

# CITY OF MUSKEGON

## HISTORIC DISTRICT COMMISSION

### MEETING

**November 4, 2025 @ 4:00 PM**

**MUSKEGON CITY HALL, ROOM 204**

**933 TERRACE STREET, MUSKEGON, MI 49440**

- CALL TO ORDER:**
- ROLL CALL:**
- APPROVAL OF MINUTES:**
  - A. **Approval of Meeting minutes of the October 7, 2025 regular meeting.**  
Planning
- OLD BUSINESS:**
  - A. **Case 2025-26: 1378 5th** Planning
- NEW BUSINESS:**
  - A. **Case 2025-29: 1011 2nd** Planning
  - B. **Case 2025-30: 390 W. Muskegon** Planning
  - C. **Case 2025-31: 1187 Ransom** Planning
  - D. **Case 2025-32: 1725 Peck** Planning
- ANY OTHER BUSINESS:**
  - A. **HDC Staff Approval Form Update - Temporary Ramps** Planning
- PUBLIC COMMENT:**
- ADJOURNMENT:**

#### **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](http://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. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.  
[clerk@shorelinecity.com](mailto:clerk@shorelinecity.com)



## Agenda Item Review Form

### Muskegon Historic District Commission

<b>Approval of Meeting minutes of the October 7, 2025 regular meeting.</b>	<b>Description of Work:</b>
<b>Applicant:</b>	<b>District:</b>
<b>Current Use:</b>	<b>Date of Construction:</b>
<b>Discussion:</b>	
<b>Standards:</b>	
<b>Deliberation:</b>	
I move that the HDC (approve/deny) the minutes of the October 7, 2025 regular meeting.	



## Agenda Item Review Form

### Muskegon Historic District Commission

<b>Case 2025-26: 1378 5th</b>	<b>Description of Work:</b> Residing, Trim, Windows, and Porch Skirt
<b>Applicant:</b> White Lake Construction LLC (Jeff Postema)	<b>District:</b> Campus
<b>Current Use:</b> Residential	<b>Date of Construction:</b> 1/1/1912
<b>Discussion:</b>  <p>This case was last reviewed at the October 7, 2025 regular meeting after much of the work had already been started. At that time, the HDC approved installation of vinyl siding on the main portion of the house, replacement of existing wood windows with vinyl windows within the same rough openings excluding the leaded glass window which was to be put into a new frame and reinstalled in its original location, replacement of exterior doors with six-lite craftsman doors, and installation of vented aluminum soffit and fascia. The HDC tabled review of the final design of the front porch which will be reviewed at this time.</p>	
<b>Standards:</b> <p>See attached <i>Residing and Trim Cladding Guidelines, Porch and Deck Standards and Guidelines, and Window, Door, and Exterior Woodwork Standards and Guidelines</i> in Case 2025-29, under New Business.</p>	
<b>Deliberation:</b>  <p>I move that the HDC (approve/deny) the request to complete the work on the front porch as presented at the November 4, 2025 HDC regular meeting as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	



View of west (front) and south elevations from 5<sup>th</sup> Street (photo from July, 2024)



Current view of house from 5<sup>th</sup> Street



View of south (side) and west elevations from 5<sup>th</sup> Street (photo from July, 2024)



Current view of house from 5<sup>th</sup> Street



View of west elevation from 5<sup>th</sup> Street (photo from July, 2024)



Current view of house from 5<sup>th</sup> Street



View of north (side) elevation from 5<sup>th</sup> Street (photo from July, 2024)



View of house from 5<sup>th</sup> Street (photo from September, 2025)



View showing original porch columns and windows, soffit, and trim (photo from June, 2024)

CITY OF MUSKEGON  
HISTORIC DISTRICT COMMISSION  
RESIDING AND TRIM CLADDING GUIDELINES

(Adopted December 6, 1994 - Effective January 1, 1995)

**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. 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.

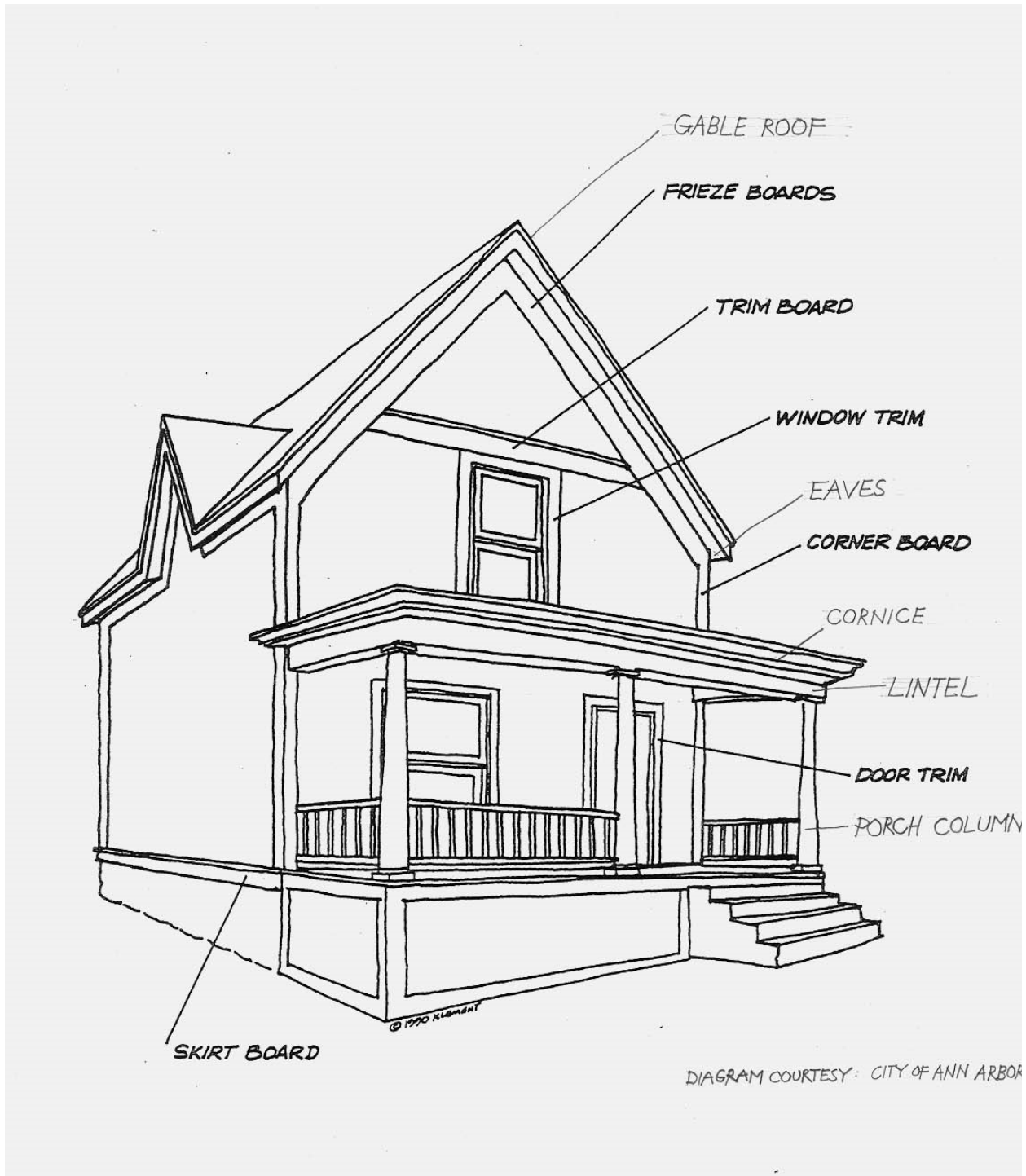
a. Existing cornice or building trim elements shall not be covered or replaced without Commission approval. Commission approval will depend upon how closely the trim cladding or new trim elements duplicate the appearance of the existing building trim elements.

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 (see attached illustration).

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.

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



CITY OF MUSKEGON

HISTORIC DISTRICT COMMISSION

PORCH AND DECK STANDARDS AND GUIDELINES

(Adopted December 6, 1994 - Effective January 1, 1995)

**Covered Porches**

Newly constructed covered porches shall be decked with tongue and groove decking and painted to complement or contrast the house (unless the construction involves the rebuilding of a missing original porch where documentable evidence shows a different method of decking). Ventilation under the porch deck is necessary to prevent excessive moisture from causing deterioration to the porch members. Therefore, the porch skirt shall be detailed in a similar manner to that shown on the attached decking detail illustration. In some cases, composite decking materials may be permitted for use on covered porches.

**Freestanding or Attached Decks (Uncovered Porches)**

Placement and design of all decks shall be approved by the Commission. Decks should be located in unobtrusive locations and shall feature one of the edge details featured on the attached decking detail illustration. Decking boards shall consist of 5/4" thick pressure treated decking or square-edged fir decking and appropriately finished. In some cases, composite decking materials may be permitted for use on uncovered porches.

**Handrails and Guardrails**

Existing original handrails and guardrails shall not be removed without the approval of the Commission. Deteriorated rails shall be repaired as a first course of action. When replacement is necessary, the original details shall be replicated. In cases where height or spacing is required to be modified to meet code requirements, the Commission will carefully review the options to determine the most appropriate method to accomplish this requirement. In cases where handrails or guardrails are new (including those for new decks), the design shall generally conform to the railing and balustrade detail illustrated on the attached sketches.

New guardrails in the historic districts shall conform to the minimum guardrail height in the most recent edition of the building code.

PORCH OR DECK FLOOR HEIGHT FROM FINISHED GROUND GRADE	MINIMUM GUARDRAIL HEIGHT
0" - 30"	0"
≥ 30"	36"

New guardrails on commercial buildings shall conform to the minimum guardrail height for commercial buildings as defined in the most recent edition of the building code.

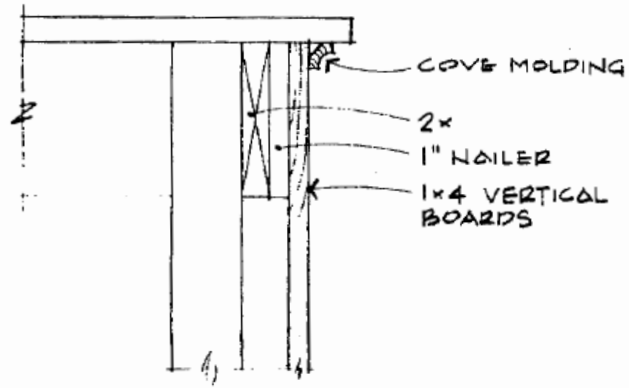
In all cases, if an original guardrail was higher than the minimum height as listed above, then the original height applies.

### **Porch Enclosure**

Existing screen or open porches shall not be enclosed with framing or windows without approval by the Commission. Generally, when an open or screened porch is enclosed, the enclosure materials or windows should preserve the appearance of a porch in order to maintain the original design and to avoid the visual effect of a boxed-in appendage. This can often be accomplished with full length windows and exterior screens which would extend from within a few inches off the floor or base of the existing porch opening thus maintaining the effect of a screened in porch or solarium. On most full length porches, building up a half-wall at the base and enclosing it with short windows would not be in keeping with the original design of the house and would detract from the overall appearance. Each request for a porch enclosure will be carefully analyzed by the Commission, taking into consideration the practical and intended usage of the area and the overall visual effect upon the house.

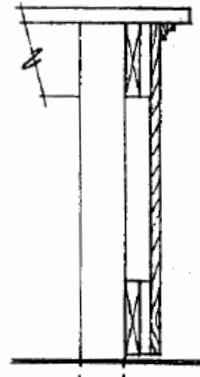
### **Paint**

All exposed deck or porch wood shall be painted to complement or contrast the existing structure. Pressure treated wood shall be painted no later than one year after installation.

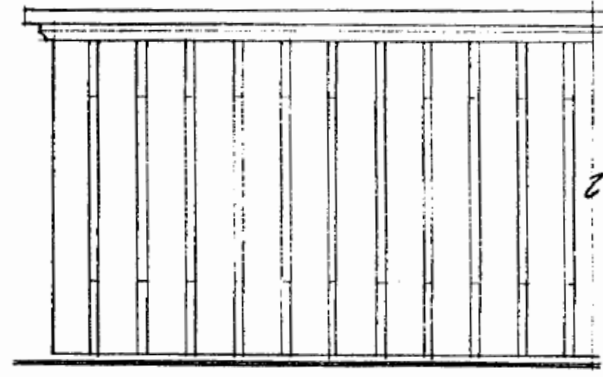


COVE MOLDING  
 2x  
 1" NAILER  
 1x4 VERTICAL  
 BOARDS

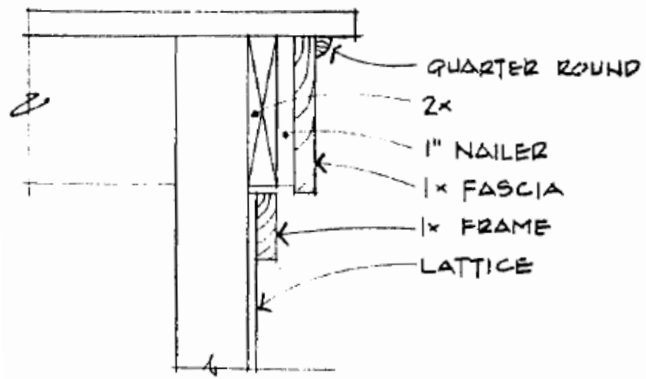
VERTICAL BOARDS



SECTION

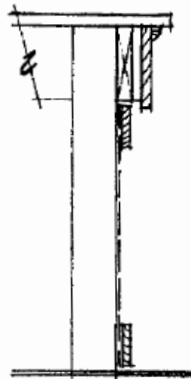


ELEVATION

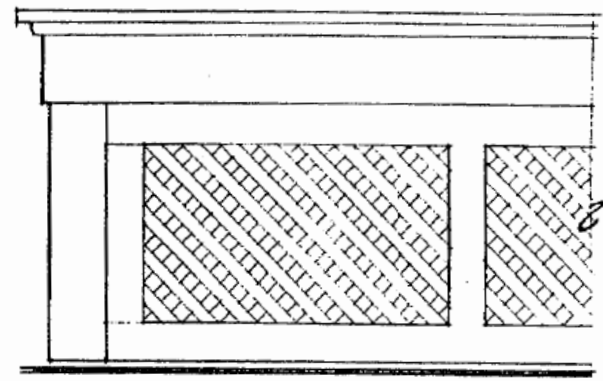


QUARTER ROUND  
 2x  
 1" NAILER  
 1x FASCIA  
 1x FRAME  
 LATTICE

LATTICE



SECTION

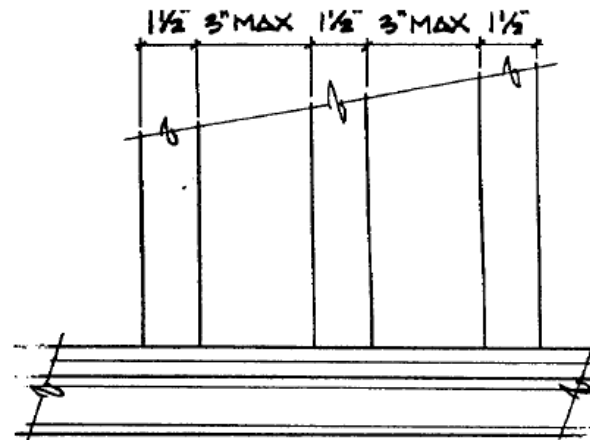
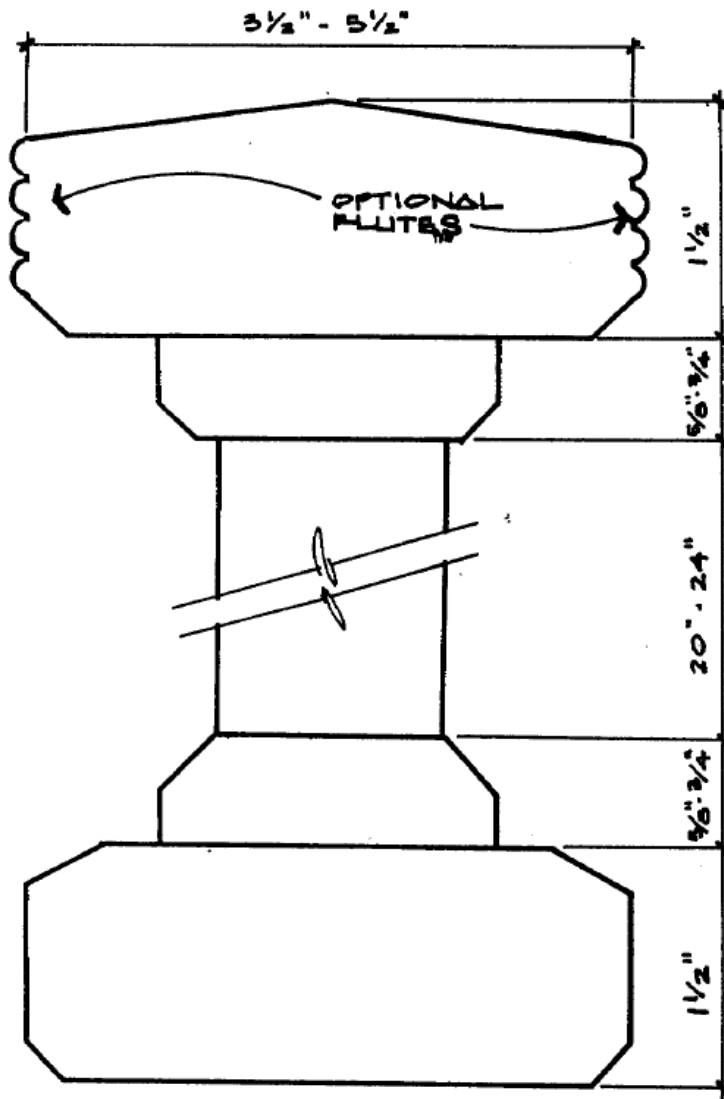


ELEVATION

DECKING DETAILS

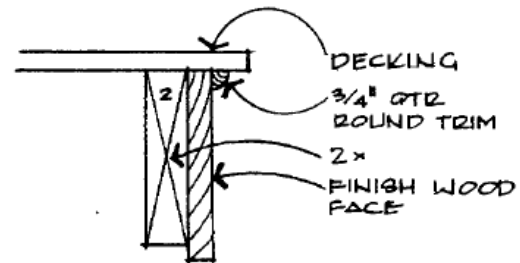
GRAPHICS COURTESY CITY OF KALAMAZOO

DETAIL OF SAMPLE  
BALLUSTRADE CONSTRUCTION

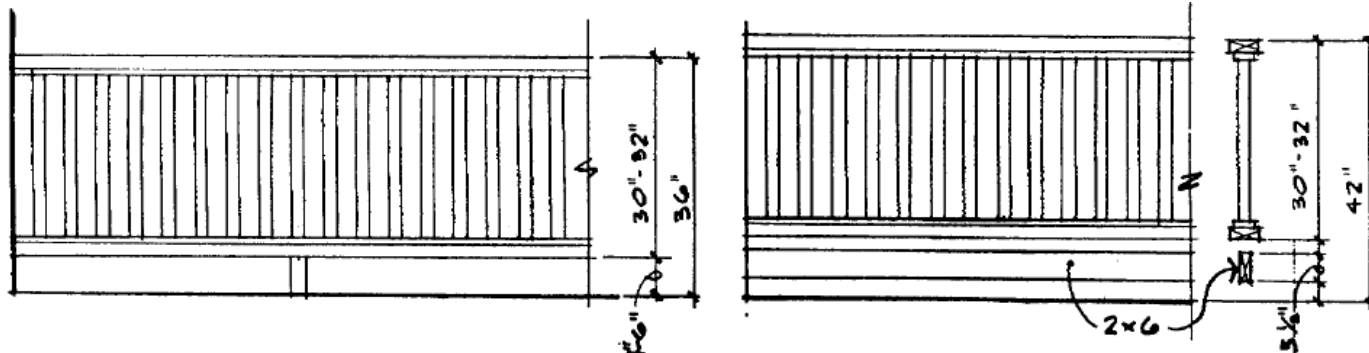


SPACING OF BALLUSTERS

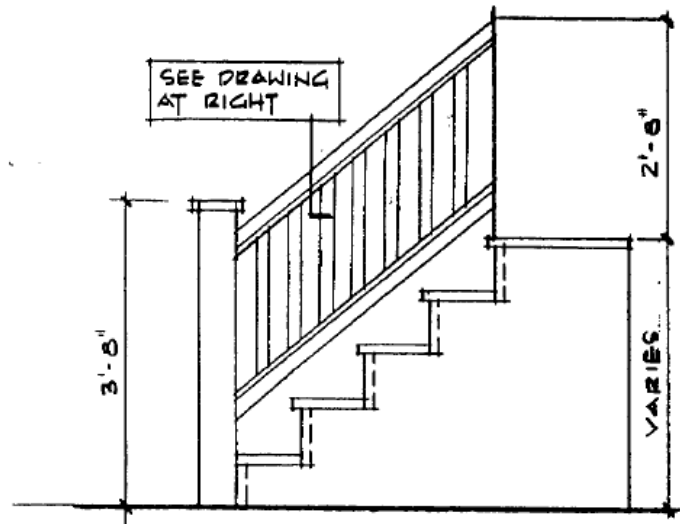
WIDTH x 3 = CENTER-TO-CENTER SPACING



EDGE DETAIL



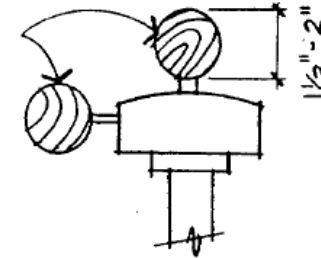
MINIMUM RAIL HEIGHT REQUIREMENTS ARE 24"-30" DEPENDING ON DECK HEIGHT FROM GROUND LEVEL  
 IF A GREATER HEIGHT IS RECOMMENDED FOR SAFETY REASONS (WHERE THE RAIL IS NEW OR REBUILT),  
 THE ABOVE CONSTRUCTION METHODS MAY BE ACCEPTABLE (PLEASE SEE ATTACHED TEXT FOR DETAILS)



"GRASPABLE" HANDRAIL  
 (1 1/2" - 2" CROSS  
 SECTIONAL DIMENSION)

ROUNDED CORNERS

HANDRAIL CAP



SAMPLE  
RAILING DETAILS (NEW RAILS)

GRAPHICS COURTESY CITY OF KALAMAZOO



## Agenda Item Review Form

### Muskegon Historic District Commission

<b>Case 2025-29: 1011 2nd</b>	<b>Description of Work:</b> Doors
<b>Applicant:</b> Tim Lundholm (Central United Methodist Church)	<b>District:</b> Downtown Structures
<b>Current Use:</b> Institutional	<b>Date of Construction:</b> 1/1/1929
<p><b>Discussion:</b></p> <p>The applicant is seeking approval to replace the original wood entry doors on the south elevation facing W. Muskegon Avenue with woodgrain-look steel surfaced doors. Additional specifications are included in the attached document.</p>	
<p><b>Standards:</b></p> <p>See attached <i>Window, Door, and Exterior Woodwork Standards and Guidelines</i>.</p>	
<p><b>Deliberation:</b></p> <p>I move that the HDC (approve/deny) the request to replace the original wood entry doors on the south elevation facing W. Muskegon Avenue with woodgrain-look steel surfaced doors as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	



View of south elevation from W. Muskegon Avenue with entry doors at center, slightly obscured by plantings



Entry doors on south elevation proposed to be replaced



Entry doors on south elevation proposed to be replaced



**DOOR & HARDWARE, INC.**  
 1125 41<sup>st</sup> Street SE  
 Kentwood, Michigan, 49508  
 6162492200

# Proposal

Date	9/19/2025
Proposal #:	MW25-5117

Central United Methodist Church Muskegon  
 1011 2nd St,  
 Muskegon, MI 49440  
 USA

<b>Contact</b>

<b>Purchase Order</b>	
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Quantity	Item	Description
1	Custom Sale	- South Entry Doorway Pair of Madera wood grain insulated metal doors - standard factory stained finish - both with narrow lites with insulated and tempered glass - RHR door active / LHR door with astragal and flush bolts
1	Custom Sale	68" Wide x 81 1/2" tall Galvanneal frame - 1 1/2" face - 7 3/4" wide - painted bronze color
1	Astragal	Astragal with Flush Bolt Prep and ASA Strike Bronze Finish
2	MPB79 Black Suede NRP	Set Hinges - Dark Bronze Finish - NRP
1	428E 72"	7" Threshold
2	C699DKB 36"	Door Sweeps - Dark Bronze Finish
	Custom Sale	Dark bronze metal tim as needed
	Labor	Re-install existing door pulls, panic bars, door Closers, and door coordinator
	Labor	Labor
	Trip Charge	Standard Trip Charge
		MI Sales Tax collected
		Quote is Vaild for 30 Days
		On all tearouts of doors and windows blocking usually gets minor chips and scratches. Fisher Door is not responsible for these minor repairs. Payment is due within 5 days of the invoice date. If you have an account with us, payment is due no later than 30 days beyond the date invoiced.

Proposal Submitted By: \_\_\_\_\_

Proposal Accepted By: \_\_\_\_\_

<b>Total \$9,392.55</b>
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CITY OF MUSKEGON  
HISTORIC DISTRICT COMMISSION  
WINDOW, DOOR, AND EXTERIOR WOODWORK  
STANDARDS AND GUIDELINES

(Adopted December 6, 1994 - Effective January 1, 1995)

**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.

### **Primary Doors**

Every effort should be made to preserve or repair the original doors where damage has occurred. When repair is not possible, a new wood door may be used. Such new door shall match the original in detail and finish.

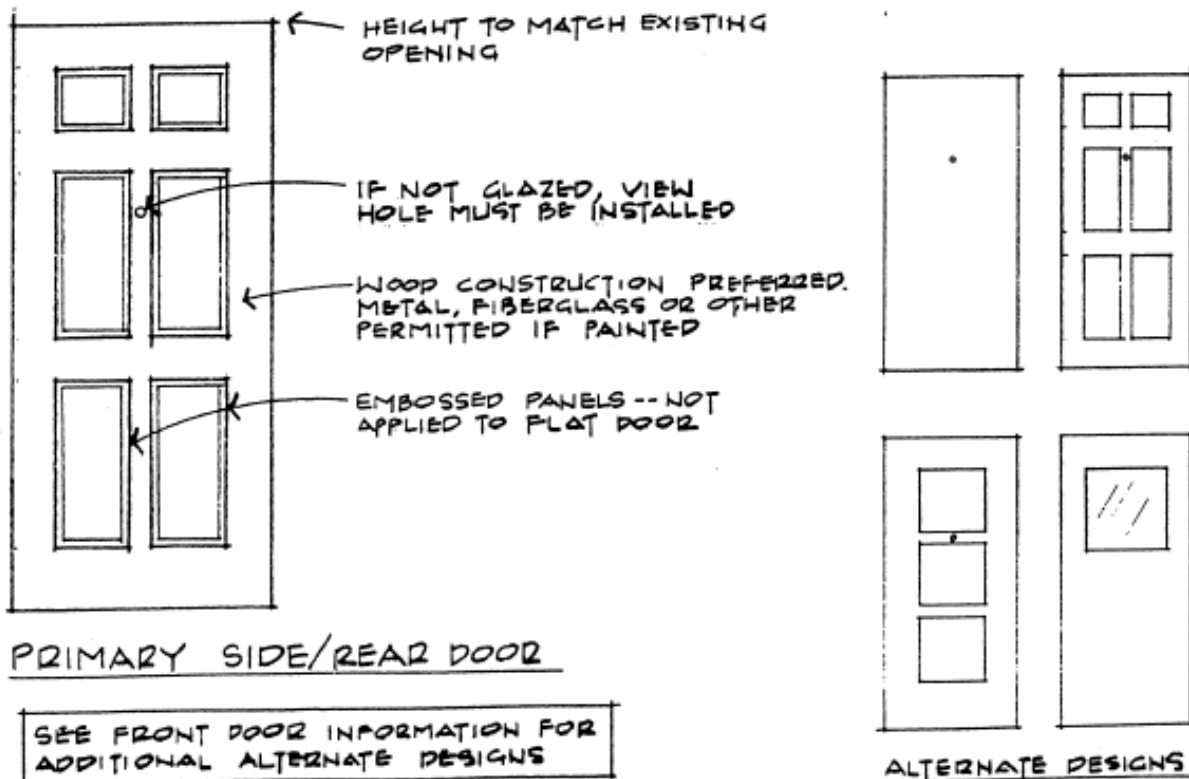
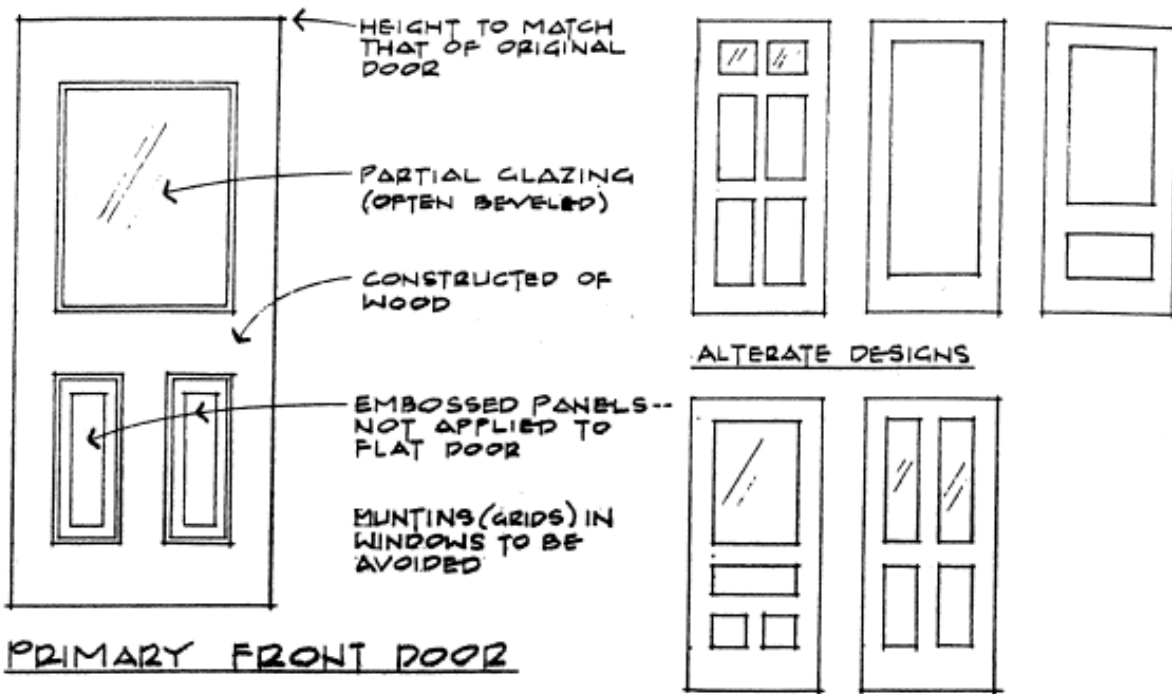
The Commission may approve new wood doors that may slightly differ from the original in cases where replicating the original may not be feasible, as long as such doors generally conform to the ones illustrated on the attached sheet. Under certain circumstances, the Commission may approve doors made of material other than wood provided they conform to the same design requirements.

### **Storm Doors**

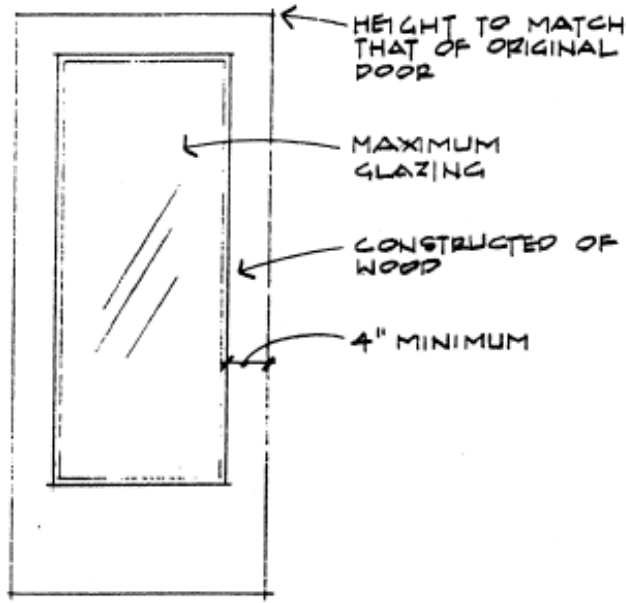
Wooden storm and screen doors are preferred and will generally be the required option especially on the front of the structure. Aluminum or metal storm and screen doors may be used so long as they are not mill finished or anodized aluminum. Baked enamel or other applicable paints or finishes will be acceptable. In general, storm and screen doors shall conform to those illustrated on the attached sheet. The door stiles and rails should be a minimum of 4" wide and one lite doors, where practical, are preferred in order not to detract from the existing primary door. Jalousie doors are not acceptable for use as storm doors in the historic districts. Ornamental iron work safety doors are also generally inappropriate in the historic districts.

### **Exterior Woodwork**

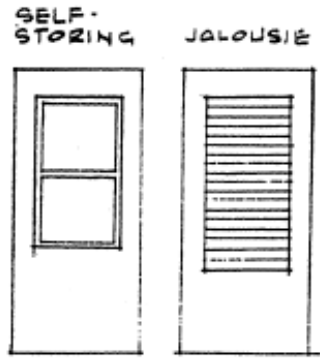
Existing decorative woodwork such as railings, moldings, eave, and gable cornice trim, tracery, columns, observatories, scrolls, bargeboards, lattice, and other carved or sawn wood ornament shall not be removed or altered without Commission approval. Existing deteriorated ornamental woodwork shall not be removed but shall be repaired or replaced with matching materials where possible.



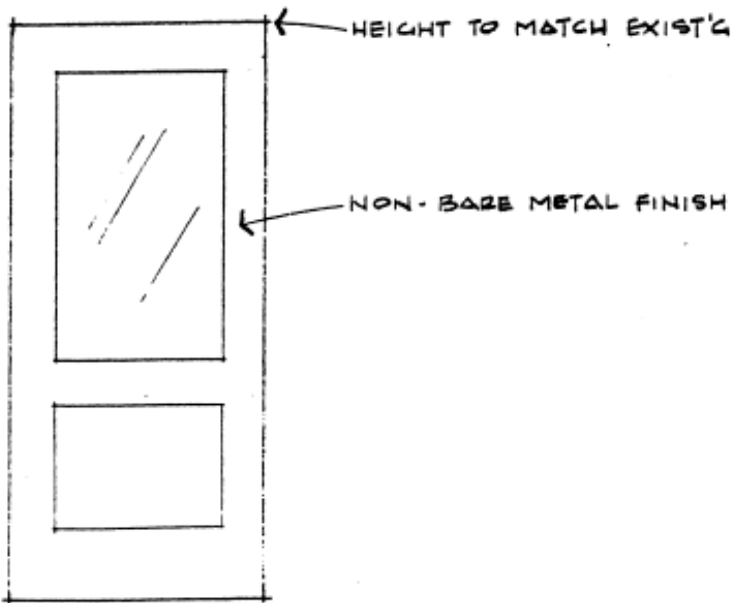
GRAPHICS COURTESY CITY OF KALAMAZOO



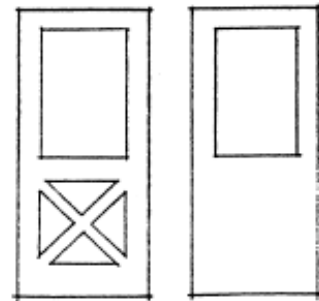
FRONT STORM DOOR



NOT PERMITTED



SIDE/REAR STORM DOOR



GRAPHICS COURTESY CITY OF KALAMAZOO



## Agenda Item Review Form

### Muskegon Historic District Commission

<b>Case 2025-30: 390 W. Muskegon</b>	<b>Description of Work:</b> Windows and Gutters
<b>Applicant:</b> Lusk Properties	<b>District:</b> Houston
<b>Current Use:</b> Residential	<b>Date of Construction:</b> 1/1/1890
<p><b>Discussion:</b></p> <p>The applicant is seeking approval to replace the windows in the house (excluding the garage windows) with single-hung vinyl windows of the same size and appearance including a vertical mullion within each pane, remove two windows on the east (side) elevation and two windows on the north (rear) elevation and side over the existing openings to match the rest of the house, install a smaller, 30"x36" vinyl replacement window within an existing window opening on the north elevation and side over the remaining lower portion of the rough opening to match the rest of the house, and install gutters on the eaves on portions of the east and north elevations.</p>	
<p><b>Standards:</b></p> <p>See attached <i>Window, Door, and Exterior Woodwork Standards and Guidelines</i> in Case 2025-29, above.</p>	
<p><b>Deliberation:</b></p> <p>I move that the HDC (approve/deny) the request to replace the windows in the house (excluding the garage windows) with single-hung vinyl windows of the same size and appearance including a vertical mullion within each pane, remove two windows on the east (side) elevation and two windows on the north (rear) elevation as identified in the November 4, 2025 HDC Staff Report and side over the existing openings to match the rest of the house, install a smaller, 30"x36" vinyl replacement window within an existing window opening on the north elevation as identified in the November 4, 2025 HDC Staff Report and side over the remaining lower portion of the rough opening to match the rest of the house, and install gutters on the eaves on portions of the east and north elevation as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	



View of east (side) elevation from W. Muskegon Avenue with the small window on the first floor proposed to be removed



View of west (side) and south (front) elevations from the corner of W. Muskegon Avenue and 5<sup>th</sup> Street



View of east (side) elevation



View of north (rear) elevation from alley with window second from right to be removed and window third from right to be reduced in size to 30"x36"



Small, second story window on north (rear) elevation to be removed



THE PLANNING STAGE

PHONE: 616-866-1469  
www.theplanningstage.net

Scott Veenman  
theplanningstage.com

DRAWN BY:  
S.V.  
CHECKED BY:  
P.K.

© COPYRIGHT 2025 THE PLANNING STAGE

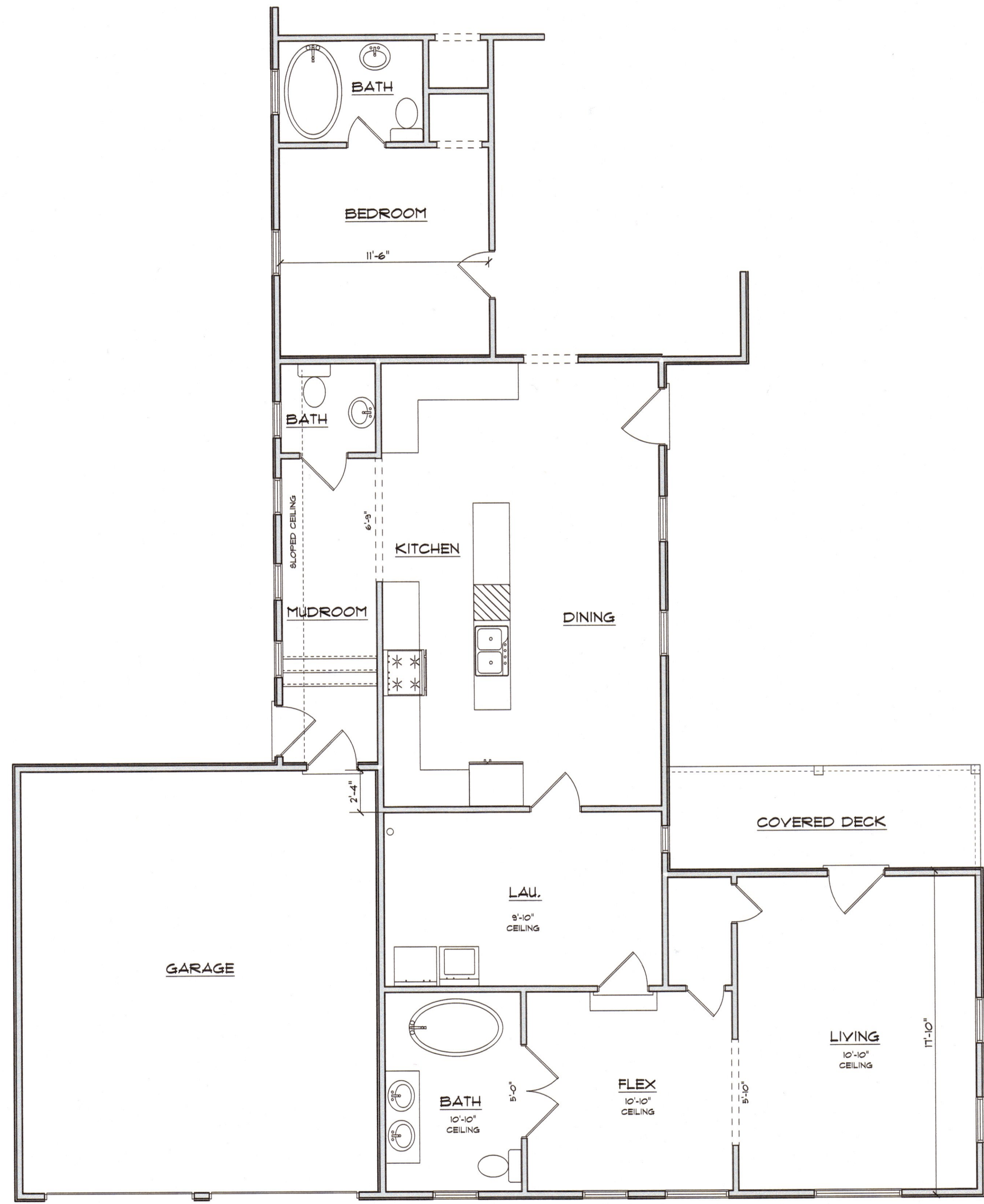
390 W. MUSKEGON

THE PLANNING STAGE

OCT. 15, 2025  
OCT. 20, 2025

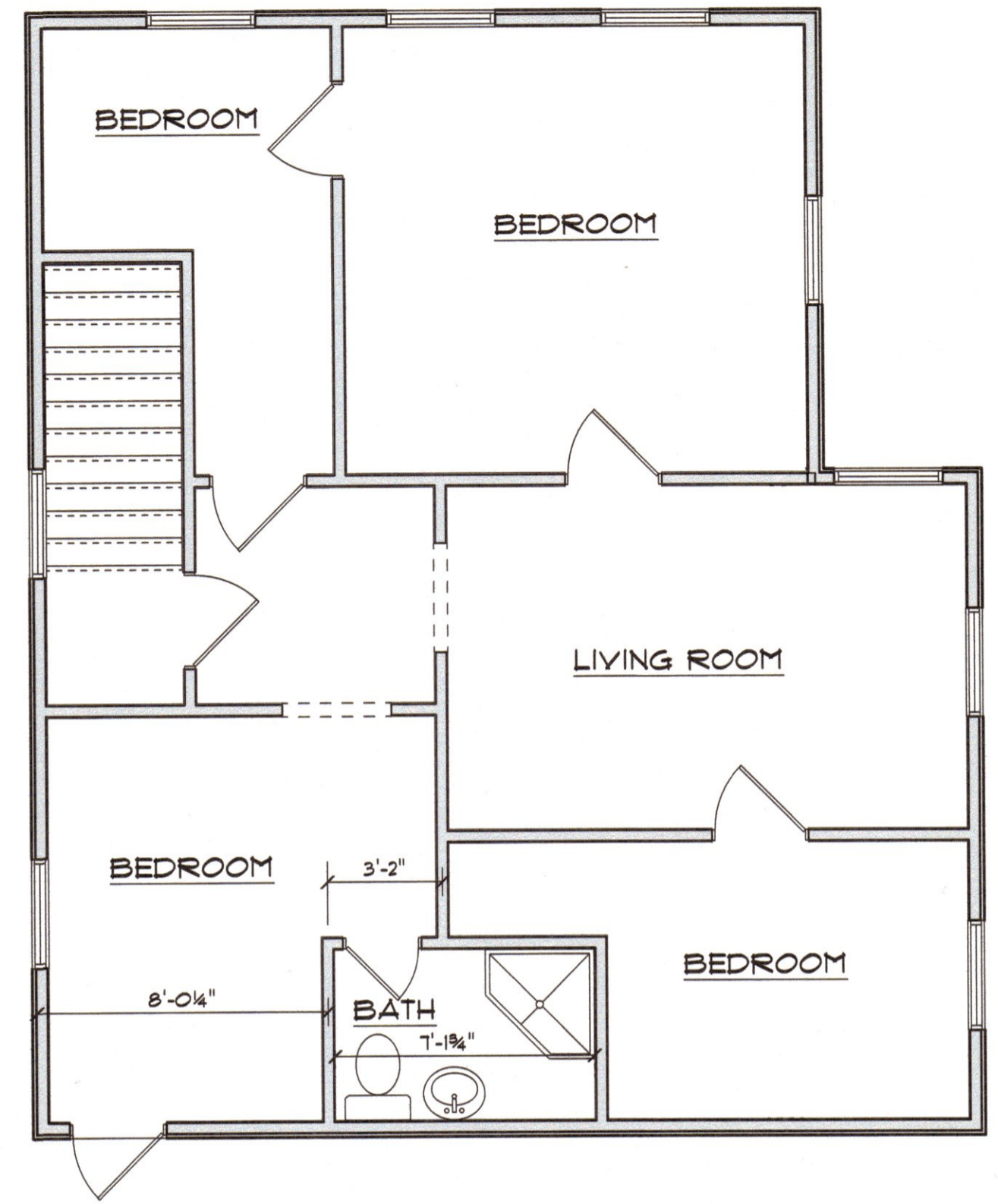
DESPITE THE FACT THAT ALL POSSIBLE CAUTION IS TAKEN IN THE PREPARATION OF THESE PRINTS, THE PLANNING STAGE WE CANNOT ACCEPT LIABILITY AGAINST HUMAN ERROR AND MECHANICAL ERROR. THE BUILDER/OWNER IS RESPONSIBLE FOR CHECKING ALL DETAILS AND DIMENSIONS BEFORE BEGINNING CONSTRUCTION.

PROJECT #251010



### EXG. MAIN FLOOR PLAN

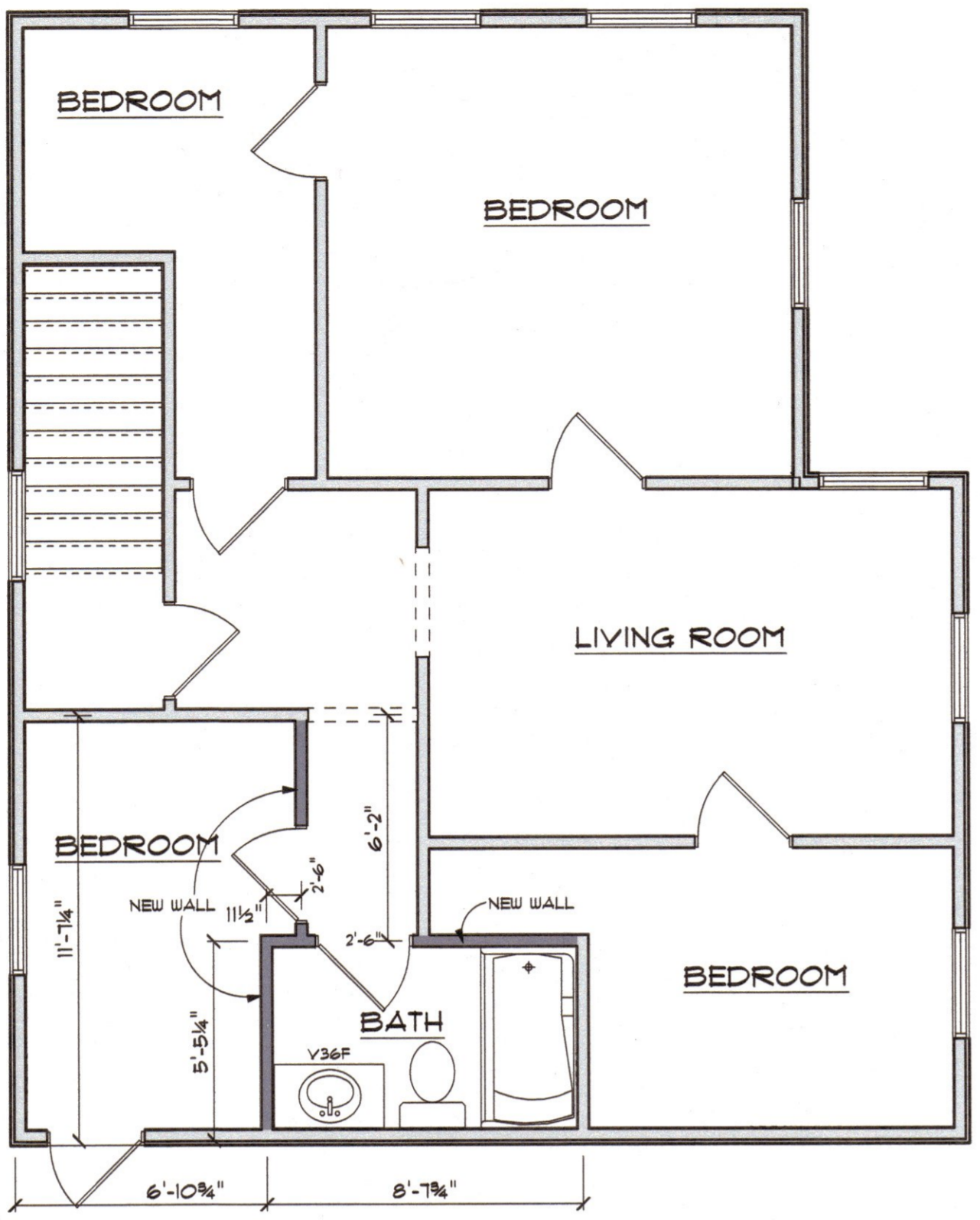
1/4" = 1'-0"



### EXG. 2ND FLOOR PLAN

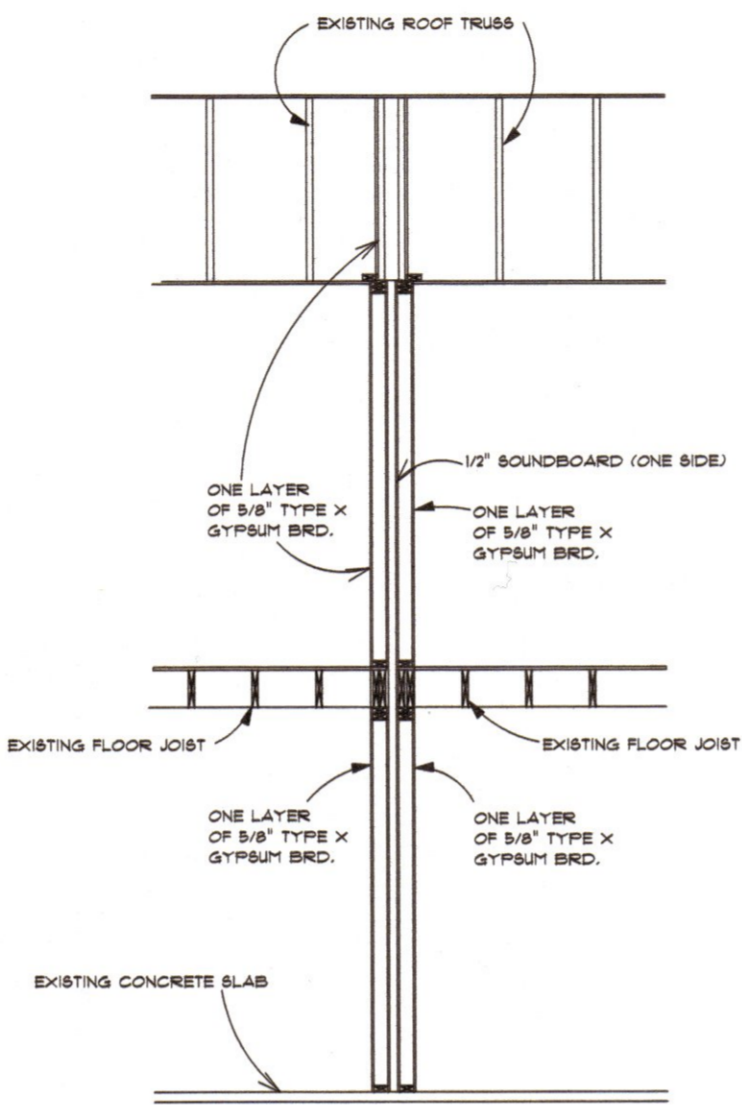
1/4" = 1'-0"

ALL CONTRACTORS SHALL VERIFY AND COORDINATE ALL DIM. ON THESE DRAWINGS, AS WELL AS PREVIEW AND COORDINATE PLANS W/ EXTERIOR BUILDING ELEVATIONS, SECTIONS, AND DETAILS BEFORE PROCEEDING W/ CONSTRUCTION. IF DIM. ERRORS OCCUR B/T FLOOR PLANS, ELEVATIONS, SECTIONS, AND DETAILS IT SHALL BE BROUGHT TO THE ATTENTION OF THE PLANNING STAGE BEFORE PROCEEDING W/ CONSTRUCTION. CONTRACTORS WHO FAIL TO VERIFY, REVIEW AND COORDINATE THE WORK TAKES FULL RESPONSIBILITY OF THE WORK SHOULD THAT PORTION OF THE WORK BE IMPROPERLY LOCATED OR CONSTRUCTED.



**NEW 2ND FLOOR PLAN**

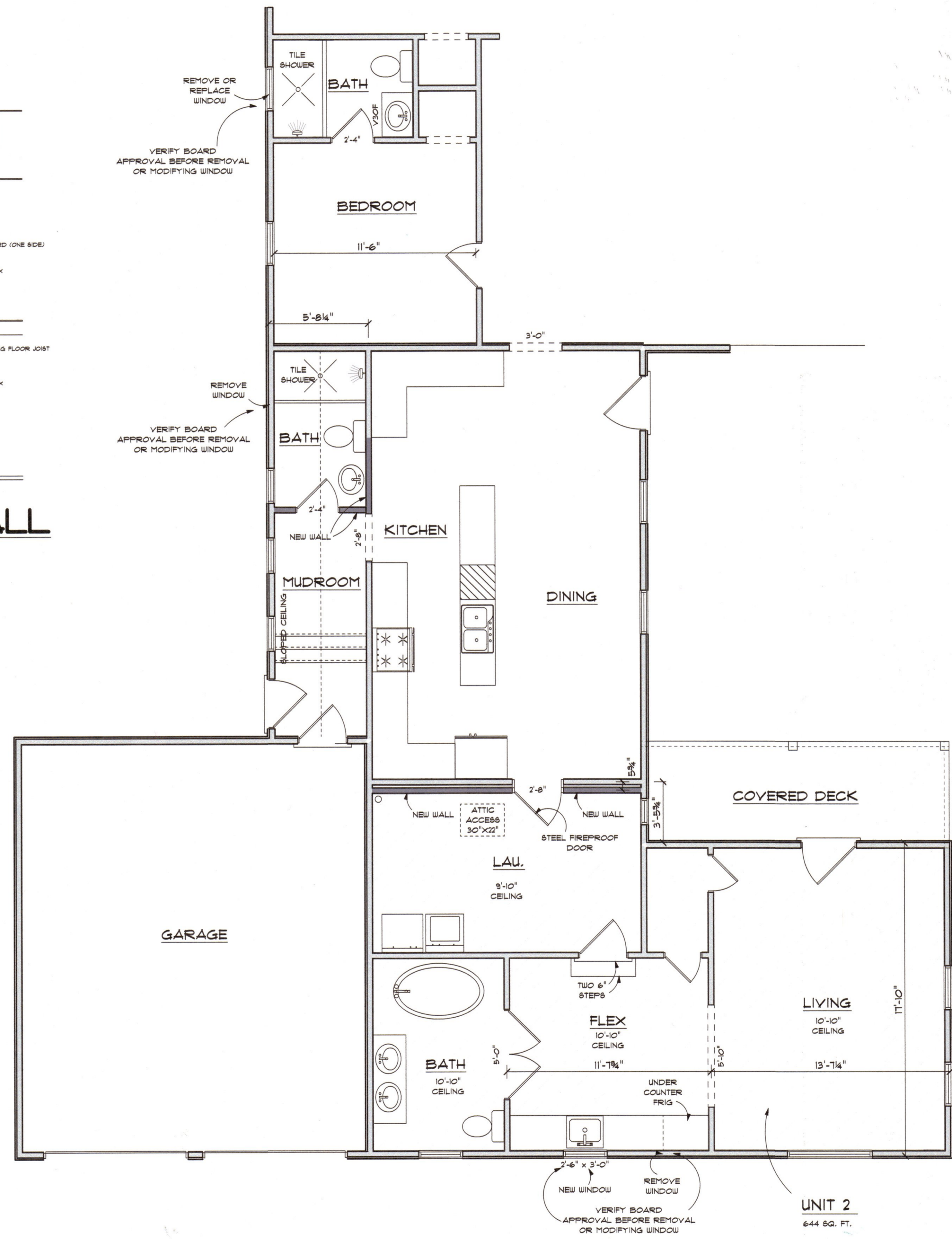
1/4" = 1'-0"



**PARTY WALL SECTION**

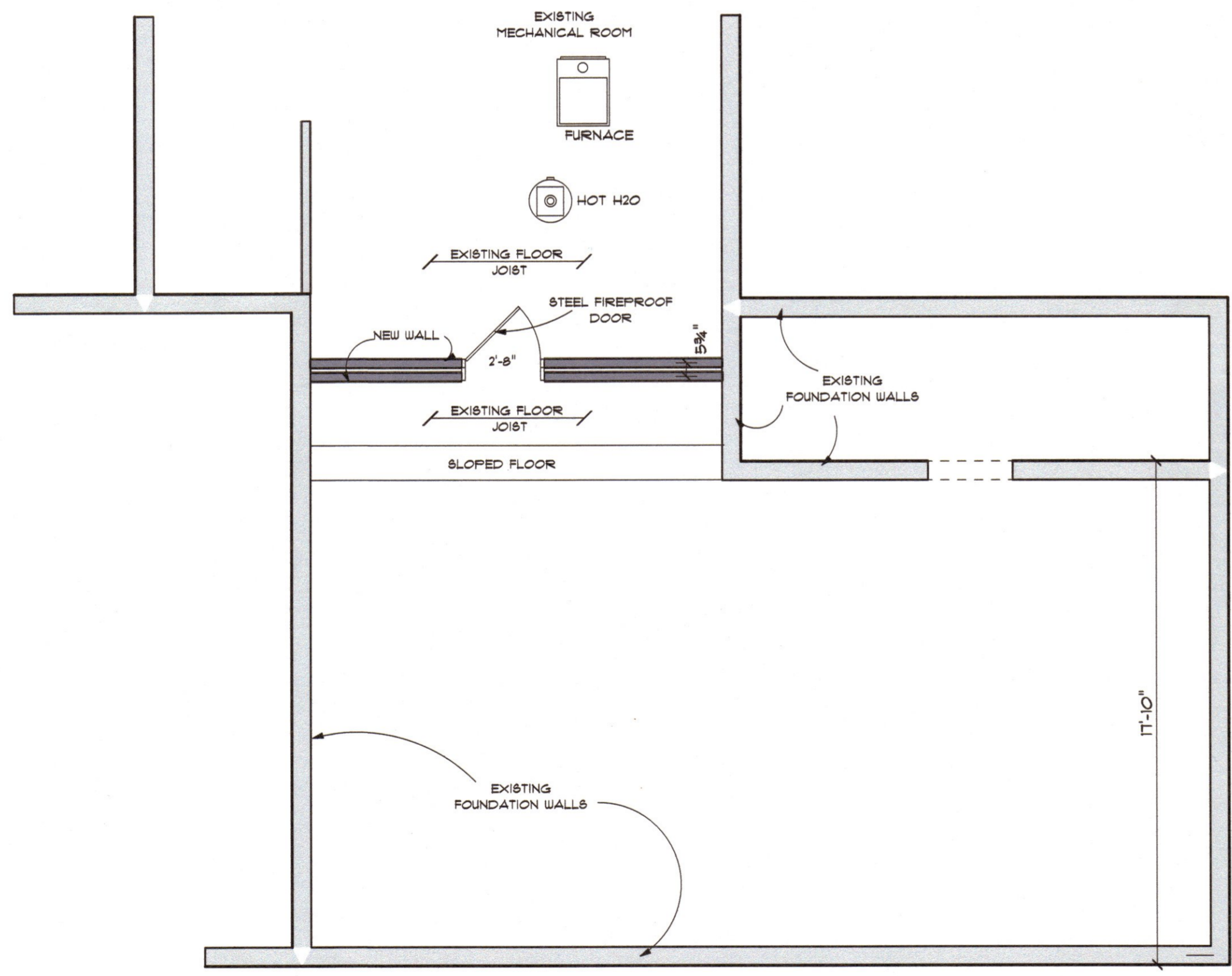
1/4" = 1'-0"

SITE VERIFY ALL EXISTING HOUSE DIM. BEFORE ORDERING MATERIALS OR CONSTRUCTION.



**NEW MAIN FLOOR PLAN**

1/4" = 1'-0"



**NEW FOUNDATION PLAN**

1/4" = 1'-0"



**THE PLANNING STAGE**

PHONE: 616-866-1469  
www.thepanningstage.net

Scott Vanaman  
thepanningstage@me.com

DRAWN BY:  
S.V.  
CHECKED BY:  
P.K.

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**390 W. MUSKEGON**

THE PLANNING STAGE

OCT. 15, 2025  
OCT. 30, 2025

DESPITE THE FACT THAT ALL POSSIBLE CAUTION IS TAKEN IN THE PREPARATION OF THESE PRINTS, THE PLANNING STAGE USE CANNOT ACCEPT LIABILITY AGAINST HUMAN ERROR AND MECHANICAL ERROR. THE BUILDER/OWNER IS RESPONSIBLE FOR CHECKING ALL DETAILS AND DIMENSIONS BEFORE BEGINNING CONSTRUCTION.

**PROJECT #251010**





## Agenda Item Review Form

### Muskegon Historic District Commission

<b>Case 2025-31: 1187 Ransom</b>	<b>Description of Work:</b> Porch Floor
<b>Applicant:</b> Mike Moran	<b>District:</b> McLaughlin
<b>Current Use:</b> Residential	<b>Date of Construction:</b> 1/1/1900
<b>Discussion:</b>  The applicant is seeking approval to replace the rotted tongue and groove/plywood porch floor which ran perpendicular to the front wall of the house with 1-1/4" white oak decking boards which will run parallel with the front wall of the house.	
<b>Standards:</b> <i>See Porch and Deck Standards and Guidelines in Case 2025-26 under Old Business.</i>	
<b>Deliberation:</b>  I move that the HDC (approve/deny) the request to replace the tongue and groove/plywood porch floor with 1-1/4" white oak decking boards running parallel with the front wall of the house as long as the work meets all zoning requirements and the necessary permits are obtained.	



View of house from Ransom Street with former porch floor visible (photo from May 2024)



View of front porch during construction



Front porch during construction with proposed deck boards



## Agenda Item Review Form

### Muskegon Historic District Commission

<b>Case 2025-32: 1725 Peck</b>	<b>Description of Work:</b> Siding and Windows
<b>Applicant:</b> Anita Morales and Ana Zuniga	<b>District:</b> Clinton-Peck
<b>Current Use:</b> Residential	<b>Date of Construction:</b> 1/1/1940
<p><b>Discussion:</b></p> <p>The applicant is seeking approval to replace the existing wood siding with new wood siding and replace three windows on the side of the house.</p>	
<p><b>Standards:</b></p> <p>See <i>Residing and Trim Cladding Guidelines, Porch and Deck Standards and Guidelines, and Window, Door, and Exterior Woodwork Standards and Guidelines</i> in Case 2025-26 under Old Business.</p>	
<p><b>Deliberation:</b></p> <p>I move that the HDC (approve/deny) the request to replace the existing wood siding with new wood siding and replace three windows on the side of the house as presented at the November 4, 2025 HDC meeting with replacement windows of the same size, design, proportions, and profile including grill patterns that match the existing windows' grill patterns and with the condition that grills must be permanently affixed to both the interior and the exterior of the windows as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	



View of east (front) and north (side) elevations from Peck Street, looking southwest (photo from May 2025)



View of east (front) and south (side) elevations from Peck Street, looking northwest (photo from May 2025)



View of west (rear) elevation from Larch Avenue, looking northeast (photo from May 2025)



Detail photos of the existing siding



Detail photos of the existing siding



## Agenda Item Review Form

### Muskegon Historic District Commission

<b>HDC Staff Approval Form Update - Temporary Ramps</b>	<b>Description of Work:</b>
<b>Applicant:</b>	<b>District:</b>
<b>Current Use:</b>	<b>Date of Construction:</b>
<p><b>Discussion:</b></p> <p>At the last regular meeting, the HDC discussed the lack of a policy for installation of temporary accessible ramps. These are typically aluminum, not attached to the house, and can be in use for a range of timeframes. The HDC requested that a policy for review of such features be established, and staff will present a draft version of the HDC Staff Approval Form for additional comment and potential adoption.</p>	
<p><b>Standards:</b></p>	
<p><b>Deliberation:</b></p> <p>I move that the HDC (approve/deny) the update to the Historic District Commission Staff Approval Form to include the wording about temporary accessible ramps presented at the November 4, 2025 HDC meeting.</p>	

## **Historic District Commission Policy Staff Approval**

The City of Muskegon's Historic District Commission, in order to expedite repair and maintenance to historic structures authorizes staff to approve work within historic districts. It is understood that staff may authorize replacement/installation of materials only if there is no change to design, materials, or general appearance of the structure. The applicant must use like material in size and shape. The following are examples of but not limited to items staff may approve:

1. Chimney repair. Staff may approve replacement of missing bricks, repointing with same color mortar and reconstruction with brick matching in color, size, and shape.
2. Replacement of Clapboards, siding, moldings, fascia boards, gutters, railing units, shutters, awnings, canopies, shingles and other exterior surfaces when there is no change in design, materials, or general appearance.
3. Replacement of porch floors and ceilings with like size tongue and groove wood planking. Secondary porch and deck designs that either replicate the existing design or match the HDC Local Standards' Porch and Deck Standards and Guidelines' Decking, Sample Ballustrade Construction, and Railing Detail drawings.
4. Replacement of fencing. Staff may approve replacement of existing fencing where there is no change in design, materials, or general appearance.
5. Installation of new fencing. Staff may approve new fencing that conforms to the HDC's Fence Standards and Guidelines' layout requirements and approved fence types. Unique or uncommon fence styles, or fences that do not conform to the Fence Standards are required to be reviewed by the HDC.
6. Construction/reconstruction of driveways and sidewalks. Staff may approve the construction of driveways and walkways provided no material is historic in nature (i.e. historic pavers and bricks). Staff may also approve repair of driveways and walkways when like material and configuration is used. New construction may also be approved if a traditional layout is used. All projects must have Zoning and Engineering approval if necessary.
7. Repair/replacement of foundations. Staff may approve replacement of entire foundation or part when like material is used. Also, staff may approve cleaning and repointing of the foundation.
8. Lighting. Staff may approve replacement of exterior lighting where there is no change in design, materials, or general appearance, provided the fixtures are not historic. Staff may also approve landscape style lighting, lighting that illuminates the building from the ground (generally lighting that is not attached to the resource and can be easily removed).
9. Air conditioners. Staff may approve installation of window air conditioners when they are not facing the main street and if there is no change in window structure. Staff also may approve placement of ground air conditioner units when placed inconspicuously (tubing and connections must not be readily visible). It is understood that appropriate screening will still need to be approved by the HDC.
10. Repair/replacement of steps. Staff may approve repair or replacement of steps where there is no change in design, materials, or general appearance.
11. Replacement of storm windows. Staff may approve the replacement of existing aluminum storm windows with a similar product. Staff may approve the replacement of existing

wood storm windows when similar wooden storm windows will be used. A change from wooden to metal storm windows is required to be reviewed by the HDC.

12. Replacement of windows. Staff may approve the replacement of windows when they are of like material, in size, shape and appearance.

13. Roof replacement:

- A. The work involves the replacement of asphalt, shingles, which are similar or better than what was previously on the home – including architectural shingles – or rolled roofing material on flat roofs which is similar or better than what was previously on the home.
- B. There are no changes to the rooflines or overhangs. There shall be no removal of any thing from the roof or roof lines, such as vent windows, eyebrow windows or dormers and returns.
- C. Any architectural details like decorative trim or board, frieze boards, crown molding or fascia are not masked or disturbed.
- D. Any copper flashing or gutter work is retained or replaced with comparable materials (e.g., anodized aluminum, which looks like copper but is less expensive).
- E. In the case where slate, tile or cedar shakes are proposed to be replaced with a different material, the Historic District Commission must review the project.
- F. Sheeting may be replaced if there are no changes to the roof lines, overhangs or details of the structure.

14. Sheds that meet the requirements outlined in the HDC Local Standards' Design Guidelines for New Construction.

15. Replacement of strictly utilitarian clay roof coping with modern materials that serve the same function. This shall not include decorative or architecturally-defining features.

16. Temporary handicap accessible ramps not permanently attached to the main structure and positioned so as not obscure architecturally significant building details, with the understanding that the ramp will be removed if it is no longer necessary on the property.

Project Description:

I, \_\_\_\_\_ have read the Historic District Commission Policy on staff approval. I understand and agree to comply with the terms of the policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

District: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_