

# CITY OF MUSKEGON

## HISTORIC DISTRICT COMMISSION

### MEETING

**March 3, 2026 @ 4:00 PM**  
**MUSKEGON CITY HALL, ROOM 204**  
**933 TERRACE STREET, MUSKEGON, MI 49440**

### MINUTES

#### CALL TO ORDER

#### ROLL CALL

MEMBERS PRESENT: S. Radtke, D. Gregersen, J. Huss, G. Borgman, C. Davis

MEMBERS ABSENT:

MEMBERS EXCUSED: K. Kochin

STAFF PRESENT: J. Pesch

OTHERS PRESENT: M. Miller, 557 W. Western

#### APPROVAL OF MINUTES

**A. Approval of minutes of the February 3, 2026 regular meeting.** Planning

A motion to approve the minutes of the February 3, 2026 regular meeting was made by J. Huss, supported by G. Borgman, and approved S. Radtke, C. Davis, D. Gregersen, G. Borgman, and J. Huss voting aye.

#### OLD BUSINESS

#### NEW BUSINESS

**A. Case 2026-03: 557 W. Western** Planning

The applicant was seeking approval to install two, 18" x 44" vinyl window signs on the building's storefront windows. J. Pesch explained that a previous request for

new signage was reviewed at the September 2, 2025 HDC meeting, but only the vinyl window signs on the transom windows and the side-facing window near the front door and the wall sign in the former transom above the front door were approved at that time, and the existing two front vinyl window signs on the building's storefront windows were denied with the HDC allowing six-months to complete the removal of these signs.

M. Milller noted that the rendering in the application did not show the window signs currently installed in the transom windows and clarified that the intent was to keep these as they were approved at the September meeting. He explained that he was working with the Planning Department to ensure that the proposed new signs met the zoning ordinance requirements and to amend the timeframe for removal of the unapproved window signs, which could be completed only with warmer temperatures.

A motion to approve the request to install two, 18" x 44" vinyl window signs on the inside or outside face of the building's storefront windows as presented in the March 3, 2026 HDC staff report as long as the work meets all zoning requirements and the necessary permits are obtained was made by J. Huss, supported by G. Borgman, and approved with S. Radtke, J. Huss, C. Davis, G. Borgman, and D. Gregersen voting aye.

**B. Case 2026-04: 1011 2nd Planning**

The applicant was seeking approval to relocate existing, roof-mounted air conditioning units to the ground, install the necessary conduit, and install an appropriate vegetative screen. J. Pesch explained that he received very little information on the proposed work prior to the meeting. As no applicant was present, a motion that the HDC table the request for further information was made by G. Borgman, supported by J. Huss, and approved by voice vote.

**ANY OTHER BUSINESS**

**A. 2026 Staff Approval Update #1 Planning**

Since the start of 2026, staff had approved three projects. Those in bold were discussed with the HDC chairperson prior to approval:

- **561 W. Western - Replace eight windows on the east and south elevations with wooden, double-hung windows**
- 77 W. Forest - Reroof house
- 143 Strong - Reconstruct damaged chimney with like materials and install new metal flashing

J. Pesch explained each of the projects, clarifying any points on which the HDC had questions.

**B. HDC Neighborhood Association Presentation** Planning

G. Borgman shared that he was in conversation with various members of the Nelson Neighborhood Improvement Association to improve awareness of the historic districts and HDC. He explained that the initial goal was to improve oversight of work taking place within the historic districts. J. Pesch acknowledged that this effort overlapped nicely with the final item of Other Business.

During the HDC's annual goal-setting discussion earlier in the year, it was decided that a presentation to neighborhood associations would be a good way of informing residents about the historic districts and the role of the HDC as well as a way to generally promote success stories that had taken place within the districts. J. Pesch shared a draft list of topics that could be reviewed in such a presentation and collected feedback from the HDC to further refine the content. The HDC also discussed possibly updating the HDC pamphlet that had been used a number of years ago to provide attendees with something to keep and reference following the presentations. J. Pesch stated that he would continue to work on the presentation and include the topic on a future meeting agenda.

**PUBLIC COMMENT**

No public comments were received.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:56pm.

Respectfully Submitted,

Jamie Pesch, Planner