

HISTORIC DISTRICT COMMISSION

Minutes

February 17, 2009

2nd Floor, City Hall
City Commission Chambers
241 W. South Street, Kalamazoo, MI 49007

Members Present: Bob Oudsema (Acting Chair); Bob Cinabro; Linda DeYoung;
Nelson Nave; James Tribu

Members Excused: Jay Bonsignore, Chair

Members Absent: Lisa Poole-Woldring

City Staff: Sharon Ferraro, Historic Preservation Coordinator; Amy Thomas,
Recording Secretary

Guests: Richard Emig and Erin Seaverson, Candidates for vacant HDC
position.

Ms. Ferraro advised that the Chair and Vice Chair were absent from the meeting. She requested approval for Mr. Oudsema to serve as Chair for the February 17, 2009 HDC meeting.

By unanimous voice vote, Mr. Oudsema was appointed to serve as Chair for the February 17, 2009 Historic District Commission meeting.

I. CALL TO ORDER

Mr. Oudsema called the meeting to order at 5:05 p.m.

II. APPROVAL OF ABSENCES

Ms. Ferraro stated that Mr. Bonsignore informed city staff that he would not be present for the February meeting.

III. APPROVAL OF AGENDA (February 17, 2009)

Ms. Ferraro requested a discussion regarding appointment of HDC members as judges for the preservation awards to be added at the end of the agenda.

Ms. DeYoung, supported by Mr. Cinabro, moved approval of the February 17, 2009 HDC agenda as amended. With a voice vote, the motion carried unanimously.

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

V. DISCLAIMER

Ms. Ferraro read the disclaimer into the record.

OLD BUSINESS:

A. 161 E. Michigan Ave., (Wine Loft) (Case #: IHA 09-0043) (Item A)

Fritz Brown from Treystar and Terry Henderson from the Wine Bar, were present to discuss the application. The application requests a sidewalk café on the south/front of the building.

Mr. Brown advised that the applicant had previously requested an outdoor dining area in the alley between 161 E. Michigan and the neighboring property to the east. However, there were complications and the applicant was not able to proceed with the original request. The new plan proposes an outdoor café that will wrap around the front of the building, but doesn't encroach on the public alley. Michigan Avenue is a major trunk line, and the applicant is working with Michigan Department of Transportation (MDOT) on the new proposal. The applicant is also working with the Michigan Liquor Control Commission (MLCC) and the Downtown Design Review Committee (DDRC).

Mr. Brown stated that 6 to 7 feet of the right-of-way will remain to allow pedestrian traffic on the sidewalk to pass by the sidewalk café. Discussions have been ongoing with the local disability advocates and they are pleased with the current plan.

Ms. Ferraro stated that the DDRC has approved the plan. The Michigan Department of Transportation requested that the outdoor seating area be removed in the winter time. Mr. Brown confirmed that the fencing is temporary due to the necessity of snow removal during the winter months. The fence will be in place from April through October and will be removed the rest of the year.

Mr. Nave inquired about the elevations of the railings and planters. Mr. Brown advised that he provided that information on a prior occasion, but could provide it again if necessary. Mr. Nave mentioned that the HDC approved the steps on a temporary basis. He recalled that the steps were approved without meeting historic district guidelines. Mr. Brown stated that the City of Kalamazoo provided an easement for the steps, which will be temporary. The city wants to be able to remove the steps if it becomes necessary to place equipment in that area.

Ms. Ferraro inquired if the steps would need to have a more finished appearance to coordinate with the new plan. Mr. Nave commented that it is unclear what those steps

will eventually look like. He also expressed concern about the location of the speakers, and the possibility that they could be heard throughout the neighborhood. The HDC approved the lights as shown on the plan. Mr. Brown advised that the speakers have been taken down. Mr. Henderson commented that he plans to have speakers on the patio but they will not be loud or distracting. Mr. Nave indicated that he is also concerned about how the speakers will look on the building.

Mr. Nave stated there are still five grilles and other items on the alley side of the building that are silver and they need to be painted dark bronze, that should be included in the approval. The painting can be done in the spring. Mr. Brown advised that he was aware that those items should have been painted. He apologized for overlooking that detail.

Ms. DeYoung inquired if MDOT approved the project. Mr. Brown stated he has spoken with the local MDOT representative who advised that an application is required for the approval.

Mr. Tribu expressed concern about the speakers being obvious. Mr. Brown stated that the plan is sensitive to the fact that this is a historic building, while trying to meet the commercial needs of the applicant.

Mr. Oudsema inquired as to the capacity of the outdoor seating. Mr. Henderson stated that he hoped to accommodate up to 25 people on the patio. Mr. Oudsema mentioned that there are height requirements for the fencing when alcohol is being served. The plans state that the height of the fences would be 42" and 36". Ms. Ferraro stated that public safety and the MLCC are working together to determine the appropriate height for the fence. Mr. Brown advised that it should be difficult for someone to get in or out of the patio area with a drink.

Mr. Oudsema inquired if the only entrance to the patio would be through the door onto the alley. Mr. Henderson stated that there will be a gate entering onto the patio area from the side walk, but it will not be used on a regular basis.

Mr. Nave, supported by Mr. Cinabro, moved approval of the proposed sidewalk café on the south/front of the building at 161 E. Michigan Ave., with the following details: The details on the wood planters, walls and columns are to be approved by the Historic Preservation Coordinator. The speakers should be black and as unobtrusive as possible. The five items on the side of the building should be painted to match the aluminum on the brick wall. With a roll call vote, the motion carried unanimously.

B. 417 Locust (Case #: IHV 08-0563) (Item B)

Thomas Stout was present to discuss the application. The application requests retroactive approval for the new owner to leave the brick painted by the previous owner.

Mr. Stout advised that he applied for a permit to change the siding on the building. The fiber siding is falling apart will be removed, revealing the wooden clapboard and any missing clapboards will be replaced with cedar clapboard, and then painted. The previous owner painted the bricks on the front porch a color which is similar to the natural red color of the brick. Mr. Stout is seeking permission to leave the paint as is.

Mr. Nave requested clarification regarding removal of the fake brick. Mr. Stout advised that the real brick and fake brick were both painted. The fake brick will be removed, revealing the wooden clapboard. Ms. Ferraro stated that most of the original siding is probably still under the fiber siding, with the exception of the dormers and the third floor. Mr. Stout has acquired some cedar siding to use if necessary.

Mr. Nave cautioned against sandblasting the brick as it could cause damage to the brick and the mortar. Ms. Ferraro advised that the brick dates from the late 1920's or early 1930's. It is a relatively hard brick with a wire-cut face. There are other blasting techniques, including soda blasting that could be used to remove the paint. Mr. Nave mentioned that chemical striping might also be appropriate in this instance.

Mr. Stout advised that he would be meeting with Debbie Miller, Housing Inspections Supervisor, the Zoning Board of Appeals and the Housing Board of Appeals. Mr. Tribu inquired as to who was requesting that the applicant remove the red paint. Ms. Ferraro advised that she cited the violation. The previous owner painted the brick in an attempt to have the house removed from the list of blighted properties. The only time the HDC has input regarding paint is when someone paints previously unpainted brick.

Mr. Oudsema inquired if the violation is a matter of public record, and if a new purchaser would be made aware of the violation. Ms. Ferraro responded in the affirmative and stated that she sent the violation notice to all three owners of record at the time (September 2008). Mr. Stout advised that he had no knowledge of the violation when he purchased the house. He was not working with a real estate agent and was not aware that the property was in a historic district.

Mr. Nave mentioned that there is a new, Wolmanized stairway on the back of the house. Ms. Ferraro stated that she is working with the applicant to determine what the rear, first floor porch will be used for, and that will determine what will be done with the stairway. The previous owner acquired the building permit for the stairs, which are not historically appropriate for the house. Ms. Ferraro advised that Mr. Stout has made significant upgrades to the interior of the house and undone some non-historic changes that were done by the previous owner. The property is close to being certified as a rental unit, but work still needs to be done on the chimneys.

Mr. Oudsema inquired as to the number of rental units in the house. Mr. Stout advised that he is hoping to rent the property as a two-unit. The exterior steps and handrail on the north side from the ground to the third floor were put up decades ago without a permit. The third story was added in the 1930's without a permit. Debbie Miller has been

researching the history of the property and looking into whether or not the third level is usable.

Mr. Nave inquired about the water table and skirt board on the Insulbrick. Ms. Ferraro advised that she is working with the applicant to remove that. The white trim will also be removed.

Mr. Oudsema inquired if there is enough parking to support three units. Mr. Stout advised that he is going to the March ZBA meeting to iron out details of the parking situation. The parking requirement is based on the square footage of the lot, which is about 1,000 square feet less than the requirement for a two-unit building. Ms. Ferraro advised that there should be 1 ½ parking spaces per unit.

Discussion continued with regard to the paint on the brick. Mr. Nave commented that the latex paint will actually preserve the brick. The paint will probably come off in about 10 years.

Mr. Nave, supported by Ms. DeYoung, moved to allow the existing paint to remain on the masonry at 417 Locust. Additional paint should not be applied to the brick. The siding and trim are to be approved by the coordinator. With a roll call vote, the motion carried unanimously.

Mr. Stout inquired if he had permission to put on the cedar siding. Ms. Ferraro responded in the affirmative, but directed the applicant to call her before installing the siding.

C. 120,124, 128, 130 W. Dutton – Long Island Partners (Case #: IHA 09-0010) (Item C)

Melvin DeLoof, DeLoof Builders, was present to represent the property. The application requests a new building for Langeland Funeral Home, to include demolition or moving of 4 houses.

Mr. DeLoof advised that the applicant would try to give the houses away; they are working-class buildings. If demolition is approved, the applicant will try to salvage usable parts from the houses. The applicant would like to keep their business in town and provide jobs locally.

Mr. Nave inquired as to who the architect is for this project. Mr. DeLoof advised that an architect hasn't been hired at this point, the applicants drew their own plans. Mr. Nave commented that a full set of drawings has not been provided. The proposed buildings do not match the style of the existing buildings in the neighborhood. There is nothing wrong with the houses the applicant proposes to move/demolish. There are many working-class houses in the neighborhood. If these four houses are removed, only one side of this block

in the historic district will have historic homes. Mr. Nave stated that the applicant's drawings depict a new, suburban building. The HDC doesn't approve arched windows, fake stucco, fake grills, aluminum fascia, gutters or soffits, or clad windows. A dark drip edge would be required in the historic district.

Mr. Nave stated that he spoke with Mr. Langeland about a year ago. Mr. Nave suggested that the applicant hire a good designer to incorporate the existing houses into the new design. Mr. DeLoof advised that there isn't enough room to incorporate the existing houses into the new design and still have enough room for the number of parking spaces needed.

Mr. Nave suggested that the new design could look like the existing buildings in the neighborhood. The massing, materials, window sizes and shapes are all determined by the Historic District Standards and Guidelines that the Historic District Commission must follow. Mr. DeLoof mentioned the new Bronson Hospital and the houses that were taken down to make room for it. Mr. Nave advised that the Bronson Hospital building is appropriate for the area because it is a 1930's-style modern building.

Ms. DeYoung concurred with Mr. Nave's assessment of the situation. Mr. Tribu stated that the HDC doesn't usually allow historic houses to be taken down. He commented that if he lived in the neighborhood, he would not want to look over the vast parking lot that is being proposed. There may be better ways to approach this project.

Mr. DeLoof advised that some of the subject houses have leaking roofs and are infested with ants. He is not against having the architecture of the new building more closely match the surrounding houses. The current Langeland business is part of an old house. The applicant's main goal is to make improvements and keep people employed.

Mr. Cinabro inquired if the pictures represent what the proposed building would look like. Mr. DeLoof responded in the affirmative. Mr. Cinabro concurred with the comments of the other commissioners. The proposed building has a suburban look and does not appear to be compatible with the neighborhood.

Mr. Oudsema inquired if Mr. DeLoof was the developer or owner of the property. Mr. DeLoof stated that he is the builder, not the owner. Mr. Oudsema commented that he would have to be absolutely convinced that improvements would be made because of the changes that are proposed. The applicant won't get approval from the HDC for the current site plan design. Mr. Oudsema suggested that the applicant take another look at the proposal, and keep the historic neighborhood in mind when coming up with a new design.

One of the owners of the property was present in the audience and stated that two of the buildings are uninhabitable and are vacant. There is one person living in each of the other two houses. Mr. Oudsema commented that the houses have been subjected to

benign neglect. The applicant has not investing in the existing structures because he wants to use the property for a different purpose.

Mr. Oudsema stated that those properties could be put back into use without a lot of investment. He further commented that the community values the applicant's company and would like to try and accommodate their business, but this is not the right plan. The curb cuts and side yard don't appear appropriately on the plan that was submitted. The buildings need to look like they belong in that location.

Rob Chamberlin was present to speak about the application. He stated that he lives in one of the working class houses in the neighborhood. He was not informed about the proposed project until Bill Snyder contacted him to advise that this matter was on the HDC agenda. The neighbors probably don't know about the proposed project. Ms. Ferraro advised that, unlike zoning and planning matters, the HDC is not required to provide notice to neighbors regarding potential projects. Mr. Chamberlin commented that Langeland is a quiet and peaceful neighbor, but he would prefer to not have the chain link fence and the parking lot in the neighborhood. He further stated that when he served on the commission years ago, the HDC would not allow the Bethel Baptist church to tear down one house; people are now living in that house. Mr. Chamberlin commented that he would like to see the neighborhood remain residential. There may be a compromise that can be reached, but the current drawing is not an improvement.

Mr. Nave, supported by Mr. Tribu, moved to postpone the decision regarding the application for 120, 124, 128 and 130 W. Dutton pending further information from the applicant. With a roll call vote, the motion carried unanimously.

Ms. DeYoung suggested looking at the square footage of the plans that were presented, and trying to replicate that square footage while keeping the homes on Dutton.

Mr. DeLoof advised that he would be in contact with Ms. Ferraro regarding this application.

D. 423-5 S. Westnedge (Case #IHA 09-0045) (Item D)

Mike Hills was present to represent the property. The application wants to replace the existing sign. The proposed sign would be similar in size to the existing one, free standing, and internally illuminated.

Mr. Hills advised that the proposed sign would be located in front of the office building. He co-owns the building with William Schlee who is also on the sign. There are six other lawyers in the building who are nearing retirement age. Mr. Hills is growing his business and he would be paying for the sign. In considering the future of the building and his business, Mr. Hills is contemplating losing the current renters over the next few years. Accordingly, he would like to locate the sign on Westnedge, which is a high-traffic area. The sign is a valuable asset to the building and the future of the business.

Mr. Hills advised that he has been working with Paul Havenaar from Sign Impressions to come up with a sign that would be appropriate for this historic building. The proposed sign would be black and white and the pillars would match the stucco color of the building. Due to the possibility of the other attorneys not being there in the near future, the new sign was designed so that the existing names can be removed and other names added. The intention is to not replace the entire sign when changes are made. The proposed sign is internally lit, and that type of sign would not have been available in 1910 when the building was constructed.

Mr. Oudsema inquired if there is already a sign on the building at the entrance of 423 S. Westnedge. Mr. Hills confirmed that there is a sign in that location. At this time, he is not asking for new signs on the north and south entrances to the building. The existing, attached signs will remain as is.

Mr. Oudsema requested clarification regarding the location of the proposed sign. Mr. Hills advised that he is requesting that the sign be located in front of the planter box in the center of building. Mr. Havenaar advised that the sign needs to be at least two feet away from the sidewalk. There is another law office to the south and the applicant doesn't want to block the neighbor's sign. If proposed location is a problem, the new sign could be installed where the existing sign is located.

Mr. Oudsema inquired if the applicant had a picture of the existing sign; Mr. Hills advised that he did not. Ms. Ferraro stated that the existing sign is smaller than the proposed sign and it is not illuminated; it is a similar shape. Discussion followed with regard to the size of the sign, which is shown as 50 inches tall by 48 inches wide. Mr. Tribu commented that the overall dimension of the sign is 92 inches tall by 74 inches wide, which would seem out of proportion for the lot and the building. Ms. Ferraro advised that the lot is about 44 feet wide.

Mr. Nave inquired about the material used for the columns on either side of the sign. Mr. Hills stated that he thought the pillars and cap would be covered with a material similar in appearance to stucco, which will be the same color and texture as the building.

Mr. Nave stated that the proposed sign is too tall and too wide and should not be internally lit. Mr. Hills advised that the credit union nearby has an internally lit, plastic sign. He agreed that the proposed sign is probably too big for the location, but he wants something larger than the existing sign. Ms. Ferraro mentioned that the credit union is not a historic structure, but the subject property is historic.

Mr. Tribu and Mr. Cinabro concurred that the proposed sign is disproportionately large for the scale of the building and property. Mr. Oudsema inquired if there was any consensus regarding the internal illumination proposed for the sign.

Mr. Nave stated that the HDC does not approve internally lit signs. He referred to a sign that the HDC recently approved for a law office on Park Street near Crosstown. Ms. Ferraro commented that the area on Park Street is more residential than where the subject property is located. Mr. Nave mentioned that the HDC doesn't approve internally lit signs on Michigan Avenue, and that is more of an urban area than Westnedge.

Mr. Oudsema suggested making a silhouette of the sign, painting it and standing it up in the desired location to see what it will look like. Signage is an important issue in the historic districts.

Mr. Nave, supported by Mr. Tribu, moved to postpone the decision regarding the sign for 423-5 S. Westnedge pending further information from the applicant. With a voice vote, the motion carried unanimously.

VI. APPROVAL OF MINUTES (November 18, 2008 & December 16, 2008)

There were no changes to the minutes.

Ms. DeYoung, supported by Mr. Nave, moved approval of the November 18, 2008 and December 16, 2008 Historic District Commission minutes as submitted. With a voice vote, the motion carried unanimously.

X. DISCUSSION

A. (Item G) Consideration of Eric Lee's metal handrail design for historic districts – the Kalamazoo Rail.

Mr. Lee was present to discuss the proposed handrails, which are designed to satisfy the requirements of the city's housing inspectors and the requirements of the Historic District Commission. Drawings of the proposed handrails were provided to the HDC. The pipe component handrails could be made simple or fancy and they would be appropriate for use in the historic district.

Mr. Lee advised that Jim Wagner and his dad have been making aluminum castings since the 1940's, but this product is expensive to build. Ms. Ferraro stated that there is nothing available that is well built and is also appropriate in the historic district. Mr. Lee's proposal would give property owners a choice of something neutral, which doesn't detract from the building.

Mr. Lee stated that it would cost about \$120 to install the handrails he is proposing. If he were to include his time in a job quote, he would lose money on the project. The proposed handrails can be installed by the homeowner.

Ms. Ferraro mentioned that the building code was adopted into the housing code. This has resulting in some conflict with the language concerning details such as

hand rails. A hand rail waiver is sometimes acceptable, but a waiver is not an option with grip rails. The grip rails need to be neutral and meet the code requirements. Ms. Ferraro is requesting support from the HDC to pursue the full details of this plan. The proposed grip rail design would be something that the HDC could allow with administrative approval.

Mr. Oudsema inquired if there were any comments about the proposed plan.

Bill Snyder suggested that wing walls be taken into consideration when designing the rail. The infill requirements need to be addressed. The vertical support elements are many times unmanageable in terms of keeping steps free of ice. Mr. Snyder requested an allowance for horizontal attachments of rails, and that they be allowed by administrative approval.

Mr. Emig stated that Mr. Lee had worked with him in the past, and that he does a great job. He thought that the rail being presented would work well as suggested.

Mr. Oudsema advised that Mr. Lee worked on a gate at his house. He further commented that the proposal looks like a great idea, and that he would fund a demonstration rail at his house. If the rail proves not to be appropriate, Mr. Oudsema would have it removed.

Mr. Lee stated that the old fittings would be copied as closely as possible. There is a special fitting that could be modified for a horizontal rail. It meets the 200 pound deflection requirement by OSHA. The rail is made of schedule 80 aluminum pipe and would have a guarantee. Each rail would have the wording, "Kalamazoo Rail, guaranteed for the life of the house."

Mr. Tribu expressed concern about how the rail would be attached to the house, but commented that he thought it was a great concept. Mr. Lee stated that the structure is aluminum so there is no rust. This rail system has been designed so that a homeowner or contractor could install it with readily available tools. The general consensus from the HDC was that the proposed rail is a good idea.

B. (Item H) Consideration of Bellevue Place.

Ms. Ferraro advised that this matter is on the agenda for discussion only. There are currently no applications regarding these properties. None of the eleven houses on Bellevue Place have sold yet. A realtor asked Ms. Ferraro if she thought the HDC would consider allowing these houses to be demolished for parking. She advised that, to the best of her knowledge, the HDC has not allowed demolition for parking since 1991 (315 Oakland).

Mr. Snyder advised that he had not been aware of this project until recently. He handed out a series of maps to the commissioners to illustrate his point. Mr. Snyder received a call from a realtor inquiring if he wanted to sell 415 Normal View Court; he advised that he did not want to sell the property. The realtor did not indicate that one or more of the adjacent houses might need to come down to provide parking. If Mr. Snyder had been aware of that detail, he would have had a different perspective about selling the property.

Mr. Snyder stated that taking down the houses as proposed would result in a streetscape that could be likened to missing teeth on a face; those houses cannot be replaced. He stated that he might sell 415 Normal View Court if it would help stave off destruction of the subject properties. The properties at 915 and 917 W. Lovell St. do not have official rights to use that private court. Mr. Snyder offered to work with the City of Kalamazoo to allow 415 Normal View Court to become part of 915 and 917 W. Lovell St. so they could have a driveway to access their parking in the back.

Mr. Snyder expressed concern that people in the area have not been made aware of this potential detriment to the community. Three of the four criteria pertaining to a Notice to Proceed relate to the inherent detriment or benefit a proposed project would have on the community. How can you assess the actual detriment or benefit to the community if you never inform the community about the proposal? Mr. Snyder suggested adopting a noticing procedure similar to that used by the Zoning Board of Appeals, so that people near a proposed project will be notified of possible changes in their neighborhood. Also, neighborhood representatives could be contacted with this information so they could inform other property owners in their neighborhood.

Mr. Cinabro commented that he was not aware until shortly after he was appointed to serve on the commission, that the HDC does not have noticing procedures to advise property owners of proposed projects in their area. He further commented that demolition of houses should only occur as a last resort. Mr. Cinabro suggested that the Historic Preservation Coordinator bring back to the HDC a recommendation for noticing procedures regarding issues that are brought to the commission for review. There is a cost associated with sending out these notices, but it is a procedure that other boards have adopted.

Mr. Nave requested clarification regarding the map Mr. Snyder provided. Mr. Snyder stated that "vacant" means the lot is vacant not the house. He stated that he thinks the lots are being used for parking. Mr. Nave stated that there appears to be several vacant lots on Bellevue Place already. Mr. Snyder confirmed that statement to be true. Only one of those lots is privately owned.

Ms. DeYoung advised that she was not in favor of demolition. The whole street could use some improvements. She referred to the history of how the houses were created years ago.

Ms. Ferraro commented that several of the houses on Bellevue have a second story that extends over the front porch. This is the largest collection of houses of that type in the city.

Mr. Tribu referred to the discussion regarding the greater good of the community. He commented that a large investment in an overall plan for these properties might be a consideration. However, he is not in favor of demolition.

Discussion continued with regard to the best way to approach a potential new construction project for the Bellevue properties. The general consensus was that demolition would be a last resort. A developer who purchased all of the houses and came up with a plan for the entire court might have the best chance of proceeding with a new project. Vacating the street and creating a gated community might also be helpful in determining the amount of parking needed for the development.

Mr. Oudsema suggested that there might be a better way to provide information to neighboring property owners other than sending notices through the mail. Ms. Ferraro advised that the HDC agenda is posted on the city's website. It might be possible to send a postcard, and refer property owners to the website for further details. She stated that the HDC receives information via e-mail regarding upcoming meetings. Other interested parties have also requested that their names be added to the e-mail distribution list. Mr. Oudsema suggested coming up with protocol for the notification procedure and discussing it at a future HDC meeting.

XI. OTHER BUSINESS

A. (Item I) Consideration of new commissioner: Erin Seaverson & Richard Emig.

Ms. Seaverson and Mr. Emig were both present at the meeting. Their applications were provided to the HDC for review. Both candidates are residents of the Winchell Neighborhood in the City of Kalamazoo.

Ms. Ferraro advised that the HDC should officially dismiss Ms. Poole-Woldring before another commissioner is appointed to fill her seat. Ms. Poole-Woldring had discussed her possible resignation with city staff, but she has not submitted paperwork stating that she is formally resigning from the commission. Due to a scheduling conflict, Ms. Poole-Woldring has not been able to attend an HDC meeting in several months.

Mr. Cinabro, supported by Mr. Nave, moved to recommend to the City Commission that Ms. Poole-Woldring be dismissed from the Historic District Commission due to circumstances that have prevented her attendance at recent meetings. With a voice vote, the motion carried unanimously.

Mr. Oudsema commented that both applicants have good qualifications for serving on the HDC. He suggested that each of the commissioners cast a written vote for one of the candidates, and submit their vote to the acting chair to determine who would fill the vacant seat.

Mr. Cinabro stated that the vote by the Historic District Commission is a recommendation to the City Commission. The City Commission will have final approval regarding the appointment of the new commissioner to the Historic District Commission.

Mr. Oudsema reviewed the votes and announced that Ms. Seaverson had been recommended to fill the vacant seat on the Historic District Commission.

B. Election of Officers

Ms. Ferraro suggested that the election of officers be postponed until the March 2009 HDC meeting.

C. (Item J) FYI report

Ms. Ferraro inquired if any of the HDC members would be willing to serve as judges for the preservation awards. Mr. Tribu and Ms. Seaverson volunteered to help with the judging.

ADJOURNMENT

The meeting adjourned at 7 p.m.

Submitted by: _____
Recording Secretary

Date: _____

Reviewed by: _____
Staff Liaison

Date: _____

Approved by: _____
HDC Chair

Date: _____