

**HISTORIC DISTRICT COMMISSION**  
**Minutes**  
**June 16, 2009**

City Commission Chambers  
Second Floor, City Hall  
241 W. South St., Kalamazoo, MI 49007

**MEMBERS PRESENT:** Jay Bonsignore, Chair; Bob Oudsema, Vice Chair; Bob Cinabro; Linda DeYoung; Nelson Nave; Erin Seaverson

**MEMBERS EXCUSED:** James Tribu

**CITY STAFF:** Sharon Ferraro, Historic Preservation Coordinator; Amy Thomas, Recording Secretary

**I. CALL TO ORDER**

Mr. Bonsignore called the meeting to order at 5:00 p.m.

**II. APPROVAL OF ABSENCES**

Mr. Tribu advised that he would not be in attendance at the June 16, 2009 Historic District Commission meeting.

**Mr. Cinabro, supported by Ms. DeYoung, moved approval of Mr. Tribu's absence from the June 16, 2009 HDC meeting. With a voice vote, the motion carried unanimously.**

**III. APPROVAL OF AGENDA (June 16, 2009)**

Ms. Ferraro advised that she received a permit today regarding 415 Stanwood. The owner would like to have that property added to the end of the agenda for a brief discussion about his proposal. Also, Sir Home Improvement has requested postponement of their presentation regarding replacement windows until next month.

**Mr. Oudsema, supported by Mr. Cinabro, moved approval of the June 16, 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.

**VI. OLD BUSINESS**

**A. 814 W. South St. (Case #: IHV 09-0198)**

No one was present to represent the property, and the HDC proceeded to the next agenda item.

**VII. NEW BUSINESS**

**B. 918 S. Westnedge (Case #: IHA 09-0222)**

Ms. Ferraro requested that this item be moved to the end of the agenda since she had talked with the applicants and they did not plan to be present.

**C. 738 Academy (Case #: IHV 09-0240)**

Dan Scheffers, Van Dam & Krusinga, was present to discuss the application. The application requests replacement of 98 windows.

Mr. Scheffers brought a sample vinyl window and a sample wood window for consideration. This type of window was approved for use on a historic tax credit project in Arlington, Virginia; Mr. Scheffers provided documentation showing the approval. Many of the windows at the subject property are in disrepair, and are being propped up with cans or sticks. Some of the windows have broken sashes and broken glass. Many of the windows have become worn to the point that there is a ¼” air space around the sash. There is concern regarding operational expenses, which need to be kept in check. The proposed windows will provide a tighter seal. Mr. Scheffers advised that both of the sample windows he brought have thermal-paned glass. They are both as close to historically correct as he could find. The grill pattern will be kept identical to that of the existing windows. The sash dimensions are very similar, and the aesthetic appeal from the road would be the same. If the proposed wood replacement windows are used, the contractor will leave the storm windows intact and repair the ones that are damaged. The vinyl window comes with either a half screen or full screen.

Mr. Nave inquired if the Semco wood window would have a single pane of glass or if it would be insulated. Mr. Scheffers advised that the proposal is for insulated windows. The proposed wood windows are from Semco; the proposed vinyl windows are from Kolbe & Kolbe. Ms. Seaverson mentioned that the drawings show a fully clad window, but the sample provided shows only the muntins clad. Mr. Scheffers advised that the proposal is for wood windows with just the muntins clad, like the sample.

Mr. Oudsema inquired if the applicant is a non-profit. Mr. Scheffers stated that the applicant is the Open Door Next Door Shelter, which is a non-profit organization. Mr.

Oudsema inquired if the subject property has single rooms? Mr. Scheffers advised that it will have dual rooms (a living room and kitchenette) and individual bathrooms. There

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are 19 units distributed among three floors; the same number of units will be maintained. There are four boilers, but a single heat source for the entire place. There will be no air conditioning.

Mr. Bonsignore commented that with the Semco windows only the sash will be replaced. He inquired as to what would keep the sashes in. Mr. Scheffers stated that the trim and jambs would remain. The sashes snap into the jambs. Mr. Bonsignore inquired if the jamb liners would be visible from the outside. Mr. Scheffers stated that they would not be visible behind the storm windows.

Mr. Nave inquired if the old windows have ropes and weights. Ms. Ferraro advised that some of the old windows have ropes and weights, but some do not. The windows appear to be original to the house (apartment building), which was built in 1929. Some of the interior is original. The front door is not original. Mr. Nave commented that the original windows look fine from the outside.

Ms. Seaverson inquired about the broken sashes. Mr. Scheffers advised that there is a third story window on the front elevation with a broken sash. The window is being held open with a soup can and part of the bottom sash rail is broken off. The intention is for the windows to be aesthetically correct. The old windows are loose because the wood has become worn over the years. The Open Door/Next Door Shelter operates 10 buildings. The utility bills for the subject property exceed the utility bills for the other 9 buildings. When the applicant had an energy audit done for 738 Academy, the #1 suggestion was to work on the energy efficiency of the windows. The attic has already been insulated. Two of the boilers are energy efficient, the other two are not. The inefficient boilers are in a separate zone that is only in use when the weather is very cold. The inefficient boilers will be replaced when they are no longer working.

Mr. Nave mentioned the improvements being made to the Rickman House and the expense of that project. Mr. Scheffers stated that the contractors working on this project are working for cost or for free. Mr. Nave advised that the Rickman House is similar, but taller. The walls of the Rickman House were insulated with two inches of Styrofoam, and then a vapor barrier and drywall were installed. Because there is so much wall surface, the insulation makes a big difference.

Mr. Bonsignore inquired as to which of the two window systems the applicant preferred. Mr. Scheffers advised that he liked both options but would prefer the vinyl windows, which have a full window unit replacement and a good u-value. He is willing to install whichever windows the HDC chooses. The new wood sashes could still allow a little air around the perimeter, but there would be a good seal at the sills. The vinyl windows would provide better efficiency.

Mr. Bonsignore inquired if the interior trim and existing windows would be entirely removed if the vinyl windows are installed, and Mr. Scheffers responded in the

affirmative. He advised that the vinyl windows provide a maintenance-free exterior, but the wood can be painted. The vinyl is limited to a few colors.

Ms. Seaverson inquired if the air leakage is the main problem, not the disrepair of the windows. Mr. Scheffers stated that disrepair of the windows is part of the problem. Also, redoing the pulleys and weights and reputtying and painting the windows is an issue. The old windows will never be tight at the sides due to wear and tear. The air infiltration is a big problem. Some of the windows need extensive repair, others need only minor repair.

Mr. Nave referred to the interior trim and inquired if it would be possible to open the jambs with screws to see the weights; Ms. Ferraro advised that should be possible. Mr. Nave suggested removing the trim on the inside and insulating the cavity with cellulose or styrofoam, which would still allow room for the weights. The windows could be fixed and insulated.

Ms. Seaverson suggested fastening a shim along the edge of the sash to take up some of the space. Ms. Ferraro advised that weather stripping would also make the windows fit tighter.

**Mr. Oudsema, supported by Mr. Cinabro, moved approval to replace the 98 windows at 738 Academy Street, with wood replacement windows. The muntins are to match the originals with simulated divided lights, six over six. With a roll call vote, the motion was defeated 4 to 2.**

**Ayes: Oudsema, Cinabro**

**Nayes: Nave, DeYoung, Bonsignore, Seaverson**

Ms. Seaverson commented that if the original windows are repairable, they should be repaired. There is no reason to remove historic material that can be fixed. Ms. Ferraro stated that she thought the windows could be repaired. Mr. Nave mentioned that there are a half dozen storm windows missing and another half dozen are off the track. The old windows and storms have an r-value of at least "2", which can't be significantly improved with new windows. The new windows could improve the draft problem.

Ms. Ferraro advised that she would send a list of window rehab repair companies to the applicant.

**814 W. South St. (Case #: IHV 09-0243)**

Joel Mueller was present to discuss the application. The application requests replacement of all windows on the house beginning with the nine windows in the upper, front apartment.

Ms. Ferraro advised that Peter Carroll, from Old Home Rehab and Bill Snyder have visited this property to look at the windows. The existing windows are not original to the house. Ms. Ferraro estimated that the windows were installed between the early 1930's and WWII. No sash ropes were ever there; there is no room for them. The windows are in fairly good condition. There is a bent nail in the sash to keep the windows open when ventilation is needed.

Ms. Seaverson inquired if the windows are within the period of significance for this historic district. Ms. Ferraro stated that the period of significance for South Street ended in the late 1920's, around the time the Adelheid apartments were constructed in the neighborhood.

Ms. Seaverson inquired as to what type of replacement windows the applicant is proposing to use. Mr. Mueller stated that he is proposing to install wood Pella windows. They are pine stained to look like mahogany. He provided a sample of the windows to be installed. The windows will be custom made; the existing jambs will remain.

Mr. Bonsignore commented that the extra jamb will add to the appearance of the window. Mr. Mueller stated that the jambs are ¾" thick. There is wood and a weather seal there now. Discussion followed with regard to the window configuration. Ms. Ferraro advised that vertical two over two or four over four divided lights would be appropriate for this house. Mr. Nave advised that the windows are one over one in the rest of the house. Ms. Ferraro stated that the applicant intends to replace all of the windows eventually so they will be uniform.

Mr. Bonsignore inquired if the applicant was proposing to replace just the sashes. Mr. Mueller stated that Peter Carroll of Old Home Rehab visited the subject property, and spoke with him about rehabbing the windows. Mr. Mueller would prefer to install new windows because it would be quicker.

Mr. Bonsignore commented that the extra 1 1/2" added to the jamb on each side would change the appearance of the windows inside and out, but just replacing the sash doesn't change the appearance. Ms. Ferraro advised that the existing sash frames are relatively wide, they are 2 5/8" on the sides. Sash frames on other Italianate houses tend to be about 1 1/2" wide on the side. The existing jambs would not be removed; the proposed material would be added to them.

**Ms. Seaverson, supported by Ms. DeYoung, moved approval of the application for replacement of the windows at 814 W. South Street as submitted.**

Discussion continued with regard to the appropriate configuration for the windows. Ms. Ferraro stated that she doesn't have a photo of what this house looked like originally. One over one, two over two vertical, and four over four windows were most commonly

used in Italianate houses. Mr. Nave suggested that the two over two configuration would make the windows look as tall as possible. The motion was amended as follows:

**The windows are to be, two over two, vertically divided, with painted wood and spacers. With a roll call vote, the motion carried unanimously.**

Ms. Ferraro advised that there may have been more ornate details in the eaves, but she has no photographic evidence to prove that at this point. If evidence is provided, the details for the eaves can be approved at a later date.

**B. 918 S. Westnedge (Case #: IHA 09-0222)**

Nicole Schmalfeldt and Julia Ortiz were present to discuss the property. The application requests replacement of the non-historic, eight-foot-wide sliding door on the second floor facing south, with a six foot sliding vinyl door and a two-foot-wide vinyl sidelight.

Ms. Ferraro advised that the south side of the house was significantly altered by the previous owner, who installed sliding doors on the ground floor and second floor and sliding windows on the first floor.

Ms. Schmalfeldt stated that the current door is wood framed on the inside with partial aluminum wrap on the inside. The door has rotted and the header is sagging because the wood wasn't covered on the outside. Due to the current state of deterioration, the door will not open more than twelve inches. She stated that the eight-foot slider is an odd size that isn't made anymore. She would like to have a six-foot slider with a side light to fill the existing opening. The header and the rotten wood will be repaired. Another incentive for retaining the eight-foot opening is the matching trim on the inside that the applicant would like to keep.

Ms. Seaverson inquired if the header would be covered on the outside. Ms. Schmalfeldt stated that the aluminum siding and shingled siding will be removed eventually, and the original clapboard siding will be repaired. The house is in worse repair than was originally thought. There have been problems with the plumbing and rotted floors, etc. Once the inside is structurally sound and finished, the intention is to repair the original siding.

Mr. Oudsema inquired if there had been any consideration with regard to solving this problem in another way. He expressed concern that if the application is approved, that would perpetuate the design, which is clearly out of place. He suggested filling in the space with a glass door. Ms. Schmalfeldt advised that there is a balcony off that door. Mr. Nave estimated that the balcony and roof of the screened-in porch may only last another three or four years. Ms. Schmalfeldt discussed that matter with Ms. Ferraro who will provide assistance with finding information about the original appearance of the south side of the house.

Mr. Nave inquired if there is an apartment toward the back on the second floor. Ms. Schmalfeldt responded in the affirmative. There are two, one-bedroom apartments upstairs and a three-bedroom apartment downstairs. The door on the back is in better

shape than the one on the side. The full extent of the rot on the side of the house cannot be determined until the slider is removed. Arrangements have been made to replace the rotten wood after the slider is removed.

Mr. Nave suggested installing a three-foot door (single French door) and two, two and a half foot side lights. The door would swing into the house and be more energy efficient than a sliding glass door. This configuration would fill the existing opening and provide plenty of light. It would have the appearance of three windows. Mr. Nave advised that eight-foot sliders are still available. The sliding-glass door is in an upstairs bedroom, which is not very large. The door would be small enough to open in; the balcony is not big enough for the door to open out.

Discussion followed with regard to the materials of construction for the proposed door. Ms. Schmalfeldt advised that the proposed door is vinyl. An aluminum-wrapped wood door would be three times as expensive. Mr. Bonsignore commented that the wood door is more expensive because it is higher quality.

Ms. DeYoung inquired if there was originally a door in that area. Ms. Ferraro advised that there was not a door in that area, there may have been three windows in that location. Also, it is not likely that the balcony is original. Originally, the same arrangement may have existed downstairs.

Mr. Nave advised that there is a variety of wood sliders available at Menards and Home Depot, etc. Ms. Schmalfeldt stated that the proposed door is from Lowes and they don't offer it in wood. They offer aluminum-wrapped wood or vinyl.

Ms. Ferraro inquired if the applicants had checked the Habitat ReStore or the Heritage Company for a wood door. Ms. Schmalfeldt advised that she was unable to locate a wood door at the Habitat store. She left her number with the Heritage Company about a month ago.

Mr. Oudsema inquired as to the purpose of the balcony. Mr. Nave advised that it provides partial egress, but he was not sure of the original intention. Ms. Ferraro stated that it was just meant to be a balcony, it is not a fire escape. If the balcony were to be removed, the door would have to be converted back to a window. Mr. Nave suggested removing the balcony and re-installing windows. In response to Ms. Ferraro's inquiry, Ms. Schmalfeldt stated that she hopes to rent the upstairs units, they are not currently occupied.

Mr. Bonsignore advised that another option would be a five-foot French door or pseudo half French door. Ms. Ferraro mentioned that sliding doors are available that look like French doors. Another option would be a French door with only one side that opens.

Mr. Bonsignore commented that the HDC is uncomfortable with approving a six-foot vinyl sliding door with a vinyl side light. The current configuration looks bad from a historic standpoint, and it wouldn't be advisable to approve something that looks just as bad. Ms. Smallfelt stated that she wants something to solve the problem with the wood rot. She is not sure if the balcony would remain or even if it is structurally sound. Ms. Ferraro mentioned that the deteriorating balcony could be causing damage to the bay below. She suggested installing a matching pair of windows from the Habitat ReStore or the Heritage Company, which would be closer to what the applicants would like to have.

Mr. Bonsignore commented that if the area above the door is rotted, the area below the door will likely be rotted also. Installing windows would be a similar price to installing a new door. Mr. Nave advised that he would do a sketch showing how the windows would look with the bay below.

Ms. Ferraro advised that the applicants could withdraw their application and work with her and Mr. Nave to find an alternate solution, or they could request that the HDC vote on a motion. Ms. Smallfelt stated that she would like to withdraw the application. Ms. Ferraro advised that she would meet the applicant at the property to look for clues as to how the house was originally configured.

#### **D. 350 E. Michigan (Case #IHV 09-0243)**

The applicant was not present to discuss the application. The application requests approval in concept of a new pillar sign on the northeast corner of the building.

Ms. Ferraro provided a photo from the early 1960's showing the sign in that location at the time, which was one foot wide and two stories tall. The applicant wants a sign in that location and that size on the back of the building on the left side. The sign would be painted and lit with a spot light above, it would not be internally lit.

Mr. Oudsema inquired if the sign would be painted on the building or affixed. Ms. Ferraro advised that the sign would be painted on the masonry. The Honigman law firm is moving into the space; they are currently located in the Miller Canfield building. The DDRC (Downtown Design Review Committee) approved the sign in concept.

**Mr. Oudsema, supported by Ms. Seaverson, moved approval in concept of the proposed sign for 350 E. Michigan, subject to final design approval. With a roll call vote, the motion carried unanimously.**

**E. 415 Stanwood**

Bill Watson was present to discuss the request. He advised that he is one of the owners of the property, but he is not from the Kalamazoo area. His proposal is for a two story addition on the south side of the house to provide more bedrooms and a second full bathroom. His son will be living in the house. Mr. Watson was unaware when he purchased the property that it was in the historic district. He has since learned from Ms. Ferraro that he cannot use vinyl windows for the addition. He advised that he has no problem with installing double-hung, wood windows. Mr. Watson is proposing to install Thermopane windows for energy efficiency. They would be framed with a similar size board on the outside. He wants to keep the home in the same theme that it is now. The issues that have arisen pertain to the materials that were used rather than the design.

In response to Mr. Nave's inquiry, Mr. Watson confirmed that the house has wood siding; he would like to install vinyl siding for ease of maintenance. Mr. Nave advised that the HDC has approved cement siding such as Hardie Board. Mr. Watson stated that he is concerned about maintenance issues, and he hasn't seen the cement board siding with the smaller exposure. Ms. Ferraro advised that the amount of exposure is determined by how the siding is installed.

Discussion continued regarding the treatment of the addition, which should be differentiated from the original part of the house. Hardie Board would be appropriate for the addition, which should compliment the original structure but not match. The windows in the addition can be a different size than the windows in the rest of the house. Mr. Watson advised that he intends to use a more standard-size window in the addition. The brick mold will be removed and the windows will be wrapped with a similar-size exterior board.

Mr. Watson stated that there is a bedroom, bathroom and entryway on the main floor, and just a bedroom on the second floor. Mr. Bonsignore mentioned that there needs to be a window of a certain size on the second floor for egress purposes. Mr. Watson advised that there are windows on the end wall (south) that meet the egress requirements. There is a new door at the back of the house, but it is not shown on the pictures provided. Mr. Watson is proposing to add a bedroom on the main level with a bath. On the second floor, he is adding a bedroom that connects from the existing house. The new bedroom will be accessible by turning right from the hallway landing on the second floor.

Mr. Bonsignore inquired about the foundation. Mr. Watson stated that the foundation will have trench footings and cement blocks up to the desired height. The current foundation is coated on the lower portion. The upper portion is split-face block (rock-face, concrete block). Ms. Ferraro advised that smooth-face concrete would be acceptable since it shouldn't match the original part of the house. Mr. Watson advised that this was originally a three-bedroom house. One of the bedrooms was turned into a bathroom. He would like to add two bedrooms and one bathroom, for a total of four bedrooms and two bathrooms. The applicant has received zoning clearance for this project.

Ms. Seaverson inquired about the possibility of adding on to the back of the house. Mr. Watson advised that an addition in the back would stick out in a way that would prevent use of the side yard. The addition on the side will provide more privacy in the back yard. There are no plans to remove the garage. The porch in back is pulling away from the

house. It does not appear to be on a foundation, and he would like to have a discussion in the future about removing it.

Mr. Bonsignore inquired as to the applicant's construction schedule. Mr. Watson stated that he needs to start this project right away. Mr. Bonsignore advised that he would be hesitant to approve this project without first seeing a list of proposed materials to be used. Mr. Watson stated that he had no problem with using wood siding. He advised that he is not a fan of Hardie siding because it is not as versatile as wood. He spoke with the Jeldwin Window salesman regarding double-hung, wood windows. The trim would match the trim on the rest of the house. There are no gutters on the house now; they were taken down and he doesn't want to put them back up.

**Mr. Oudsema, supported by Mr. Cinabro, moved approval of the addition at 415 Stanwood, with the caveat that the exterior siding be wood clapboard and the windows be all wood. There should be windows facing west on the first and second story, windows facing south on the first and second story, and windows facing east on the first floor. Final details are to be approved by the Historic Preservation Coordinator. With a roll call vote, the motion carried unanimously.**

Ms. Seaverson advised that she would prefer 3' x 5' windows on the first floor in the front. Mr. Watson stated that the windows on the first floor front are 3' x 5', the dormer is not.

Mr. Nave mentioned that the eight inch soffit is shown on the proposal. The old part of the house doesn't have soffits. Mr. Watson stated that there are soffits on the existing house. Mr. Nave advised that the soffits on the addition should match the house. Mr. Watson stated that he would keep the return going back up. The general consensus among the HDC was that the plain concrete block foundation would be acceptable. Ms. Ferraro requested that the applicant contact her to discuss the details of the project.

#### **VIII. APPROVAL OF MINUTES (May 19, 2009)**

Ms. DeYoung requested the following changes to the minutes: Page 2, toward the bottom of the page, correct the backwards quote marks (inch symbol). Same page, last paragraph "is size" should be "in size." Page 3, paragraph 4, line 2, "vivable" should be "visible."

Mr. Bonsignore requested the following changes to the minutes: Page 3, paragraph 1, line 3, switch the words “nails” and “embedded.” Page 5, paragraph 2, “project” should be “product” with built in J-Channel. Page 8, the first motion was made by Mr. Oudsema. Page 12, paragraph 3, last line, “was” should be “what”.

**Mr. Oudsema, supported by Mr. Cinabro, moved approval of the May 19, 2009 HDC minutes as amended. With a voice vote, the motion carried unanimously.**

## **XII. OTHER BUSINESS**

### **A. Sir Home Improvement – Frank Mumford – replacement windows/Marvin 207-3097**

Postponed until next month.

### **B. FYI Report**

Ms. Ferraro advised that there were 30 applications for the window workshop and only 10 openings.

Mr. Oudsema inquired as to the draft letter regarding 530 W. South Street. Ms. Ferraro advised that her busy schedule precluded drafting of the letter prior to the June meeting. She is hoping to have the letter drafted for inclusion in the July HDC packet.

Ms. Ferraro stated that the applicants for the window workshop range in age from 19 to early 60's. There is an architect among the group of applicants.

Mr. Bonsignore advised that he voted against the application for the windows at the Academy Street address based on the historic guidelines. Ms. Ferraro advised that she provided a copy of the Secretary of the Interior's Standards Illustrated to the HDC. Mr. Bonsignore referred to the workshop he recently attended. There was a discussion at the workshop advising that if a property owner purchases a property with a deteriorated garage, the property owner “bought the problem” and they have to face the consequences.

Mr. Oudsema referred to the demonstration house on Park Street. Ms. Ferraro advised that the cement asbestos will be removed, and the siding will be painted. There is a layer of cement siding with tar paper underneath and then wood siding underneath that. Mr. Oudsema inquired as to the brown and black substance on the siding. Ms. Ferraro stated that the tar paper transfers to the siding leaving the brown and black stain. The surface will be scraped and painted.

**XIII. Adjournment**

**Ms. DeYoung, supported by Mr. Oudsema, moved to adjourn the June 16, 2009 HDC meeting. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 6:30 p.m.

Submitted by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Recording Secretary)

Reviewed by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Historic Preservation Coordinator)

Approved by: \_\_\_\_\_ Dated: \_\_\_\_\_  
(HDC Chair)