I. Call to Order:

II. Approval of Absences:

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) 820 West Main 5:15pm Owner: Brian Spaulding
   Style: Vernacular Queen Anne  Built: 1906
   1. Remove and side over 3 windows on east side basement
   2. Replace vinyl slider basement window on east side with wooden slider window on rear addition
   3. Replace casement window at basement north side with either (#1) a new casement window or (#2) a new double hung window
   (PPZ 18-0014 New Application)
   Public Comment then Commission Deliberation

VIII. Approval of Minutes: July 17, 2018 (Item B)

IX. Administrative approvals - July 10, 2018 to September 11, 2018
   a) No building permit required
   - Davis 519  Fence on west property line garage to street
   - WalnutW 526  Gutters, front & rear stair guardrails
   - Stuart 220  Fence - N&E side back yard shadow box
<table>
<thead>
<tr>
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<th>Number</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Monroe</td>
<td>100</td>
<td>Rails-grip rails to front/east and side/south steps</td>
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<tr>
<td>DuttonW</td>
<td>423</td>
<td>Gutters</td>
</tr>
<tr>
<td>ParkS</td>
<td>711</td>
<td>Rail height waiver front porch 22&quot;</td>
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<tr>
<td>Douglas</td>
<td>432</td>
<td>Front door, repair small roof-SEcor, side over NH wdw</td>
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<tr>
<td>Prairie</td>
<td>125</td>
<td>Storm windows, repair windows</td>
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<tr>
<td>Elmwood</td>
<td>822</td>
<td>Rebuild front porch guardrail, steps and handrail</td>
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<tr>
<td>CedarW</td>
<td>615</td>
<td>Rail, handrail &amp; steps</td>
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<tr>
<td>WestS</td>
<td>924</td>
<td>Steps - front - rebuild</td>
</tr>
<tr>
<td>Axtell</td>
<td>526</td>
<td>Roof</td>
</tr>
<tr>
<td>Davis</td>
<td>910</td>
<td>Roof</td>
</tr>
<tr>
<td>Douglas</td>
<td>440</td>
<td>Roof</td>
</tr>
<tr>
<td>Hoffman Ct</td>
<td>818</td>
<td>Roof</td>
</tr>
<tr>
<td>ParkS</td>
<td>805</td>
<td>Roof metal - HDC approved</td>
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<tr>
<td>SouthW</td>
<td>629</td>
<td>Roof</td>
</tr>
<tr>
<td>Davis</td>
<td>850</td>
<td>Porch - rebuild front porch</td>
</tr>
<tr>
<td>Grove</td>
<td>1626</td>
<td>Roof</td>
</tr>
<tr>
<td>Academy</td>
<td>1521</td>
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b) **Building permit required**

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<td>Roof</td>
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<tr>
<td>Academy</td>
<td>1521</td>
<td>Roof</td>
</tr>
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</table>

**X. Other Business**

a) **Conflict of Interest Policy (ITEM C)**

b) **Violations Report (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 to 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 09/11/18 – 106 total
- Fees total year to date, 2018 …… $2105

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<th>Year</th>
<th>No. of Cases</th>
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<td>$ 0</td>
<td>52 no fee</td>
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<td>31 bldg permit–$35*</td>
<td>$ 1085</td>
<td>31</td>
<td>$ 1085</td>
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<td>TOTAL</td>
<td>$ 2105</td>
<td>96</td>
<td>$ 2190</td>
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NEW OWNERS in Historic districts* Letters sent August 8 and September 11, 2018 - 36: **Yellow highlight is owner occupied and NEZ eligible**

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<tr>
<th>Date</th>
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<th>HD</th>
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<th>Current Owner w mailing address</th>
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<td>Wheaton 715</td>
<td>SV</td>
<td>WORTMAN, THOMAS I 715 WHEATON AVE KALAMAZOO, MI 49008</td>
<td>LARSEN, CALEB &amp; MARCI 715 WHEATON AVE KALAMAZOO, MI 49008</td>
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<td>7/13/18</td>
<td>Merrill 1322</td>
<td>SV</td>
<td>KEMPEN, DIANE TTEE RV LV TRUST 1322 MERRILL ST KALAMAZOO, MI 49008</td>
<td>WILSON, DAVID &amp; MARGARET P 1322 MERRILL ST KALAMAZOO, MI 49008</td>
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<td>7/3/18</td>
<td>VineW 811</td>
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<td>JESSUP INVESTMENTS, LLC 138 E ROSE ROAD COLDWATER, MI 49036</td>
<td>MAHALICK, JOSEPH &amp; BRITTANY 3311 W DICKENS AVE CHICAGO, IL 60647-3721</td>
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<td>Oak 824</td>
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<td>ROHS, JOHN D 5118 S 4TH ST KALAMAZOO, MI 49009</td>
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<td>SV</td>
<td>1102 S. PARK, LLC 5118 S 4TH ST KALAMAZOO, MI 49009</td>
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<td>HEYSTEK, JASON &amp; RYANNE 3904 BRONSON BLVD KALAMAZOO, MI 49008</td>
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<td>WMH</td>
<td>CURKOVIC, SIME- LISBETH 156 MONROE ST KALAMAZOO, MI 49006</td>
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<td>Locust Pl 819 SV</td>
<td>AKER, AUDIE R 819 LOCUST PL KALAMAZOO, MI 49008</td>
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<td>Davis 918 SV</td>
<td>GYORKOS, ANDREW J 10017 TAPLIN LN Plainwell, MI 49080</td>
<td>BICKEL, BLAKE &amp; KARLEY 918 DAVIS ST KALAMAZOO, MI 49008</td>
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<td>ANCORA INVESTMENTS LLC 4121 W MICHIGAN AVE KALAMAZOO, MI 49006</td>
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<td>Wheaton 733 SV</td>
<td>HOGOBOOM, MICHAEL &amp; HALEY 16169 NULL RD THREE RIVERS, MI 49093-8113</td>
<td>GRAYSON, KEITH D 1584 TUCKER ST OAKLAND, CA 94603</td>
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<td>DOCTOR, GEOFFREY LELAND 130 BALCH ST KALAMAZOO, MI 49001</td>
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<td>LovellW 1203 SV</td>
<td>KIEWIET, MICHAEL H 34352 SHARON AVE PAW PAW, MI 49079</td>
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<td>LoveW</td>
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<td>LADD, KENNETH D III 719 W LOVELL ST</td>
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<td>HOFF, ELIOTT &amp; ROBERT 860 GLADSTONE DR SE</td>
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<td>DOERSCHLER, SCOTT 609 PHILLIPS ST</td>
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Blank for packets
APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

COMPLETE Applications for review at the Historic District Commission meeting including payment of the $79 hearing fee must be received by 5:00 pm 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: 820 West Main St

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

Applicant: Brian Spaulding Owner: Same

Mailing Address: 218 Woodward Ave Mailing address

City State & Zip: Kalamazoo MI City, State Zip __________

Phone: 269-207-5987 Phone: __________

Email: bbspaulding@sbcglobal.net Email: __________

Contractor: ____________________________

( ☑ ) Work to be done by owner

Contractor ____________________________

 Proposed Work: Use additional sheets to describe work if necessary

See attached sheets Remove 3 windows on East side of home & Reside that area to match existing with cement Board siding similar to approved siding on Rear of 121 Elm st.

"continued Page # VI"

( ☑ ) 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: 5/25/18

Owner’s Signature: ________________ Date: __________

(If different)

For Historic Preservation Coordinator's Use Only-

Case Number: PPZ 14-18-0014 Date Received*: 8/14/18

Zoning RM-15 Year built 1906 Complete application 8/14/18

Owned since 12/11/1998

COMMISSION

Meeting Date: 9/11/18

COMMENTS:


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 Feb 2014

HDC Mtg Sept. 18, 2018
PROPOSED WORK PAGE #2

REPLACE ONE EXISTING VINYL SLIDER WINDOW ON EAST SIDE OF THE LOWER LEVEL UNIT WITH APPROXIMATELY THE SAME SIZE WOOD SLIDING WINDOW. THIS UNIT IS SIMILAR TO THE SLIDING WOOD WINDOW INSTALLED AND APPROVED 5/14/02 AT WEST SIDE OF 816 WEST MAIN ST. UNIT SIZE TO BE 46 \(\frac{3}{4}\) INCHES X 26 13/16 INCHES.

REQUEST #1 REMOVE ONE EXISTING WOOD DOUBLE HUNG NON-EGRESS WINDOW AT THE REAR OF THE HOME BELOW EXISTING WOOD DECK. REPLACE WITH A WOOD EGRESS CASEMENT WINDOW TO BE CENTERED BELOW THE UPPER DOUBLEHUNG WINDOW TO THE LEFT OF THE DECK. SIZE TO BE 30 \(\frac{1}{2}\) INCHES X 48 \(\frac{3}{4}\) INCHES. THE EGRESS WINDOW IS NEEDED BECAUSE THIS WILL BE THE ONLY BEDROOM IN THIS UNIT.

ALTERNATIVE REQUEST #2 REPLACE WITH A WOOD DOUBLE HUNG EGRESS WINDOW TO BE CENTERED BELOW EXISTING UPPER DOUBLE HUNG WINDOW. SIZE TO BE 46 INCHES X 61 INCHES. THE REASON WE WOULD PREFER THE USE OF THE EGRESS CASEMENT WINDOW IS AS FOLLOWS: THE CASEMENT WINDOW IS CLOSE TO THE SAME WIDTH OF THE EXISTING DOUBLE HUNG ABOVE WHICH IS 37 INCHES TRIM TO TRIM. THE DOUBLE HUNG WINDOW ALSO WOULD BE VERY CLOSE TO THE GROUND LEVEL AND WOULD EVENTUALLY HAVE AN INCREASED CHANCE FOR WOOD ROT. I COULD ADD A CENTER HORIZONTAL MUNTIN TO GIVE THE APPEARANCE OF A DOUBLE HUNG.
Item
Unit
WSL2020-1 (Assy 1)
Heritage Rectangle Double Slider
Unit
Unit 1.1: Wood Sash, Traditional
Glass
Unit 1.1: H-K LoE 270 Insulated Glass
Hardware-Accessories
Unit 1.1: Clay (Rustic) Hardware, BetterVue Fiberglass Full Screen, Screen(s) Loose
Species-Finish-Color
Unit 1.1: Primed Latex Exterior Frame, White Screen
Casing-Jambs-Trim
Unit 1.1: 6-5/16" Clips Installation Clips, 4-9/16" Jambs

Number of installation clips applied is configured for a minimum DP20 installation design pressure. Kolbe also recommends adding an additional 1/2" to the standard rough opening.

Rough Opening:
47" X 27-3/8"
Frame Size:
46-1/2" X 26-13/16"
Unit Dimension:
46-1/2" X 26-13/16"
Rough Opening Schedule

001 None Assigned

**Quantity**: 1

Heritage Rectangle Double Hung

Rough Opening: 46" X 61"
Frame Size: 45 1/2" X 60 7/16"
Unit Dimension: 45 1/2" X 60 15/16"

REQUEST #2

002 None Assigned

**Quantity**: 1

Heritage Rectangle Casement

Rough Opening: 30 1/2" X 48 1/2"
Frame Size: 30" X 48"
Unit Dimension: 30" X 48 3/4"

REQUEST #1
PROPOSED #1
NEW CASEMENT
WINDOW 30½" x 48½"
PROPOSED #2 NEW DOUBLE HUNG WINDOW - 46" x 61"
(1) **820 West Main (photo 2010) View from north**
(3) Approximate – remove window under stairs + new window

(2) Replace slider (red arrow) remove & reside  (white arrows)
(4) North side of the house
Historic Preservation Coordinator  
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW

STAFF COMMENTS

Property address  820 West Main  
Applicant      Brian Spaulding  
Owner            Brian Spaulding  
Received 8/14/2018

CASE # PPZ 18-0014
Year built: 1906
Owned since 12/11/1998
Meeting date: September 18, 2018

Previous reviews (HDC = commission meeting; Admin = administrative approval):
2002 – Roof repairs (Admin)
2004 – Replace clapboards on front of house to match (Admin)

Historic District  Stuart Area  
Zoning         RM-15 (Residential, Multi-Dwelling)

Additional Permits required – building – for new north basement window

Rental History: Rental certified – applied good through 12/21/2020

Proposed Work:
1. Remove and side over 3 windows on east side basement
2. Replace vinyl slider basement window on east side with wooden slider window
3. Replace casement window (currently boarded) at basement north side with either (#1) a new casement window or (#2) a new double hung window to HDC standards

Observations:
• The basement windows on the east side (to be removed and sided over) are not original to the house. This area was originally on open single story porch, modified when the house was converted to 5 apartments.

Applicable Criteria
(1) Secretary of the Interior Standards for Rehabilitation - #1 through #6 (see next page)

COMMISSION ACTIONS (Motions):
1. Approve the replacement of the east side window with a wooden slider, and the removal and siding over of the other three east side basement windows with siding to match existing as specified. The plan substantially complies with Secretary of the Interior Standards #1 through #6. The commission approves a Certificate of Appropriateness for this project. Approval of any final details to be delegated to the historic preservation coordinator.
2. Approve the removal of the north/rear window under the rear stairs, sided over to match the existing siding. In addition a new basement window, either double hung or a casement may be installed directly under the first floor window with window cap to match existing as specified. The plan substantially complies with Secretary of the Interior Standards #1 through #6. The

(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.

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commission approves a Certificate of Appropriateness for this project. Approval of any final
details to be delegated to the historic preservation coordinator.

3. 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:
   a. ___________________________________________
   b. ___________________________________________

   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.

4. 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.

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.
HISTORIC DISTRICT COMMISSION

Conflict of interest policy

1. Purpose

The purpose of this policy is to help Commission members of the Historic District Commission to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to comply with U. S. Department of the Interior’s requirements.

2. Objective

The U. S. Department of the Interior requires local governmental bodies participating in the Certified Local Government Program to implement a conflict of interest policy for historic preservation activities. This conflict of interest requirement applies to any person who is paid, who donates time, or provides in-kind services to a historic preservation program and specifically includes certified local government historic district commission members, staff members and their family members. The Historic District Commission (called the ‘Commission’ in this policy) aims to ensure that its Commission members are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of the City of Kalamazoo.

3. Scope

This policy applies to the Historic District Commission members and City staff.

4. Definition of conflicts of interests

A conflict of interest occurs when a person’s financial or personal interests conflict with their responsibility to impartially act in the best interests of the City of Kalamazoo. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a Commission member’s duty as a member of the Commission and another duty that the member has (for example, to another entity as an employee, principal or director). A conflict of interest may be actual, potential, or perceived and may be financial or non-financial. An apparent conflict of interest exists whatever circumstances are such that a member or member’s family may appear to be in a position to benefit, either financially or personally, from the position the person holds as a Commission member, such as by being privy to information not generally available to the general public or it appears the member may be unable to make impartial decisions due to outside relationships or other activities, such as when a person may appear to have an unfair advantage because of his or her relationship to a Commission member or a Commission member’s family.
These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the City or persons appearing before the Historic District Commission and must be managed accordingly.

5. Policy

No member of the Commission shall participate in the selection, award or administration of any program or activity, grant, contract or subcontract, if a conflict of interest, whether real or apparent exists; nor shall a member participate through approval, disapproval, recommendation or other decision of the Commission if such a conflict, real or apparent, exists.

No member of the Commission shall engage in any employment or have any direct or indirect financial interest that presents an actual conflict of interest or would appear to conflict with the fair, impartial and objective performance of officially assigned duties and responsibilities as a member of the Historic District Commission.

No member of the Commission shall solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors or recipients or potential recipients of an action or decision taken by the Historic District Commission.

Historic District Commission members are to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

6. Declaring and resolving conflicts of interest

When a conflict of interest, real or apparent exists, the Commission member shall fully disclose the nature or circumstances of a possible conflict, preferably in writing, to the other members of the Commission in a public meeting, as soon as the situation becomes apparent, but at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution. The member shall recuse him or herself from the decision-making process. The disclosure of a conflict of interest shall be noted in the minutes of the meeting and shall indicate the reason for the Commissioner’s recusal.

Once the conflict of interest has been appropriately disclosed, the Commissioner is prohibited from voting on the matter or participating in any debate or discussion of the matter before the Commission, and remove themselves from the meeting during the decision-making process.
In exceptional circumstances, such as where a conflict is very significant or likely to prevent a Commission member from regularly participating in discussions, it may be worth the member considering whether it is appropriate for them to resign from the Commission.

The approval of any action requires the agreement of at least a majority of the Commission (excluding any conflicted Commission member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting.

7. Acknowledgment of this policy

As a member of the Historic District Commission I certify that I have read and understand the conflict of interest policy for historic preservation activities. I agree to abide by the policy and procedures which implement it and in particular I agree to immediately disclose any real or apparent conflict of interest as soon as such a conflict becomes apparent to me.

Commission Member  Date
I. CALL TO ORDER

Mr. Fletcher called the meeting to order at 5:01 p.m.

II. APPROVAL OF ABSENCES

A motion to approve the absence of Mr. Oudsema for the July 17, 2018 Historic District Commission meeting was made by Mr. Mitchell, and supported by Mr. Shell. With a unanimous vote, the motion carried.

III. APPROVAL OF AGENDA

Ms. Ferraro requested the addition of a discussion regarding the construction of a shed by Habitat for Humanity at 722 West Cedar Street under the “Other Business” agenda heading. Mr. Grayson, supported by Ms. Underwood, made a motion for the approval of the agenda as amended for the July 17, 2018 Historic District Commission meeting. With a unanimous vote, the motion carried.

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS

None
V. DISCLAIMER

Ms. Ferraro read the disclaimer into the record.

VI. HEARINGS

OLD BUSINESS

a) 521 Stuart Avenue  
Owner: Charles Mercadal  
Style: Foursquare  
Built: 1905  
Zone: RM-15  
Owned since: March 5, 2009  
Revised plans for a new garage (IHA 18-0008 Old Application)  
Public Comment then Commission Deliberation

Mr. Mercadal was present as representative for the property. The proposed building project is a follow-up to a request presented earlier in 2018 to build a small carport. Instead of this project, the owner has determined that building a full-sized 2-car garage would be a better long term solution. The garage would be situated at the rear (west) end of the lot. The lot is 33’ wide, and will be divided such that 4 ½’ of space is open from the edge of the garage to the neighbors’ property lines to the north and south. The plans call for a sliding window assembly; rather than this, however, a fixed window with two DS panes of glass will be used. There will be one division in the light from top to bottom, with the sill constructed of treated lumber and glazed and painted to match the trim. The door construction is not specified in the plans, but will be a paneled, wood exterior door with windows near the top for added visibility.

Commission members asked several questions to determine exactly where on the property the shed would be located and to further specify details regarding the proposed windows and door. When asked, Ms. Ferraro indicated that she is in agreement with the plan as presented, including proposed materials, pitch of the roof, etc. She also stated that she will be reviewing the final list of materials used.

Mr. Berg made a motion to approve the new 2-car garage as complying with Secretary of the Interior Standards #9 and #10, with final approval of the details delegated to the Historic Preservation Coordinator. The motion was supported by Ms. Underwood and passed unanimously in a roll-call vote.
NEW BUSINESS

b) 805 South Park Street  Owner: Matt Bartz
   Style: Italianate    Built: 1864
   Zone: RM-36    Owned since: August 21, 1998
   Replace roof on house with a standing seam metal roof (In 2007, HDC approved a
   standing seam metal roof for the east rear wing of the home)
   (PPZ 18-0013 New Application)

Mr. Bartz was present as the representative for the property. The project involves
replacing the existing low pitched roof with a standing seam metal roof. The current roof
is extremely low pitched and is barely visible from the public right-of-way. In 2007, the
Historic District Commission approved the replacement of the roof on the rear (east)
wing of the home with a standing seam metal roof. That work was never completed.
There were no questions from members of the Commission regarding the proposal.

Mr. Mitchell made a motion to approve the standing seam metal roof as specified.
The plan substantially complies with Secretary of the Interior Standard #6.
Approval of any final details is delegated to the Historic Preservation Coordinator.
Ms. Underwood seconded the motion and it was unanimously approved in a roll call
vote.

VII. APPROVAL OF MINUTES

Mr. Mitchell, supported by Ms. Underwood, moved to approve the minutes for the June 19,
2018 Historic District Commission meeting. The motion passed unanimously.

VIII. ADMINISTRATIVE APPROVALS

No building permit required:

a) 528 Wheaton – Fence
b) 1213 Grand – Window & exterior wood repairs as needed
c) 926 Osborne – Add storm door on rear NH addition. Replace window
d) 1006 Oak – Rebuild north deck on top of sunroom
e) 145 Prairie – Repairs to rear second floor deck on bungalow + EWR
f) 729 West South – Charging station for electric car-rear
g) 708 West South – Storm windows
h) 603 Elm – Install missing attic window on north to match south
i) 603 Elm – Install missing kitchen window
j) 603 Elm - Shed
k) 720 South Park – Exterior stair: rebuild on northwest corner
Building permit required:

a) 712 Eleanor – Repairs to exterior wood and rear porch, gutters  
b) 822 Elmwood – Roof  
c) 730 South Rose – Roof  
d) 528 Wheaton – Roof  
e) 611 West Vine – Exterior stair in southeast corner  
f) 416 Monroe – Roof

There were no questions or comments from Commission members regarding these agenda items.

**IX. OTHER BUSINESS**

a) Ms. Ferraro presented a plan by Habitat for Humanity to build an 8’ x 14’ garden shed at 722 West Cedar Street. She was seeking the Commission’s consent to grant administrative approval for the project. The Commission agreed, with no motion being required.

**X. ADJOURNMENT**

Ms. Underwood moved to adjourn the meeting, supported by Mr. Shell and approved unanimously.

The meeting adjourned at 5:20 p.m.

Submitted by: _________________________________ Date: _______________________

Recording Secretary

Reviewed by: _________________________________ Date: _______________________

Preservation Coordinator

Approved by: _________________________________ Date: _______________________

HDC Chair
### HDC VIOLATIONS

**Current (September 11, 2018)**

<table>
<thead>
<tr>
<th>Date Original</th>
<th>V#</th>
<th>Owner</th>
<th>Prop Add</th>
<th>Prop street</th>
<th>Violation</th>
<th>Comment, Action, Response</th>
<th>Next step</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUART</strong></td>
<td></td>
<td>STUART</td>
<td>STUART</td>
<td>STUART</td>
<td>STUART</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 10/01/13</td>
<td>1</td>
<td>Matthew Baldwin-Wilson</td>
<td>117</td>
<td>Allen Blvd</td>
<td>Rear upper porch Historic EN 13-5039</td>
<td>SOLD TO NEW OWNER Work to begin this fall</td>
<td>HOLD</td>
</tr>
<tr>
<td>2. 07/06/10</td>
<td>3</td>
<td>Briant Kernell CONDEMNED</td>
<td>121</td>
<td>Allen Blvd</td>
<td>Front porch deck w bsmt wdws EN 14-2289</td>
<td>In TAX foreclosure 1/19/19 + 6 month redemption – new letter 9/6/18</td>
<td>#3</td>
</tr>
<tr>
<td>3. 03/13/12</td>
<td>PEND</td>
<td>Sam Kwei</td>
<td>214</td>
<td>Allen Blvd</td>
<td>Windows</td>
<td>Reminder letter - 02/13/17 – next round of 4+ windows plan due spring 2017 done 10/17</td>
<td>SITE VISIT</td>
</tr>
<tr>
<td>4. 10/24/17</td>
<td>1</td>
<td>Gillespie, Gar</td>
<td>412</td>
<td>Douglas</td>
<td>Removed unneeded 2nd front door w/o COA or BP</td>
<td>#1 08/29/18</td>
<td>#1</td>
</tr>
<tr>
<td>5. 12/01/2016</td>
<td>1</td>
<td>Wm. &amp; Bev. Wissman</td>
<td>416</td>
<td>Douglas</td>
<td>Front steps &amp; handrails</td>
<td>#1 – deficiency Ltr 12/01/16, 2/13/17 – spoke to Bill Wissman 10/6/17 – says he will remedy</td>
<td>CLEARED</td>
</tr>
<tr>
<td>6. 09/30/13</td>
<td>3</td>
<td>Sal Ali (Danny Knox)</td>
<td>428</td>
<td>Douglas</td>
<td>Roof-flashing EN 13-5017</td>
<td>V#3 Ltr 09/04/15 next step - appearance ticket Mortgage foreclosure auction 9/6/18</td>
<td>HOLD</td>
</tr>
<tr>
<td>7. 8/29/18</td>
<td>1</td>
<td>Sarah Sykes</td>
<td>822</td>
<td>Elmwood</td>
<td>New steps and rails</td>
<td>#1 – looks GREAT, please paint</td>
<td>#1</td>
</tr>
<tr>
<td>8. 10/24/17</td>
<td>Pend</td>
<td>David School Lukeman Prop Mgmt</td>
<td>228</td>
<td>Old Orchard</td>
<td>Windows need PAINT letter – OK – paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. 8/29/18</td>
<td>1</td>
<td></td>
<td>230</td>
<td>Old Orchard</td>
<td>Replaced front door</td>
<td>Violation #1 letter 09/96/18</td>
<td>#1</td>
</tr>
<tr>
<td><strong>VINE-SOUTH</strong></td>
<td></td>
<td>VINE</td>
<td>VINE - SOUTH</td>
<td>VINE-SOUTH</td>
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<tr>
<td>10. 09/05/17</td>
<td>1</td>
<td>Syed Hasan</td>
<td>415</td>
<td>Bellevue</td>
<td>Unframed lattice under porch</td>
<td>V #2 letter 08/30/18 #2 – Work completed and cleared 9/11/18</td>
<td>CLEAR</td>
</tr>
<tr>
<td>11. 10/24/17</td>
<td>#1</td>
<td></td>
<td>524</td>
<td>Forest</td>
<td>Modification of east roof – incomplete work</td>
<td>V#1 New owner Aug 2018 – letter sent</td>
<td></td>
</tr>
<tr>
<td>12. 09/01/17</td>
<td>#1</td>
<td>Sandera, Bryan</td>
<td>921</td>
<td>LovellW</td>
<td>New “deck” rail on small West entry porch</td>
<td>Letter #2 09/06/18</td>
<td>#3</td>
</tr>
<tr>
<td>13. 05/27/08</td>
<td>Atty</td>
<td>HDRES KZOO PORT LLC</td>
<td>614</td>
<td>McCourtie</td>
<td>RW - new owner SMC IHV 11-0006</td>
<td>LETTER 02/28/17 – new owner – letter mailed del taxes $46.63 refer when new attorney assigned to HDC letter 10/24</td>
<td>Atty</td>
</tr>
<tr>
<td>14. 09/08/15</td>
<td>1</td>
<td>Jennifer Ray</td>
<td>723</td>
<td>McCourtie</td>
<td>New front door, missing NW cor porch post</td>
<td>New owner – SV 8/29/17 – COA same day Work incomplete</td>
<td>HOLD</td>
</tr>
</tbody>
</table>

**To attorneys** 620 Oak & 1201 S. Westnedge/windows, 614 McCourtie – windows  
**CLEARED** will disappear from next month’s report, **NEW** to attorneys burnt orange

HDC Mtg 09/18/18
<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Attorney</th>
<th>Address</th>
<th>Repair</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>08/29/17</td>
<td>David Noteboom</td>
<td>735 McCourtie</td>
<td>Boarded front door, removed fr steps</td>
<td>V#1 – work partially complete – needs handrail</td>
</tr>
<tr>
<td>16</td>
<td>9/6/18</td>
<td>Andrew Gyorkos</td>
<td>821 Normal Ct</td>
<td>Precast concrete steps</td>
<td>V#1</td>
</tr>
</tbody>
</table>
| 17  | 10/14/13   | Atty Janie Albright (resp party) Wm. J. Vandenakker | 620 Oak       | Replaced 42 wdws+2 doors                                               | WINDOWS TO BE REPLACED 2015, 2016, 2017 Reminder letter – ALL WINDOWS NOW DUE - NEW OWNER + Resp Party (Albright) refer when new attorney assigned to HDC
| 18  | 11/13/2012 | Almost clear   | 840 Village  | General deterioration S front porch+siding+roof                       | CLEAR                                                                |
| 19  | 09/08/15   | DV1 KNHS (new owner) | 207 W. Vine  | Removed chimney                                                        | HDC approved demolition on August 15, 2017                         |
| 20  | 09/20/16   | V2 David Blankenship | 611 W. Walnut | 7 windows replaced – leaded glass casements                           | 6 original leaded casements re-installed – one 2H vinyl window remains on E side New letter 9/6/18 due 10/31/18
| 21  | 06/30/2008 | PEND Twala Lockett – new owner | 1201 WestnedgeS | Replaced garage doors w/siding & windows IHV 08-0022                   | Work approved COMPLETE BY August 30, 2017 COA IHV 08-0022 – Summer Taxes due, water off
| 22  | 09/30/13   | PEND Janie Albright | 1204 WestnedgeS | Replacement windows, glass block                                       | WINDOWS TO BE REPLACED 2018, 2019 – reminder letter
| 23  | 09/06/2018 | #1 Marilyn Edlund | 719 Wheaton   | Removed sliding carriage barn doors, replaced w/overhead garage door   | Letter #1 – 9/6/18                                                   |

**To attorneys** 620 Oak & 1201 S. Westnedge/windows, 614 McCourtie – windows - CLEARED will disappear from next month’s report, NEW to attorneys burnt orange

HDC Mtg 09/18/18