I. Call to Order:

II. Approval of Absences: Sally Reynolds

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.kalamazoocity.org/local-historic-districts

VII. HEARINGS

OLD BUSINESS: NONE

NEW BUSINESS:

a) 735 McCourtie 5:15pm Owner: David Noteboom
   Style: Vernacular  Built: 1875
   Zone: RM-15  Owned since: ca 2004
   1. Reconfigure front porch, add front steps back in a center position, add handrail
   2. Retroactive approval of new cladding on front porch rail.
   (EN 17-3124 New Application – Violation remedy)
   Public Comment then Commission Deliberation

b) 827 South Westnedge 5:30pm Owner Diane Kim
   Applicant: Nelson Nave AIA
   Style: Commercial (non-historic)  Built: ca 1980
   Zone: CN1  Owned since: March 1, 1990
   Construction of a new commercial building with parallel to the existing laundry and Ranney Street.
   West storefront will have a display window presence and entrance on Westnedge.
   (PPZ 17-0021 New Application)
   Public Comment then Commission Deliberation
VIII. Approval of Minutes: October 17, 2017 (Item C)

IX. Administrative approvals - October 10 to November 14, 2017
   a) No building permit required
      ParkS  605  Gutters
      KalamazooW  701  Roof-garage (NC)
      Merrill  1215  Repairs to front porch, posts and rails, screening
      KalW  814  Rooflet over unused east basement entrance
      NorthW  1015  Fence at rear property line of vacant lot
      WestS  816  Sign-4th coast
      Locust  718  Porch repairs, deck & column footings
      WestnedgeS  802  Sign-graphics on entry glass
      WestnedgeS  723  Rail above parapet on NH addition at front of house.

   b) Building permit required
      Oak  1113  Roof - front and north side porches
      Grand  1213  Front porch repairs

X. Other Business
   a) New commission applications (Item D)
      - Lisbeth Curkovic
      - Nicole Sabel
      - Dana Underwood
   b) Report on Violations - postponed to December

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.
REVIEWS:

Historic District Commission:
✓ HDC cases to 10/14/17 – 113 total

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<th>2017</th>
<th>2017</th>
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(1) Bldg Permits – 3 with no charge (1 building Blocks, 2 errors)

NEW OWNERS in Historic districts* Letters sent September 14, 2017:
Report at meeting

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<thead>
<tr>
<th>Date</th>
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<td>KOSCH FAMILY TRUST 693 JOHN R</td>
<td>4276 NARRAGANSETT AVE SAN DIEGO, CA 92107</td>
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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: 735 McCourtie

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

Applicant: David Notbohm Owner: 

Mailing Add. 735 McCourtie Mailing add. 

City State & Zip: Kalamazoo, MI 49008 City, State Zip. 

Phone: 269-271-7022 Email: @

Contractor: 

[ ] Work to be done by owner

Contractor 

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets

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

Applicant’s Signature: David Notbohm Date: 10-10-17

Owner's Signature: Date: 

(if different)

En 17-3124 -For Historic Preservation Coordinator's Use Only- 

Case Number: PRXX00000000X Date Received#: 10-10-17

Zoning RM-15 Year built 1875 Complete application 10-10-17

Owned since before 2004

COMMISSION

Meeting Date: 10-17-17 Hearing fee paid $85 10-10-17

COMMENTS: Check # 1394 

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 

Revised April 26, 2017
HISTORIC DISTRICT
Unapproved Work Violation

PROPERTY ADDRESS: 735 MC COURTIE ST
Parcel # 06-21-475-106

CASE #: EN 17-3124

PLEASE let us know if you no longer own this property. (337-8804)

OWNER:
NOTEBOOM, DAVID E
735 MC COURTIE ST
KALAMAZOO, MI 49008-1329

Responsible Party (If different than owner): same
NOTEBOOM, DAVID E
735 MC COURTIE ST
KALAMAZOO, MI 49008-1329

Dear: NOTEBOOM, DAVID E

Work done on the exterior of buildings located within the boundaries of the local historic district must be reviewed and approved before work begins. It has been reported to the Community Development Inspection Services Division of the City of Kalamazoo and the Historic Preservation Coordinator that unpermitted and/or unapproved work has been done on the property at 735 MC COURTIE ST including but not limited to:

1) Removed front steps,
2) Boarded front door
3) Removed access to front porch and re-clad front porch railing and skirt with vertical tongue and groove boards
4) Added metal cattle gate on east side of house

Kalamazoo Historic District Commission Standards and Guidelines for Rehabilitation require that an Application for Project Review should be submitted to the coordinator before work begins. (80% of the applications are approved administratively by the coordinator in less than one business day)
PROPOSED REMEDY

1) An Application for Project Review is enclosed and must be submitted within Thirty (30) days of this notice. Once the retroactive application has been received, reviewed and approved, work must be completed within 30 days or a plan of work must be agreed with the coordinator. **Failure to submit the application is a code violation and an enforcement letter will be issued which generates an automatic charge of **$74.00. This project may be referred to the Historic District Commission for review at their regular meeting on the third Tuesday of each month.

PROPOSED WORK TO REMEDY VIOLATION:

1) Re-install front steps and handrails to comply with HDC standards (enclosed)
2) Uncover front door – if replacement is necessary, the new door should comply with HDC standards for front doors (door standard enclosed)
3) Apply for retroactive approval of the new porch rail and skirt with vertical tongue and groove boards
4) Replace the metal cattle gate on east side of house with a gate that complies with HDC standards (fence standard enclosed)

2) Once the proposed work is approved the work must be complete within **60 days of the approval date.** Work performed on the exterior of any structure located within the boundaries of the historic districts is subject to review and approval of the Kalamazoo Historic District Commission as specified in Chapter 16 of the City of Kalamazoo Code of Ordinances. An application for Project Review is to be completed and submitted to the Historic Preservation Coordinators Office **in advance of the commencement of work or purchase of materials.** Once the application has been reviewed by the coordinator or the full commission at its regularly scheduled monthly meeting, a Certificate of Appropriateness will be issued if the proposed work meets the Historic District Standards and Guidelines. At this point, a building permit application may be made, if necessary. **Please call me at 337-8804 if you have any further questions or for assistance in completing the application.**

[ ] Historic District Commission review at a regularly scheduled monthly meeting may be required for this project which generates a $85 hearing fee.
[ x ] A separate building permit is required for the front steps – there will be an additional administrative review fee of $35 in addition to the building permit fee. Work should not begin until the building permit is issued and the fees are paid.

*A copy of this letter has also been sent to the tax payer of record and the agent of record if applicable.*

**IMPORTANT:** Historic District Commission approval does NOT constitute a blanket approval to begin work. It is the owner's responsibility to obtain all necessary Building Permits, site plan review or Housing (rental inspections) approval for the proposed work. It is **HIGHLY RECOMMENDED** that the owner or applicant call 337-8026 to inquire about building permits, or, if this is a rental property, contact your inspector.

I look forward to hearing from you soon.

Sincerely,

Coordinator

cc: property file

enclosed

Project Review - App & Instructions
Sharon R. Ferraro
Historic District Info sheets – applicable standards

Phone (269) 337-8804   FAX (269) 337-8429   email: ferraros@kalamazoocity.org
From Chapter 16, City of Kalamazoo Code of Ordinance:

§ 16-27. Failure to comply with certificates of appropriateness.

C. When work has been done upon a resource without a permit, and the Commission finds that the work does not qualify for a certificate of appropriateness, the Commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the Commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the Commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the local unit as a special assessment against the property. When acting pursuant to an order of the circuit court, a Commission or its agents may enter a property for purposes of this section.

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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.

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(1) 735 McCourtie (07/14/17) NW corner
(3) East side of house (10/10/17)

(2) Front (north) porch and door (05/19/09)
(4) Northeast corner of the house (05/19/09)
Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW

STAFF COMMENTS

Property address 735 McCourtie
Applicant David Noteboom
Owner same
Received 10/10/2017

CASE # EN 17-3124
Year built: 1875
Owned since ca 2003
Meeting date: Nov 21, 2017

Previous reviews (HDC = commission meeting; Admin = administrative approval): NONE

Historic District South Street – Vine Area
Zoning RM-15 (Residential, Multi-Dwelling)
Additional Permits required – building
Rental History: Owner Occupied

Proposed Work (Retroactive):
1. Reinstall front steps in center of porch – new brick walk being laid
2. Retroactive approval of vertical cladding of original battered porch base and rails

Observations:
• Existing front door has been boarded over. Owner has agreed to remove the board on the door.
• The shape of the porch base predates the historic district in 1990.

Applicable Criteria
The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
4. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

The property continues in its use as a single family residence. Removing the steps to the front porch and the opening in the porch rail is a substantial and inappropriate change to the front porch.

COMMISSION ACTIONS (Options):
a. Approve opening the front porch rail to accommodate steps in the [ORIGINAL?] and/or [CENTER?] position. Steps to be built to comply with HDC standards. Complies with Standards 1 through 4.
b. The commission could postpone with the applicants consent, to ask for more details. The applicant will need to be present for review at the next scheduled HDC meeting.
c. The commission could deny, based on Secretary of the Interior Standards

(Chapter 16) (d) When reviewing plans, the Historic District Commission shall consider: 1)The Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings"; (2) Local design guidelines; (3) The historical or architectural value and significance of the structure resource and its relationship to the historical value of the surrounding area; (4) The relationship of the exterior architectural features of such structure resource to the rest of the structure resource and to the surrounding area; and (5) The general compatibility of exterior design, arrangement, texture and materials proposed to be used; (6) Any other factor, including aesthetic, which it deems to be pertinent.

HDC Mtg 11/21/2017
Secretary of the Interior’s Standards for Rehabilitation

The Secretary of the Interior’s Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
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: 827 S. WESTNEDGE AVE.

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

Applicant: NELSON NAVE Owner: DIANE KIM

Mailing Address: 100 N. GRAND ST Mailing add 827 S. WESTNEDGE

City State & Zip: KALAMAZOO MI 49003 City, State Zip KALAMAZOO MI 49003

Phone: 269-340-4407 Phone: 315-1357

Email: mavela@mmaicap.com Email: mavela@mmicap.com

Contractor: BIAS ASSOCIATES

( ) Work to be done by owner

Contractor

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets BUILD A 3-UNIT OFFICE/RETAIL COMPLEX ON NORTh END OF RANNEY ST, N & S. WESTNEDGE, PARKING EXPANSION, WATER RETENTION BASIN & LANDSCAPING (REQUIRED)

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

Applicant’s Signature: ____________ Date: 10-19-17
Owner’s Signature: ____________ Date: 10-19-17

(If different)

-For Historic Preservation Coordinator’s Use Only-

Case Number: PPZ 17-0021 Date Received*: 10-23-17
Zoning C.N 1 Year built ca 1980 Complete application

Owned since March 1, 1990

COMMISSION
Meeting Date: Nov. 21, 2017 Hearing fee paid $85 YC

COMMENTS:

Approve in Concept Date: Letter mailed

FINAL ACTION

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

ACTION DATE

Certificate of Appropriateness Issued
Noti ce of Denial with appeals information

Noti ce to Proceed Comments

Revised April 26, 2017
NELSON BREECH NAVE, AIA, ARCHITECT

Location: The Edwards Block + 100 N. Edwards Street + Kalamazoo, Michigan 49007
(269) 343-0040, (c) 269-207-3063, (fax) 343-1259, (e) nave-aia@mindspring.com

10-31-17

MATERIAL LIST FOR THE VINE SHOPPES
827 S. WESTNEDDE AVE., KALAMAZOO MI 49007

SIDING AND TRIMS

HARDIE TYPE CEMENT BOARDS: 4" AND 6" EXPOSED (3 COLORS)

LOWER PANELS

HARDIE TYPE FLAT PANELS (1 COLOR)

WINDOWS

INSULATED CLAD WOOD WINDOWS (1 COLOR)
TRANSOMS WITH EXTERIOR GRILLES (1 COLOR)

DOORS & FRAMES

ALUMINUM, MEDIUM STYLE, INSULATED GLASS (1 COLOR)

ROOF METAL OR COPINGS

ALUMINUM OR GALVANIZED STEEL (DARK COLOR)

AWNINGS

ONE OR MORE COLORS OF CANVAS TYPE MATERIAL (SUNBRELLA)
FRAME = ALUMINUM OR GALVANIZED STEEL

SIGNAGE TO COME LATER.

NELSON BREECH NAVE, AIA, ARCHITECT
(1) 827 South Westnedge – north part of front lot
(2) center part of front lot
(3) Laundromat
(4) East lot on Osborne
Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW – New construction/alteration

STAFF COMMENTS

Property address  827 S. Westnedge  CASE # PPZ 17-0021
Applicant       Diane Kim         Year built: (existing laundromat) 1980
Owner           Diane Kim         Owned since March 1, 1990
Received        October 10, 2017  Meeting date: November 21, 2017

Previous reviews (HDC = commission meeting; Admin = administrative approval):
2016 Nov – approval of new building (4 bay storefronts) on north property line (HDC)
2016 Dec – approval of addition to east end of existing laundromat (HDC)

Historic District South Street-Vine Area
Zoning               CN-1 (Commercial, (Local) Neighborhood)
Additional Permits required – building, site plan

Rental History: NA

PROPOSAL
A. Build one story building close to north property line with three storefronts

OBSERVATIONS

Proposed building will have one storefront facing west onto South Westnedge, and two facing south towards the parking lot and the laundromat

Existing laundromat building is non-contributing (non-historic)

1) Secretary of the Interior Standards for Rehabilitation:
(Standards 1-8 do not apply to new construction)

#9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

#10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The proposed addition is differentiated from the nearby historic commercial storefronts and historic houses by materials and design.
The new building does not abut or join any other historic resource in the area.

(Chapter 16) (d) When reviewing plans, the Historic District Commission shall consider): 1)The Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings"; (2) Local design guidelines; (3) The historical or architectural value and significance of the structure resource and its relationship to the historical value of the surrounding area; (4) The relationship of the exterior architectural features of such structure resource to the rest of the structure resource and to the surrounding area; and (5) The general compatibility of exterior design, arrangement, texture and materials proposed to be used; (6) Any other factor, including aesthetic, which it deems to be pertinent.

HDC Mtg 11/21/2017
(2) Local Design Guidelines: Kalamazoo Historic District Commission Standards and Guidelines (pages 50 and 51) state:

Infill construction within a historic district should complement the other structures in the neighborhood in scale and design. Placement on the lot is very important in maintaining the rhythm of the streetscape.

- The new building is parallel to the existing non-historic building and complies with the HDC Standards and Guidelines for new construction.

(3) The construction of the new commercial building will have a minimal visual impact on the historical value of the surrounding area.

(4) The construction of the new commercial building will have a minimal visual impact on the architectural character of the surrounding area.

(5) The design of the one story commercial building has a compatible exterior design for a historic district including location on the site, arrangement of the features, texture of the exterior cladding and materials proposed to be used are compatible with the surrounding historic district;

(6) Any other factor, including aesthetic, which it deems to be pertinent.

COMMISSION ACTIONS (Options):
1. Approve as complying with Secretary of the Interior Standards 9 & 10 with approval of final details delegated to the historic preservation coordinator.
2. The commission could postpone with the applicants consent, to ask for more details or to prepare a revised plan. The revised plan should include the following changes:
   1. 
   2. 
   If the applicant does not consent to a postponement, the commission must make a decision at this meeting to comply with the 60 day rule.
3. The commission could deny, based on Secretary of the Interior Standards #9 & #10.

==========================================================================
Secretary of the Interior's Standards for Rehabilitation
The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(Chapter 16) (d) When reviewing plans, the Historic District Commission shall consider: 1) The Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings"; (2) Local design guidelines; (3) The historical or architectural value and significance of the structure resource and its relationship to the historical value of the surrounding area; (4) The relationship of the exterior architectural features of such structure resource to the rest of the structure resource and to the surrounding area; and (5) The general compatibility of exterior design, arrangement, texture and materials proposed to be used; (6) Any other factor, including aesthetic, which it deems to be pertinent.
Members Present: Grant Fletcher, John Mitchell, Bob Oudsema, BJ Shell, Max Tibbitts, and Sally Reynolds

Members Excused: Jeremy Berg

City Staff: Sharon Ferraro, Historic Preservation Coordinator; Carmela Hostiguin, Recording Secretary

Guests: Dana Underwood

I. CALL TO ORDER

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

II. APPROVAL OF ABSENCES

Mr. Fletcher, supported by Mr. Oudsema, made a motion for the approval of the absences for the October 17, 2017 Historic District Commission meeting. With a unanimous voice vote, the motion to approve the absences carried.

III. APPROVAL OF AGENDA

Changes to Agenda: 735 McCourtie postponed for the November, 2017 meeting.

Mr. Oudsema, supported by Mr. Fletcher, made a motion for the approval of agenda for the October 17, 2017 Historic District Commission meeting. With a unanimous voice vote, the motion to approve the absences carried.

IV. INTRODUCTION OF GUESTS

Dana Underwood

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

VI. DISCLAIMER

Ms. Ferraro read the disclaimer into the record.

VII. HEARINGS

OLD BUSINESS None
NEW BUSINESS

a) 1012 W Main  
Owner/Applicant: Stuart Avenue Properties, LLC

1. Privacy fence on West Main and Stuart Ave.
   Ms. Underwood presented before the commission and expressed the existing condition of the fence in question. She stated the fence has been there since the early 80’s, and there are signs of deterioration. Ms. Underwood is asking for allowed permission to replace the scalloped fence with modification; the 4ft picked fence will be replaced with a taller scalloped 6ft privacy fence. She mentioned the top of the scalloped fence would be 6 feet dipping down to 5 ½ feet at the center, that portion would run along West Main whereas the existing fence cuts the corner, this modification would continue as a 6ft privacy fence. Ms. Underwood continued to explain the modification where the fence starts to return on Stuart Ave.; this would be modified to be a 6ft panel of scalloped privacy with a semi private panel running down on Stuart for about 92 feet and the last 32 feet are drop in the height from a 6ft gradually down to the 4ft where it meets up with the existing 4ft scallop picket fence that’s already there. She mentioned this point is where the properties meet, both 229 Stuart and 1012 West Main.

   Mr. Mitchell asked if the reason for this modification was due to pedestrian trouble. Ms. Underwood answered yes, and another reason was due to traffic noise and the appearance of the lot. She stated that this lot is one of the largest vacant lots in the neighborhood, has many trees and the lot has a lot of space for public access, especially college students. Mr. Mitchell asked if public safety has been there for any reason. Ms. Underwood answered yes, but not for trespassing but because they were searching for people in the garden area. She stated that people know this area as a cut through from the college and it’s not. Mr. Mitchell asked, for clarification, that Ms. Underwood’s intention with this modification is to secure the perimeter and meet the Historic District Commission standards. Ms. Underwood replied, yes.

   Ms. Underwood proceeded to advise that the fence will be set 12½ feet from the sidewalk, and it will not cause issues with pedestrians walking down West Main or Stuart Ave. Sharon asked her if her plan was to paint or stain the fence. Ms. Underwood answered the fence will be stained a dark green and there will be planting in front of it for a nice appearance. Mr. Shell asked if there will be any trees that will be cut down due to this modification and Ms. Underwood replied, no.

Public Comment: None

Commissioner Comment: None

Mr. Fletcher, supported by Ms. Reynolds, made a motion to approve the application as presented seeing that it complies based on the Secretary of Interior Standards #9 and #10. With a unanimous roll call vote, the motion for the approval of the privacy fence modification on West Main and Stuart Avenue passed.
b) 608 Forest  
Owner/Applicant: Ryan Lawrence

As part of the lead abatement project funded by the Michigan DCH Lead Safe program, replace existing windows with appropriate new wooden windows. Retroactive review.

Ms. Ferraro gave an overview of this property to the commission. She explained that there was a child in the home that was tested for lead and came back with high levels that resulted in eligibility of state money to repair the home. The windows have all been replaced except the front porch, 1st floor cottage window. Ms. Ferraro mentioned this was done without a review in advance. She stated that the owner purchased the property in 2011 and did not get the historic letter sent to new homeowners. Mr. Tibbits expressed this case has been an issue for a year now; he reiterated the topic of how should the commission react with people who do work before approval from the commission thinking they will be able to get away from it. Mr. Tibbits asked Ms. Ferraro if this situation can be a process that can be fined back to the owner as a disciplinary action to avoid further work being done without approval. He indicated this is becoming more of an issue, he mentioned that the state knows it’s historic they have historic properties and have received letters in the past. Mr. Tibbits stated that in this case they should have mentioned it to the owner that it will need city approval. Mr. Mitchell asked if the City has mailed communication letters to the owner, and she replied, yes; Ms. Ferraro stated that she believes the most recent exchange of emails were more towards getting the point across, she mentioned that part of the problem is they are using federal money not Kalamazoo’s federal money, hence the agency handling the money had to get approval from the State Historic Preservation Office for using money at the state level. Ms. Ferraro stated this goes back to our survey which was done in 1999/2001. When the State pays for the survey in a grant they put it in their database. We paid for the survey from our general fund so it seems like SHPO has never considered our survey results. She mentioned she has sent SHPO the master list that identifies addresses in the historic district and outside the district that require review. Mr. Tibbits asked what more can we do about this and Ms. Ferraro answered she did not know. She stated many other counties make home owners pull building permits for replacement of windows and this is something she can explore and ask the City’s Building Official. Mr. Mitchell added that he will consider the permit if the fees involved were nominal so people won’t find a way around it.

Mr. Tibbits asked Ms. Ferraro what the outcome will be for this case. Ms. Ferraro stated the case could be approved with conditions; storm windows will need to be reinstalled.

Mr. Fletcher approved retroactively the installation of replacement windows throughout the house to fit the existing, supported by Mr. Oudsema. Mr. Tibbits asked if Mr. Fletcher if he wanted the condition of the storm window, Mr. Fletcher stated they should talk about it. Mr. Tibbits said the historic guidelines around storms are they can do them in wood, but if they do them in aluminum they have to be in color. Mr. Oudsema stated he feels uncomfortable imposing storm windows on properties. Mr. Fletcher asked if that will be governed by someone other than the commission. Mr. Mitchell informed that it’s required based on Chapter 17 of the Building Code. Mr. Snell asked if the screens and color change be a suggestion, Ms. Ferraro said, yes.
Mr. Mitchell asked why the Commission is giving Mr. Lawrence the grace if he isn’t present. Ms. Ferraro stated for the sake of having a clean history there needs to be some sort of approval for the record. The commission expressed that due to Mr. Lawrence not being present, he will need to be present before the commission and pay the $85.00 review fee. It was then talked about amongst the Commission that it will be a redundant talk again on the next meeting. Ms. Ferraro stated that the City can bill him for the $85.00.

Public Comment: None

Mr. Fletcher, supported by Mr. Oudsema, made a motion for the approval retroactively the installation of replacement windows throughout the house to fit the existing, with the suggestion of storm windows and color change. With a unanimous roll call vote, the application for window replacement was approved.

VIII. APPROVAL OF MINUTES
Mr. Fletcher, supported by Ms. Reynolds, moved approval of the August 15, 2017 Historic District Commission minutes. With a roll call vote, the motion carried unanimously.

Ms. Reynolds, supported by Mr. Fletcher, moved approval of the September 19, 2017 Historic District Commission minutes. With a roll call vote, the motion carried unanimously.

IX. ADMINISTRATIVE APPROVALS – no comments

X. OTHER BUSINESS
Ms. Ferraro gave the Commission an update on West Dutton; it will be taken to the new City Attorney to see if they will start prosecution process. She continued to present a slideshow of completed work on several projects. She demonstrated a potential review of “parklets” on Bates Alley. Ms. Ferraro asked if the Commission is comfortable, seeing that this is a non-permanent alteration of the building; if this can be an administrative approval or does the Commission want to see if before them. Mr. Shell and Ms. Reynolds agreed to the approval, however; after discussing more controversy the Commission agreed to wait till they came before the commission for further determination. Ms. Ferraro continued with 840 Village, tree is gone, trim is still not painted and it was concluded that Ms. Ferraro wait to send a clearance until the trim is painted. She showed 447 Stuart, and how it now has a fiber glass door the commission agreed that it will have to be changed to a wood door.

Mr. Fletcher, supported by Ms. Reynolds made a motion to support the resolution in support of reinstating the Michigan Historic Preservation Income Tax Credit as presented.
Public Comment:
None

XI. ADJOURNMENT

Mr. Fletcher, supported by Mr. Oudsema, made a motion to adjourn.

The meeting adjourned at 5:58 p.m.

Submitted by: _________________________________ Date: _______________________
Recording Secretary (Carmela Hostiguin)

Reviewed by: _________________________________ Date: _______________________
Preservation Coordinator (Sharon Ferraro)

Approved by: _________________________________ Date: _______________________
HDC Chair (Max Tibbitts)
1051: Nicole Sabel
Application created: 10/19/2017

Contacts
Email       NCSabel79@gmail.com
Address     1403 Reycraft Drive
Kalamazoo MI, 49001

Application details

Occupation details
Occupation     REALTOR
Company name   Berkshire Hathaway HomeServices MRE
Position       Salesperson
Availability details Immediately
Education and Experience Licensed real estate agent in Michigan with four years experience.

Attachments

Appointment details
1        Kalamazoo Historic District Commission For: 0 Against: 0 Final Recommendation: None

Qualifications

Must be a City Resident
Applicant: Resident of the Milwood neighborhood in the City of Kalamazoo. Life-long love of home preservation and conservation. Interest in pre-1960s architecture, both residential and commercial.

Workflow
Name              Description          Status          Date
Shelby Moss       Initial Screening   IN PROGRESS   
Sharon Ferraro    HDC/HPC Review     PENDING       

HDC Mtg 11/21/2017
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1. On which Board or Commission would you like to serve?

HISTORIC DISTRICT COMMISSION

2. Name: DANA ELIZABETH UNDERWOOD
   (First) (Middle) (Last)

3. Home Address: 229 STUART AVE KALAMAZOO MI 49007
   (Street Address) (City) (State) (Zip Code)


6. Home Phone: 269-330-5350 7. E-mail Address: danaeunderwood@gmail.com


10. Business Phone No: 11. Home/Business Fax:

12. How would you prefer to receive communications from the city (fax, e-mail, home/business phone, etc.)? E-mail

13. Please indicate any information (experience, education, community activities, organizations, etc) which you think should be considered for your appointment to a Board or Commission. Use additional paper and include a resume if you wish.

SEE ATTACHED

14. Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission listed above? Yes X No . If yes, please explain.

IF I WERE TO HAVE A MATTER BEFORE THE COMMISSION I COULD REJECT MYSELF. OTHERWISE, I SEE NO POTENTIAL CONFLICTS.

15. References (Non-Family)

Name: JEFF SIUDE Phone: 217-2444
Address: 501 ELM ST KI200

Name: TEAN HARDEN Phone: 330-4084577
Address: 511 PARK AVE 49004

16. Dana E UNDERWOOD 10/5/2017
   (Signature of Applicant) (Date)

-continued on second page-
OPTIONAL INFORMATION

The following Affirmative Action and Equal Opportunity information is requested to help determine whether application information for City Boards and Commissions is reaching all segments of the community. Provision of the following information is optional, and you will not be penalized if you do not complete this section. Please check as appropriate.

GENDER

___ X Female

_____ Male

RACE OR ETHNIC BACKGROUND

_____ Black or African-American

_____ American Indian or Alaskan Native

_____ Asian

_____ Pacific Islander

_____ Hispanic or Latino

_____ White

AGE

_____ 16-21 years

_____ 22-34 years

_____ 35-44 years

_____ 45-54 years

_____ X 54-64 years

_____ 64+ years

Please return your application to:

City Clerk's Office
241 W. South Street
Kalamazoo, MI 49007
Fax: (269) 337-8494

How did you learn about the Board and Commission position? ___ city newsletter (e-mail)

Are you currently serving as an appointee to any other City of Kalamazoo Board/Commission?

Yes ___ X No____. If yes, which Board/Commission?

Community Development Act Advisory Committee (terming out in 2018)

Thank you for your interest in serving the City of Kalamazoo.

For further information, call the Clerk's Office at (269) 337-8791. E-mail: borlings@kalamazooicity.org

For office use only:

Date Received in Clerk's Office: ____________________________

Date Distributed: ____________________________

Distributed to: __________________________________________

Disposition: __________________________________________
I moved to Kalamazoo in July of 2009, and immediately became involved in my neighborhood association in the Stuart Historic Neighborhood. Since 2010 I have served on the Board of that Association and a number of its subcommittees including: Economic Development, Preservation, Search Committee, and Neighborhood Development. I have served as Vice Chair and am currently serving as Treasurer. I have represented the neighborhood as a member of CDAAC since 2011, and also on the Arcadia Commons West Advisory Council when it was in session. As an active member of the association, I have attended numerous city meetings on Priority Based Budgeting, Imagine Kalamazoo, Master Planning Sessions, City Commission Meetings, and the occasional Historic District Commission Meeting. I have also served on the Discover Kalamazoo Advisory Council, and will be terming out in December of 2017.

I own the Stuart Avenue Bed and Breakfast and am available for evening meetings.

In my previous life I practiced law in Missouri and Illinois, taught law, and served as an Associate Dean at Saint Louis University School of Law. As such, I have experience with laws and regulations such as those pertaining to historic preservation.
**1050: Lisbeth Curkovic**
Application created: 10/18/2017

**Contacts**
Email Lisbethsteinberg@yahoo.com
Address 156 Monroe
Kalamazoo MI, 49006

**Application details**

**Occupation details**

**Availability details** Available per the monthly meeting schedule

**Education and Experience** Owner of homes in West Main Hill and the Vine neighborhoods. Graduate of Western Michigan University, Supply Chain Manager for 10 years, currently stay at home mom of 2. I have a love for historic homes and Kalamazoo.

**Attachments**

**Appointment details**

1 Kalamazoo Historic District Commission For: 0 Against: 0 Final Recommendation: None

**Qualifications**

**Must be a City Resident**

**Applicant:** I am a city resident.

**Workflow**

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