

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

DATE OF MEETING: Tuesday, February 6, 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 December 5, 2023 regular meeting
- III. Old Business
- IV. New Business
 - Case 2024-01 – 1011 2nd – Solar Panels
- V. Other Business
 - HDC Public Outreach
 - NPS New Guidance/Webinars on the Use of Substitute Materials
 - March 2024 HDC Meeting Date Change
- 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 December 5, 2023.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

Case 2024-01 – 1011 2nd – Solar Panels

Applicant: Tim Lundholm (Head of Trustees, Central United Methodist Church)

District: Downtown Structures

Current Function: Institutional

Discussion

The applicant is seeking approval to install a solar panel array on the southwest-facing sloped and flat roof surfaces.



View of west (side) elevation from parking lot.



View of west (side) and south (Muskegon Avenue) elevations from Muskegon Avenue.



Proposed location of solar panels (panels shown in blue).

Standards

GENERAL UTILITY/OUTDOOR APPLIANCES (Abbreviated)

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Solar Panels

All solar panels and associated mechanical or service equipment should not be located on a primary or character-defining elevation or roof, nor damage or obscure character-defining features of the resource. New solar panels mounted at grade level should be located in an area not visible from the street. New solar panels located on a sloped roof surface should be installed parallel to the roof, should match or be similar in color to the roof surface, should not extend more than eight (8) inches above the roof surface, and should be installed on the rear half of resources (typically a side- or rear-facing

roof surface) out of view from the street. New solar panels located on flat roof surfaces should be located and positioned to reduce visibility from the street and should utilize existing architectural features (parapets, chimneys, dormers, etc.) to further limit their visibility.

Deliberation

I move that the HDC (approve/deny) the request to install a solar panel array on the southwest-facing sloped and flat roof surfaces to the location and installation specifications provided in the February 6th, 2024 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.

V. OTHER BUSINESS

HDC Public Outreach – An update on the topics discussed at the December 2023 HDC meeting regarding public outreach efforts of the HDC.

NPS New Guidance/Webinars on the Use of Substitute Materials – The National Park Service (NPS) has issued new guidance on historic buildings and the use of substitute materials. The new guidance provides additional direction as well as technical preservation information on when a different material than the historic one may be appropriately used to replace a deteriorated or missing historic feature, consistent with the Secretary of the Interior’s Standards for Rehabilitation. The updated guidance is available here: <https://www.nps.gov/orgs/1739/upload/preservation-brief-16-substitute-materials-2023.pdf>

Two upcoming webinars on February 6th from 2:00pm-3:30pm and February 22 from 2:00pm-3:30pm offer the opportunity to learn more. Webinar registration links are available below:

Tuesday, February 6, 2024: <https://register.gotowebinar.com/register/4216790256700435541>

Thursday, February 22, 2024: <https://register.gotowebinar.com/register/659585367333568602>

March 2024 HDC Meeting Date Change – Staff will not be available to attend the regularly-scheduled HDC meeting on March 5th, 2024. In anticipation of there being new business to discuss, staff is requesting that the board decide on an alternate date for the March regular meeting.

VI. ADJOURN