

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

DATE OF MEETING: Tuesday, August 1, 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 July 11, 2023 regular meeting
- III. Old Business
- IV. New Business
 - Case 2023-15 – 609 W. Western – Windows
 - Case 2023-16 – 349 W. Webster – Wall and Roof Reconstruction
- V. Other Business
- VI. Adjourn

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

**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 July 11, 2023.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

Case 2023-15 – 609 W. Western – Windows

Applicant: Michael Kordecki

District: Clay-Western

Current Function: Commercial

Discussion

The applicant is seeking approval to replace the existing, storefront windows and doors with new windows and doors. The work has already been started.



Current view of north elevation.



View of north elevation showing partially completed work.



View of the north (front) elevation prior to completion of work, looking south from W. Western Avenue (photo from June 2022).

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 replace the existing, storefront windows and doors with new windows and doors as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2023-16 – 349 W. Webster – Wall and Roof Reconstruction
Applicant: 349 Webster LLC
District: National Register
Current Function: Institutional (vacant)

Discussion

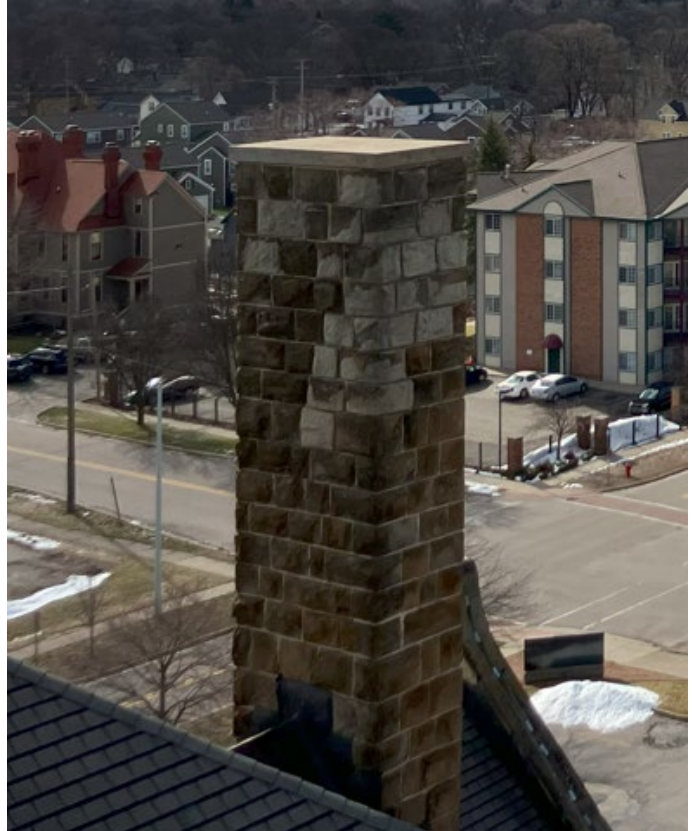
The applicant is seeking approval to remove and repair a significant portion of the main roof and third-story stonework along the south elevation of the building, reconstructing the facade with the same stone and windows in the same configuration. If deteriorated stonework requires replacement, it is proposed that stone on the non-functioning chimneys be used. The work will facilitate interior repair of failing trusses that will involve straightening, raising to the original elevation, and adding structural supports.



View of south elevation from W. Muskegon Avenue.



View of south wall from parking lot (photo from February 2023).



View of the two existing chimneys (photos from February 2023).

Standards

No specific standards apply.

Deliberation

I move that the HDC (approve/deny) the request to remove and repair a significant portion of the main roof and third-story stonework along the south elevation of the building, reconstructing the facade with the same stone and windows in the same configuration and using stone from the non-functioning chimneys if deteriorated stonework requires replacement as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

None.

VI. ADJOURN