

KALAMAZOO HISTORIC DISTRICT COMMISSION

Agenda - TUESDAY, May 16, 2017

5:00 pm

Kalamazoo City Hall - Community Room - 2nd floor
241 W. South St. Kalamazoo, MI 49007

I. Call to Order:

II. Approval of Absences: Jeremy Berg (5/4)

III. Approval of Agenda:

IV. Introduction of Guests:

V. Public Comment on non-agenda items

VI. 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:

- a) 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 1992.
- b) 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 415 East Stockbridge. 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 <http://www.kalamazoo.org/local-historic-districts>

VII. HEARINGS

OLD BUSINESS:

- | | | |
|---|------------------|-------------------------------------|
| a) 706 Locust | 5:15pm | Owner & Applicant: Phillip Worvie |
| Style: Craftsman (house) vernacular (barn) | | Built: 1913 (house) CB may be older |
| Zone: CN-1 | | Owned since: March 7, 2017 |
| Demolish fire damaged carriage barn | | |
| (PPZ 17-0007 | New Application) | |
| Public Comment then Commission Deliberation | | |

NEW BUSINESS: NONE

VIII. Approval of Minutes: April 18, 2017 (Item B)

IX. Administrative approvals - February 14 to April 12, 2017

a) No building permit required

KalW	712	Gutters
MichE	262	Door- lower 1/2 of glass convert to solid panel
Elm	302	Porch-deck, 3 posts, roof finial, rebuild window
Monroe	119	Fence and brick wall - repair to match
Old Orchard	216	Fence, gutters

Old Orchard	219	Gutters
WestS	503	Gutters
Academy	1525	Screens - wooden window
Grand	1553	Windows-in attic - NOT ORIGINAL
Henderson	1505	Retaining wall - RR ties to stacking block
WestS	1406	ERROR
Stuart	443	AC unit-S-side behind bumpout

b) Building permit required

Davis	428	Roof
WestS	628	Roof
Bulkley	136	Roof
WestS	1406	Handrail

X. Other Business

- a) Report on Violations - (Item C)
- b) Report on Tax foreclosed properties in historic districts (Item D)

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

A note on quorum and Historic District Commission decisions:

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 appointed 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 may choose 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

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.

- Out of respect for business being conducted during the meeting, turn off all cell phones and pagers prior before the meeting.
- Citizens have opportunities to address the Historic District Commission at the following times during a meeting:
- 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.
- 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.

Historic District Commission FYI - May 16, 2017

REVIEWS:

Historic District Commission:

✓ HDC cases to 05/09/17 – 44 total

Fees total year to date, 2017 \$930

2017	2017	2016	2016 fees
○ 26 no fee	\$ 0	24 no fee	\$ 0
○ 12 bldg permit-\$35	\$ 420	7	\$ 245
○ <u>6 HDC hearing -</u> \$85*	<u>\$ 510</u>	<u>3</u>	<u>\$ 255</u>
23 TOTAL	\$ 930	17	\$ 500

NEW OWNERS in Historic districts* Letters sent May 2, 2017:

Date	Street w #	HD	previous owner	current owner w mailing address
A. 3/07/17	Elm 521	ST	MSI CONSULTING INC 654 N 80 E SPANISH FORK, UT 84660	Michigan Property Investments LLC 536 Romence Rd #930 Portage MI 49024
B. 04/12/17	Oak 1411	SV	MILLER, MICHAEL CHAD 3459 KENBROOKE CT KALAMAZOO, MI 49006	MILLER, JOHNNY JR MILLER, BROOKE 1411 OAK ST KALAMAZOO, MI 49008
C. 4/10/17	Davis 1006	SV	SCHAFFER, KEN & LYNN 58001 LANPHEAR HILL DR PAW PAW, MI 49079-9040	CHUCTA, NATE S CHUCTA, TARA/CHUCTA, CHARLES M 5933 TEXAS DR KALAMAZOO, MI 49009
D. 4/6/17	Village 528	SV	MURPHY, JOHN M 532 VILLAGE ST KALAMAZOO, MI 49008	PETZ, EMILY 528 VILLAGE ST KALAMAZOO, MI 49008
E. 4/4/17	Bellevue 931	SV	NAN AND HUGH LLC 9899 E U AVE VICKSBURG, MI 49097	BRANDES, KEVIN BRANDES, AMY 1120 102ND AVE PLAINWELL, MI 49080
F. 3/31/17	Davis 902	SV	902 DAVIS, LLC 6669 GLENEAGLES DR SE GRAND RAPIDS, MI 49546-9656	PRIVASKY, STEVEN PRIVASKY, KAREN 4210 TOMPKINS CT SE GRAND RAPIDS, MI 49546
G. 3/31/17	Lee Barton 916	SV	KASPERS ENTERPRISE LLC 265 ZAK RD PLAINWELL, MI 49080	SONG, RENJIE 1440 N LAKE SHORE DR APT 23G CHICAGO, IL 60610
H. 3/31/17	Elm 528	ST	CAMPOS, JOHN PETERS, MICHELE 528 ELM ST APT 2 KALAMAZOO, MI 49007	VIOLETTE, BLAKE 528 ELM ST KALAMAZOO, MI 49007
I. 3/29/17	Locust 407	SV	CROY, KAREN S 407 LOCUST ST KALAMAZOO, MI 49007	KEYS CAPITAL INC 20118 N 67TH AVE STE 300-201 GLENDALE, AZ 85308

J.	3/29/17	Park S 812	SV	GBL GROUP LLC, THE PO BOX 1241 PORTAGE, MI 49081-1241	BLOMBERT, SIDNEY H JR 2676 GRANT RD ROCHESTER HILLS, MI 48309
K.	3/29/17	Davis 637	SV	HOPKINS ASSOCIATES LLC 8628 PLOVER DR KALAMAZOO, MI 49009	HICKOK, KEITH R 1532 RUPAL ST KALAMAZOO, MI 49007
L.	3/27/17	Lucas Ct 827	ST	GRAVATT, CHARLES & ABIGAIL I	FEDERAL HOME LOAN MORTGAGE CORP 8000 JONES BRANCH DR MCLEAN, VA 22102
M.	3/24/17	Lovell W 914	SV	914 W LOVELL ST, LLC 6341 CHERRYWOOD PORTAGE, MI 49024	ADAMS, LEE A ADAMS, BETHANY J 2516 BENTON AVE KALAMAZOO, MI 49008
N.	3/23/17	Vine W 918	SV	HESSE, AUGUST OCTAVION 918 W VINE ST KALAMAZOO, MI 49008	COBB, EVAN COBB, RACHELL 212 D AVE CORONADO, CA 92118
O.	3/13/17	Axtell 513	SV	KINSEY, MILDRED TRUST 3715 WINCHELL AVE KALAMAZOO, MI 49008	BATKER, SARA M 513 AXTELL ST KALAMAZOO, MI 49008
P.	3/10/17	Vine W 444	SV	ADAMS, DAVID A 2675 N 33RD ST GALESBURG, MI 49053	BURKOLDER, ALEX 444 W VINE ST KALAMAZOO, MI 49001
Q.	3/9/17	Davis 703	SV	HOPKINS ASSOCIATES LLC 8628 PLOVER DR KALAMAZOO, MI 49009	HICKOK, KEITH R 1532 RUPAL ST KALAMAZOO, MI 49007
R.	3/8/17	Westnedge S 723	SV	BERTUCA, NICHOLAS & ROCCO R 8625 TERRITORIAL RD BENTON HARBOR, MI 49022	FITZPATRICK, KACEY 1935 PADDINGTON RD KALAMAZOO, MI 49001
		<u>HD – NO LETTER</u>		<u>HD – NO LETTER</u>	<u>HD – NO LETTER</u>
A.					
B.					
C.					
D.					



RECEIVED APR 10 2017

Department of Community Planning and Development
Kalamazoo Historic District Commission
415 E. Stockbridge - Kalamazoo, Michigan 49001
Telephone (269) 3378804 - FAX (269) 3378513
ferraros@kalamazoo-city.org

APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

COMPLETE Applications for review at the Historic District Commission meeting including payment of the \$85 hearing fee must be received by NOON on the 2nd Tuesday of the month- the meeting is on the 3rd Tuesday of the month.

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: 706 LOCUST ST. KALAMAZOO, MI 49007

Historic District: [X] South/Vine [] Stuart [] West Main Hill [] Rose Place [] Haymarket

Applicant: PHILLIP WORVIE Owner: PHILLIP WORVIE

Mailing Add. 5254 SOLVEL ST. Mailing add 5254 SOLVEL ST.

City State & Zip: KALAMAZOO, MI 49004 City, State Zip KALAMAZOO, MI 49004

Phone: 269-532-3736 Phone: 269-532-3736

Email ALANBELTUSA@GMAIL.COM Email ALANBELTUSA@GMAIL.COM

Contractor:

() Work to be done by owner

Contractor HOOGESTRATEN BUIJENDERS INC.

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets DEMOLITION OF THE GARAGE

(PAW) This property has at least one working smoke detector for each dwelling unit. (Owner or applicant's initials) (Required) * see back

Applicant's Signature: [Signature] Date: 4/10/17

Owner's Signature: [Signature] Date: 4/10/17

(if different)

For Historic Preservation Coordinator's Use Only

Case Number: PPZ 17-0007

Date Received*: 4-11-17

Zoning C-1 Year built house 1913

Complete application 4-11-17

Owned since 3-7-2017

COMMISSION

Meeting Date: 4-18-2017

Hearing fee paid \$85 [checkmark]

Check # 1088

COMMENTS: Site visit - May 4, 2017 - Tibbitts, Berg, Mitchell + Nelson Nave AIA, owner and builder

Approve in Concept Date: Letter mailed

FINAL ACTION

[] Approve [] Site Visit [] Approve w/Conditions [] Deny [] Postpone [] Withdrawn

ACTION DATE

Certificate of Appropriateness Issued

Notice of Denial with appeals information

Notice to Proceed Comments

Application Checklist: (Incomplete applications will be held until the next review hearing.) [] Drawings 11x17 or smaller with dimensions [] Materials list [] Site plan including north arrow [] Other [] \$85 for HDC hearing & review fee - must be paid in advance to be placed on agenda - include WITH application - Check payable to: City of Kalamazoo



(1) 706 Locust – Barn – front-East
(3) West wall



(2) South end
(4) NW corner

A

West wall looking north



Case #PPZ 17-0007



(1) 706 Locust – Barn – Sistered joist
(3) Charred joist and west wall



Item A

B

(2) Southwest corner inside
(4) Charred and cracked joists and west wall

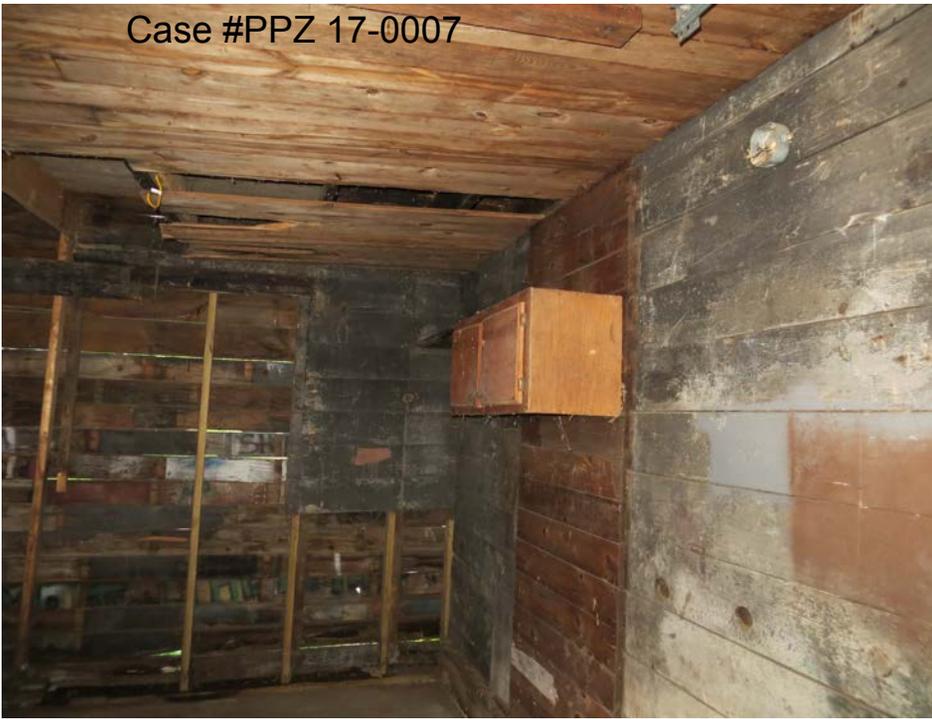


HDC 05/16/2017



Page 3 of 6

Case #PPZ 17-0007



(1) 706 Locust – Barn – Interior NW corner
(3) West wall- south half – sill plate



HDC 05/16/2017

Item A



(2) Termite damage – northeast corner
(4) Roof and west wall

C



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Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW
STAFF COMMENTS – 2nd hearing

Property address 706 Locust
Applicant Phillip Worvie
Owner Phillip Worvie
Received April 11, 2017

CASE # PPZ 17-0007
Year built: 1913 (house) **1902 (CB)**
Owned since 3-7-2017
Meeting date: May 16, 2017

Previous reviews (HDC = commission meeting; Admin = administrative approval):

2001 – Roof, storm windows (Admin)
 2002 – Repair soffits (Admin)
 2003 – Doors & storm windows, rear porch repairs (Admin)
 2004 – Downspouts (Admin)
 2007 – Rebuild wingwalls to match, gutters on front porch (Admin)
 2009 – New handrails inside wingwalls, rail height waiver (Admin)

Historic District South Street – Vine Area
Zoning CN-1 (Commercial, (Local) Neighborhood
Additional Permits required – Demolition
Rental History: Current certification expires 5/31/2019

Proposed Work:

1. Raze deteriorated two story wooden carriage barn – fire damage

Observations: (The house is brick veneer over fireproof hollow tile)

Sometime between 1995 and 2002, the barn suffered a fire, scorching much of the interior. The fire burned through the roof. Since then some of the joists and studs have been sistered, a ceiling was installed over the damaged beams on the first floor and a new metal roof – and decking, was installed. This was the second fire – the first being around 1984. Some of the joists are cracked and the flooring on the second floor is bowed and concave.

Applicable Criteria - Secretary of the Interior Standards for Rehabilitation

There are no applicable standards for demolition. Demolition violates all ten standards.

*Applicable Criteria – Requirements to issue a **Notice to Proceed***

Work within an historic district shall be permitted through the issuance of a notice to proceed by the Historic District Commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the Historic District Commission to be necessary to substantially improve or correct any of the following conditions:

(1) The resource constitutes a hazard to the safety of the public or to the occupants.

The vacant carriage barn is closed to casual entry. There is no public right of way nearby. The building is unoccupied and has been used only for storage. Currently there is nothing stored inside the building.

(2) The resource is a deterrent to a major improvement program which will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing and environmental clearances.

Not applicable

(3) Retention of the resource would cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.

Not applicable

(4) Retaining the resource is not in the interest of the majority of the community.

Not applicable

COMMISSION ACTIONS (Options):

- a. Approve the demolition as meeting one or more of the required criteria to issue a Notice to Proceed.
- b. The commission could postpone with the applicants consent, to ask for more details or an additional site visit. The applicant will need to be present for review at the next scheduled Historic District Commission meeting.
- c. The commission could deny the demolition citing the fact that none of the criteria required for issuing a Notice to Proceed have been met.

**City of Kalamazoo
HISTORIC DISTRICT COMMISSION
Minutes
April 18, 2017
Draft**

ITEM B

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

Members Present: Jeremy Berg, Grant Fletcher, John Mitchell, Bob Oudsema, Sally Reynolds, BJ Shell, and Max Tibbitts

Members Excused: All present

City Staff: Sharon Ferraro, Historic Preservation Coordinator; Shelby Donaldson, Recording Secretary

Guests:

I. CALL TO ORDER

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

II. APPROVAL OF ABSENCES

No Absences

III. APPROVAL OF AGENDA

Mr. Oudsema, supported by Ms. Reynolds, moved approval of the April 18, 2017 agenda.

With a roll call vote, the agenda approval carried unanimously.

IV. INTRODUCTION OF GUESTS

None

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

VI. DISCLAIMER

Ms. Ferraro read the disclaimer into the record.

VII. HEARINGS

OLD BUSINESS

a) 823 Oak St.-PPZ17-001

Owner/Applicant: KNHS

1. Windows

Mr. Milcarek, the contractor manager at Kalamazoo Neighborhood Housing Services, presented information provided by the state lead hazard on what they prefer to do with the windows. Mr. Milcarek said that this is a lease to own property and they run lease to own properties through the State Lead Program, which enables KNHS to get anywhere from \$5,000 to \$25,000 in HUD funds. This means that while KNHS owns the property, the state controls the lead portion of the project and that comes under state HUD guidelines. Due to the state's stringent program guidelines, licensing, and insurance requirements KNHS is left with only one contractor who will do the project. Mr. Milcarek stated that he and the contractor have delved into the issue of replace vs repairing the existing windows and because the contractor doesn't believe in repair, he doesn't do the work well. Mr. Milcarek has had the experience with this contractor with lead abatement on his own historic home. He also stated that there have been instances where there have been wood replacements, one home where they fixed the existing windows (with the concession that those windows were more decorative in nature), and feels it comes down to having a contractor that has not only more experience with replacement, but not repair of these types of windows, but can afford to carry the hazardous materials insurance they would need.

Mr. Tibbitts stated that the commission is governed by the Secretary of Interior Standards, and they are very clear about saving the existing historic windows, if at all possible. He also stated that when KNHS purchased the home, even though they were aware that it was historic and that lead would be an issue, they chose a funding source that would have much stricter guidelines and that they can't be allowed to remove the windows just because they are a nonprofit. He added that private homeowners would not be allowed to remove the windows.

Mr. Mitchell wanted to know if only the sashes were being removed, and the answer was yes. Mr. Mitchell, for clarification, asked if they were leaving jambs and will everything else be stripped. Mr. Milcarek replied that was correct and that the interior and exterior jambs, trim would stay, sashes and parting bead would go. Mr. Mitchell then asked if the proposal was for wood frame on the exterior, and not cladding. Mr. Milcarek said it would be a wood window on a vinyl sash pack and wouldn't come with a wood frame. Mr. Mitchell, for more clarity, wanted to know if the plan was to line the existing jambs, for it to act as stops, with a mechanism that has a spring in it, but the sashes on the exterior would be painted wood to match to the sash sizes that are present now. Mr. Milcarek replied that was correct and that this is phase one of the project and that once they know the final scope of what is happening with the lead, his intent is to go back and add storms and screens to match. Ms. Ferraro clarified that he is either going to put the storm/screen combinations that were removed during this phase back on or new ones, and Mr. Milcarek replied that was correct. He also pointed out he would like to eventually, in another phase, make the inoperable windows at the bottom right of photo A back to functioning double hung windows, which would require new bottom sashes. Mr. Mitchell asked who would manufacture the windows to size for the wood sashes. Mr. Milcarek said it would be Jeld-Wen and if the contractor can't get what he needs from the, he then

goes to R & J Raven in Grand Rapids. Ms. Ferraro added that Jeld-Wen makes an unclad window.

Mr. Tibbitts asked that since there are windows that are all lead, but parts of them will be replaced by parts that aren't lead, even though they will come back later and make the rest of them lead-free by other forms of abatement, since it can be done for other things, why can't that be done for the windows? Mr. Milcarek replied that because windows and doors are friction lead hazards, the hazard is more likely to come back with things rubbing together.

Mr. Berg asked what type of rationale is used when deciding which windows to keep and which ones to abate? Mr. Milcarek said all of the decorative, leaded glass windows would be non-functioning, such as the windows in the bottom right of photo A. The top part of the windows will remain in place with a top sash and jamb liner and the bottom sash will be operable.

Mr. Tibbitts wanted to know how much more it would cost for the contractor to subcontract out stripping the sills that are there and making them usable. Mr. Milcarek wasn't sure of the cost or who would do the work, but Ms. Ferraro answered North Coast Windows Works would strip and reglaze them each sash, and all that would be needed is for them to be roped and for the frames to be stripped and it would cost about \$200/window. Ms. Reynolds asked if the contractor would be willing to subcontract the windows out. Mr. Milcarek said the contractor could sub out the work but he can't sub out the part of someone coming onto the property and installing them because of the abatement. He added that he doesn't believe he could convince the state to move forward stripping the windows and putting them in with the weights. Ms. Ferraro said they can go in the sash tracks. Mr. Milcarek said the jamb would still have to be stripped.

Mr. Fletcher wanted to know if there were storm windows and Mr. Milcarek said there are a few but when he does the other phase he will put uniform storm windows on the house. Mr. Oudsema asked even if they were replacement windows would they still have storms and Ms. Ferraro wanted to know if the windows would be insulated and have storms over them. Mr. Milcarek said to make it would be insulated glass and to make it uniform, he would put glass storms over the non-functioning windows and the others would have screen.

Ms. Ferraro asked if he thought the windows that will be removed can be stored in the home. Mr. Milcarek said he doesn't think the guidelines specify disposal. Ms. Ferraro said another owner may want the old windows back in the home. Mr. Milcarek said they could be stored in the attic. Mr. Fletcher wanted to know more about the storms and asked what would happen to the windows that don't have storms, if the HDC voted against the project. The understanding is that everything would revert back and the windows either wouldn't have storms or would have to have a storm/screen combination made for them, which he didn't feel was energy efficient. Ms. Ferraro said the aluminum frame storm would still be efficient as long as the frame was good, but not as efficient as the wood storm, and even as efficient as a new window.

Public Comment:

None

Mr. Oudsema, supported by Mr. Fletcher made a motion to approve the replacement of 11 windows per the letter dated 11/14/17, as the plan substantially complies with the Secretary of Interior Standards numbers 1, 3, and 5, with the contingency that the original windows be kept and stored.

With a majority roll call vote (5 to 2), the motion for window replacement carried. Grant Fletcher, Sally Reynolds, John Mitchell, and B J Shell cast yes votes, Max Tibbitts and Jeremy Berg cast nay votes.

NEW BUSINESS

a) 706 Locust-PPZ17-0007

Owner/Applicant: Phillip Worvie

1. Demolition of fire damaged carriage barn

Mr. Worvie came in to present his case for the demolition of the carriage barn because of fire damage that occurred on the interior in 1984. His contractor gave a quote of approximately \$80,000 to restore the building and was told that it was unsafe by the contractor and an inspector. Ms. Ferraro and Ms. Reynolds asked if the contractor was experienced with older or historic buildings, to which he replied the contractor does high end, quality work. Mr. Tibbitts wants to know there is any termite damage and Mr. Wolvie said there is. Mr. Tibbitts asked if he would be willing to let the commission come over and do a site visit with an architect, and postpone the hearing until the next meeting and make a determination then, and Mr. Worvie agreed. Mr. Mitchell asked why does he want to tear it down, and Mr. Worvie replied he doesn't want it to become a further hazard and he can't afford to repair it.

Mr. Fletcher, supported by Mr. Oudsema made a motion to postpone making any decisions about the carriage barn demolition until the commissioners can perform a site visit.

With a roll call vote, the motion to postpone carried unanimously.

Public Comment:

None

With a roll call vote, the motion carried unanimously.

VIII. APPROVAL OF MINUTES

Amend from February and March 21, 2017, "voice vote" to read as "roll call vote" and to specify how each commissioner voted.

Mr. Fletcher, supported by Mr. Berg, moved approval of the February 21 and March 21, 2017 Historic District Commission minutes as amended.

With a roll call vote, the motion carried unanimously.

IX. ADMINISTRATIVE APPROVALS

Ms. Ferraro stated there were a few changes. She has located the owner of 720 Oak St, and he has agreed to fix the front steps. She has mailed out letters to all new owners of properties in the historic districts with extra info for those in the Vine neighborhood who qualify for the Neighborhood Enterprise Zone tax break. She also stated she has been sending letters to William Vandenakker, who has purchased a few homes in Vine with outstanding window replacement violations, and his area agent, and neither one have responded, so she will send it to the City attorney because of the non-responsiveness.

X. OTHER BUSINESS

a) Ms. Ferraro presented a flow chart (Item E) for the review and approval to delegate some of her duties to other City of Kalamazoo staff. Ms. Ferraro stated there are some items that usually come to her, but Bobby Durkee will be able to review. Anything not shown in the flow chart or that he is uncomfortable with he will pass on to her. She said she will be able to train him for 8 months and being able to delegate some of her duties will free some of her time, but also enable clients to not have to wait for her approval for the items listed. She also wants to make sure that in her absence or when she retires, someone will be able to help the new person coming into her position with some issues. She also allowed for the fact that even through delegation of some of her duties, the commission will still be well informed of any administrative approvals, as stated in the ordinance. Mr. Oudsema questioned training and making sure Mr. Durkee will be able to do the duties up to Ms. Ferraro's standards. Mr. Tibbitts said that the way the charter is worded, the commission can vote to have anyone removed they feel isn't performing properly.

Mr. Fletcher, supported by Ms. Reynolds made a motion to approve the process of delegating defined historic district projects that meet the standards to other City Department staff in accordance with the flow chart proposal (Item E).

With a roll call vote, the motion carried unanimously.

b) Mr. Tibbitts asked for an update on outstanding violations. Ms. Ferraro stated that there were two, but she would do an update next month. She also asked that the commission notify her if they see any outstanding violations.

c) Ms. Ferraro received a call from the EPA office in Chicago, and they are starting an "Energy Efficiency and Old Houses" program. They would like to work here in Kalamazoo, however, they aren't sure what form it's going to take yet. Mr. Tibbitts wanted to know if this would fall under historic district or historic preservation, to which Ms. Ferraro replied it could go both ways. Mr. Tibbitts wanted to know how the commission could help and Ms. Ferraro said she

wanted them to think about ways to make a historic home more energy efficient. Mr. Shell replied some of the houses that only have one furnace actually require two, one in the attic to take care of the attic and second floor, and one in the basement for the main floor. Mr. Tibbitts suggested smart wool in the walls because it's natural and more flame retardant, and the "R" factors are higher. Ms. Ferraro stated during the conversation she advised the EPA that the original materials would have to be kept in accordance with the Secretary of Interior Standards.

Public Comment:

None

XI. ADJOURNMENT

The meeting adjourned at 6:03 p.m.

Submitted by: _____ Date: _____
Recording Secretary

Reviewed by: _____ Date: _____
Preservation Coordinator

Approved by: _____ Date: _____
HDC Chair

HDC VIOLATIONS

Current (May 10, 2017)

Date Original	V#	Owner	Prop Add	Prop street	Violation	Comment, Action, Response	Next step
STUART		STUART		STUART	STUART	STUART	
1. 10/01/13	1	Matthew Baldwin-Wilson	117	Allen Blvd	Rear upper porch Historic EN 13-5039	SOLD TO NEW OWNER	HOLD
2. 07/06/10	3	Briant Kernell	121	Allen Blvd	Front porch deck w bsmt windows EN 14-2289	SOLD TO NEW OWNER	HOLD
3. 03/13/12	PEND	Sam Kwei	214	Allen Blvd	Windows	Reminder letter - <u>02/13/17</u> - next round of 4+ windows plan due spring 2017 done 10/17	<u>Ltr 02/13/17</u>
4. 12/01/2016	1	Wm. & Bev. Wissman	416	Douglas	Front steps & handrails	#1 - deficiency Ltr 12/01/16	<u>Ltr #2 02/13/17</u>
5. 09/30/13	3	Sal Ali (Danny Knox)	428	Douglas	Roof-flashing EN 13-5017	V#3 Ltr 09/04/15 <u>next step - appearance ticket</u> Mr. Ali purchased on 05/29/2015	V-3 Ltr 11/17/15
VINE-SOUTH		VINE		VINE	VINE - SOUTH	VINE-SOUTH	
6. 10/01/13	3	Birdx4	739	Academy	NH - Porch rail replaced w/o COA - new is too tall	LETTER 09/04/15 - Enforcement HOLD till 1/15/16 - Owner checking with insurance whether they will accept a shorter rail with a pipe or some other solution	V-3 Ltr 11/17/15
7. 06/30/16	DBN	Horizon	942	Bellevue	Roof, paint, exterior wood repairs	Reminder letter Work to be done by May 31, 2017	<u>DBN 2</u>
8. 06/30/16	DBN	Horizon	946	Bellevue	Vines, flashing-S roof, paint	Reminder letter Work to be done by May 31, 2017	<u>DBN 2</u>
9. 09/29/10	PEND	Nate Chucta	424	Davis	Added column on front porch	<u>New owner 3/02/17 - COA approved for new column</u>	<u>Inv+ tkt</u>
10. 05/27/08	Atty	HDRES KZOO PORT LLC	614	McCourtie	RW - new owner SMC IHV 11-0006	<u>LETTER 02/28/17 - new owner - letter mailed</u>	<u>Back to #1</u>
11. 09/08/15	1	John Schwartz	723	McCourtie	New front door, missing NW cor porch post	Ltr to County treasurer for auction TAX FORECLOSURE	HOLD
12. 10/14/13	PEND	Janie Albright	620	Oak	Replaced 42 wdws+2 doors EN 13-5185	<u>WINDOWS TO BE REPLACED 2015, 2016, 2017</u> Reminder letter - ALL WINDOWS NOW DUE NEW OWNER + Resp Party (Albright)	<u>Ltr #2 02/13/17</u>
13. 08/08/14	PEND	Cook & Hakun R 09/08/14	720	Oak	Front steps- open risers EN-14-2287	<u>Reacher one owner - risers being installed on steps</u>	PEND
14. 11/13/2012	Almost clear	Kevin Boyle	840	Village	General deterioration S front porch+siding+roof	So Fr porch CLEARED 09/08/15 - needs paint, tree down, new roof 08/28/15	PEND for Paint

HDC VIOLATIONS

Current (May 10, 2017)

15.	09/08/15	DV1	KNHS (new owner)	207	W. Vine	Removed chimney	New owner – KNHS – Reminder letter – need a plan by October	HOLD
16.	09/20/16	V2	David Blankenship	611	W. Walnut	7 windows replaced – leaded glass casements	New letter to Vicksburg address 2/28/2017 Violation #2 w/ fee 5-10-17 Taxes owed \$3163.53	#2
17.	06/30/2008	PEND	Twala Lockett – new owner	1201	WestnedgeS	Replaced garage doors w/siding & windows IHV 08-0022	Work approved COMPLETE BY JUNE 30, 2017 COA IHV 08-0022 Taxes are current, water on minimum	HOLD
18.	09/30/13	PEND	Janie Albright	1204	WestnedgeS	Replacement windows, glass block	<u>WINDOWS TO BE REPLACED 2018, 2019 – reminder letter</u>	<u>Pend</u>



(1) **723 McCourtie** (South-Vine)
(3) **1133 South Westnedge** (South-Vine)



(2) **739 McCourtie** (South-Vine)



HDC 05/16/2017

These three are the only tax foreclosures in the historic districts. All three are in South Street – Vine Area.

May 3, 2017

Letters have been sent to the county treasurer to include in auction Information packets.