

CITY OF MUSKEGON

HISTORIC DISTRICT COMMISSION

MEETING

December 2, 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 minutes of the October 22, 2025 special meeting and November 4, 2025 regular meeting. Planning
- OLD BUSINESS:**
 - A. Case 2025-28: 74 Delaware Planning
- NEW BUSINESS:**
 - A. Case 2025-33: 1187 Ransom Planning
 - B. Case 2025-34: 1586 Jefferson Planning
- ANY OTHER BUSINESS:**
 - A. 2026 HDC Meeting Schedule 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

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



Agenda Item Review Form

Muskegon Historic District Commission

Approval of minutes of the October 22, 2025 special meeting and November 4, 2025 regular meeting.	Description of Work:
Applicant:	District:
Current Use:	Date of Construction:
Discussion: The draft minutes will be shared at the meeting.	
Standards:	
Deliberation: I move that the HDC (approve/deny) the minutes of the October 22, 2025 special meeting and November 4, 2025 regular meeting.	



Agenda Item Review Form

Muskegon Historic District Commission

Case 2025-28: 74 Delaware	Description of Work: Windows
Applicant: AJ Ademovic	District: McLaughlin
Current Use: Vacant	Date of Construction: 1/1/1916
<p>Discussion:</p> <p>At the October 22, 2025 special meeting, the HDC approved the following:</p> <p>"Replace the wood siding with vinyl siding with a 4" reveal, retain or replicate the original window and door trim including the crown moldings above the windows and doors as well as rafter details, replace damaged or missing windows within the same rough openings with the same number of vinyl windows of the same configuration, size, and design including mullion patterns that match the original windows, reconstruct the damaged portion of the brick front porch with new brick to match the remaining portion of the porch, and replace the exterior doors with a craftsman or foursquare-style door as illustrated in the HDC door style guide."</p> <p>The applicant has since decided to request a change from replacing the windows within the same rough openings with the same number of vinyl windows of the same configuration, size, and design including mullion patterns that match the original windows. More information on these proposed changes will be presented at the meeting.</p>	
<p>Standards:</p> <p>See attached <i>Window, Door, and Exterior Woodwork Standards and Guidelines</i>.</p>	
<p>Deliberation:</p> <p>I move that the HDC (approve/deny) the request to replace damaged or missing windows within the same rough openings with vinyl windows including the changes to the size and appearance of the selection of windows presented at the December 2, 2025 HDC meeting as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	



View of east (side) and south (front) elevations from Delaware (photo from November 2022).



View of east (side) and south (front) elevations from Delaware (photo from October 2025).



View of south (front) and west (side) elevations from Delaware (photo from November 2022).



View of south (front) and west (side) elevations from Delaware (photo from October 2025).



View of south (front) elevation and damaged porch (photo from November 2022).



View of south (front) elevation and partially reconstructed porch (photo from October 2025).



View of west (side) elevation (photo from November 2022).



View of west (side) and north (rear) elevation (photo from November 2022).



View of east (side) and south (front) elevations from Delaware (photo from November 2025).



View of south (front) and west (side) elevations from Delaware (photo from November 2025).

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.

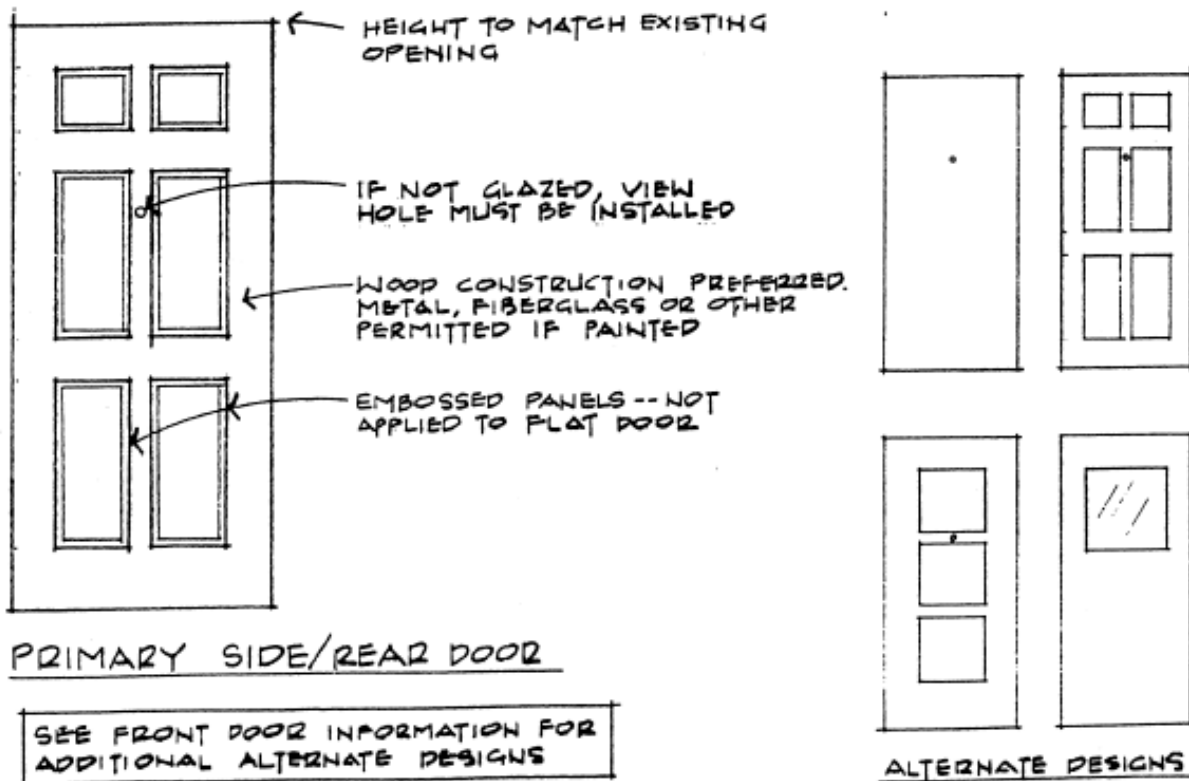
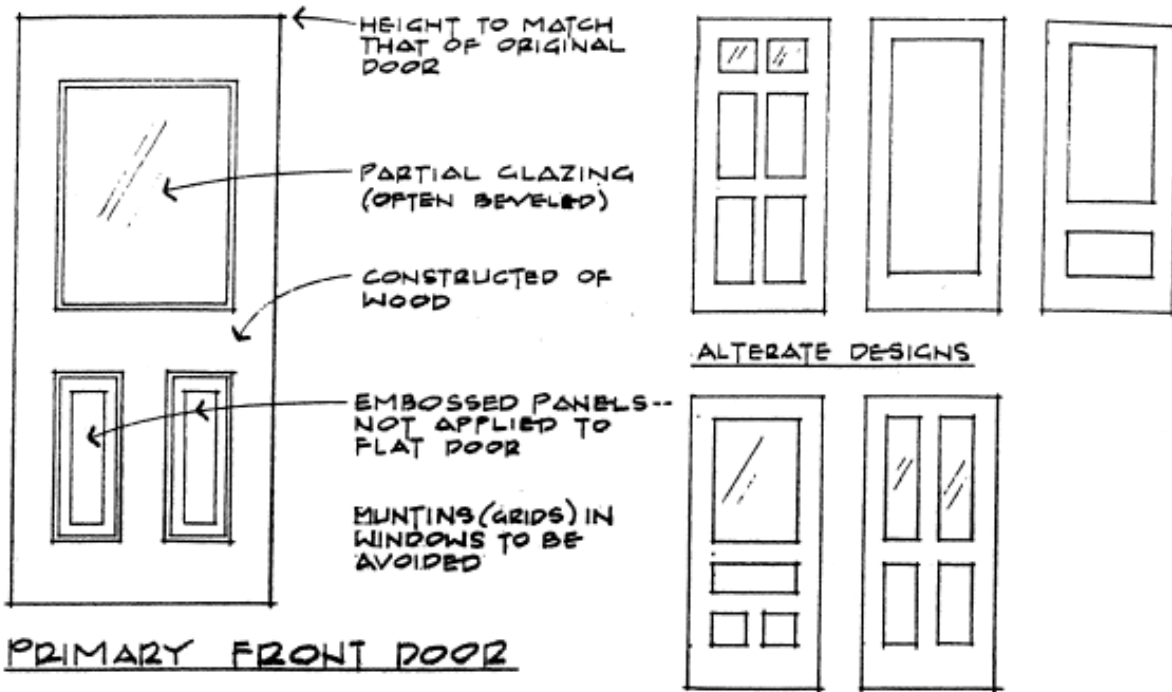
The Commission may approve new wood doors that may slightly differ from the original in cases where replicating the original may not be feasible, as long as such doors generally conform to the ones illustrated on the attached sheet. Under certain circumstances, the Commission may approve doors made of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

Storm Doors

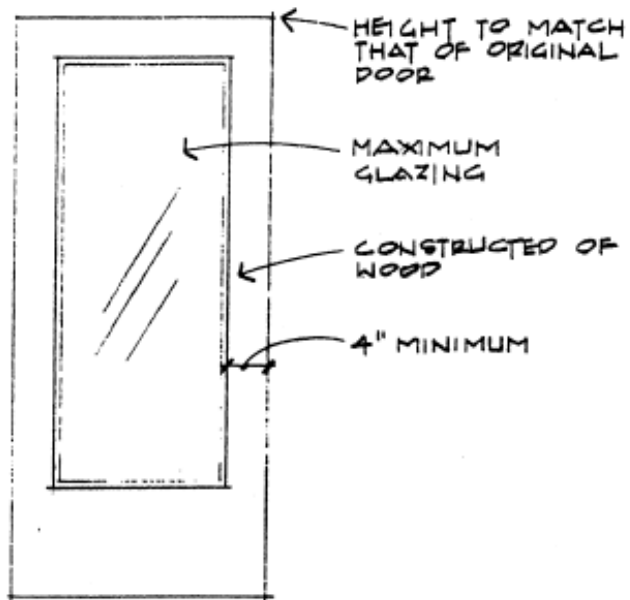
Wooden storm and screen doors are preferred and will generally be the required option especially on the front of the structure. Aluminum or metal storm and screen doors may be used so long as they are not mill finished or anodized aluminum. Baked enamel or other applicable paints or finishes will be 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

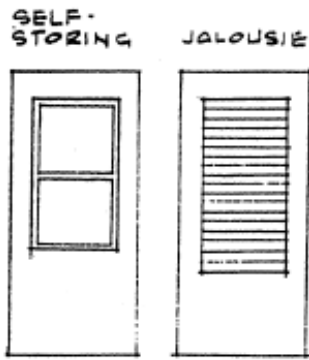
Existing decorative woodwork such as railings, moldings, eave, and gable cornice trim, tracery, columns, observatories, scrolls, bargeboards, lattice, and other carved or sawn wood ornament shall not be removed or altered without Commission approval. Existing deteriorated ornamental woodwork shall not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



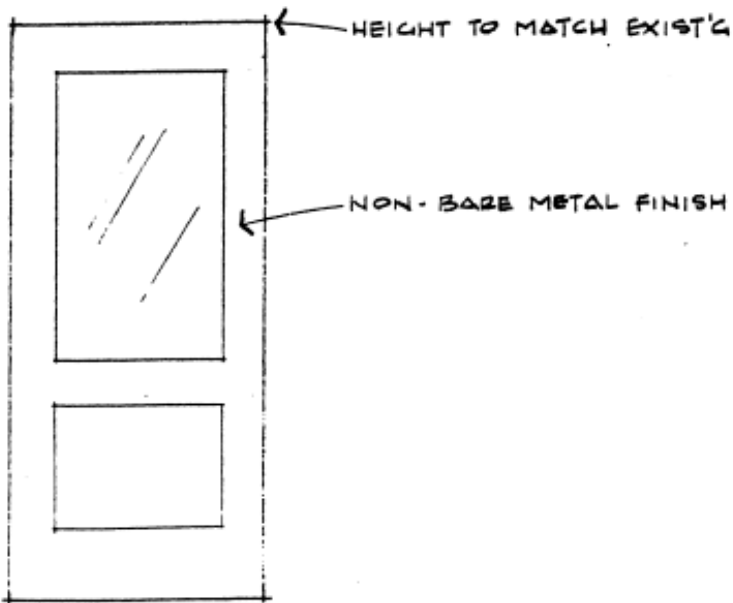
GRAPHICS COURTESY CITY OF KALAMAZOO



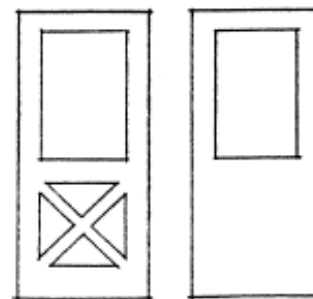
FRONT STORM DOOR



NOT PERMITTED



SIDE/REAR STORM DOOR



GRAPHICS COURTESY CITY OF KALAMAZOO



Agenda Item Review Form

Muskegon Historic District Commission

Case 2025-33: 1187 Ransom	Description of Work: Windows
Applicant: Michael Moran	District: McLaughlin
Current Use: Residential	Date of Construction: 10/11/1900
Discussion: The applicant is seeking approval to replace the second floor windows with vinyl windows of the same size and appearance.	
Standards: <i>See Window, Door, and Exterior Woodwork Standards and Guideline in Case 2025-28 under Old Business.</i>	
Deliberation: I move that the HDC (approve/deny) the request to replace the second floor windows with vinyl windows of the same size and appearance as long as the work meets all zoning requirements and the necessary permits are obtained.	



View of east (front) and north (side) elevations from Ransom Street, looking south.



View of east (front) and south (side) elevations from Ransom Street.



View of west (rear) elevation from rear yard.



Agenda Item Review Form

Muskegon Historic District Commission

Case 2025-34: 1586 Jefferson	Description of Work: Doors
Applicant: David and Emmie Schaub / Decoris LLC	District: Jefferson
Current Use: Residential	Date of Construction: 1/1/1913
Discussion: The applicant is seeking approval to replace two side entry doors on the south side of the house with replacement wood door with windows.	
Standards: <i>See Window, Door, and Exterior Woodwork Standards and Guideline in Case 2025-28 under Old Business.</i>	
Deliberation: I move that the HDC (approve/deny) the request to replace two side entry doors on the south side of the house with replacement wood doors with windows as long as the work meets all zoning requirements and the necessary permits are obtained.	



View of west (front) and south (side) elevations from Jefferson Street, looking northeast (photo from December 2019).



View of south (side) and east (rear) elevations from rear yard with two doors proposed to be replaced visible at left (photo from December 2019).



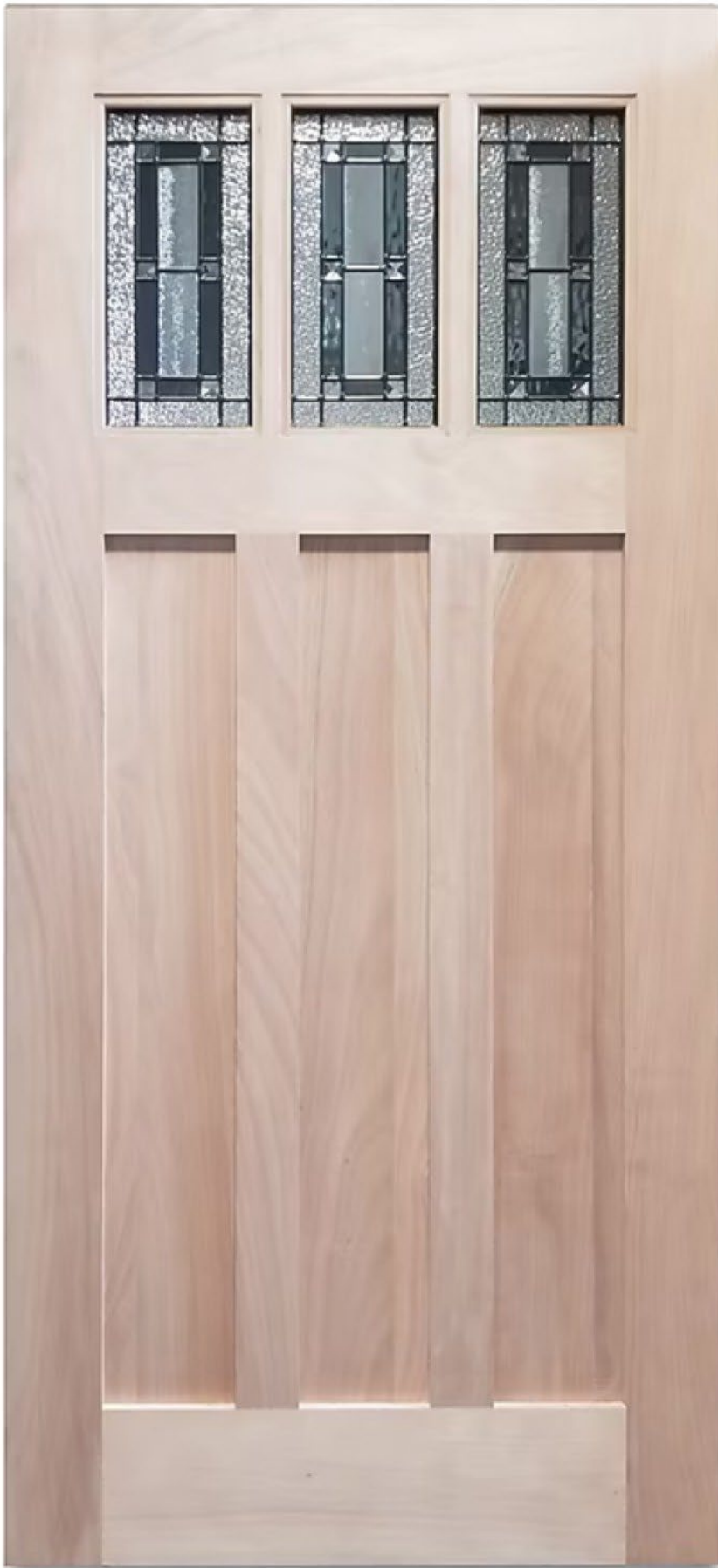
View of south (side) and east (rear) elevations from rear yard with two doors proposed to be replaced visible at left (photo from June 2017).



View of existing door proposed to be replaced on east-facing wall.



View of existing door proposed to be replaced on south-facing wall.



Proposed replacement door to be stained to match the original front door and include windows matching those found in the staircase.



Agenda Item Review Form

Muskegon Historic District Commission

2026 HDC Meeting Schedule	Description of Work:
Applicant:	District:
Current Use:	Date of Construction:
Discussion: The draft meeting schedule for 2026 is attached. Potential changes to the schedule can be discussed at the meeting.	
Standards:	
Deliberation: I move that the HDC (approve/deny) the 2026 HDC meeting schedule.	

City of Muskegon Historic District Commission

2026 Meeting and Application Deadline Dates

The Historic District Commission (HDC) meets on the first Tuesday of the month at 4:00pm in Conference Room 204 on the second floor of City Hall. If there are no applications for a particular month, the HDC meeting may be cancelled. If the first Tuesday of the month or the application deadline falls *on* or *the day after* a holiday, the meeting date may be changed. If Conference Room 204 is not available due to a scheduled election, the meeting date and/or location will be changed. Any meeting cancellations, date changes, or changes in location will be posted in City Hall and on the City of Muskegon website.

See the Planning Department for an HDC application, or check: www.shorelinecity.com

Tuesday, January 6th, 2026, 4:00pm

Application deadline – December 23rd, 2025

Tuesday, February 3rd, 2026, 4:00pm

Application deadline – January 20th, 2026

Tuesday, March 3rd, 2026, 4:00pm

Application deadline – February 17th, 2026

Tuesday, April 7th, 2026, 4:00pm

Application deadline – March 24th, 2026

Tuesday, May 5th, 2026, 4:00pm

Application deadline – April 21st, 2026

Tuesday, June 2nd, 2026, 4:00pm

Application deadline – May 19th, 2026

Tuesday, July 7th, 2026, 4:00pm

Application deadline – June 23rd, 2026

Tuesday, August 4th, 2026, 4:00pm

Application deadline – July 21st, 2026

Tuesday, September 1st, 2026, 4:00pm

Application deadline – August 18th, 2026

Tuesday, October 6th, 2026, 4:00pm

Application deadline – September 22nd, 2026

Tuesday, November 3rd, 2026, 4:00pm

Application deadline – October 20th, 2026

Tuesday, December 1st, 2026, 4:00pm

Application deadline – November 17th, 2026

Tuesday, January 5th, 2027, 4:00pm

Application deadline – December 22nd, 2026