-15 – 1148 Terrace – Siding
- IV. New Business
 - Case 2024-18 – 523 W. Clay – Pergolas/Gazebo
 - Case 2024-21 – 448 W. Muskegon – Siding, Trim, Soffit, and Fascia
- 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 meetings of July 2, August 13, and September 10, 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. More information will be provided prior to the meeting.



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 2024-18 – 523 W. Clay – Pergolas/Gazebo
Applicant: Steven Gibbons and Idalmis Marina Vidal-Gibbons
District: National Register
Current Function: Residential

Discussion

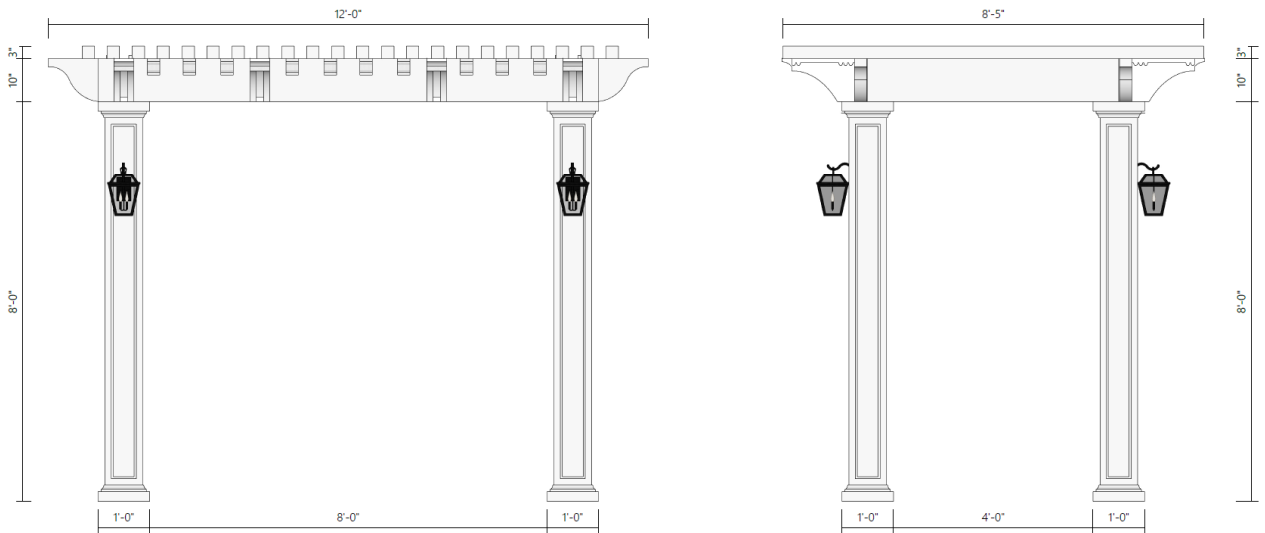
The applicant is seeking approval to install two 12'x8'-5" pergolas and an approximately 17' x 22' gazebo.



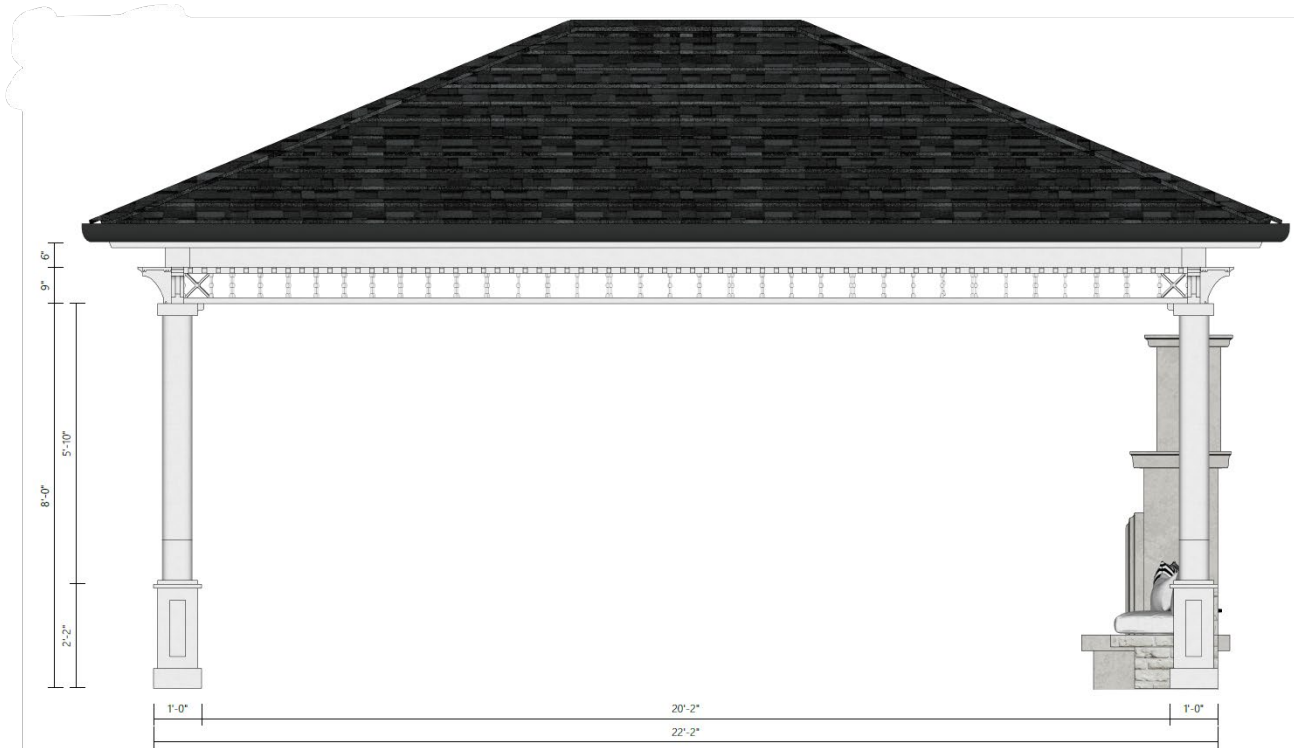
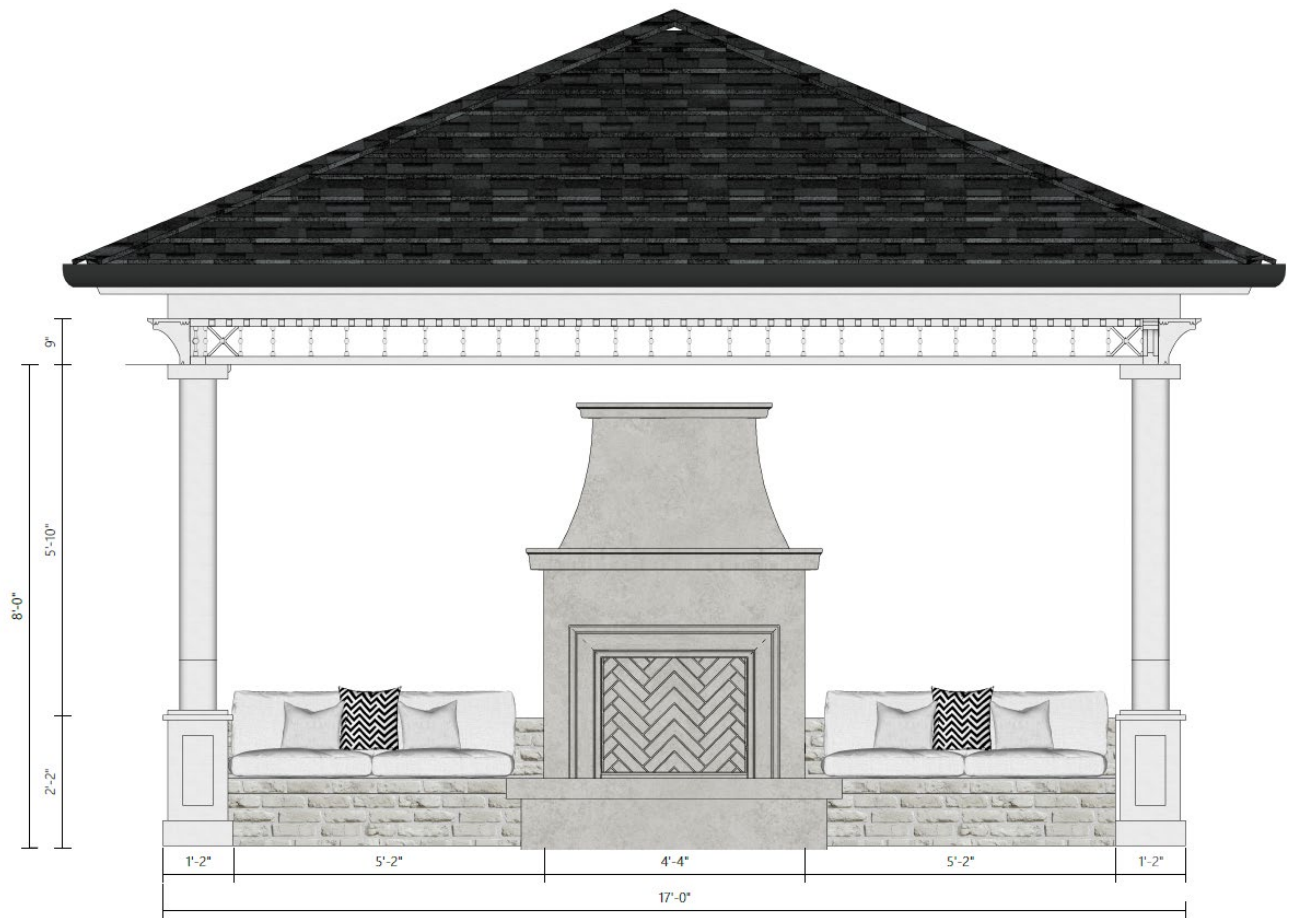
View of building from W. Clay Avenue, looking south. Area of one proposed pergola visible in foreground at top of stairs. Proposed gazebo would be to the left of the house behind the fence.



Rendering of proposed pergolas on W. Clay Avenue (above) and 6th Street (below).



Front and side elevation drawings of proposed pergolas.



Front and side elevation drawings of proposed gazebo.

Standards

No specific standards apply.

DESIGN GUIDELINES FOR NEW CONSTRUCTION (Abbreviated)

General design guidelines for sheds include seven-foot-tall walls, a gable roof with a minimum of a 6/12 pitch, and double doors with each door being 3'-6" wide. Sheds shall be as neutral as possible and shall not be a focal point of the property. All sheds must receive a Development Permit prior to construction and must follow the requirements of the City of Muskegon Zoning Ordinance with the added stipulation prohibiting sheds from being located in the front or side yard(s) of a property.

Deliberation

I move that the HDC (approve/deny) the request to install two 12'x8'-5" pergolas and an approximately 17' x 22' gazebo as depicted in the October 1, 2024 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2024-19 – 448 W. Muskegon – Siding, Trim, Soffit, and Fascia
Applicant: Hugo Laranja
District: Houston
Current Function: Vacant

Discussion

The applicant is seeking approval to replace the existing wood fascia and soffit with aluminum fascia and soffit and replace the existing wood trim and siding with wood composite trim and siding with a four-inch reveal. This work is part of a larger rehabilitation project that will include additional work reviewed at upcoming meetings.



View from 6th Street, looking north.



View from 6th Street, looking east.

Standards

See Residing and Trim Cladding Guidelines in Case 2024-15, above.

Deliberation

I move that the HDC (approve/deny) the request to replace the existing wood fascia and soffit with aluminum fascia and soffit and replace the existing wood trim and siding with wood composite trim and siding with a four-inch reveal as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

Staff Approval Form Update – 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 – 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