

CITY OF MUSKEGON

HISTORIC DISTRICT COMMISSION

MEETING

April 7, 2026 @ 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 March 3, 2026 regular meeting. Planning**
- OLD BUSINESS:**
 - A. Case 2026-04: 1011 2nd Planning**
- NEW BUSINESS:**
 - A. Case 2026-05: 315 W. Webster Planning**
 - B. Case 2026-06: 477 W. Western Planning**
- ANY OTHER BUSINESS:**
 - A. Historic Resource Survey Work 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 March 3, 2026 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 March 3, 2026 regular meeting.	



Agenda Item Review Form

Muskegon Historic District Commission

Case 2026-04: 1011 2nd	Description of Work: Air Conditioning Units
Applicant: Central United Methodist Church (Tim Lundholm)	District: Downtown Structures
Current Use: Institutional	Date of Construction: 1/1/1929
<p>Discussion:</p> <p>This case was tabled at the March 3rd HDC meeting. The applicant is seeking approval to relocate two existing, formerly roof-mounted air conditioning units (one from each side of the sanctuary) to the ground, install the necessary conduit within a copper drain pipe to match the existing copper downspouts, and concealed in a stone wall-appearing wrap and a vegetative screen.</p>	
<p>Standards:</p> <p>See attached <i>General Utility/Outdoor Appliances</i>.</p>	
<p>Deliberation:</p> <p>I move that the HDC (approve/deny) the request to relocate the existing, roof-mounted air conditioning units to the ground, install the necessary conduit, and install an appropriate vegetative screen as presented at the March 3, 2026 HDC meeting as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	



View of building from intersection of 2nd Street and W. Webster Avenue, looking south.



View of building from 2nd Street, looking south; former location of roof-mounted unit with connection still visible at center.



View of building from W. Webster Avenue, looking east.



Proposed location for ground-mounted unit; copper downspout visible is similar to proposed appearance of copper pipe containing coolant lines.



Proposed screening concept for ground-mounted units (will also include vegetative screens).



View of former roof-mounted unit with screen (left) from parking lot (photo from October, 2025).

CITY OF MUSKEGON

HISTORIC DISTRICT COMMISSION

GENERAL UTILITY/OUTDOOR APPLIANCES

(Adopted July 7, 2020 - Effective July 7, 2020)

General

Many historic resources have survived over the years with minimal alterations to the fabric of the building. Recent inventions and conveniences have placed a toll on the historic nature of our resources. These conveniences should not be prohibited, but regulated in a fashion that allows for the enjoyment of the resource while keeping the integrity of the district intact.

Guidelines

Air conditioning - Like many other modern day conveniences, A/C units can have a potential detrimental impact on the look of an historic resource. Large ‘whole house units’ should be placed inconspicuously – such as on the roof, in the rear, or on the side of structures not facing streets. Roof mounted equipment is to be screened by architectural features from the view of abutting streets and parcels. Equipment at grade is to be screened by landscaping, a solid wall or fencing from the view of the street or surrounding property. Tubing and connections must not be readily visible.

Window air conditioning units - Units that do not change window structure are permitted on the sides and rear of resources not facing streets. All other placements must be approved by the Historic District Commission.

Other air conditioning units - Units that must be placed in walls are discouraged because they may degrade the structural integrity of the resource. However, if properly installed, they may be placed in areas of the resource not facing the street. The Historic District Commission may approve other installations if screened from street view.

Satellite Dish Antennae - Over the years this type of equipment has drastically decreased in size to roughly 18”. However, they are still a visual, exterior change on a historic structure, and a generally negative influence in historic districts. Older satellite dishes that are greater than several feet in size are not permitted in the front yard of a resource. The smaller dish may be permitted in the front yard when proper screening (such as landscaping, solid wall, or fencing) obscures it from the street. Antennae should not be placed on the front half of the resource, including the roof, unless it can be obscured from street view. The Historic District Commission recommends that if an antennae needs to be installed, it should be placed in the rear yard of the resource. If it must be attached to the resource, then great care must be taken to secure it properly to the rear half of the resource, and route the cables so as to not damage the physical materials of the house.

Electrical, gas, water, and other utilities - As a first course of action, these services must be in good repair and be located out of view from the street. However, the appropriate code must be followed

for health and safety issues. When impossible to locate utility out of sight, the Historic District Commission may require it to be screened from view with landscaping, a solid wall, or fencing.

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.



Agenda Item Review Form

Muskegon Historic District Commission

Case 2026-05: 315 W. Webster	Description of Work: Building Additions
Applicant: Hackley Public Library	District: National Register
Current Use: Institutional	Date of Construction: 1/1/1892
<p>Discussion:</p> <p>The applicant is seeking approval to construct a new one-story entry vestibule addition on the building's west (W. Webster Avenue) elevation, construct a new three-story stair tower vestibule addition on the north (side) and east (rear) elevations, infill one first-story window with cast stone block on the west elevation, install a new second-story window matching the existing windows in appearance, proportion, and detailing in the location of a former window on the west elevation, replace damaged stone window sills with cast stone replacement sills and replace missing stone units with new cast stone pieces on the west and north elevations where necessary, install a cast stone medallion on the building corner where the former building addition was attached, remove the non-original brick covering the existing stained-glass window on the north elevation, and install a decorative wall panel over the affected section of the north elevation where the former building was attached that incorporates architectural elements from the new entry and stair tower. Additional information, plan and elevation drawings, and demolition plans are included in the attached Supporting Documents.</p>	
<p>Standards:</p> <p>Please see attached <i>Design Guidelines for New Construction and Window, Door, and Exterior Woodwork Standards and Guidelines</i>.</p>	
<p>Deliberation:</p> <p>I move that the HDC (approve/deny) the request to construct a new one-story entry vestibule addition on the building's west (W. Webster Avenue) elevation, construct a new three-story stair tower vestibule addition on the north (side) and east (rear) elevations, infill one first-story window with cast stone block on the west elevation, install a new second-story window matching the existing windows in appearance, proportion, and detailing in the location of a former window on the west elevation, replace damaged stone window sills with cast stone replacement sills and replace missing stone units with new cast stone pieces on the west and north elevations where necessary, install a cast stone medallion on the building corner where the former building addition was attached, remove the non-original brick covering the existing stained-glass window on the north elevation, and install a decorative wall panel over the affected section of the north elevation where the former building was attached that incorporates architectural elements from the new entry and stair tower as proposed in the April 7, 2026 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.</p>	

Torrent House Exterior Report - HDC Application 3/25/26

Based on the Fishbeck Torrent House Conceptual Design Report (Jan. 16, 2026) and related documents.

1. Site and Context

The Torrent House is located at the intersection of West Webster Avenue and 3rd Street, with its main entrance on 3rd Street. Hackley Public Library and the Muskegon Museum of Art are directly across West Webster, forming a civic streetscape, and Central United Methodist Church is situated to the northeast. Off-street parking for the Torrent House is on the southeast side and is limited to about eight spaces, with additional on-street parking along 3rd Street and West Webster.

On the north side, property lines run within a few feet of the exterior wall and wrap around the northeast corner to align with the existing porch and steps, reflecting a subdivision after a former attached medical facility was removed; that portion was sold to the Muskegon Museum of Art. The site currently has domestic water, sanitary, gas, telecom, and electric services, and stormwater drains to the public right-of-way and into the City storm sewer. There appears to be no formal on-site stormwater management system, which is typical for a historic property. Preliminary reviews indicate sandy soils with moderate infiltration, and surface drainage patterns will need to be maintained with any improvements.

2. Exterior Access, Entrances, and Additions

A new main public entrance vestibule is proposed on West Webster Avenue, serving as the primary public entry and accessible entrance. Due to a roughly five-foot elevation difference between grade and the first floor, and limited front-yard depth, a chair lift within the vestibule is proposed instead of a ramp. A secondary entrance and stair tower addition is planned on the east side of the building, with a covered vestibule serving both the stair tower and elevator, enhancing vertical circulation and accessible access from grade. The main entrance vestibule will require land acquisition at the northeast corner of the existing building along West Webster, while the secondary entrance and stair tower will fit within HPL's existing parcel. These updates aim to provide ADA-compliant access and improve the aesthetics of areas previously damaged by the removal of the former addition, where irregular conditions currently exist.

New walkways will connect the site to the new entrance and stair tower, with minimal but targeted landscape improvements. The additions will be separate structures with expansion joints where they meet the existing building. The West Webster vestibule will be a one-story structure with a concrete slab-on-grade and shallow reinforced-concrete foundations, aligned

with the existing foundations to avoid surcharge on the basement walls. Its roof will use steel joists and wide-flange girders supporting a metal deck and a low-slope membrane roofing system. The east stair-tower addition will be three stories over basement/ground-level slabs, supported by shallow reinforced concrete footings coordinated with existing foundations, with structural steel floors and stairs, and low-slope membrane roofs. It will not rely on the existing building for lateral support. Existing exterior stairs and porches will be addressed: the exterior stair and hatch at the basement level, and the stair and porch at the first floor will be removed to make way for the new entrance and stair tower connections.

3. Exterior Wall Assemblies and Masonry

The original exterior walls are constructed of stone masonry from the basement to the roof trusses. Visible past mortar joint restoration is deteriorating, with mortar popping out of the joints; Fishbeck recommends complete repointing of the building. Before repointing, the stone should be thoroughly washed to remove algae and contaminants.

Multiple stone lintels and sills are cracked and need repair to ensure watertightness; cracks should be ground out and sealed. Several cornices and accent stones are also cracked and require repair to prevent debris from falling. Areas where a previous addition was removed must be repaired, including the removal of stone or masonry currently blocking stained-glass windows.

The report suggests replacing all damaged lintels and sills with cast stone that closely matches the color, texture, and profiles of the existing stone. Where the demolished addition intersected the Torrent House, channels cut into the stone for walls and roof attachments remain exposed; replacing these stones with new natural stone is considered too expensive.

The report proposes two options for these “scars”: either leaving the damaged field stones exposed as a visible record of the building’s history, or filling the vertical channels with cast-stone medallions featuring carved lettering, symbols, or emblems referencing significant historical events or movements associated with the building. This approach offers an opportunity to interpret history and tell a story of repair and renewal on the exterior.

Because the exterior is a single-wythe load-bearing limestone wall with historic interior features such as decorative wood framing, lath and plaster, and elaborate wood trim, the options for adding wall insulation without damaging the historic fabric are very limited. Instead, improvements in energy performance rely on newer windows, high-performance additions, and properly sized vestibules to reduce infiltration and energy loss.

4. Roof, Gutters, and Exterior Flashing

Library staff estimates that the existing asphalt shingle roof is 20–25 years old, although there is no installation documentation. The typical service life for three-tab asphalt shingles is 25–30 years, so the roof is likely near the end of its lifespan. Active leaks have been observed, likely due to inadequate flashing and missing shingles, as shown in drone imagery.

Fishbeck recommends a complete roof replacement. The ornate copper flashing at the eaves should be restored as part of this work to protect interior renovations and preserve the historic character.

Roof drainage currently relies on gutters and downspouts to channel water to lower roofs and grade. The additional roof area from the new vestibule and stair tower must be collected and directed to a new on-site stormwater management system using low-impact/green infrastructure measures such as downspout disconnection, underdrains, infiltration beds or trenches, and landscape buffers to meet Muskegon County stormwater standards.

5. Exterior Windows and Doors

Most of the windows have been replaced in recent years, improving the building's energy performance. Remaining original or non-upgraded windows, including several basement openings currently paneled to accommodate utilities, should be replaced with insulated window units to further improve energy efficiency.

Windows removed when the prior addition was demolished should be reinstated with new units that match the existing windows in appearance, proportion, and detailing. Windows in the new additions will use aluminum storefront systems designed to meet the current energy code for new construction.

Existing exterior doors are a mix of hollow-metal and solid wood. The wood doors at the east and north entries are deteriorated from dry rot and solar exposure and need restoration. Once the new entrance and stair tower are constructed, all exterior doors except the wood door at the 3rd-Street porch and the third-level balcony door will become interior doors. New exterior doors will be integrated with the aluminum storefronts and equipped with ADA-compliant automatic operators.

6. Exterior Utilities and Services

The water service enters the building on the south side and splits between domestic use and irrigation, each metered, but neither line has backflow prevention, which is required by code.

Above-grade domestic water upstream of the meter is approximately 1-1/4-inch galvanized steel; the report recommends exposing the water service at the exterior wall and televising the sanitary lateral from the building to the main to verify the material and condition.

The galvanized water service from the building to the City connection (curb stop) should be replaced with Type K copper to meet current City standards. A new underground electrical service is recommended to replace the existing overhead service, which requires pavement removal and trenching to route conduits to the building panel; this also resolves conflicts with the new stair tower.

The conceptual cost estimate includes line items related to exterior and site work, including “Existing Conditions,” “Masonry,” “Thermal and Moisture Protection,” “Openings,” “Earthwork,” “Exterior Improvements,” and “Utilities.”

7. Explicit “Proposed Exterior Repairs” Scope

Fishbeck provides a concise list of proposed exterior repairs, keyed to elevations and plans:

- Insert new window at designated opening.
- Replace the damaged windowsill with a cast stone.
- Infill selected windows with cast-stone block.
- Install a cast-stone medallion on the corner where former addition attachments are visible.
- Uncover the existing stained-glass window and replace the damaged stone sill with cast stone.
- Replace missing stone units with new cast-stone pieces.
- Provide a decorative wall panel over the affected section of the building, incorporating architectural elements from the new entry and stair tower.

These exterior repairs are explicitly framed as necessary to correct deterioration, restore watertightness and safety, address visual damage left by the demolished addition, and reinforce the historic character.

Proposed Exterior Repairs

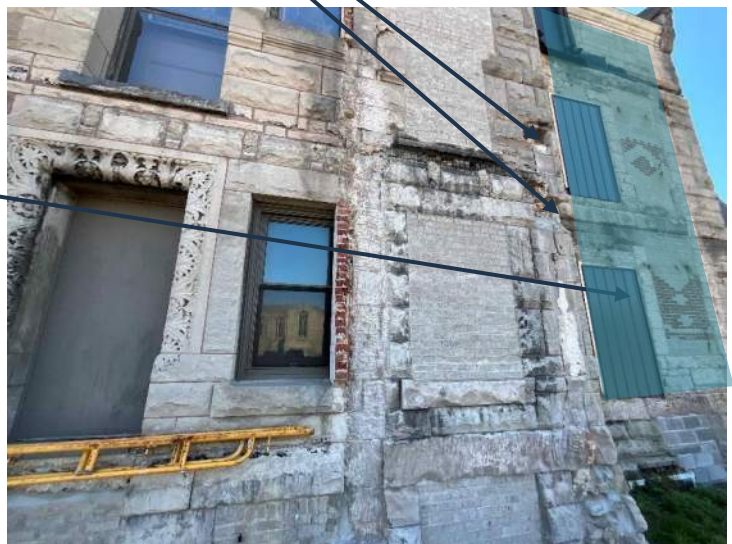
- 1. Insert new window.
- 2. Replace windowsill with cast stone.
- 3. Infill windows with cast stone block.
- 4. Insert cast stone medallion on corner.

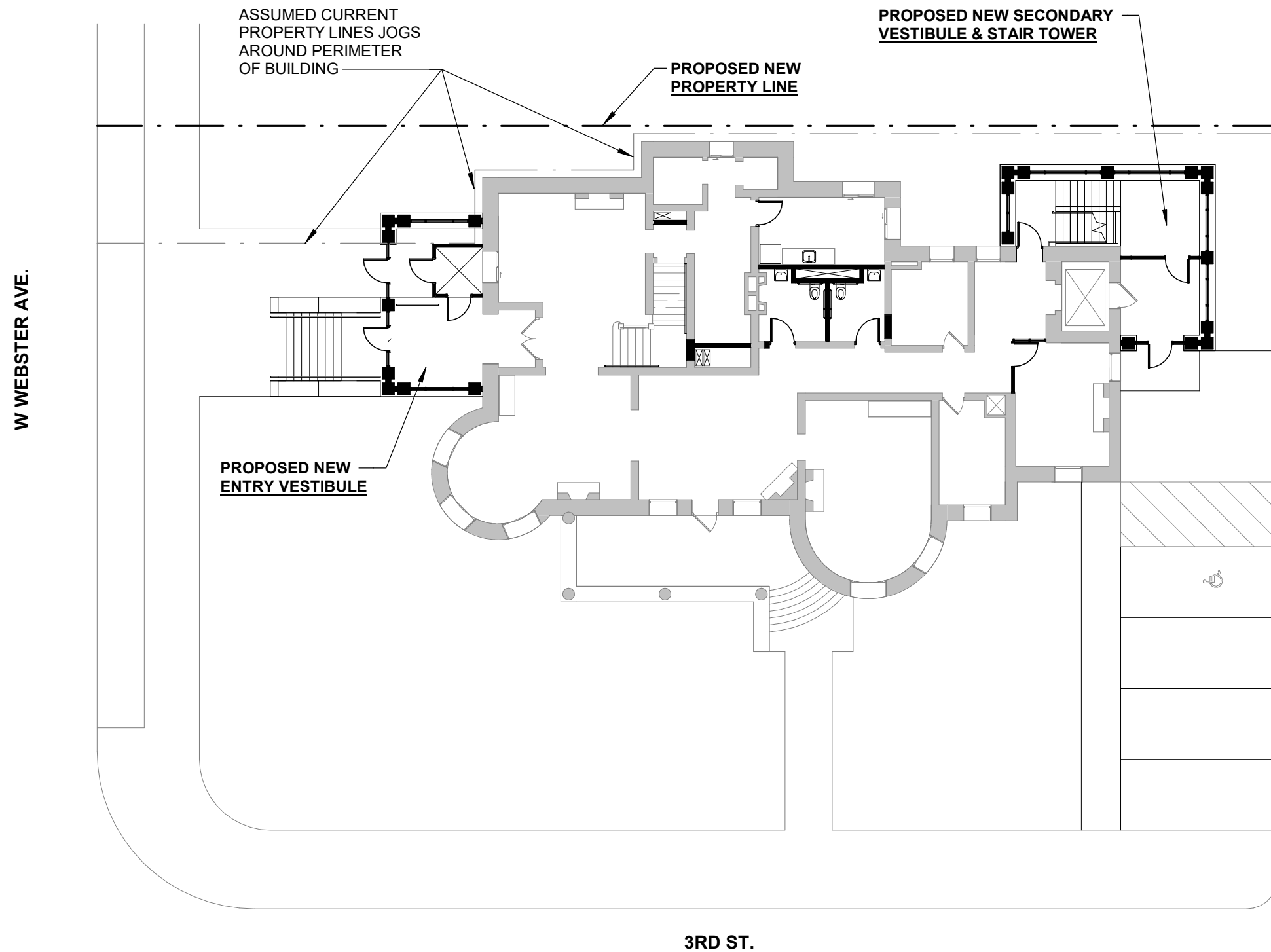


- 5. Uncover existing stain glass window and replace damaged stone sill with cast stone.
- 6. Replace missing stone with cast stone.



- 7. Provide decorative wall panel over this section of the building. Design to include architectural elements of the new entry and stair tower.





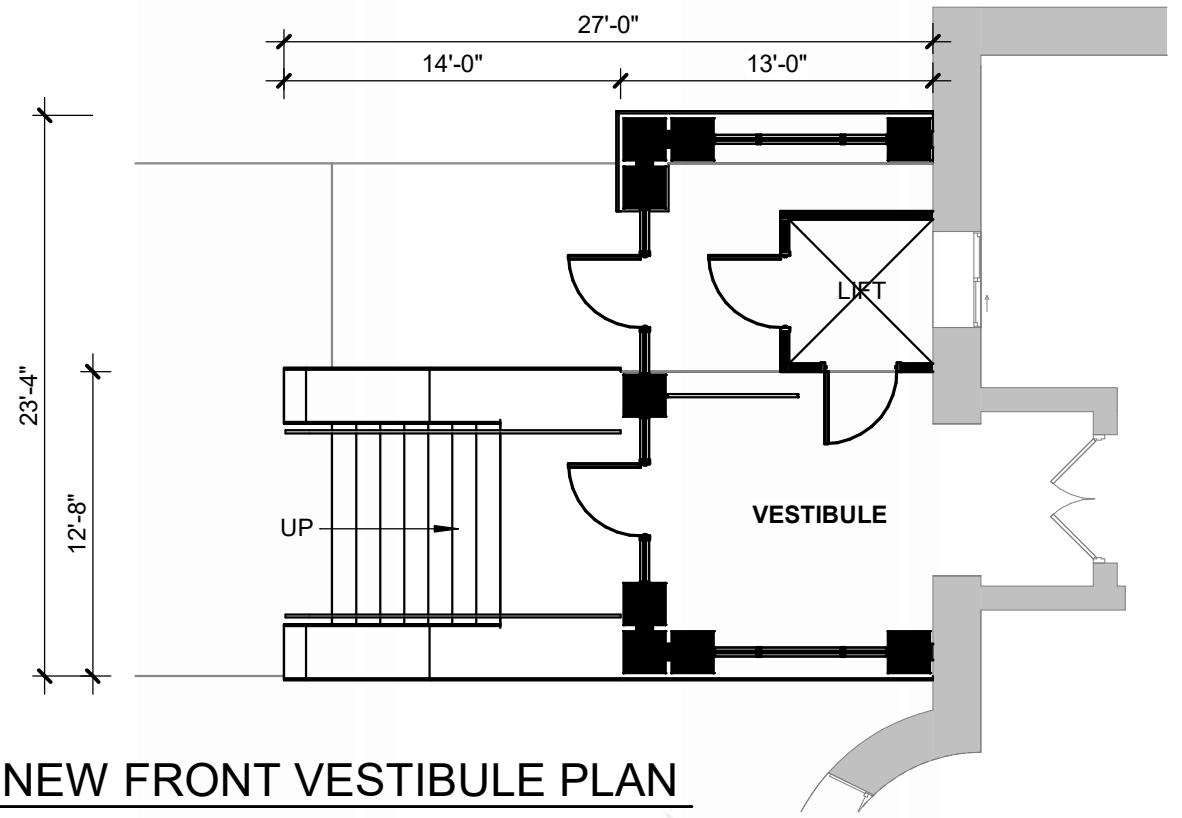
SITE PLAN

SCALE: 1/16" = 1'-0"



TORRENT HOUSE
 JANUARY 15, 2026
 PROJECT NO. 2501092





NEW FRONT VESTIBULE PLAN
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/16" = 1'-0"



WEST ELEVATION
SCALE: 1/16" = 1'-0"

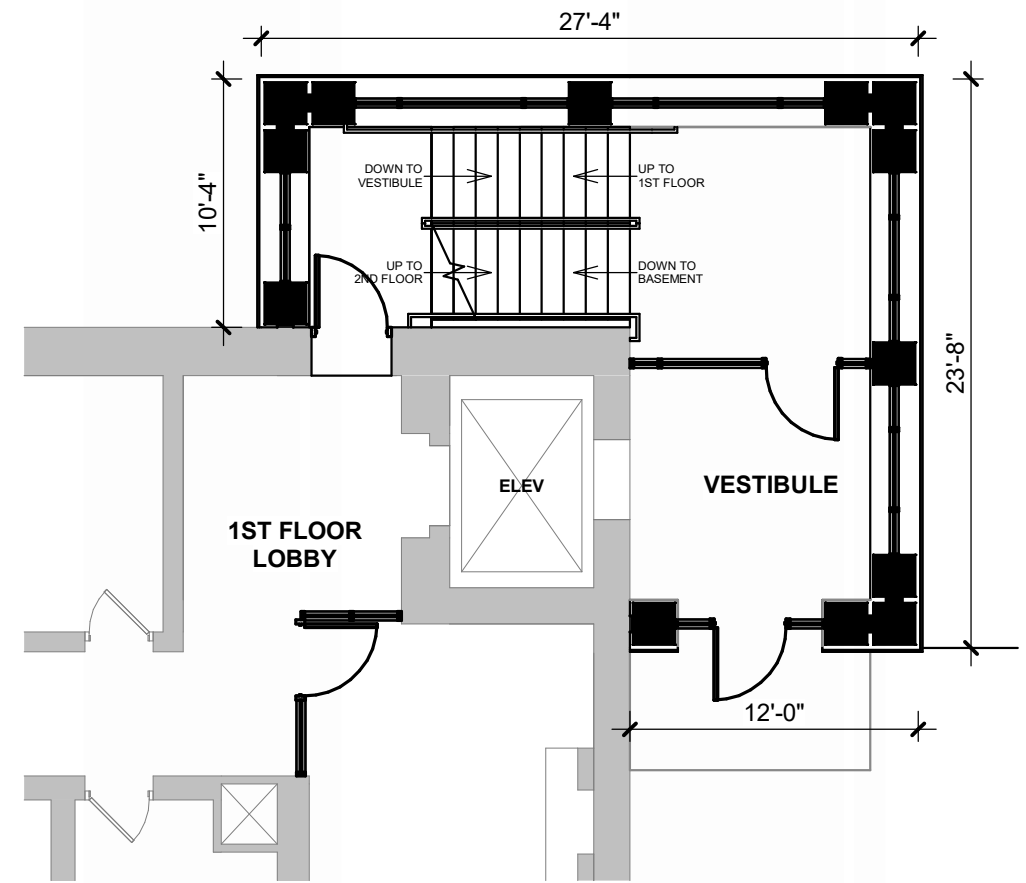


SOUTH ELEVATION
SCALE: 1/16" = 1'-0"



TORRENT HOUSE
JANUARY 15, 2026
PROJECT NO. 2501092





NEW STAIR TOWER PLAN

SCALE: 1/8" = 1'-0"



SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



EAST ELEVATION

SCALE: 1/16" = 1'-0"



NORTH ELEVATION

SCALE: 1/16" = 1'-0"



TORRENT HOUSE

JANUARY 15, 2026

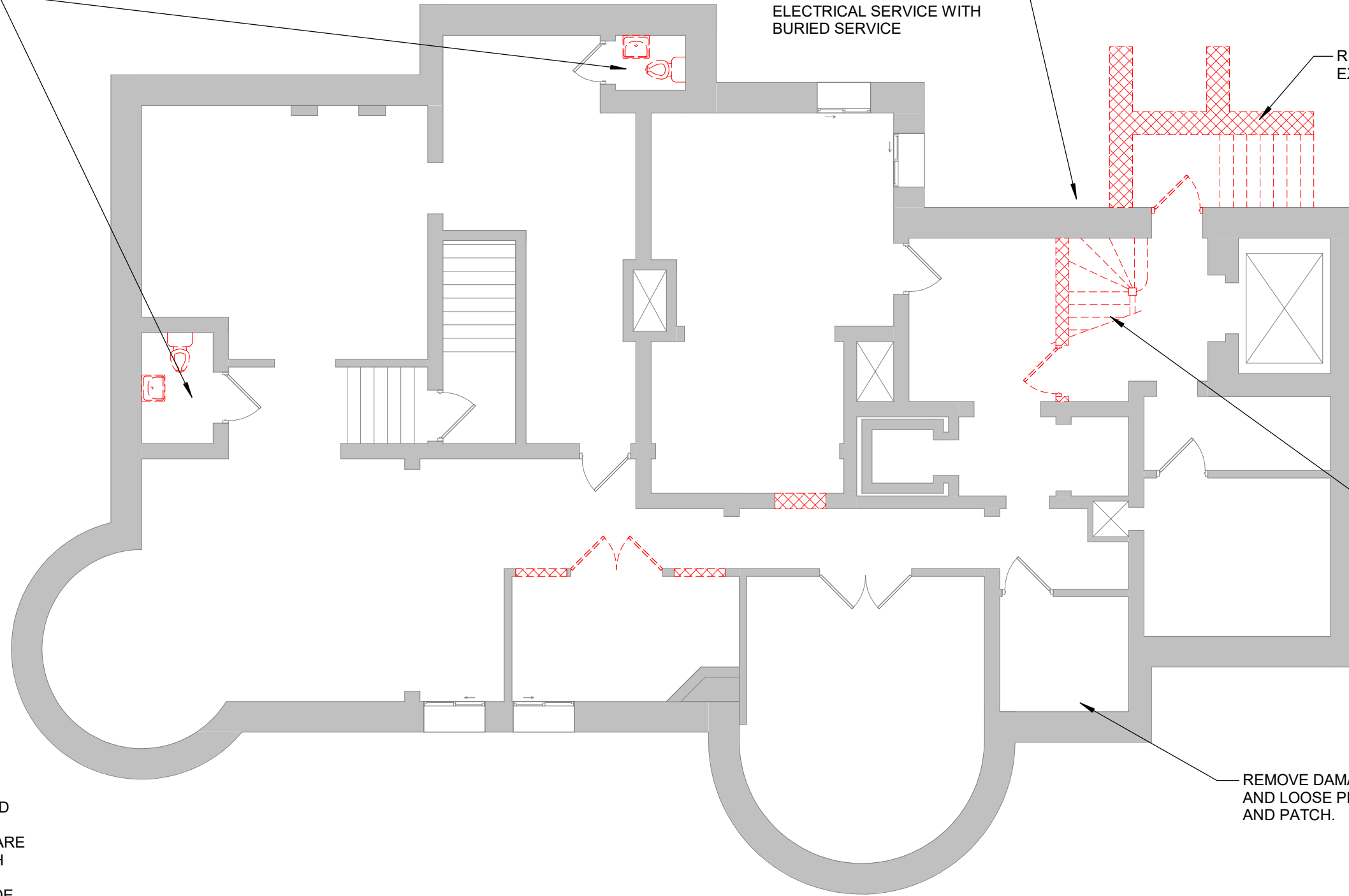
PROJECT NO. 2501092



REMOVE EXISTING PLUMBING FIXTURES, PATCH ALL SURFACES

REPLACE OVERHEAD ELECTRICAL SERVICE WITH BURIED SERVICE

REMOVE EXISTING EXTERIOR STAIR & HATCH



REMOVE EXISTING STAIR, PATCH ADJACENT SURFACES, INFILL FIRST FLOOR STRUCTURE.

REMOVE DAMAGED AND LOOSE PLASTER AND PATCH.

- BASEMENT GENERAL DEMO / REMODEL NOTES:**
- PREPARE CONCRETE SLAB FOR LEVELING AND NEW FLOORING
 - REMOVE ALL PLUMBING FIXTURES AND PREPARE AREA FOR NEW FIXTURES OR CAP AND PATCH SURFACES, SEE RENOVATION PLANS.
 - REMOVE ALL LOOSE LATH & PLASTER. PROVIDE NEW 5/8" GYP BOARD OVER ALL FRAMED WALLS AND CEILING IN BASEMENT.



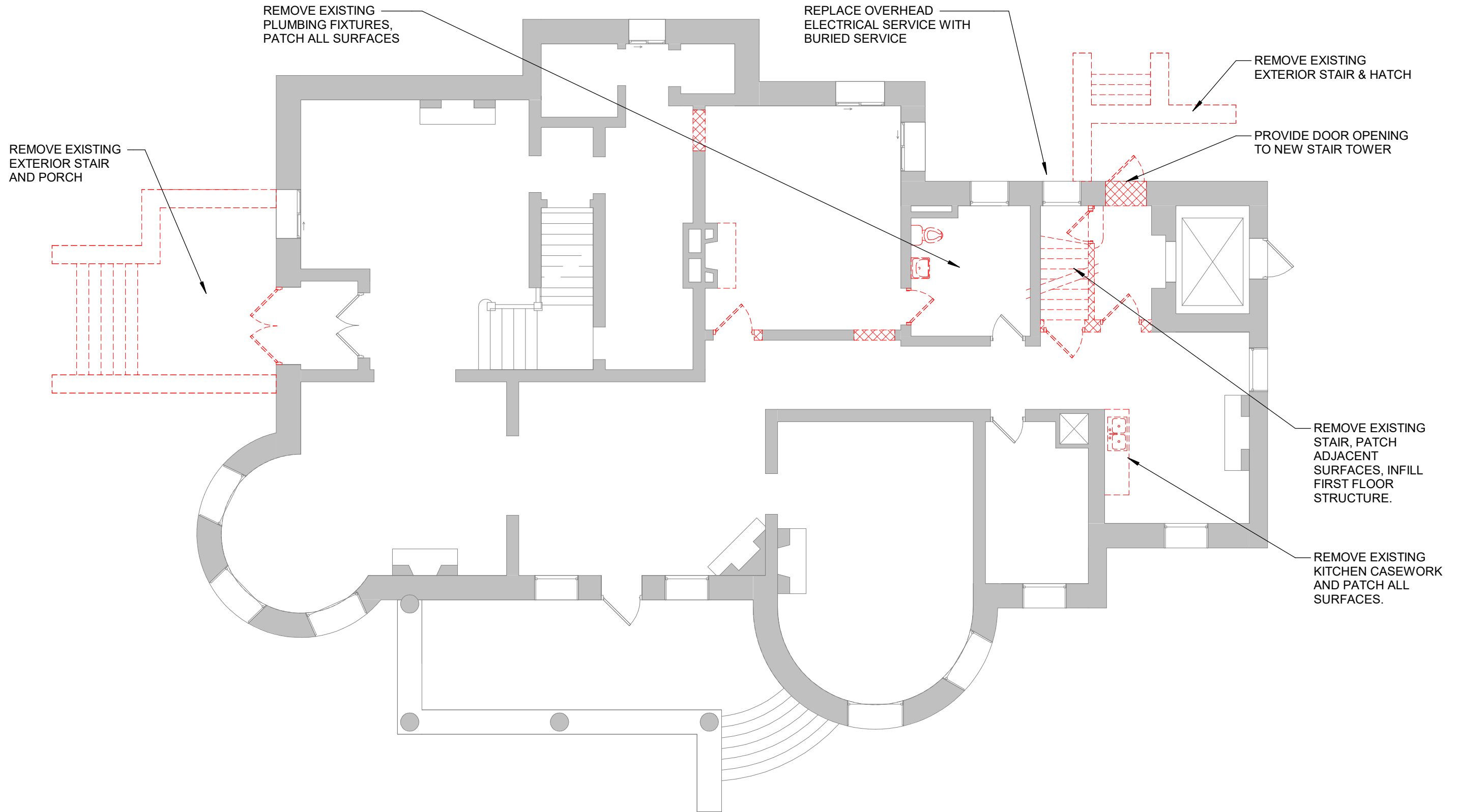
EXISTING / DEMO BASEMENT FLOOR PLAN

SCALE: 1/8" = 1'-0"



TORRENT HOUSE
JANUARY 15, 2026
PROJECT NO. 2501092





EXISTING / DEMO FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"



TORRENT HOUSE
 JANUARY 15, 2026
 PROJECT NO. 2501092





View of the west (facing W. Webster Avenue) and north (side) elevations from W. Webster Avenue, looking southwest.



Similar view prior to demolition of the porte-cochère and chimney, and construction of the 1950s building addition (photo from 1929-1942).



View of east (rear) and south (facing 3rd Street) elevations from 3rd Street, looking northeast.



View of the east (rear) and north (side) elevations, looking northwest.



Similar view prior to construction of the 1950s building addition, but after addition of an elevator (photo from 1942-1956).



North elevation, looking northwest; proposed stair tower vestibule addition surrounds this corner of the building, roughly spanning the two visible doors.



View of north elevation; visible at right (where the original window locations are bricked over and sheet metal covers former fire door openings from the 1950s addition) is the area where a decorative wall panel is proposed.



View of the west (facing W. Webster Avenue) and south (facing 3rd Street) elevations, looking southeast.



The remaining portion of the porch on the west elevation is proposed to be demolished and replaced with a new entry vestibule.



View of the remaining portion of the porch on the west elevation; the footing for the exterior wall of former building addition is visible at bottom, and the original porch roof's connection to the house is visible just below the second-floor window sills.

CITY OF MUSKEGON
HISTORIC DISTRICT COMMISSION
HISTORIC DISTRICT DESIGN GUIDELINES
FOR NEW CONSTRUCTION

(Adopted December 4, 1990)

Although a significant amount of the Commission's work is centered on historic structures, the construction of new structures on vacant lots within historic districts is permitted and encouraged. However, those professionals designing new structures should strive for excellence in design whether small individual infill construction within the existing historic district blocks, or larger independently sited projects. New structures should be in keeping with the existing historical character of the neighborhood or district with a design that is compatible with the size, scale, material, and color of the surrounding buildings and landscaping. Good design which responds positively to its surroundings can be done in several different ways; therefore, it is impossible to develop specific interpretations which will apply in all cases. Every site has its own design opportunities.

The following design recommendations shall be used by the Historic District Commission in evaluating requests for new construction within the districts. These basic criteria should be a part of any proposed design brought before the Commission for approval.

Recommended

Height - Relating the overall height of new construction to that of adjacent structures. As a general rule, construct new buildings to a height roughly equal to the average height of existing buildings from the historic period on and across the street.

Scale - Relating the size and proportions of new structures to the scale of adjacent buildings. Although a building may be much larger than its neighbors in terms of square footage, it should maintain the same scale and rhythm as the existing buildings.

Massing - Breaking up uninteresting box-like forms into smaller, varied masses such as are common on most buildings from the historic period. Variety of form and massing are elements essential to the character of the streetscape in historic districts. For example, if an infill site is large, the mass of the facade can be broken into a number of small bays.

Directional Expression - Relating the vertical, horizontal, or non-directional facade character of new buildings to the predominant directional expression of nearby buildings. Horizontal buildings can be made to relate to the more vertical adjacent structures by breaking the facade into smaller masses that conform to the primary expression of the streetscape.

Setback - Maintaining the historic facade lines of streetscape by locating front walls of new buildings in the same plane as the facades of adjacent buildings. If exceptions are made, buildings should be set back into the lot rather than closer to the street than neighboring, existing buildings. If existing setbacks vary, new buildings should conform to historic siting patterns.

Not Recommended

Height - Introducing new construction that varies greatly in height (too high or too low) from older buildings in the vicinity. Extreme differences in building heights will have a detrimental visual effects on the appearance of surrounding property.

Scale - Creating buildings that in height, width, or massing violate the existing scale of the area. The new building should not disrupt the scale and rhythm of the streetscape, although it might be appropriate in a different location.

Massing - Introducing single, monolithic forms that are not relieved by variations in massing. Box-like facades and forms are intrusive when placed in a streetscape of older buildings that have varied massing and facade articulation.

Directional Expression - Creating strongly horizontal or vertical facade expressions unless compatible with the character of structures in the immediate area. A new building that does not relate well to its neighbors or to the rhythm of the streetscape because of an unbroken horizontal facade should be avoided.

Setback - Violating the existing setback pattern by placing a new building in front of or behind the historic facade line. Placing buildings at odd angles to the street, unless in an area where diverse siting already exists, even if property setback is maintained, should be avoided.

Sense of Entry - Articulating the main entrances to the building with covered porches, porticos, and other pronounced architectural forms. Entries were historically a prominent visual feature of the street elevation of the building and often raised a few steps above the grade of the property.

Roof Shapes - Relating the roof forms of the new buildings to those found in the area. Although not entirely necessary, duplication of the existing or traditional roof shapes, pitches, and materials on new construction is one way of making new structures more visually compatible.

Rhythm of Openings - Respecting the recurrent alteration of wall areas with door and window elements in the facade. Also considering the width-to-height ratio of bays in the facade. The placement of openings with respect to the facade's overall composition, symmetry or balanced symmetry should be carefully studied.

Design Expression - Composing the materials, textures and colors of the new building facade to compliment adjacent facades and relating details and decorations of the new building to those of existing surrounding buildings.

Imitations - Accurate restoration of or visually compatible additions to existing buildings and former construction, contemporary architecture that well represents our own time yet, enhances the nature and character of the historic district.

Sense of Entry - Introducing facades with no strong sense of entry. Side entries or entries not defined by a porch or similar transitional element result in an incompatible "flat" first-floor façade.

Roof Shapes - Introducing roof shapes, pitches, or materials not traditionally used in the area.

Rhythm of Openings - Introducing incompatible facade patterns that upset the rhythm of openings established in surrounding structures. For example, glass walls and window and door shapes and locations which are disrespectful to the adjoining buildings.

Design Expression - Violating the existing character of the district by introducing non-compatible materials, textures, colors, details, and decoration on new buildings.

Imitations - Replicating or imitating the styles, motif, or details of older periods. Such attempts detract from the character of the district by compromising what is truly historic.

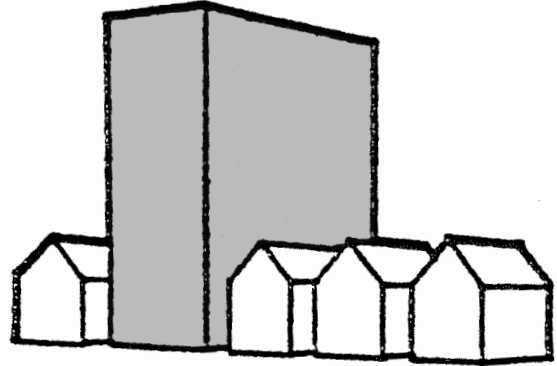
Recommended

Height

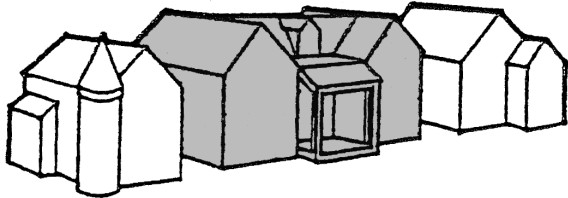


Not Recommended

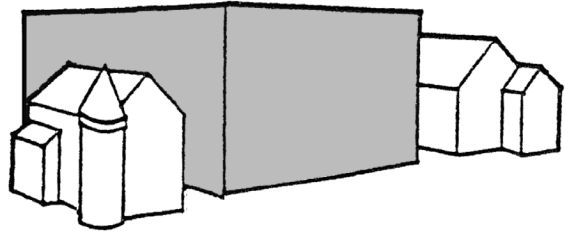
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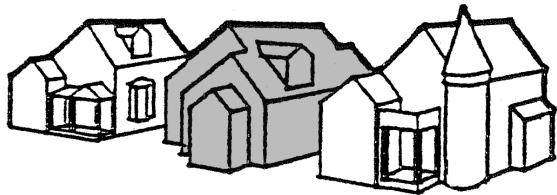
Scale



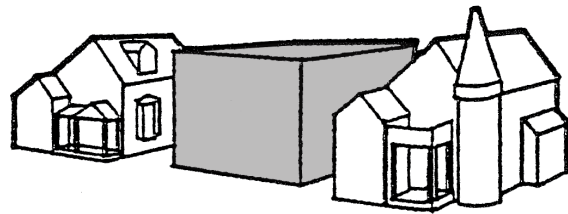
Scale



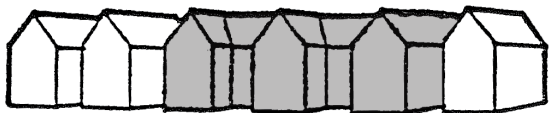
Massing



Massing



Directional Expression

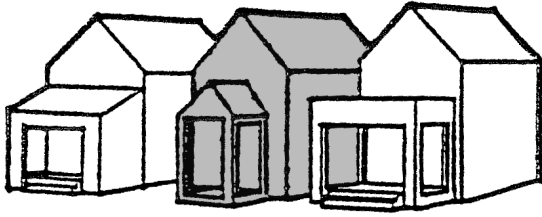


Directional Expression

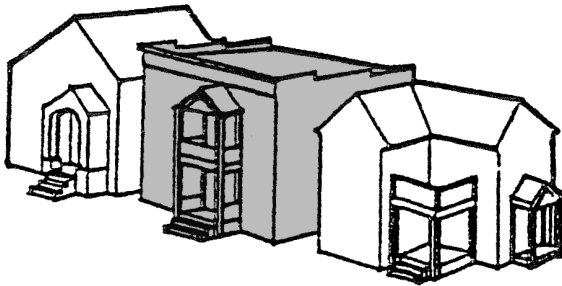


Recommended

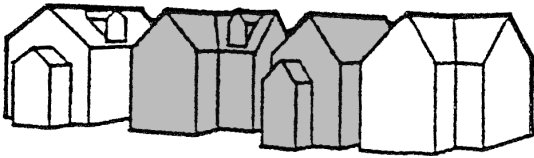
Setback



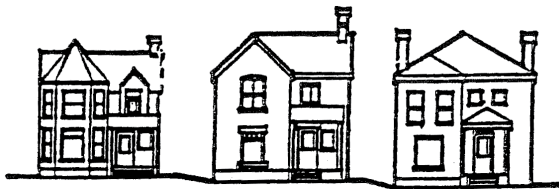
Sense of Entry



Roof Shapes



Rhythm of Openings

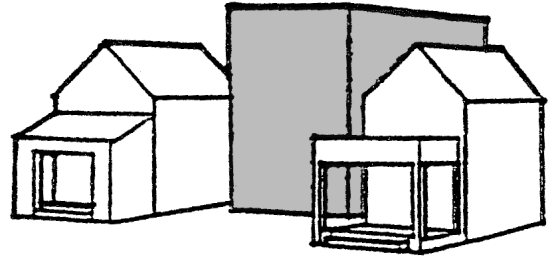


Imitations

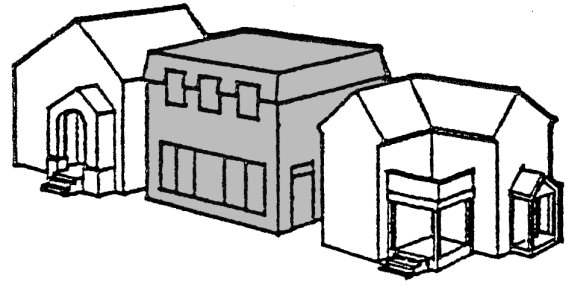


Not Recommended

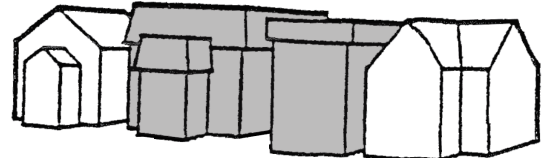
Setback



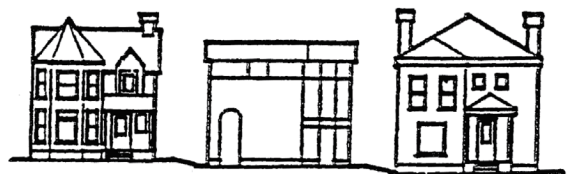
Sense of Entry



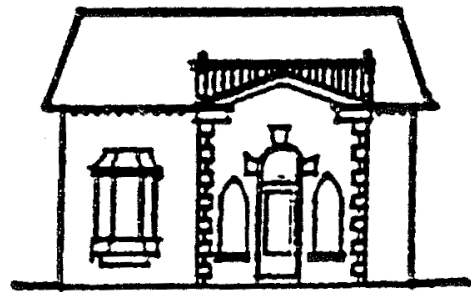
Roof Shapes



Rhythm of Openings



Imitations



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.

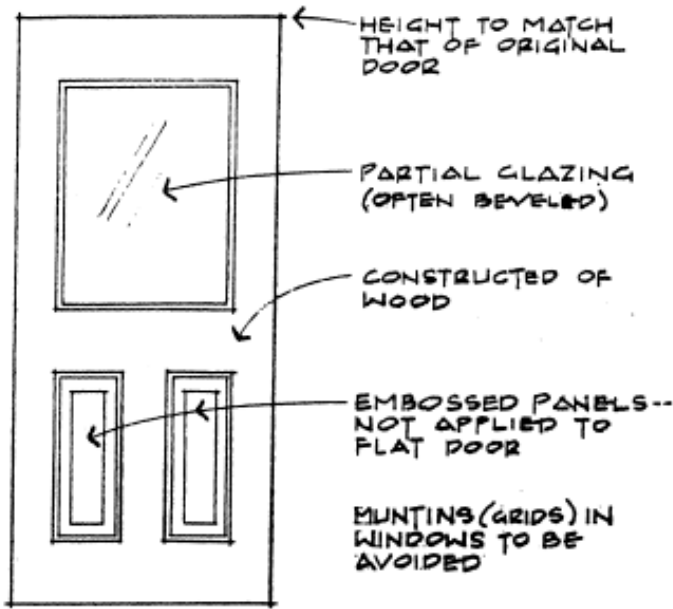
The Commission may approve new wood doors that may slightly differ from the original in cases where replicating the original may not be feasible, as long as such doors generally conform to the ones illustrated on the attached sheet. Under certain circumstances, the Commission may approve doors made of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

Storm Doors

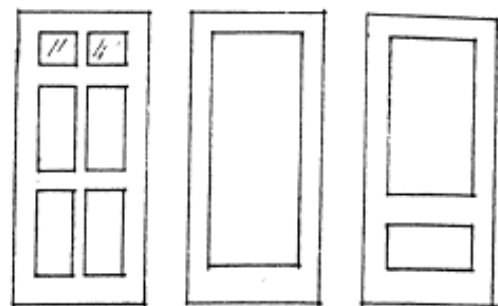
Wooden storm and screen doors are preferred and will generally be the required option especially on the front of the structure. Aluminum or metal storm and screen doors may be used so long as they are not mill finished or anodized aluminum. Baked enamel or other applicable paints or finishes will be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

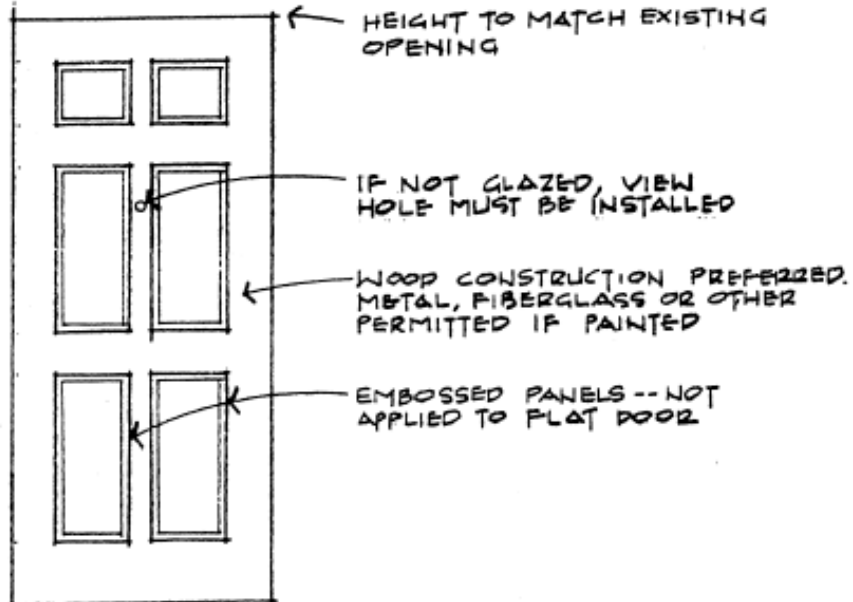
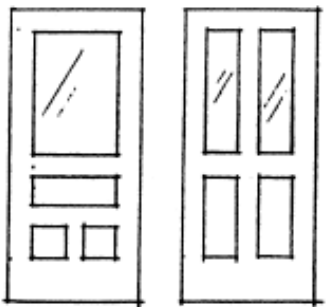
Existing decorative woodwork such as railings, moldings, eave, and gable cornice trim, tracery, columns, observatories, scrolls, bargeboards, lattice, and other carved or sawn wood ornament shall not be removed or altered without Commission approval. Existing deteriorated ornamental woodwork shall not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



PRIMARY FRONT DOOR

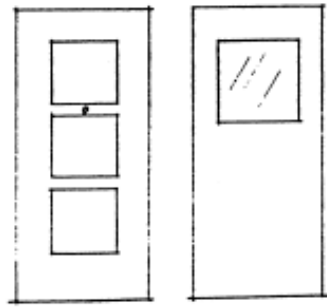
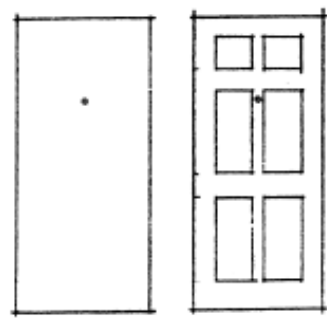


ALTERATE DESIGNS



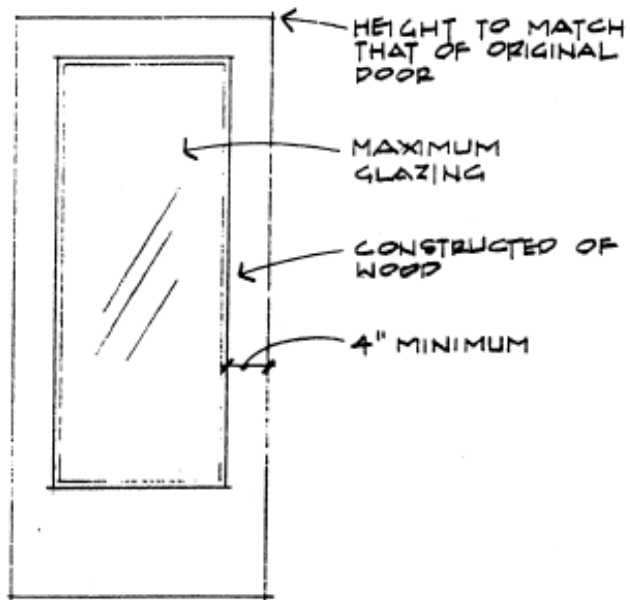
PRIMARY SIDE/REAR DOOR

SEE FRONT DOOR INFORMATION FOR ADDITIONAL ALTERNATE DESIGNS

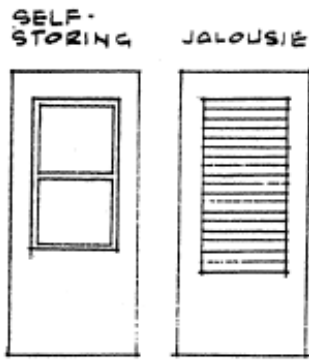


ALTERNATE DESIGNS

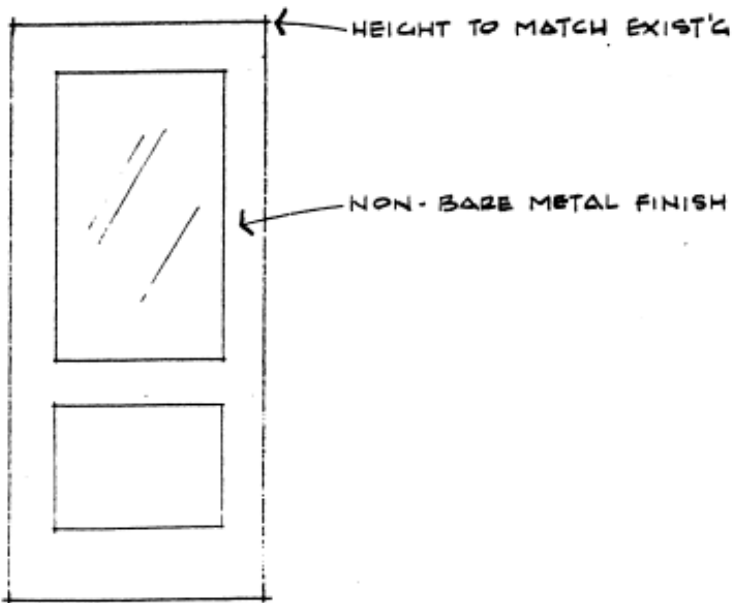
GRAPHICS COURTESY CITY OF KALAMAZOO



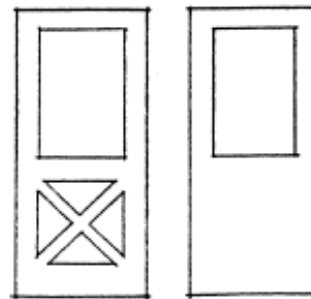
FRONT STORM DOOR



NOT PERMITTED



SIDE/REAR STORM DOOR



GRAPHICS COURTESY CITY OF KALAMAZOO

Plans of Residence
 For John Torrey Esq.
 Muskegon Mich



Scale 1 foot to one inch

Side Elevation

John Torrey
 Goddard Bros
 James Curtis & Son
 W. K. Johnston
 Architect
 611 The Temple
 Chicago. Ill

Plans of Residence
For John Torrent Esq
Muskegon Mich.

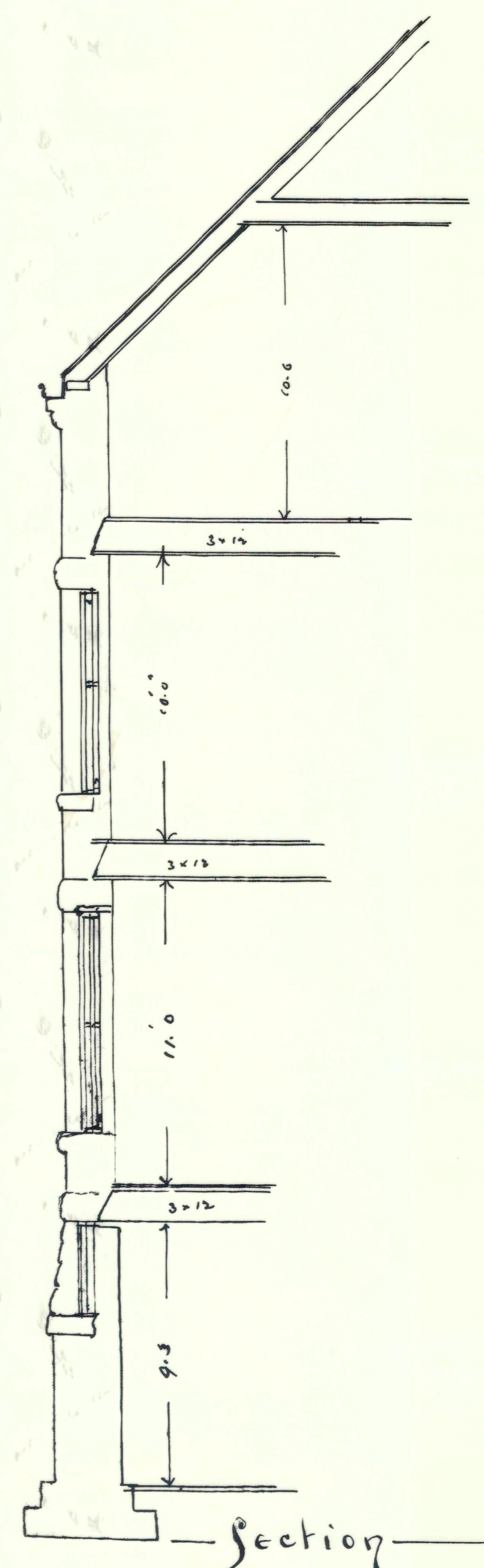
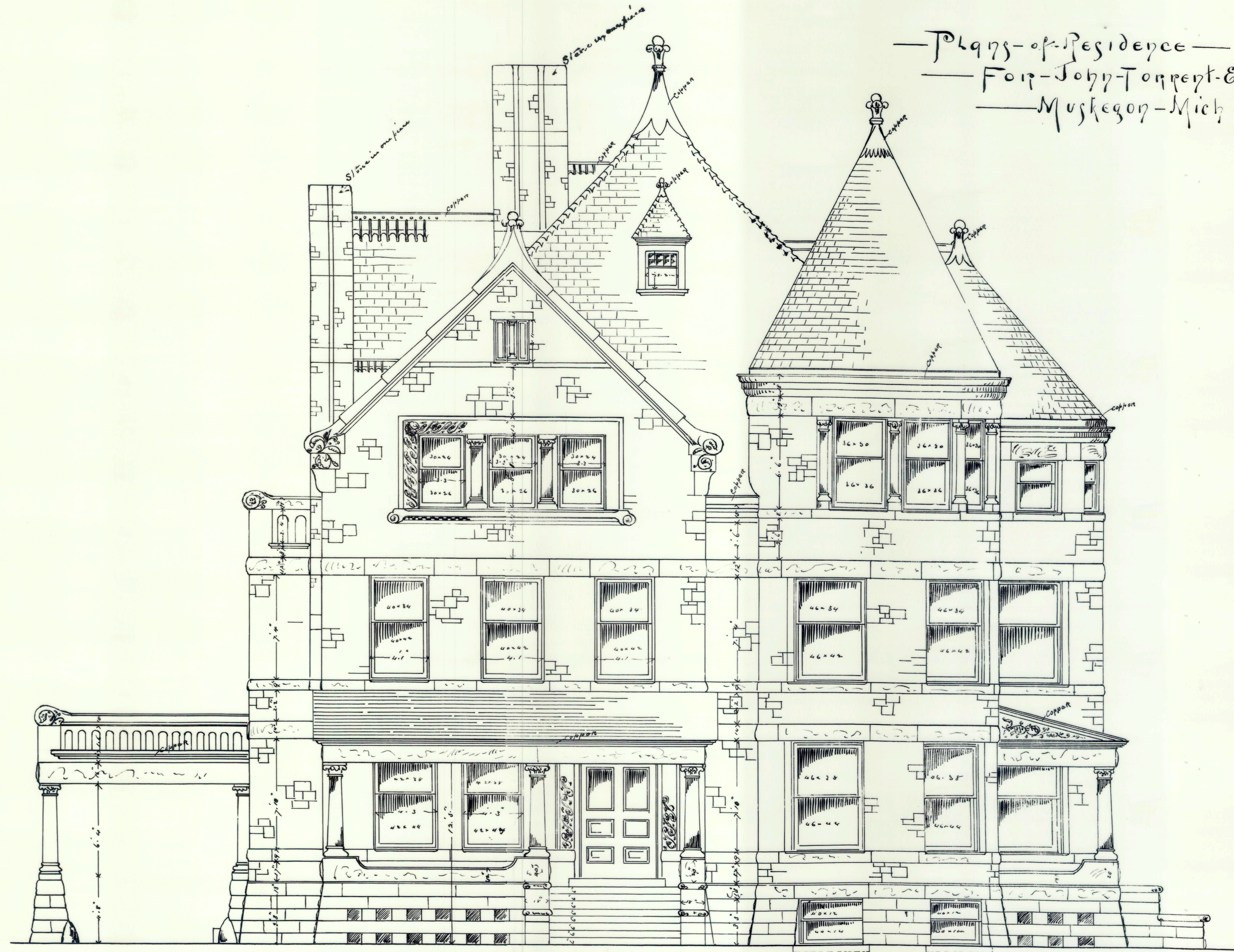


Scale 1 foot to one inch.

Side Elevation

John Torrent
Goodall B. Torrent
James Curtis & Son
Wm. Johnston
Architect
617 The Temple
Chicago Ill.

Plans of Residence
 For John Torrey Esq.
 Muskegon Mich



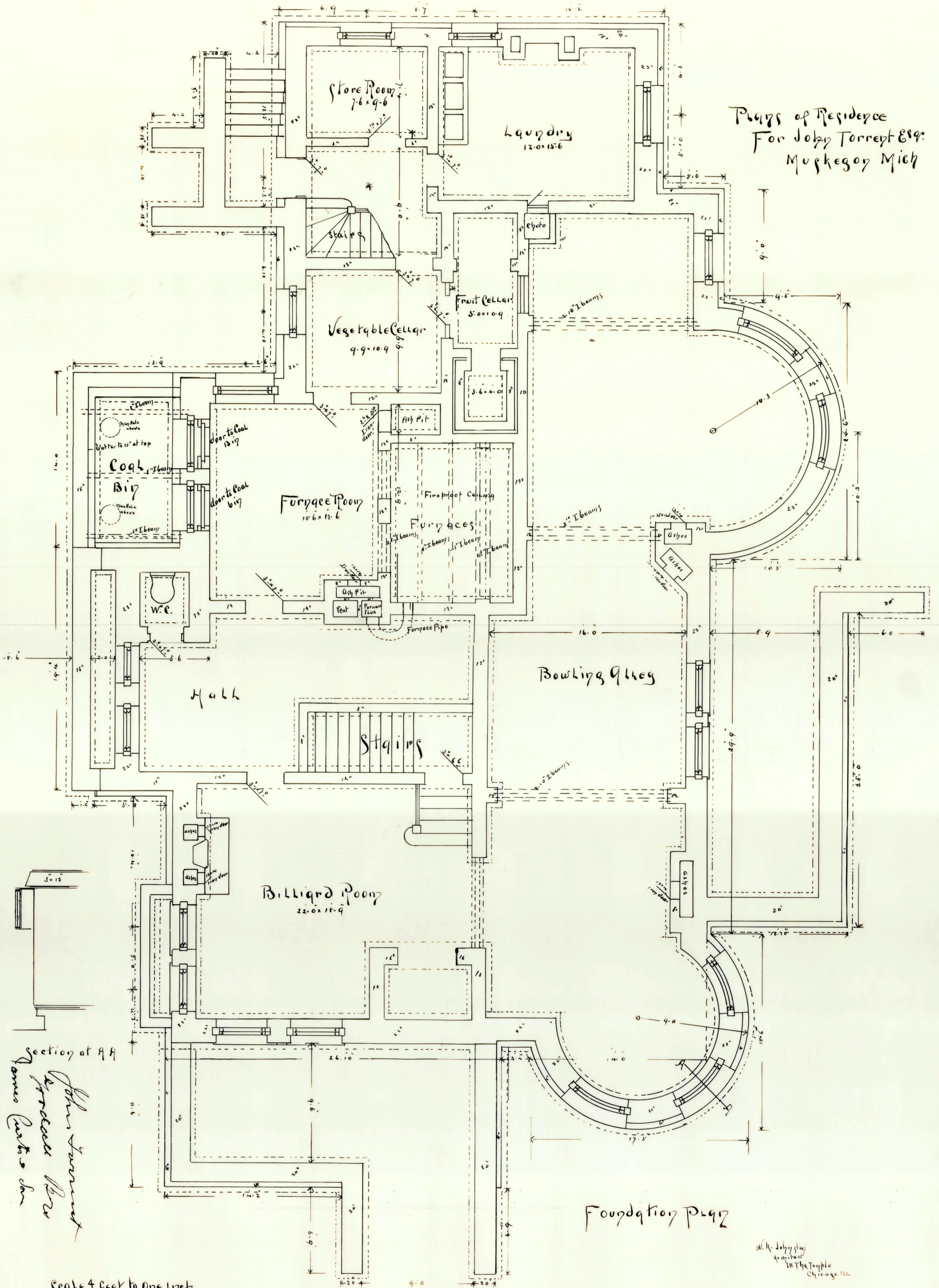
Scale 7 feet to 12 inches.

Front Elevation

John Garrett
 Goodall Bros
 James Cook - Sr

W. H. Johnston
 Architect
 611 The Temple
 Chicago. Ill.

Plans of Residence
For John Torrey Esq.
Muskegon Mich



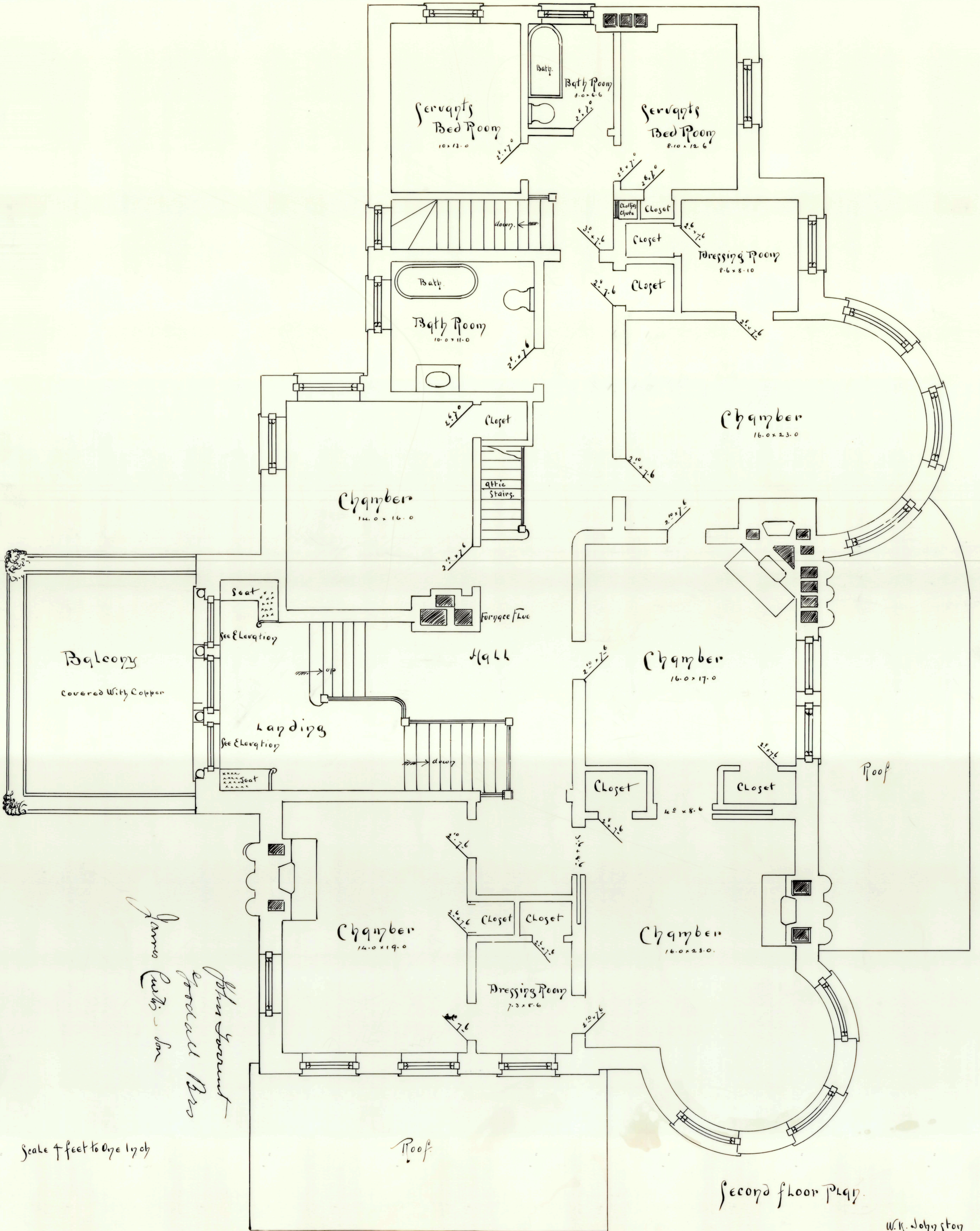
Section at A-A
John Torrey
Esq.
Muskegon Mich

Scale 4 feet to one inch

Foundation Plan

W. H. Johnson
Architect
111 The Temple
Chicago Ill.

Plans of Residence
 For John Torrent. Esq
 Muskegon Mich



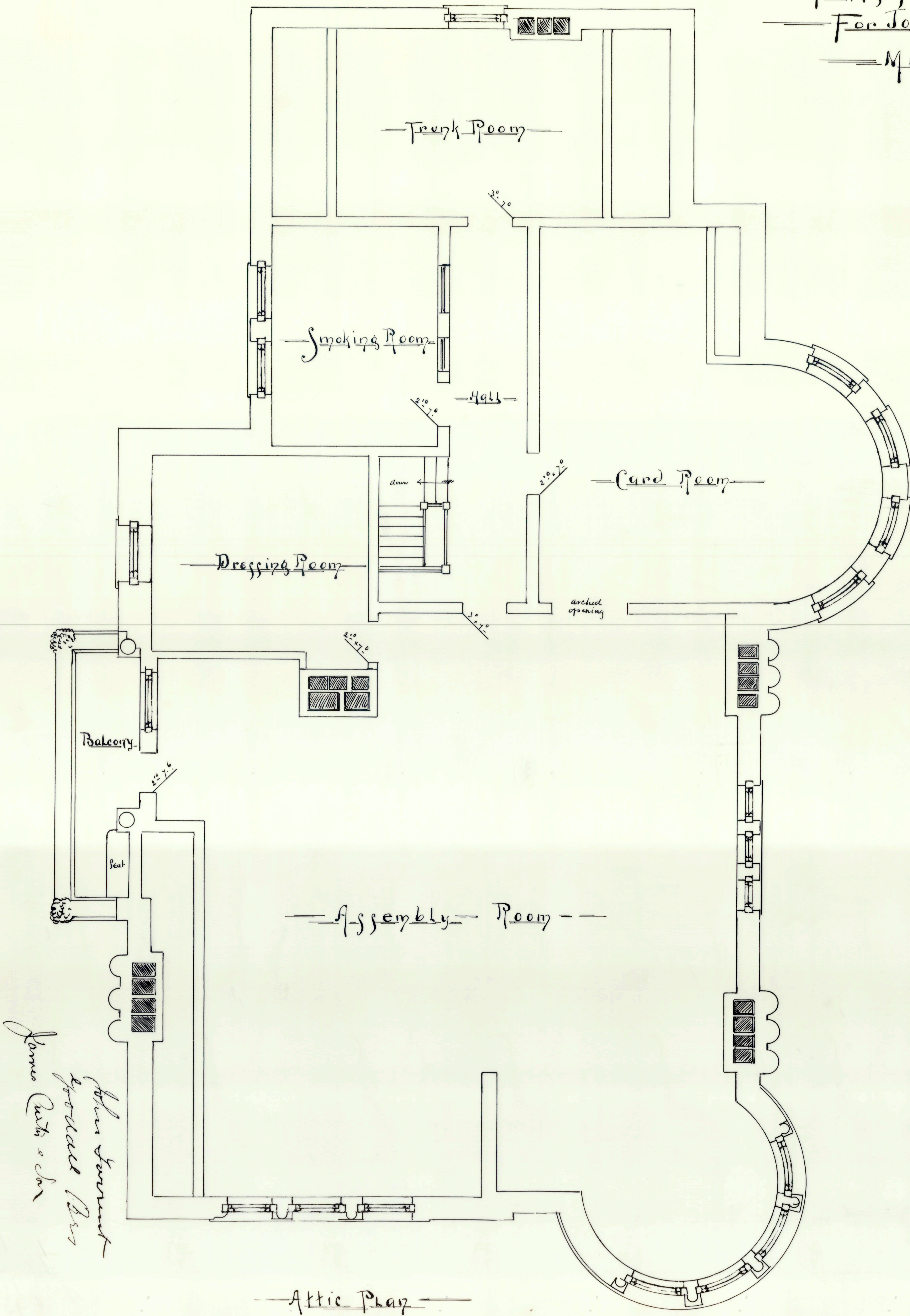
*John Torrent
 Esq
 James Curtis - Son*

Scale 4 feet to one inch

Second floor Plan

W. K. Johnson
 Architect
 611 The Temple
 Chicago.

Plans of Residence
 For John Torrey Esq.
 Muskegon Mich.



John Torrey
 Esq.
 James Curtis Esq.

Attic Plan

W. K. Johnston
 Architect
 611 The Temple



Agenda Item Review Form

Muskegon Historic District Commission

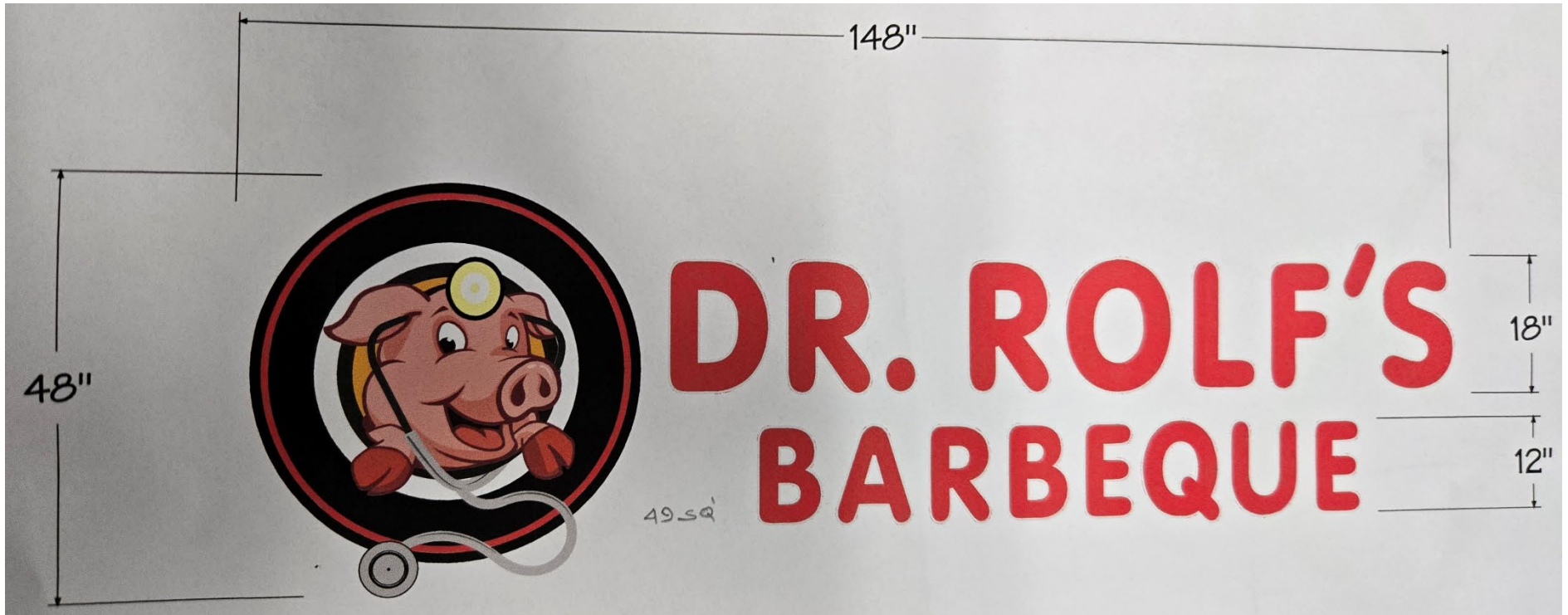
Case 2026-06: 477 W. Western	Description of Work: Sign
Applicant: Advanced Signs/Judy Hissom	District: Clay-Western
Current Use: Commercial	Date of Construction: 1/1/1923
Discussion: The applicant is seeking approval to install a 49 square foot internally-lit wall sign on the south elevation of the building.	
Standards: See attached <i>Sign Policy</i> .	
Deliberation: I move that the HDC (approve/deny) the request to install a 49 square foot internally-lit wall sign on the south elevation of the building as depicted in the April 7, 2026 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained.	



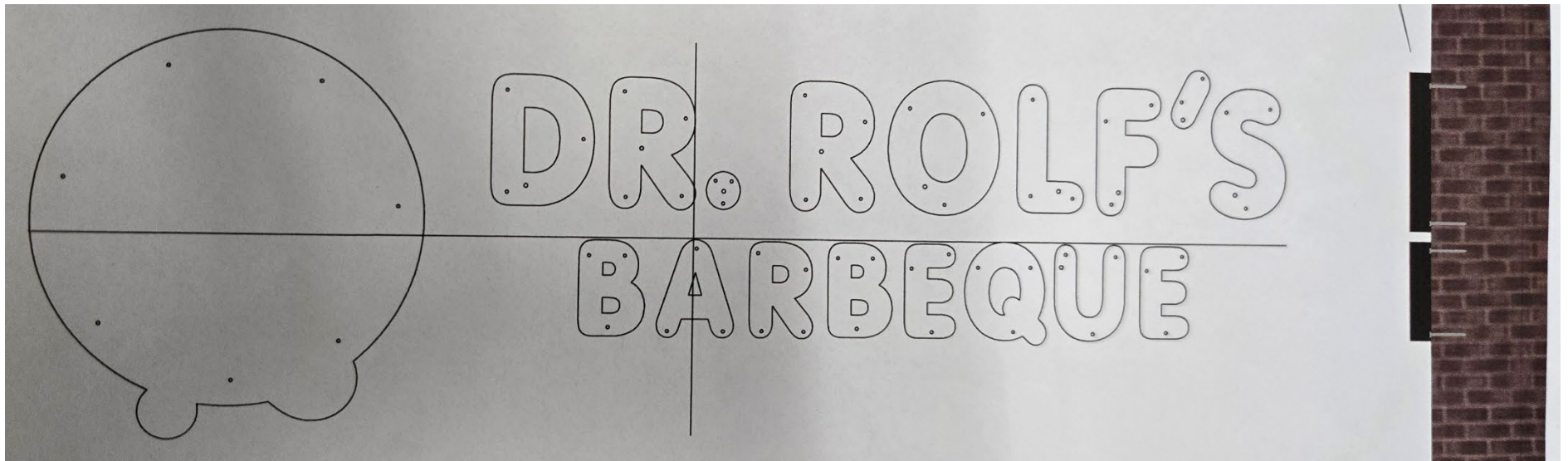
View of south (side) and west (front) elevation from W. Western Avenue, looking southeast (photo from October 2022).



View of south elevation from adjacent parking lot showing proposed sign location (drawn to scale).



Proposed wall sign design.



Proposed installation method using 5" anchor bolts.

CITY OF MUSKEGON
HISTORIC DISTRICT COMMISSION
SIGNAGE POLICY

Adopted October 2, 1986 with revisions

Purpose & Intent

A. It is recognized by the Historic District Commission that signs in general perform certain functions in the community which are essential for the public safety and general welfare, such as communicating messages, providing information about the availability of goods and services, and providing orientation. It is further recognized by the Historic District Commission that because of their potential detrimental impact on the historic and architectural character of the structures and surroundings within the City's designated historic districts, exterior signs must be regulated in order to:

1. Prevent conditions which have a blighting influence and contribute to the loss of character and declining property values within the historic districts.
2. Safeguard the heritage of the City by preserving and protecting historic district environments which include elements reflective of its cultural, social, economic, political, and architectural history.
3. Preserve the historic quality and architectural content of the historic districts by curbing deterioration and otherwise unsuitable additions, removals, or alterations to the properties within them.
4. Permit compatible signs for use within historic districts which would provide for easy recognition, legibility, and comply with other acceptable conditions.

It is the intent of this policy by the Historic District Commission to protect property values, preserve and enhance the architectural features of the City's historic structures, promote a more enjoyable and visually pleasing historic environment and encourage the most appropriate use and type of exterior signs for location within the historic districts.

The establishment of the sign standards, design criteria and other regulations and requirements of this policy as the basis for acceptance or denial of a sign by the Historic District Commission ensures that all signs will be reviewed in an objective manner, thereby protecting the right of property owners from any potentially arbitrary or capricious decisions of the Commission.

Definitions

A. Sign: The use of any letters, numerals, pictorial representations, devices, designs or trademarks which constitute a name, identification, description, display, or illustration which is affixed or applied to or represented directly or indirectly upon a building structure or historic district property which attention to an object, product, activity, person, institution, organization, or business.

B. Sign Types: The Historic District Commission shall review for approval the installation or alternation of any sign type as indicated below:

1. Flat wall signs. Any sign that is painted directly on a building surface or painted on a separate background material and applied to the facade as a unit.

2. Dimensional surface signs. Any sign that consists in whole or in part, of three-dimensional letter forms applied directly to the building surface or applied to a separate flat background which is attached parallel to the building surface.

3. Free-standing signs. Signs supported by upright braces, frames, poles, or other similar structures, independent of any building.

4. Ground signs. Any free standing sign located on or close to the ground, the top of which does not extend more than four feet above the ground.

5. Projecting or pole signs. Any sign that has a face that is other than parallel to the exterior facade of the building. A sign which is attached to a pole or other structure and extends above or projects out there from.

6. Window signs. Any sign that is applied directly to the inside or outside surface of a window glass or exists as opaque, translucent or transparent panels which are suspended or supported by other means inside the window and parallel to its surface, which are intended to be seen from the exterior.

7. Awning & canopy signs. Any symbol or message which is attached to or is an integral part of any awning (fixed or retractable) or canopy is considered a sign.

8. Banners. Any banner hung either with or without frames that contains a message, symbol, or which is simply a decorative addition is considered a sign.

9. Directional signs. A sign directing and guiding vehicular or pedestrian traffic or parking but bearing no advertising matter.

C. Sign Area: The area within the smallest circle or rectangle that encloses the extreme limits of the advertising message, including any frame, background, or trim. Two faces which are back- to-back are counted only once.

D. Signage Wall Area: The area of a wall that is a continuous portion of a building unbroken by columns, ridges, doors, or windows. It is calculated by selecting a continuous facade, then drawing an imaginary rectangle within specified height limitations and computing the square-foot area of this rectangle.

E. Sign Face: The surface of a sign board or background area on which a message is displayed.

Review Requirements

A. Policy Statement

As established by Chapter 38 of the Code of Ordinances of the City of Muskegon, the Historic District Commission is empowered with the authority to review and approve plans for Building Permit applications for exterior work to construct, alter, repair, move or demolish any structure in a historic district. As described by City Building Code, a sign is a structure and, therefore, installation of such structure requires the filing of a Building Permit which must be subjected to Historic District Commission approval.

B. Historic District Commission (HDC)

The Historic District Commission will hold meetings on the first Tuesday of every month (unless otherwise publicly notified) for review of Building Permits, including any sign applications. If approved, a “Certificate of Appropriateness” will be issued by the Commission for all appropriate signs.

C. Review Requirements

To effectively determine the appropriateness of any sign for use within the City’s historic districts, the Historic District Commission shall require that the following permits, plans, drawings and/ or other details be provided, prior to the fabrication and installation of such sign, and prior to the Commission’s meeting for approval.

1. Building Permit: A Building Permit Application must be filed for installation of all new exterior signs and alteration of any existing signs.

2. Site Plan: drawn to scale with measurements indicating proposed location and position of the sign in relation to building(s) on site, lot lines, sidewalks, drives, streets, and any other proposed or permanently existing structures or objects.

3. Elevation drawing(s): drawn to scale with measurements depicting complete sign dimensions, including minimum and maximum heights, distances from other structures (if appropriate), method of installation, supporting members, and any other features which might be visible.

4. Wall signs: For signs attached to a building wall, drawings shall indicate wall surface dimensions and any outstanding building lines or architectural details which may exist, including

complete sign dimensions, method of attachment and size of protrusion.

5. ALL PLANS/DRAWINGS: shall indicate types of installation materials to be used, colors of sign display and other components, letter styles and sizes, method of installation (anchoring) and any other elements which may affect the sign's exterior appearance.

6. Material samples: provide material samples and/or other catalog information when possible.

7. Photographs: provide current photos of the proposed site and/or building surface where the sign(s) will be installed.

8. Examples and HDC assistance: The HDC will provide additional information and samples of acceptable drawings upon request.

Standards & Design Criteria

General Conditions: All signs shall comply with the regulations for erection and construction of structures as contained within the City's Building Code of Ordinances and shall comply with existing zoning requirements as established within the City's Code of Zoning Ordinances.

The following Standards and Design Criteria shall be used in whole or part by the Historic District Commission in its determination of appropriateness of a particular type of sign for a specific property, including size, design features, fabrication and methods, intended positioning and on-site location, and all other elements affecting a sign's physical appearance:

A. Letters

1. Style. Uniform lettering style shall be used throughout the sign to avoid incoherence and otherwise incompatible letter form combinations which may be determined as inappropriate by the Historic District Commission. The use of serified (footed) letter styles is preferred for certain historical buildings; however, Gothic letter forms (those without serifs) and script letter forms may be acceptable to the Historic District Commission dependent upon the style and period of architecture represented by the building involved.

2. Size. "Letters should be subordinate to the background area". The maximum allowable height of capital letter forms shall not exceed two-thirds the height of the background area on which it appears (the background area is, in turn governed by the sign size and location restrictions which follow) or shall be reduced to the size declared appropriate by the Historic District Commission, dependent upon the actual signable wall area or sign size, location and viewing distance.

B. Fabrication Materials

The following materials, when properly used to compliment the architectural features and character of a historic building, are considered compatible for use in whole or part within the historic districts, provided the conditions as described are adhered to:

1. Wood - Any wood utilized shall be painted, stained, varnished or lacquered, carved or routed, or be negative cutout (letter forms described by voids in continuous background) or positive cutouts (individual dimensional letters).

2. Metal - Any metal shall be painted or varnished engraved mechanically or chemically etched. Bright chromium effect is not acceptable. Individually cast or cutout letters applied to building surface or separate background of wood would be acceptable.

3. Glass - Glass may be stained, leaded, painted, silk screen printed, etched, gold leafed, or any combination of the foregoing. Neon signs are not appropriate for use on historic buildings and, therefore, are considered unacceptable by the Historic District Commission.

4. Masonry - Masonry shall be carved stone or brick, molded concrete or terra cotta, provided such material would appear to be an authentic architectural addition to the facade of the building, as determined by the Historic District Commission.

5. Plastic or Fiberglass - The use of custom thin-gauge, die-cut vinyl letters which give the effect of a painted or silk screen imprinted letter is permitted. Any other use of plastic or fiberglass or the use of molded surface plastics or corrugated fiberglass sheeting is prohibited except in those cases where the surface finish closely duplicates the effect of a painted surface, as determined by the Historic District Commission.

6. Fabric - The use of bright, glossy, or leatherette finished vinyls is prohibited. All banner fabric must be durable and designed for outdoor use and maintained to prevent fraying, disintegration, and other unsightly appearances. Paper signs for window displays are prohibited for permanent use.

C. Illumination: Certain lighted signs are permitted for use with the historic districts, provided that they shall be illuminated by a reflected light from an exterior source which may be incandescent or fluorescent and that the light source is non-exposed and shielded from view.

1. Intensity of light. All lighting devices shall employ lights of constant intensity. No sign shall be illuminated by flashing, intermittent, rotating or moving lights or lights creating the illusion of movement or in such a manner as to affect adversely the use and enjoyment of the neighboring historic district properties – as determined by the Historic District Commission.

D. Sign Message - Content: All signs shall display only the formal name of the business or operation conducted on the premises. A brief secondary identification describing the nature of the business/operation and street numbers is also permitted. Where buildings are occupied by professional offices, the listing of occupants is permitted, provided the sign complies with all provisions established within this policy.

There shall be no labeling, graphics or commercial advertising on any part of any sign that the Historic District Commission determines to be inappropriate, whereas it will adversely affect the

use and enjoyment of neighboring historic district properties.

E. Number of Signs: The maximum allowable number of business identification signs per street frontage per establishment shall be limited to one (1). Whereas additional directory or directional signs which point out parking lots and other specific services are requested, the Historic District Commission shall determine the appropriateness and building/site compatibility of such exceptions.

F. Shape and Form: The physical form of a sign shall be proportioned in massiveness and scale to the building for which it is meant. All shapes shall be simple (square, rectangle...) and relate directly to the architectural features of the immediate and surrounding historic structures.

G. Location and Size: Sign use, sign type and location may be dictated by established district zoning ordinances. Whether those ordinance requirements are established or nonexistent, the following standards shall apply and prevail for all signs used within the City's designated historic districts.

1. General:

a. No sign may be erected upon or within any dedicated public easement or right-of-way without the expressed permission of the Muskegon City Commission.

b. No sign shall be placed so as to conceal, disfigure, or otherwise violate any architectural features of a building.

c. Sign size shall be visually compatible with the scale of the building for which it is meant. No sign shall be located in such a manner or position as to affect adversely the use and enjoyment of neighboring historic district properties.

2. Flat wall signs. No flat wall sign shall exceed twenty (20) percent of the signable wall area to which it will be attached, and shall not exceed twenty four (24) square feet in sign face area. No flat wall sign shall exist above a point fifteen (15) feet from the sidewalk level or one (1) inch below the second story window sill, whichever is lower.

3. Dimensional surface signs. No such sign shall exceed the above limits of a flat wall sign or extend above the building roof line, and shall not protrude from the primary building facade surface more than eight (8) inches.

4. Free standing signs. When used as business identification, these shall not exceed twenty (20) square feet per sign face. Such signs shall not exceed fifteen (15) feet in height from ground level or exist above the roof line of the building for which it is meant. The Historic District Commission may require a size and height less than these limits, including a specific location, in order to ensure consistency with the objectives and standards as established within this policy.

Directional signs, when permitted by the Historic District Commission, shall not exceed four (4) square feet in sign face area and shall not be higher than four (4) feet from ground level.

5. Ground signs. These shall not exceed twenty (20) square feet per sign face. No such sign shall exceed four (4) feet in height from ground level. To maintain consistency with the objectives and standards of this Policy, the Historic District Commission may require a smaller sign face and specific location.

For directional sign size and height limitations, use the same as above under No. 4.

6. Projecting or pole signs. These shall not exceed nine (9) square feet in area per sign face nor shall they extend below a point eight (8) feet from the sidewalk surface or out from the building facade surface more than four (4) feet. The top edge of such sign may not exist higher than a point fifteen (15) feet above the sidewalk surface or one (1) inch below the second-story window sill, whichever is lower.

7. Window signs. These may be applied directly to the glass and shall exist as message lettering only. Such a window sign message may not obscure more than twenty (20) percent of the area of the window surface to which it is applied.

8. Awning & canopy signs. These must comply with all provisions established within this Policy. The size, location, and height of awning and canopy structures are predetermined by existing City Ordinance.

9. Banners shall not exceed twenty-four (24) square feet in area or extend below a point eight (8) feet from the sidewalk surface or out from the facade surface more than four (4) feet. The top edge of such banner may not exist higher than a point fifteen (15) feet above the sidewalk surface or one (1) inch below the second-story window sill, whichever is lower.

Banners, when permitted, are on an interim basis only and shall be annually reviewed by the Historic District Commission to ensure their sightly appearance.

Special Provisions

A. Signs exempted from Historic District Commission Review

1. Signs required by Federal, State, or other local ordinance for purposes of traffic, public safety, and other directional assistance.
2. Special event signs: which will exist for a single period of not more than seven (7) days in any quarter calendar year and are not prohibited under any provision of this policy.
3. Signs not visible off the lot upon which they are situated.
4. Commemorative plaques not exceeding one (1) square foot in area.
5. Address signs: indicating street address and not exceeding one (1) square foot in area.

6. Temporary signs: any sign relating to construction, real estate, political elections which are not in violation of any provision of this policy.

7. Flags: National, State, or municipal flags with messages or symbols representing institutions or businesses.

B. Prohibited signs. It shall be unlawful to erect, install, place, or maintain any of the following:

1. Portable signs: Any sign that is readily moveable from one location to another and is not permanently affixed to a building or the ground.

2. Roof signs: Any sign which projects above or beyond the roof or parapet.

3. Signs which move or create the illusion of movement. Signs which flash or make noise.

4. Signs attached to any natural growth (i.e. trees or other natural foliage).

5. Signs which are obsolete, that do not relate to existing business.

6. Signs which are not expressly permitted by this policy or which violate any provision thereof.

C. Alteration to Existing Signs. Any sign that exists on the effective date of this policy or amendment thereof, which is nonconforming and does not at that time comply with all of the provisions hereof, including any amendment, shall not be changed, altered, or rebuilt in any manner described as follows, without prior review and written approval of the Historic District Commission. These signs shall not:

1. Be changed to another type of sign which is not in compliance with the policy; or

2. Have any changes made in the words or symbols used or message displayed on the sign (unless the sign is designed for periodic change of message); or

3. Be structurally altered so as to prolong the life of the sign or so to change the shape, size, type or design of the sign.

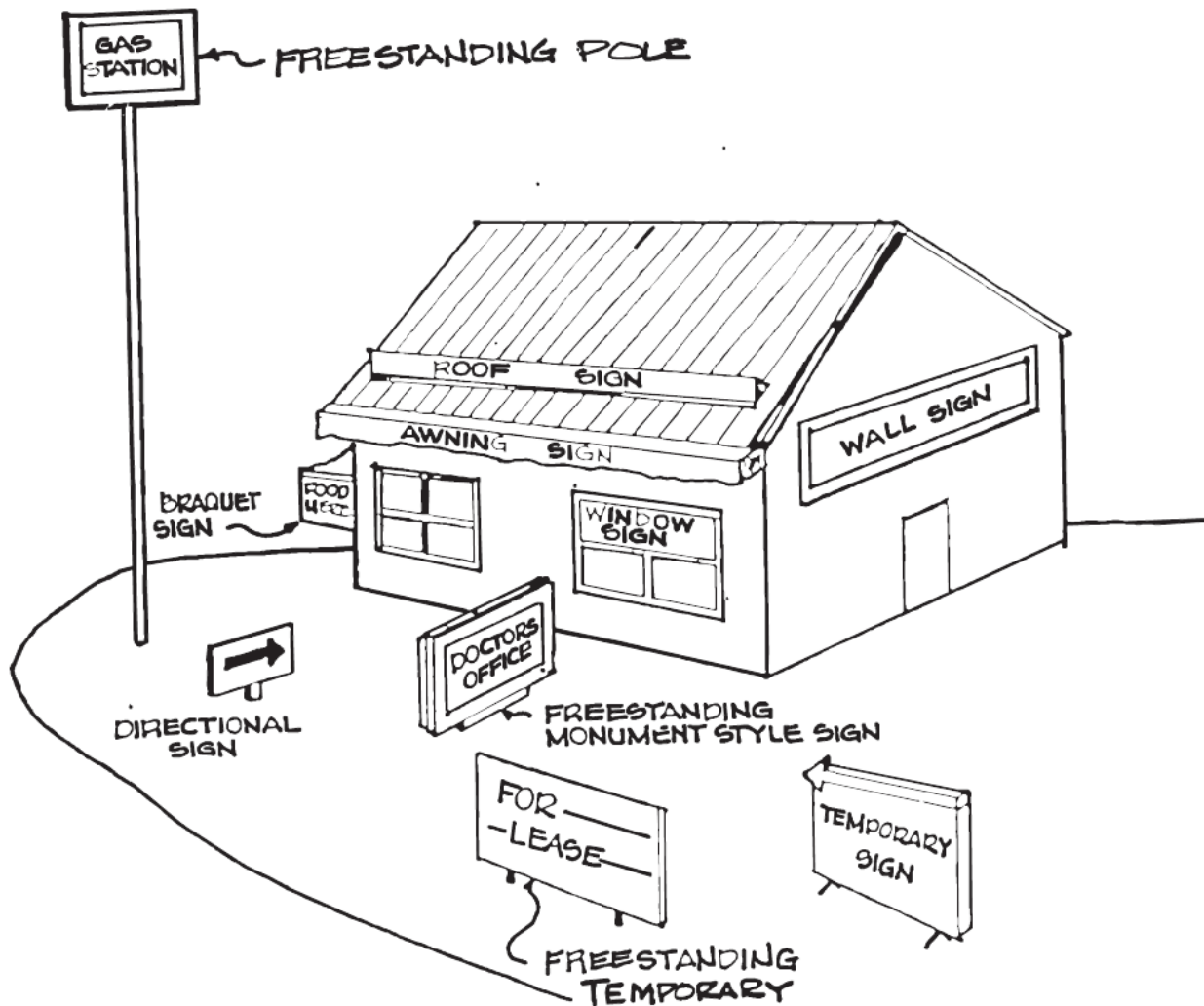
Maintenance & Enforcement

A. Maintenance: All signs approved for installation by the Historic District Commission shall be maintained in a safe, presentable manner and shall remain in good structural and/or material condition at all times, including the replacement of defective or damaged parts, painting, repainting, cleaning, and other acts necessary for maintenance of such signs.

B. Inspection/Removal: The Building Inspections Department and its authorized representatives shall inspect and have the authority to order painting, repairs, or removal of any sign installed upon or after the adoption date of this policy, if it fails to comply with the conditions established under

this policy.

C. Penalties: Violation of any provision of this policy in any particular or the failure to comply with any of the regulatory measures or conditions adopted by the Historic District Commission pursuant to its approval of a specific Building Permit and/or plans can result in issuance of a civil infraction notice which carries penalties ranging from \$100 for the first offense to \$500 for the third and all subsequent offenses. Each day such violation continues shall be deemed a separate offense.





Agenda Item Review Form

Muskegon Historic District Commission

Historic Resource Survey Work	Description of Work:
Applicant:	District:
Current Use:	Date of Construction:
Discussion: At recent meetings, the HDC has discussed completing a historic resource survey for a few existing historic districts and adjacent areas. City staff recently met with SHPO staff to review the HDC's options for carrying out such work, and would like to provide an update and finalize a plan to move forward.	
Standards:	
Deliberation:	