

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

DATE OF MEETING: Tuesday, March 1, 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 February 1, 2022.
- III. Old Business
- IV. New Business
 - Case 2022-08 – 1516 Clinton – Windows
 - Case 2022-09 – 126 Delaware – Fence
 - Case 2022-10 – 234 Houston – Windows
- V. Election of Chair and Vice Chair
- VI. Other Business
 - Updating/Expanding Muskegon Homeowners’ and Citizens’ Guide for Historic Preservation
 - 2022 HDC Goal Setting
- VII. 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 MEETING OF THE CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

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 February 1, 2022.

III. OLD BUSINESS

None

IV. NEW BUSINESS

Case 2022-08 – 1516 Clinton – Windows
Applicant: Samuel Ames (1-800-Hansons)
District: Clinton-Peck
Current Function: Residential

Discussion

The applicant is seeking approval to remove and replace four wood windows with vinyl windows of the same size (two on the north elevation, one on the west elevation, and one on the south elevation).



View of house from Clinton Street showing two windows on the north elevation and one on the west elevation proposed to be replaced.



View of house from Clinton Street showing the single window on the south elevation to be replaced.

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, oriel, bays, Gothic arch or segment tops, etc. shall not be removed or altered.

Deliberation

I move that the HDC (approve/deny) the request to remove and replace four wood windows – two on the west elevation, one on the north elevation, and one on the south elevation – with vinyl windows of the same size as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-09 – 126 Delaware – Fence
Applicant: Ernesto Rodriguez
District: McLaughlin
Current Function: Residential

Discussion

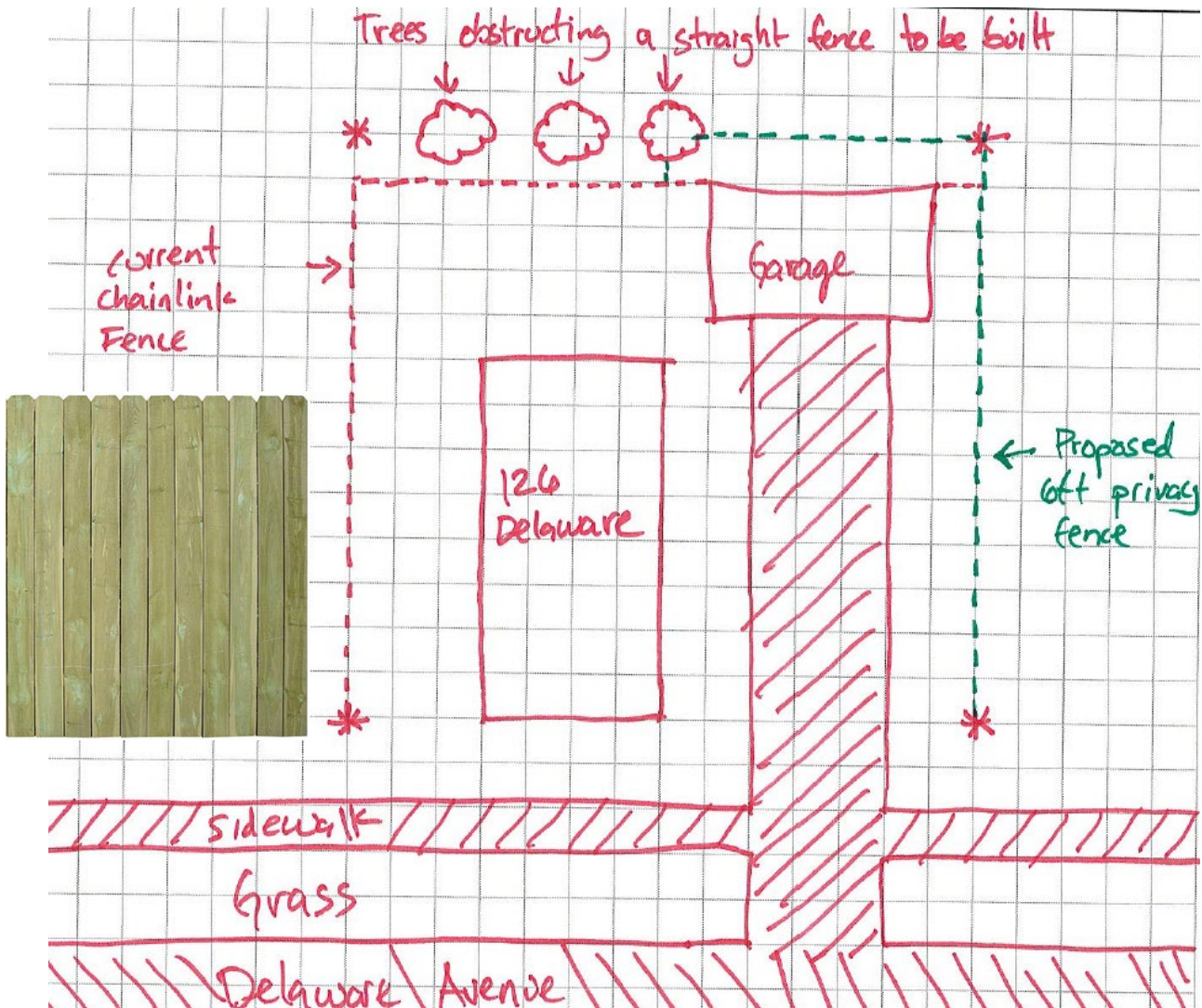
The applicant is seeking approval to construct a six-foot-tall wood privacy fence along a portion of the north property line and along the east property line extending to the front wall of the house. Because the HDC local standards limit privacy fences to no more than four-feet in height beyond the midway point of the front and rear of the house, the final section of fencing, closest to the street cannot be approved by Staff as it does not conform with the local standards at the proposed height.



View of house from Delaware Avenue, looking north.



View of proposed fence location along east property line.



Proposed location and style of 6'-tall privacy 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.

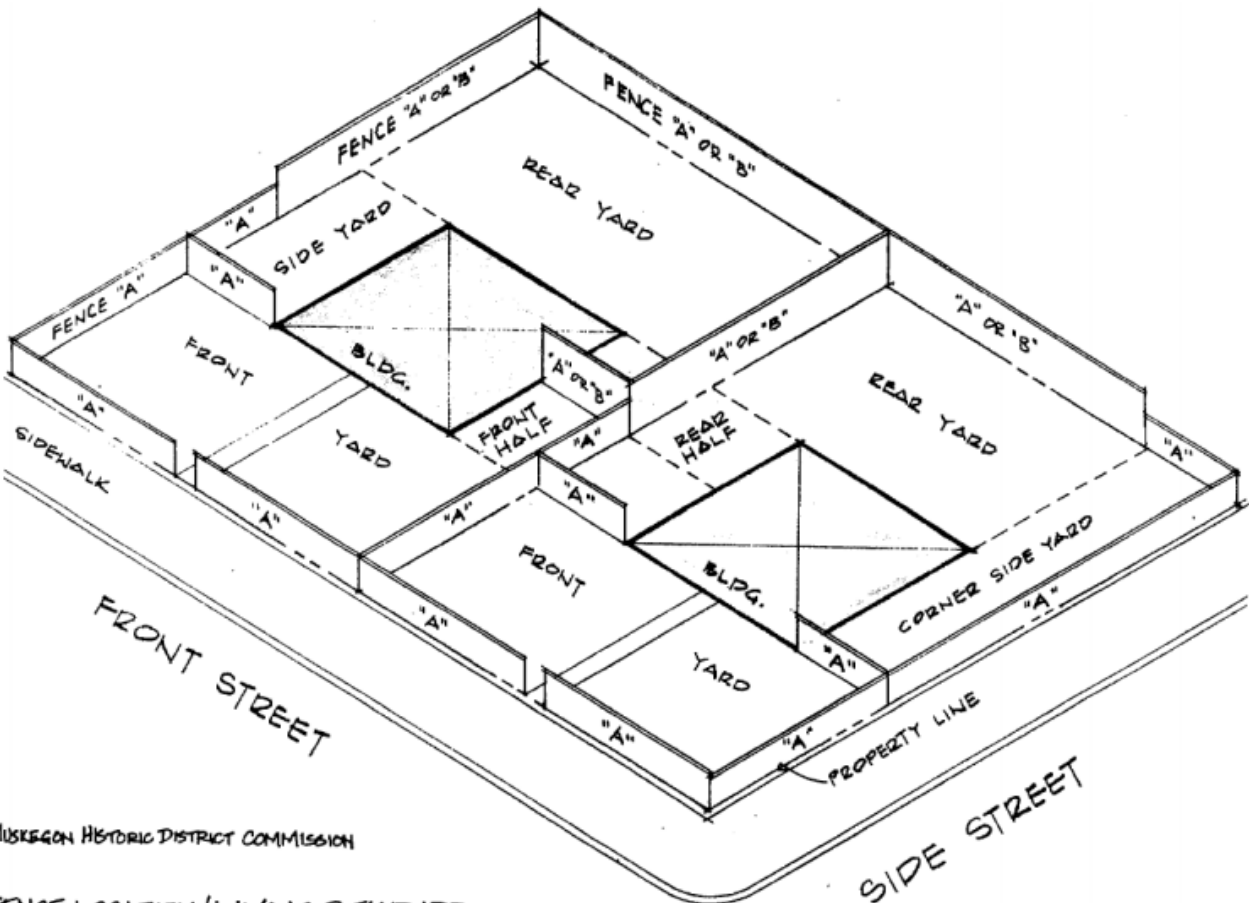
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Fence Standards

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

ILLUSTRATION COURTESY CITY OF KALAMAZOO

Deliberation

I move that the HDC (approve/deny) the request to construct a six-foot-tall wood privacy fence along a portion of the north property line and along the east property line extending to the front wall of the house as long as the work meets all zoning requirements and the necessary permits are obtained.

Case 2022-10 – 234 Houston – Windows
Applicant: City of Muskegon CNS
District: Houston
Current Function: Residential

Discussion

The applicant is seeking approval to remove and replace all remaining wood windows with vinyl windows of the same size and configuration. The proposed work is tied to a lead abatement project through the City of Muskegon's Community and Neighborhood Services Department. More information will be provided at the meeting.



View of house from Houston Avenue.



View of west elevation.



View of east elevation.



View of north elevation.



Detail of window on west elevation.

Standards

See Window, Door, and Exterior Woodwork Standards and Guidelines in Case 2022-08, above.

Deliberation

I move that the HDC (approve/deny) the request to remove and replace all remaining wood windows with vinyl windows of the same size as long as the work meets all zoning requirements and the necessary permits are obtained.

V. ELECTION OF CHAIR AND VICE CHAIR

VI. OTHER BUSINESS

Updating/Expanding Muskegon Homeowners' and Citizens' Guide for Historic Preservation –

This is a continuation of the discussion from the February meeting. The [document](#) 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.

2022 HDC Goal Setting – Staff has identified items from the HDC's previous goal setting discussions. As a follow up to the conversation at the February meeting, the next steps will focus on:

- Mailings to property owners within the historic districts containing information on the historic districts and HDC procedures. A draft letter will be provided for review at the meeting.
- Review of the [Historic Districts chapter](#) from the 1997 City of Muskegon Master Land Use Plan in anticipation of the Planning Department's ongoing update of the full Master Land Use Plan.

VII. ADJOURN