

**KALAMAZOO HISTORIC DISTRICT COMMISSION**  
**AGENDA - January 19, 2010**  
**5:00pm**

Kalamazoo City Hall - City Commission Chambers - 2<sup>nd</sup> floor  
241 W. South St. Kalamazoo, MI 49007

- I. Call to Order:
- II. Approval of Absences: Jay Bonsignore
- III. Approval of Agenda:
- IV. Public Comment on non-agenda items
- V. Disclaimer

**Chapter 16, Section 22** of the City of Kalamazoo Code of Ordinance states:

Historical preservation is a public purpose. To serve that purpose, the Historic District Commission is hereby charged with the following responsibilities:

- (1) The Kalamazoo Historic District Commission is empowered to regulate Work on the exterior of historic resources and non-historic resources in historic districts in the City of Kalamazoo and shall otherwise have all powers invested in Historic District Commissions pursuant to the Local Historic Districts Act, MCLA § 399.201 et seq. 1970 PA 169, as amended.
- (2) To regulate Work on resources which, by City ordinance, are historic or non-historic resources located within local historic districts, including but not limited to the moving of any structure into or out of, or the building of any structure in, an historic district.

The following documents are available in the Community Development Department located at 445 West Michigan in the Development Center. These documents will help assist property owners in understanding the responsibilities of owning property in a local historic district, MCLA § 399.201 et seq. 1970 PA 169 as Amended 1992 (Michigan Local Historic District Act); Code of Ordinances City of Kalamazoo, Michigan (Chapter 16 - Historic District); Secretary of the Interiors Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings, 1990; Standards and Guidelines for Kalamazoo Historic Districts, and maps of Kalamazoo Local Historic Districts. These documents and maps are also available on the city of Kalamazoo website at [www.kalamazoo.org/localhistoricdistricts](http://www.kalamazoo.org/localhistoricdistricts).

**VI. A. 100 block of East Michigan - update on historic designation.**

Presentation by James Dally of MAVCON (developer) on current plans

**VII. 5:05 pm**

**OLD BUSINESS - None**

**VIII. NEW BUSINESS**

**5:15 pm**

**B. 411 Locust**

**Owner: Paul & Jayne Zak**

**Applicant: Home Marketing System, Steve Stayner**

**Style: Foursquare**

**Year Built: ca 1905**

**Install solar powered light fixture on exterior stair to illuminate rear (NE) door).**

**(IHA 09-0479**

**New Application)**

**Presentation by applicant, citizen comment, commission discussion and action.**

**IX. Approval of Minutes: November 17, 2009 (Dec. 15<sup>th</sup> meeting cancelled w/ no applications)**

**X. Administrative Approvals** (All work to Standards NH = NON HISTORIC, Underline = 2010)

1. 201 Allen Blvd. - rail waivers (476)
2. 523 Cedar - rail waivers (473)
3. 819 Davis - NH door (470)
4. 124 W. Dutton - porch repairs (490)
5. 715 Eleanor - handrail (495)
6. 423 Locust - steps & rails (478)
7. 502 Locust - rail waivers (496)
8. 502 Locust - grip rails (497)
9. 632 Locust - window (006)
10. 611 W. Lovell - light (488)
11. 925 W. Lovell - handrail (481)
12. 932 W. Lovell - rail waiver (489)
13. 717 McCourtie - rear deck (465)
14. 810 Normal Ct - rail waiver (470)
15. 516 Oak - handrails (471)
16. 533 Oak - rail waiver (001)
17. 1013 Oak - porch repairs (483)
18. 230 Old Orchard - rail waivers (474)
19. 934 S. Park - window repairs (477)
20. 936 S. Park - fence (003)
21. 619 Pearl - grip rail (002)
22. 533 W. South - rail waiver (484)
23. 814 W. South - storm, rail (485)
24. 224 W. Vine - exterior light (494)
25. 412 W. Vine - rail waiver (492)
26. 412 W. Vine - rail waiver denied (491)
27. 623 W. Vine - soffits & window repairs (469)
28. 912 W. Vine - front handrail (480)
29. 912 W. Vine - rear handrail (493)
30. 302 W. Walnut - stair guard rail (472)
31. 345 W. Walnut - rail waivers (466)
32. 345 W. Walnut - grip rail (467)
33. 415-7 W. Walnut - rails (004)
34. 430 W. Walnut - front handrails (468)
35. 447 W. Walnut - satellite dish (005)
36. 705 W. Walnut - grip rails (498)
37. 1007 S. Westnedge - porch roof (487)

**XI. RENEWALS - address - work (date of original COA)**

- 824 W. Kalamazoo - enclose porch (Oct 21, 2009)  
420 Douglas - mail box bracket (Oct 2009)

**XII. AMENDMENTS - none**

**XIII. VIOLATIONS: See attached violation report**

**XIV. Other Business:**

**A. FYI report**

**IX. Adjournment**

Question and comments regarding this agenda or the Kalamazoo Historic District Commission should be directed to the Historic Preservation Coordinator at 337-8804.

**\* RETROACTIVE REVIEWS**

In fairness to other applicants who have submitted their projects for review before undertaking work as required by Chapter 16 of the city of Kalamazoo Code of Ordinance, and to preserve the integrity of the historic district standards for decision-making, the case will be heard as if it had not been constructed, and the review will be based upon the project's merits in relationship to Historic District Standards and Guidelines. Hardship of the applicant's own making by proceeding without the necessary approvals will not be a factor in the review and decision.

**A note on quorum:**

City of Kalamazoo Code of Ordinance – Chapter 16 – Historic District Commission – section 19 states:

“A majority of the members of the Commission shall constitute a quorum. A majority of the members is required to take action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters.” All applicants should be aware that the minimum of four of the commissioners must vote for a motion for a decision to be made in all actions. Applicants have the choice to postpone their review to the next regularly scheduled meeting of the commission before the commission begins their deliberations if

fewer than seven commissioners are present. The postponement form is available from the coordinator and must be filled out and signed before the applicant leaves the meeting.

### **GUIDELINES FOR PUBLIC PARTICIPATION AT HISTORIC DISTRICT COMMISSION MEETINGS**

Welcome to the Kalamazoo Historic District Commission meeting, and thank you for your participation in Kalamazoo local government. The Historic District Commission recognizes that citizens who make the effort to attend a Commission meeting often feel passionately about an issue. The following guidelines are not meant to discourage individual expression; rather, they exist to facilitate the orderly conduct of business and to ensure that all citizens who wish to address the Historic District Commission are able to do so in an atmosphere of civility and respect.

1. Out of respect for business being conducted during the meeting, please turn off all cell phones and pagers prior to the start of the meeting.
2. Citizens have opportunities to address the Historic District Commission at the following times during a meeting:
  - a. Address Non-agenda items at the beginning of the meeting. If you wish to speak about a specific review, please wait until that review comes to the commission.
  - b. Consideration of Regular Agenda items. Citizens are permitted to speak to the Commission on project reviews after the applicant has made their presentation and prior to the Historic District Commission discussion. The Chair will call for comments from the public.



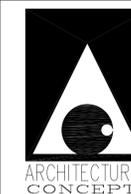
PRELIMINARY  
NOT FOR CONSTRUCTION

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DATE	REVISION
01-11-2010	FOR REVIEW

PROPOSED BUILDING  
RENOVATION FOR:  
**METROPOLITAN  
CENTER**

KALAMAZOO, MICHIGAN



ARCHITECTURE  
PLANNING  
ENGINEERING  
•  
6650 CROSSING DRIVE, S.E.  
GRAND RAPIDS, MI 49508  
(616) 554-1222  
FAX (616) 554-1225

DATE OCT. 07, 2009 PROJECT No. 09-17

SHEET No.

A-5

2 PROPOSED NORTH ELEVATION  
A-5 SCALE: 1/8" = 1'-0"



1 PROPOSED SOUTH ELEVATION  
A-5 SCALE: 1/8" = 1'-0"





Department of Planning and Community Development  
Kalamazoo Historic District Commission

Development Center - 445 West Michigan  
Kalamazoo, Michigan 49007  
Telephone (269) 337-8804  
FAX (269) 337-8513  
ferraros@kalamazoocity.org

APPLICATION FOR PROJECT REVIEW

(See instructions on reverse side)

Property Address: 411 Locust Historic District: \_\_\_\_\_  
Applicant: Home Marketing Systems Owner: Paul ZAC  
Mailing Add: 935 John St Mailing add \_\_\_\_\_  
City State & Zip: Kalamazoo, MI 49001 City, State Zip \_\_\_\_\_  
Phone: 269-492-2119 Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Steve@HMSYS.com Email \_\_\_\_\_

**Proposed Work:**  
Use additional sheets to describe work if necessary INSTALL <sup>Flood</sup> Sohar hight above Rear Entrance Door

Applicant's Signature: Steve Stayner (Council Rep) Date: 11-20-09  
Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different)

-For Historic Preservation Coordinator's Use Only-

Case Number: IHA 09-0479 Date Received: 11-20-09

REFERRED TO:

COMMISSION  
Meeting Date: 12-15-09  
Comments: \_\_\_\_\_

ADMINISTRATIVE  
Staff Review Date: \_\_\_\_\_  
COMMENTS \_\_\_\_\_

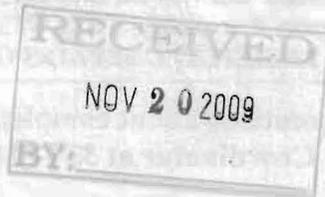
Suggested Action: [ ] Approve [ ] Site Visit  
[ ] Approve w/Conditions [ ] Deny

COA issued \_\_\_\_\_

FINAL ACTION

[ ] Approve [ ] Site Visit [ ] Approve w/Conditions ACTION DATE \_\_\_\_\_  
[ ] Deny [ ] Postpone [ ] Withdrawn

Certificate of Appropriateness Issued \_\_\_\_\_  
Notice of Denial with appeals information \_\_\_\_\_  
Notice to Proceed \_\_\_\_\_



Historic Preservation Coordinator \_\_\_\_\_ Date \_\_\_\_\_



1. **411 Locust** – Nov 23, 2009 ^^ front-NW corner looking E up drive
2. Light is mounted on corner of exterior staircase



3. ^^ Looking E up driveway
4. Close up of light and back door



**HISTORIC DISTRICT COMMISSION**  
**Minutes**  
**November 17, 2009**  
***DRAFT***

Mayors' Riverfront Park, Conference Rm.  
251 Mills Street, Kalamazoo, MI 49007

Members Present: Jay Bonsignore, Chair; Bob Cinabro; Linda DeYoung; Nelson Nave; Erin Seaverson; James Tribu

Members Excused: Bob Oudsema

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

Guests: Pat McCarthy; Richard Emig; Members of the Holland Historic District Commission

**I. CALL TO ORDER**

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

**II. APPROVAL OF ABSENCES**

Mr. Oudsema informed city staff that he would not be present for the November HDC meeting.

**Mr. Cinabro, supported by Mr. Tribu, moved approval of Mr. Oudsema's absence from the November 19, 2009 HDC meeting. With a voice vote, the motion carried unanimously.**

**III. APPROVAL OF AGENDA**

Ms. Ferraro requested the addition of a discussion under item C (other business) regarding the possibility of scheduling a training session for the HDC members in late winter or early spring.

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

**IV. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Welcome to visitors from Holland, Michigan Historic District Commission.

**V. DISCLAIMER**

Ms. Ferraro read the disclaimer into the record.

## **VI. OLD BUSINESS**

### **A. 425 Oak (Case #: IHA 09-0438)**

Jason Farmer, architect, and Govinder Singh, owner, were present to discuss the application.

Mr. Farmer advised that the HDC was provided with the revised drawings after the meeting last month. The design of the roof over the front porch has been revised. Mr. Farmer is proposing a 4/12 metal shed roof over the front porch. The applicants had proposed to locate the HVAC on the roof, but they have now chosen an alternate location on the north side of the building at ground level towards the rear in the least visible spot on the property where they will be screened with a fence.

Mr. Nave inquired about the location of the 10 x 10 dumpster area. Mr. Farmer stated that the dumpster used to sit in front of the building. It was a highly visible area with no screening. It will be moved to the south end of the building and screened.

Mr. Nave inquired as to how the canopy in front would be built. Mr. Farmer advised that the canopy would have a post frame construction with concrete tubes for footings. The ramp and the railing will be wood with wood headers and a metal roof. The ramp and steps will be under the front roof. The entire surface around the building will be paved except the north side, where there is a small amount of grass adjacent to the neighbor's gravel drive.

Gutters may be installed across the north and south eaves to prevent run-off on the condensers. Mr. Nave requested that half round, aluminum K-style gutters be installed. The ends could be left open; the gutters should extend over the mechanical equipment.

Ms. Seaverson inquired as to how tall the mechanical equipment is versus the height of the fence. Mr. Farmer advised that residential sized units are being installed. The largest residential unit available is a five-ton air conditioning condenser. It will be approximately 3' to 3 ½' tall and about 3' square, but that can vary slightly depending on the make and model. The other condensing cooler over the walk-in cooler would typically be a little shorter and longer. The 5' tall screening will completely conceal the mechanical units. There will be no gates on the screening, it will be screwed on and can be removed for servicing the mechanical equipment.

Mr. Bonsignore inquired how far the mechanical units would be from the house to north. Mr. Farmer estimated that the distance would be 20 to 24 feet. The five foot tall screening will direct the noise upward. The high efficiency units should be as quiet as standard residential units.

Mr. Nave referred to the existing asphalt drive east of the dumpster. Mr. Farmer advised that property had been sold. The land behind the 10' x 10' area is the neighbor's property. The 10' x 10' space belongs to the applicants but it is on a different property.

Mr. Nave inquired if there was a zoning requirement for fencing between the residential and commercial parking on the north and south sides of the property. Mr. Farmer stated that there is a solid wood, stockade fence behind the house. There is nothing by the east side of the dumpster. Having a fence there would block the asphalt drive for the neighbor. Mr. Nave inquired if there is a fence behind the house to the south; Mr. Farmer responded in the affirmative.

Mr. Farmer advised that he is proposing to install 6 x 6 Cedar posts top support the front roof. Turned columns would not be in keeping with the era of the building. The posts could be wrapped if the HDC prefers that they not be exposed. Ms. Ferraro advised that rough sawn lumber should not be used. The columns should be painted. Ms. Ferraro expressed concern that the columns might not hold up in a relatively high impact setting. She suggested using turned Cedar posts, which could be obtained for a reasonable cost. The applicants could be given the choice between solid Cedar and a simple turned post.

Mr. Bonsignore stated that he would like more detail, not just a square or rectangular post. He suggested chamfered corners with a cap detail. Mr. Farmer advised that he is proposing to put a couple of molding pieces where the post meets the header. It would be a simple detail to tie in with the rest of the building. Mr. Nave suggested that a 6 x 6 turned post would be appropriate. Ms. Ferraro cautioned against adding conjectural features such as brackets, which might jeopardize the tax credit.

**Mr. Nave, supported by Mr. Cinabro, moved approval of the application for 825 Oak Street. The siding on the vertical surface (west/front) if patched, should match the existing siding under the existing vinyl siding. The trim on the edge and at the top should either match the existing siding or it should be wood trim. The material below the glass should be plywood with framed panels. The wood soffits, rafter tails and fascia on the rear should remain or be repaired. The posts in front should be 6 x 6 turned posts with treated bases. The rails and deck should be constructed to historic district standards. Half-round gutters should be used if new ones are to be installed. A dark drip edge should be used on the roof.**

Ms. Seaverson mentioned that the application states that the exterior of the building would be power washed and cleaned. Mr. Farmer advised that if there was any damage to the siding, it would be repaired. The building currently has vinyl siding on the north side of the building, the rear/east gable, and on the parapet. The siding on the west will be torn off and replaced with smooth wood siding. Ms. Ferraro mentioned that the original siding may still be underneath the vinyl siding. Ms. Seaverson was concerned that if the existing siding was wood, it might be damaged if it were power washed. Mr. Farmer advised that there is no exposed wood siding at this point.

**Public Comment**

Richard Emig stated that he owns property around the corner from the applicant's property. He is hoping that the applicant's business will be well run and not a problem like it has been in the past. Also, the signage should be appropriate; that issue has not yet been discussed. Ms. Ferraro advised that the sign that has been there since the 1950's will be remounted, and a goose neck lamp will be installed to illuminate the sign.

**VII. NEW BUSINESS**

**B. 814 W. South (Case #: IHA 09-0464)**

Kevin Osborne was present to represent the property. The application requests the construction of a two-bay, hipped roof garage directly behind the house. The garage doors will open to the east.

Mr. Osborne advised that he attended the October HDC meeting and he is returning with a more detailed plan. Mr. Osborne is trying to create a historically accurate garage at this address. The picture provided shows a rough idea of what the garage will look like. It will have a hip roof and frieze board. Mr. Osborne requested ideas for the soffit material and the roofing. He suggested that the roof have a 12" overhang. He would like to use fiber cement siding, the reveal will depend on what the HDC feels is appropriate. The siding on the house has a 3 1/4" reveal. Last month some concern was expressed that the garage should not match the house.

Mr. Bonsignore advised that the smallest fiber cement siding is 5 1/4", which would have a 4" reveal if it is installed in the standard fashion. Ms. Ferraro advised that the new garage should not match the 1860's house. The original garage, now missing, was likely built in the 1920's. Mr. Osborne mentioned that the fiber cement siding is available in a Dutch Lap style, but he was not sure if it was smooth siding. Ms. Ferraro stated that a 12" to 16" overhang and a hip roof would be appropriate to echo the details of the house.

Ms. Ferraro advised that the biggest question is where the garage should be placed on the property. The applicants would like to have the garage behind the property rather than at the end of the driveway, where the original garage was located. Either location would be acceptable in the historic district. Ms. Ferraro inquired as to the HDC's preference. Mr. Osborne advised that the ZBA expressed a preference for having the garage located in the back yard. Mr. Nave commented that locating the garage behind the house would provide more parking space for other cars.

Ms. Seaverson mentioned that the slab is still there from the previous garage. Mr. Tribu inquired if there was room for a turn around if the garage were built behind the house. Mr. Osborne responded in the affirmative, and stated that the garage would be used more for storage than for parking vehicles. Mr. Tribu and Mr. Cinabro were in favor of locating the garage behind the house.

**Mr. Nave, supported by Mr. Tribu, moved approval of the application for 814 W. South as presented (garage behind the house) with the following conditions:**

- 1. The frieze boards should be 1 x 8.**
- 2. The corner boards should be 1 x 4;**
- 3. The trim around the doors (3) should be 1 x 4;**
- 4. The siding should be 4" smooth fiber cement or Dutch Lap;**
- 5. The drip edge should be dark;**
- 6. The fascia and soffit should be wood. The soffit can be plywood with a continuous vent about 1" wide; trim to hold the plywood can be added at the building and at the fascia.**
- 7. If gutters are installed, they should be ½ round.**

Discussion followed with regard to the style of garage doors to be used. Mr. Osborne suggested using simple garage doors as shown in the picture or a carriage barn-type door. The doors may have windows at the top, but the owner has not expressed a preference at this point. Ms. Ferraro advised that she would work with Mr. Osborne regarding the details of the windows. She advised that the windows should be square rather than curved; there should be four windows, or the appearance of four windows, in each of the garage doors.

**The motion was amended to allow Ms. Ferraro to work out the details of the garage doors with the contractor and the applicants. With a roll call vote, the motion carried unanimously.**

Ms. Seaverson expressed a preference for having the garage in the previous location.

### **VIII. APPROVAL OF MINUTES (October 20, 2009)**

Ms. DeYoung requested the following changes: Page 10, paragraph 2, line 5, and paragraph 5, line 1 should be Mr. Osborn. Ms. Seaverson requested the following changes: Page 1 at the bottom, Karen Leys was **not** present at the beginning of the meeting; that paragraph should be removed. Page 3, 2<sup>nd</sup> paragraph from the bottom, Ms. Seaverson was inquiring if the original siding was exposed where the chimney was removed, and the approximate age of the previous chimney (2<sup>nd</sup> line). Page 4, paragraph 3, add to the motion, "The joints are to be flashed and covered with trim."

**Ms. Seaverson, supported by Ms. DeYoung, moved approval of the October 20, 2009 HDC minutes as amended. With a roll call vote, the motion was approved unanimously.**

### **XIII. OTHER BUSINESS**

#### **A. Report from committee reviewing applications for open seat on HDC in January.**

Mr. Bonsignore advised that the subcommittee is recommending Chris Roussi to fill the HDC seat to be vacated by Mr. Oudsema. Ms. Ferraro mentioned that there will be another vacant seat on the HDC in January 2011.

**Ms. DeYoung, supported by Mr. Cinabro, moved to recommend to the City Commission that Chris Roussi be appointed to fill the seat on the Historic District Commission that will be vacated by Bob Oudsema due to term limits. With a roll call vote, the motion carried unanimously.**

Ms. Ferraro advised that Ms. Seaverson and Mr. Bonsignore are eligible for another term. She will contact the City Clerk's office about the reappointments.

### **B. FYI Report**

Ms. Ferraro advised that the reports were sent to the state with regard to having the 100 block of E. Michigan designated as a separate local historic district. The State Preservation Office advised that the 100 block should be an addition to the Haymarket local historic district, rather than an individual district. The building at 141 E. Michigan is to be included in the expanded district, but it is a non-contributing building. The owners of 141 E. Michigan are willing to be included in the historic district. The historic designation will have minimal impact for the non-contributing building.

Ms. Ferraro advised that she attended the appeal in Lansing regarding 609 Elm. Assistant City Attorney John Kneas; Frank Mumford from Sir Home Improvement; and the owners of the property were also present at the hearing. Ms. Ferraro estimated that there is a 1 in 4 chance that the HDC's decision might be over turned.

The De Novo hearing took place in front of an administrative law judge, who will make a recommendation to the State Historic Preservation Review Board. The parties were allowed to introduce new evidence at the hearing. The judge will make a proposal for a decision, which is a written document containing the evidence presented. The State Historic Preservation Review Board will review the documentation and the judge's recommendation. The review board will make the final decision when they meet on January 15<sup>th</sup> 2010. Ms. Ferraro may be present at that meeting.

The HPC has requested that the HDC members attend commissioner training in February or March of next year. The Michigan Historic Preservation Network offers training at its annual conference, which will be in Ann Arbor next year. The training will be on the first or second Saturday in May. The National Alliance for Preservation may also be offering training in July. Another possibility is for the HDC to host their own training and maybe invite commissioners from the Holland, Battle Creek, Saugatuck or Grand Rapids HDC. Ms. DeYoung, Ms. Seaverson, and Mr. Cinabro expressed a preference for an evening training session rather than Saturday. The training will likely take place in City Commission Chambers at city hall on an evening other than Tuesday. Dinner will be provided. The HPC is willing to find an instructor to provide the training. Ms.

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Ferraro suggested contacting Kristine Kiddorf to provide the training, which may include information about how to handle issues regarding replacement windows.

Ms. Ferraro stated that a 45 minute video was produced in conjunction with the last window workshop. That video should be available in the next few months. Also available is a three-minute promotional video aimed at contractors to encourage them to add this training to their skill sets.

One of the Commissioners from the Holland HDC suggested a road trip to Holland for training, or the Holland HDC members could attend a training session in Kalamazoo.

Mr. Tribu requested an update regarding East Campus. Ms. Ferraro stated that she attended a tour of East Campus. There are problems with the roof leaking, less so in Vander Cook Hall than in North Hall. The task force has been meeting every month since April and they have some good ideas about what to do with the buildings on East Campus, and there is hope that progress will be made over the next couple of years. The university has not designated any funds for updates to those buildings. They are willing to have a long-term lease with a developer as long as the proposed use is compatible with the university.

East Campus is a National Register Historic District and if East Campus is added as a local historic district, they could receive the 40% enhanced tax credit. The university wants to have a new building to house their archives facility. Nothing has been ruled out regarding the East Campus buildings except demolition.

Ms. Seaverson requested an update regarding the 100 block of E. Michigan. Ms. Ferraro advised that the National Register Nomination will probably not be approved at the state level until May. There will be a public hearing for the new local historic district, and the final report will be submitted to the City Commission, but that will not happen until after the closing, which is scheduled for mid to late January. The public hearing in front of the City Commission will likely take place in February. Also, the ordinance will likely be updated at that time to include the proposed noticing procedures for the HDC, and the proposed updates to the demolition ordinance. The updates to the demolition ordinance will require notification of property owners within 300 yards of the property proposed for demolition. The notices will be sent two weeks prior to the meeting, and there will be costs associated with mailing the notices.

**IX. ADJOURNMENT**

**Ms. DeYoung, supported by Mr. Cinabro, moved to adjourn the November 17, 2009 HDC meeting. With a voice vote, the motion carried unanimously.**

The meeting adjourned at 6:12 p.m.

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

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

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

# HDC VIOLATIONS

Current

Date Original	V#	Owner	Prop Add	Prop street	Violation	Comment, Action, Response
06/23/2007	2	Lobra Mgmt <b>NEW OWNER</b>	425	Bellevue	Block NW porch column	Letter 09/30/08 \$70
06/03/2003	1	Lobra Mgmt <b>NEW OWNER</b>	421	Bellevue	Siding, side door, front handrails	Letter 09/30/08 \$70 Cancel vinyl window – predates HD
10/03/2008	1	St. Francois	523	Cedar W	Steps, replaced W side door	Letter 11/13/09 No charge
11/05/2007	1	St. Francois	809	Cedar W	Basement windows, shutters	Letter 10/02/08 \$70
06/30/2008	2	Moore, Michael	827	Cedar W	Front porch guardrails	Letter 10/01/08 \$70
12/15/2006	2	Zabavski FORECLOSED 06/09	838	Davis	North attic window false muntin	Will do 06/09/08 Letter 10/02/08
08/27/2004	3	Brian Duff <b>NEW OWNER</b>	603	Elm	Front steps	Paint steps (10/01/08)
05/27/2008	1	Tedarial Edwards	721	Forest	Chain link fence	Letter 10/02/08 \$70
06/22/2005	3	Laurance James	407	Locust	Front porch	To Anti-Blight Team 10/01/08
05/27/2008	1	Danielle Miller	619	Lovell W	W. side door	NONE
05/27/2008	1	Ken Ladd	719	Lovell W	Rear handrails	NONE
05/27/2008	1	Atlas Universal	925	Lovell W	Front window	Rebuild frame/re-install window
08/01/2008	1	Gary Alkire	936	Lovell W	Rear steps & handrail	COA issued exp 3/26/09
05/27/2008	1	Drew Deters	730	McCourtie	Handrails, front	Letter 10/02/08 \$70
05/27/2008	1	Commerce Real Estate	614	McCourtie	New front door	Sent details of needed work – 06-10-08 No response 07-30-08
10/07/08	1	Member First Mortgage LLC	817	Normal Ct	Handrail	Letter 10/07/08 no charge
05/17/2005	2	Nolan Payne	902	North, W	Front porch – paint	Paint by end of Sept
07/05/2006	3	Fed. Nat'l Mortgage	525	Oak	Porch guardrail	Foreclosed 12/07/07 notice to bank
10/02/2008	1	Gerald Wright	809	Oak	Rear staircase rails	Letter 10/02/08 No charge
08/01/2008	2	Commerce Real Estate	225	Old Orchard	Fence in side yard	Letter 10/01/08 \$70
03/27/2003	3	Fuller/Skandis	530	South W	Wall	
06/30/2008	1	David Knibbe	817	Vine Place	Guardrail – front porch	NONE
10/02/08	1	Deutsche Bank	223	Vine W	Unpainted steps & guardrails	New owner will paint
11/12/09	1	Chris Bridges	623	Vine W	Steps – open – no risers	Letter 11/12/09
12/18/2008	1	Ruth Murphy	817	Westnedge S	New tattoo parlor sign	Letter 12/18/08 No charge
06/30/2008	1	Fabian, Joe	1201	Westnedge S	Replaced garage doors w/siding & windows	HDC approve in concept 11/18/08
09/09/1999	1	Matthew Kuiper	612	Wheaton	Side porch rails & steps	Letter 10/02/08 \$70

*Will disappear from next month's report – work completed satisfactorily*

# HDC VIOLATIONS

Current

09/03/2009	1	Donald Dexter	712	Willard W	Front steps & rails	Letter 09/03/09
04/05/2005	3	Lola Atkinson	718	Willard W	W side porch	Updated steps for remedy 07/22/08 due 9/30/08

*Will disappear from next month's report – work completed satisfactorily*

Historic District Commission  
FYI – Report From The Coordinator  
January 19, 2010

**YEAR TO DATE COA's**

2009 – 499 (total for 2009)  
2010 - 6  
2009 - 7

**YEAR TO DATE - New Violations**

2010 – 0  
2009 - 0

**PROJECTS:**

Coordinator:

**Study Committee** – 100 block – The 100 block will NOT be an individual district. It needs to be an addition to the existing Haymarket historic district – as the consultants who wrote the original report recommended in 1989.

**Updates to Chapter 16:** City attorney Mike Miller suggests that rather than adding our procedure to the ordinance for the enhanced reviews of demolition and window replacement, that we add language that allows the commission to establish new procedures. The rest of the ordinance changes will be boundary descriptions for the new historic districts. I will have more information at the February meeting.

***MISCELLANEOUS:***

**Preservation Trades Training – Window rehabilitation**

Contractors workshop - See the back of this report

Homeowners workshop –

In an intensive three day workshop, students will learn the fundamentals of repair and rehabilitation of traditional wooden double hung windows. Under the guidance of trained preservation craftspeople, trainees will work with traditional building materials and rehabilitate one complete window.

Prospective Trainees will:

1. have some experience using hand tools and basic power tools (drill, saw, router)
2. possess appropriate fine motor skill abilities and physical strength to successfully complete the work of the class.
3. agree to follow all safety instructions, and use all available safety and personal protection clothing and equipment as instructed.
4. sign a release of liability form and a model release - Photos and video from the training will be used to promote preservation skills both within Michigan and elsewhere.
5. commit to the full three day workshop and be on-site in Kalamazoo by 8:00 am each day
6. must be 18 years old
7. must be a Michigan resident

The workshop will provide:

1. All necessary tools – trainees may bring their own tools but they should be clearly marked
2. Safety gear as needed
3. Breakfast and lunch each day
4. Lead Safe Work Practices training appropriate for homeowners to help minimize the dangers of disturbing lead based paints.

**\*Application must be received by:**

**Friday, March 5<sup>th</sup>, 2010 at 5:00 pm – you will be notified that you have been accepted in the class by Friday, March 12<sup>th</sup>, 2010.**

Historic District Commission  
FYI – Report From The Coordinator  
January 19, 2010

**Conserve Energy - Preserve Resources - Create Sustainable Jobs  
February 8-19<sup>th</sup>, 2010\* and March 15-26<sup>th</sup>, 2010\* – Kalamazoo, Michigan  
Window Rehabilitation – FREE Preservation Trades Training**

In Michigan, and throughout the United States, 20% of the housing was built before 1950, and a significant part of that housing stock has traditional wooden double hung windows. Window rehabilitation can be a well-paid small business requiring minimal materials and this workshop is designed to increase the pool of trained craftspeople.

In an intensive two week (10 day) workshop, students will learn the fundamentals of repair and rehabilitation of traditional wooden double hung windows. This program will expand the skills of workers with existing knowledge rather than introduce individuals with no previous trade experience. Under the guidance of trained preservation craftspeople, trainees will work with traditional building materials, receiving official certification once the program requirements had been met.

**Prospective Trainees will:**

8. have an interest in pursuing historic preservation work as a vocation or avocation, or to facilitate work for a non-profit housing organization.
9. have minimum of six months of successful experience in a “hands on” construction trade or related activity.
10. possess appropriate fine motor skill abilities and physical strength to successfully complete class work
11. possess appropriate comprehension, verbal and math skills to complete requirements of the class.
12. agree to follow all safety instructions, and use all available safety and personal protection clothing and equipment as instructed.
13. sign a release of liability form and a model release - Photos and video from the training will be used to promote preservation trades training both within Michigan and elsewhere.
14. since food will be provided for breakfast and lunch, trainees cannot be reimbursed for those meals by another party.
15. commit to the full ten day workshop and be on-site in Kalamazoo by 8:00 am each day
16. must be 18 years old and a Michigan resident

**The workshop will provide:**

5. All necessary tools – trainees may bring their own tools but they should be clearly marked
6. Safety gear as needed
7. Breakfast and lunch each day
8. Lead Safe Work Practices training sufficient to qualify the trainee for EPA/RRP certification under the new HUD/EPA rules in effect after April 2010.
9. Instruction in the business aspects of preservation trades and marketing rehabilitation.

**\*Application must be received by:**

- ✓ **Monday, January 25<sup>th</sup>, 2010 at 5:00 pm for the February 8-19 session. Notification will be on Friday January 29th**
- ✓ **Monday, February 22, 2010 at 5:00 pm for the March 15-26 session. Notification will be on Friday February 26th**

Applications may be sent in the mail – allow time for mailing to:

City of Kalamazoo Development Center

Questions(269) 337-8804

Attn: Sharon Ferraro

or by fax Attn: Sharon Ferraro to: (269) 337-8513

445 West Michigan

or as an email with attachment: [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org)

Kalamazoo, MI 49007

<p><b>Kalamazoo Historic District Commission</b>  <b>Meeting dates 2010</b></p>
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Meetings are held the third Tuesday of each month at 5:00 in City Commission Chambers on the second floor of City Hall – 241 West South Street.

<b>MEETING DATE</b>	<b>APPLICATION DEADLINE*</b>	<b>TAX CREDIT WORKSHOP**</b>	
January 19	January 12	January 26**	* Applications must be received by the coordinator by 5PM on this date to be on the agenda for the meeting on the following Tuesday.
February 16	February 9	February 23**	
March 16	March 9	March 23*	
April 20	April 13	April 27**	
May 18	May 11	May 25**	
June 15	June 15	June 22**	
July 20	July 13	July 27 **	** Tax credit workshops are held from 3-5 PM on these days in Conference Room #2 at the Development Center at 445 W. Michigan. Call 337-8804 for more information.
August 17	August 10	August 24**	
September 21	September 14	September 28**	
October 19	October 12	October 26**	
November 16	November 9	<u><b>NONE</b></u>	
December 21	December 14	<u><b>NONE</b></u>	