

# KALAMAZOO HISTORIC DISTRICT COMMISSION

Agenda - TUESDAY, September 18, 2018

5:00 pm

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

## 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  
Zone: RM-15 Owned since: 12/11/1998
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

Monroe	100	Rails-grip rails to front/east and side/south steps
DuttonW	423	Gutters
ParkS	711	Rail height waiver front porch 22"
Douglas	432	Front door, repair small roof-SEcor, side over NH wdw
Prairie	125	Storm windows, repair windows
Elmwood	822	Rebuild front porch guardrail, steps and handrail
CedarW	615	Rail, handrail & steps

**b) Building permit required**

WestS	924	Steps - front - rebuild
Axtell	526	Roof
Davis	910	Roof
Douglas	440	Roof
Hoffman Ct	818	Roof
ParkS	805	Roof metal - HDC approved
SouthW	629	Roof
Davis	850	Porch - rebuild front porch
Grove	1626	Roof
Academy	1521	Roof

**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 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 - September 18, 2018

### REVIEWS: Historic District Commission:

✓	HDC cases to 09/11/18 – 106 total		Fees total year to date, 2018 ..... \$2105
	<b>2018</b>	<b>2018</b>	<b>2017</b>
○	63 no fee	\$ 0	52 no fee
○	31 bldg permit-\$35*	\$ 1085	31
○	12 HDC hearing - \$85	\$ 1020	13
	106 TOTAL	\$ 2105	96
			<b>2017 fees</b>
			\$ 0
			\$ 1085
			\$ 1105
			\$ 2190

### **NEW OWNERS in Historic districts\* Letters sent August 8 and September 11, 2018 - 36: Yellow highlight is owner occupied and NEZ eligible**

Date	Street w #	HD	previous owner	current owner w mailing address
7/13/18	Wheaton 715	SV	WORTMAN, THOMAS I 715 WHEATON AVE KALAMAZOO, MI 49008	LARSEN, CALEB & MARCI 715 WHEATON AVE KALAMAZOO, MI 49008
7/13/18	Merrill 1322	SV	KEMPEN, DIANE TTEE RV LV TRUST 1322 MERRILL ST KALAMAZOO, MI 49008	WILSON, DAVID & MARGARET P 1322 MERRILL ST KALAMAZOO, MI 49008
7/3/18	VineW 811	SV	JESSUP INVESTMENTS, LLC 138 E ROSE ROAD COLDWATER, MI 49036	MAHALICK, JOSEPH & BRITTANY 3311 W DICKENS AVE CHICAGO, IL 60647-3721
7/2/2018	Oak 824	SV	ROHS, JOHN D 5118 S 4TH ST KALAMAZOO, MI 49009	DAVIS, ANTHONY & NICOLE 5118 S 4TH ST KALAMAZOO, MI 49009
6/29/18	ParkS 1102	SV	1102 S. PARK, LLC 5118 S 4TH ST KALAMAZOO, MI 49009	TACKWELL, JONATHAN 1102 S PARK ST KALAMAZOO, MI 49001
6/28/18	Davis 849	SV	HEYTEK, JASON & RYANNE 3904 BRONSON BLVD KALAMAZOO, MI 49008	STUUT, BRYANT 9355 W KL AVE KALAMAZOO, MI 49009
6/28/18	Duffield Ct 816	SV	816 DUFFIELD COURT, LLC 6341 CHERRYWOOD ST PORTAGE, MI 49024	FLACH, CHRISTOPHER 632 LOCUST ST KALAMAZOO, MI 49007
6/28/18	Monroe 156	WMH	CURKOVIC, SIME- LISBETH 156 MONROE ST KALAMAZOO, MI 49006	TIDERINGTON, EVAN DERBY, KIERSTEN 156 MONROE ST KALAMAZOO, MI 49006
6/22/18	Elm 603	ST	FITZGERALD, WILLIAM & ELIZABETH 1219 GRAND AVE KALAMAZOO, MI 49006	GRANT, JULIE 603 ELM ST KALAMAZOO, MI 49007
6/20/18	Stuart 603	ST	BEAUCHAMP, MICHAEL 603 STUART AVE KALAMAZOO, MI 49007	SCHWEDLER, CAROLYN S 603 STUART AVE KALAMAZOO, MI 49007

6/15/18	DuttonW 309	SV	DAUDERT, CAROL A TRSTEE 8828 SILVER OAK COVE PORTAGE, MI 49024	BURNS, LARRY L JARNEFELT-BURNS, LOTTA M 2201 FREDERICK AVE KALAMAZOO, MI 49008
6/11/18	Locust Pl 819	SV	AKER, AUDIE R 819 LOCUST PL KALAMAZOO, MI 49008	KLESICK, MICAH & ELISE 819 LOCUST PL KALAMAZOO, MI 49008
6/8/18	DuttonW 514	SV	COLEMAN, STEVEN M 514 W DUTTON KALAMAZOO, MI 49007	HAMLET REAL ESTATE INVESTING LLC 1844 7TH AVE #101 OAKLAND, CA 94606
6/8/18	Davis 918	SV	GYORKOS, ANDREW J 10017 TAPLIN LN PLAINWELL, MI 49080	BICKEL, BLAKE &, KARLEY 918 DAVIS ST KALAMAZOO, MI 49008
6/6/18	VineW 431	SV	ANCORA INVESTMENTS LLC 4121 W MICHIGAN AVE KALAMAZOO, MI 49006	SAUER, PETER 431 W VINE ST KALAMAZOO, MI 49001
6/6/18	Wheaton 733	SV	HOGOBOOM, MICHAEL & HALEY 16169 NULL RD THREE RIVERS, MI 49093-8113	GRAYSON, KEITH D 1584 TUCKER ST OAKLAND, CA 94603
6/1/18	Forest 524	SV	DOCTOR, GEOFFREY LELAND 130 BALCH ST KALAMAZOO, MI 49001	GEORGES, GEORGE 1613 E MICHIGAN AVE KALAMAZOO, MI 49048
09/4/18	DuttonW	431	DUTTON STREET PROP'S, LLC 5258 GREEN PINE LN KALAMAZOO, MI 49009	GRABILL, TREVOR W MERKEL, LINDSEY J 431 W DUTTON ST KALAMAZOO, MI 49007
08/31/18	LovellW	1203	KIEWIET, MICHAEL H 34352 SHARON AVE PAW PAW, MI 49079	MASLANKA, SCOTT & AMY 16114 INDIAN VALLEY SCHOOLCRAFT, MI 49087
08/30/18	Minor	620	STEVENS, SUSAN 920 E MAIN PAW PAW, MI 49079	ROGLIC, ROBERT L MCQUATER, TIMOTHY S 620 MINOR AVE KALAMAZOO, MI 49008
08/29/18	Wilrad	118	WILKE, GARY S & DEBORAH D 411 W DUTTON, SUITE A KALAMAZOO, MI 49007	WALKER, ALLISON 118 WILRAD CT KALAMAZOO, MI 49007
08/28/18	SouthW	1625	CUMMINGS, CHARLES K & MIRIAM Z 1625 W SOUTH ST KALAMAZOO, MI 49006	STROVEN, CHRISTOPHER M STROVEN, JENNIFER W 1625 W SOUTH ST KALAMAZOO, MI 49006
08/27/18	Merrill	1116	GYORKOS, ANDREW & AMY 1116 MERRILL ST KALAMAZOO, MI 49008	HAMPTON, JARRY HAMPTON, VICKIE 1116 MERRILL ST KALAMAZOO, MI 49008
08/21/18	RosePl	212	TICHENOR, HEATH P 60 PLEASANT AVE BATTLE CREEK, MI 49015	BROWN, AUTUMN 212 ROSE PL KALAMAZOO, MI 49001

<b>8/20/18</b>	<b>LovellW</b>	<b>719</b>	LADD, KENNETH D III 719 W LOVELL ST KALAMAZOO, MI 49007	ADAMS, LEE & BETHANY 2615 BENTON AVE KALAMAZOO, MI 49008
<b>08/15/18</b>	<b>McCourtie</b>	<b>738</b>	TYLER, DANIEL M & KIMBERLY I 10335 W MAIN ST KALAMAZOO, MI 49009	JOHNSON, DEREK N 2744 WOOLLAKE RD SW #2 WYOMING, MI 49519
<b>08/13/18</b>	<b>McCourtie</b>	<b>734</b>	TYLER, DANIEL M & KIMBERLY I 10335 W MAIN ST KALAMAZOO, MI 49009	SIEVERS, AUSTIN L 2650 BYRON STATION DR SW BYRON CENTER, MI 49315
<b>08/09/18</b>	<b>ParkS</b>	<b>1022</b>	PARRAN, JASON 1022 S PARK ST APT 1 KALAMAZOO, MI 49001	MEENGs, TIMOTHY 2001 WAITE AVE KALAMAZOO, MI 49008
<b>08/08/18</b>	<b>Davis</b>	<b>829</b>	HELP IS HERE PROPERTIES SIX LLC <b>moved</b> 2320 LAKE AVE MUSKEGON, MI 49445	LAKESHORE LIGHTHOUSE LLC 18266 W SPRING LAKE RD SPRING LAKE, MI 49456
<b>08/7/18</b>	<b>Woodward</b>	<b>616</b>	SMITH, COREY 616 WOODWARD AVE KALAMAZOO, MI 49007	HOFF, ELIOTT & ROBERT 860 GLADSTONE DR SE GRAND RAPIDS, MI 49506
<b>08/03/18</b>	<b>Elm</b>	<b>423</b>	SPAULDING, KURT L & JANICE, TRUSTEE 2534 ROMENCE RD PORTAGE, MI 49024	WILLIAMS, THOMAS R 2315 TREEHAVEN DR KALAMAZOO, MI 49008
<b>08/01/18</b>	<b>LovellW</b>	<b>809</b>	809 LOVELL LAND TRST EQUITY SOL LLC PO BOX 345 OSHTEMO, MI 49077	<b>CAPSHAW, CLAIRE</b> <b>809 W LOVELL ST</b> <b>KALAMAZOO, MI 49007</b>
<b>07/31/18</b>	<b>LovellW</b>	<b>836</b>	MOTSINGER, MATTHEW 836 W LOVELL ST KALAMAZOO, MI 49007	CASTELLANOS TORRES, VICCARLY 3062 W KALARAMA AVE PORTAGE, MI 49024
<b>07/31/18</b>	<b>Potter</b>	<b>611</b>	ADDY, JACK 1991 SILVERBELL RD ROCHESTER, MI 48306	<b>STERMER, TRENTON</b> <b>611 POTTER ST</b> <b>KALAMAZOO, MI 49007</b>
<b>07/30/18</b>	<b>WestnedgeS</b>	<b>1408</b>	PHILION, A ELIZABETH 2908 RADCLIFFE AVE PORTAGE, MI 49024	KLESICK, MICAH 819 LOCUST PL KALAMAZOO, MI 49008
<b>07/02/18</b>	<b>ParkS</b>	<b>1106</b>	1106 S. PARK, LLC 5118 S 4TH ST KALAMAZOO, MI 49009	DOERSCHLER, SCOTT 609 PHILLIPS ST KALAMAZOO, MI 49001

**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 [X] Stuart [ ] West Main Hill [ ] Rose Place [ ] Haymarket  
Applicant: Brian Spaulding Owner: same  
Mailing Add: 218 Woodward Ave Mailing add \_\_\_\_\_  
City State & Zip: Kalamazoo MI City, State Zip \_\_\_\_\_  
Phone: 269 207 5987 49007 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 # 1

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

Applicant's Signature: Brian Spaulding Date: 5/25/18  
Owner's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
(if different)

Application Checklist: (Incomplete applications will be held until the next review hearing.)
<input type="checkbox"/> Drawings 11x17 or smaller with dimensions
<input type="checkbox"/> Materials list
<input type="checkbox"/> Site plan including north arrow
<input type="checkbox"/> Other
<input type="checkbox"/> \$79 for HDC hearing & review fee – must be paid in advance to be placed on agenda – include WITH application

**-For Historic Preservation Coordinator's Use Only-**

Case Number: PPZ 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 Hearing fee paid ~~\$79~~ \$85

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 \_\_\_\_\_

## PROPOSED WORK PAGE #2

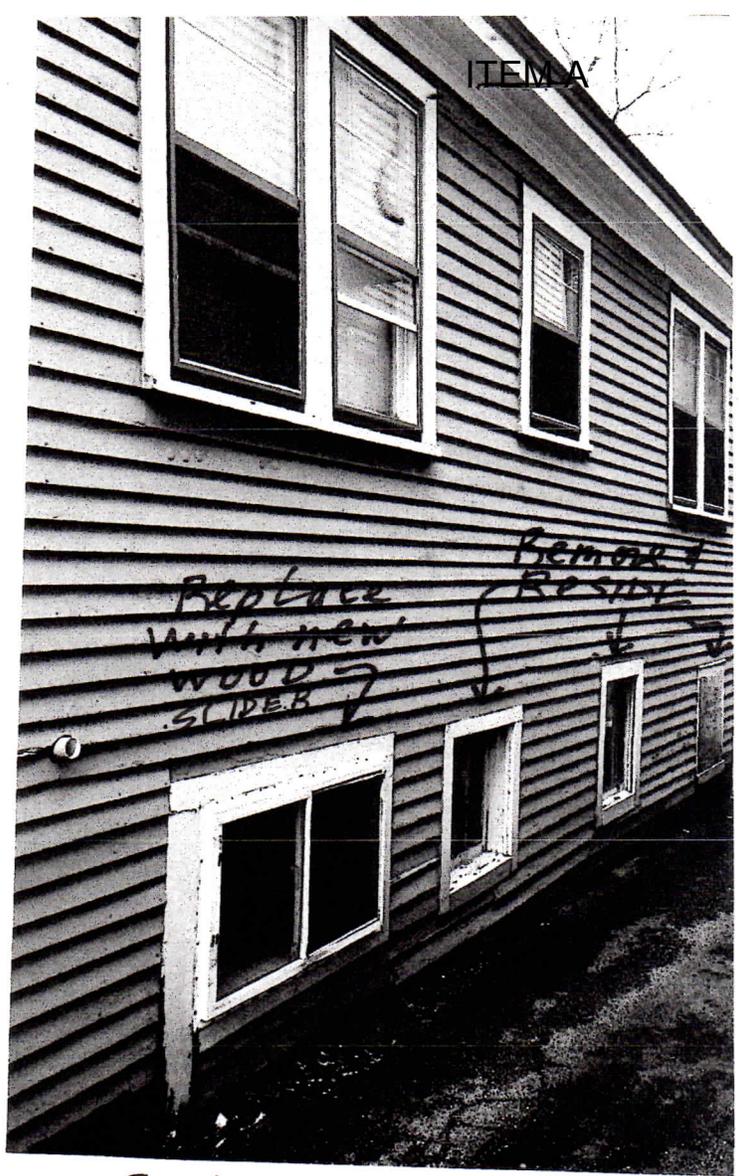
REPLACE ONE EXISTING VINYL SLIDER WINDOW ON EAST SIDE OF THE LOWER LEVEL UNIT WITH APPROXIMATELY THE SAME SIZE WOOD SLIDING WINDOW. THIS UNIT IS SIMILAR TO THE SLIDING WOOD WINDOW INSTALLED AND APPROVED 5/14/02 AT WEST SIDE OF 816 WEST MAIN ST. UNIT SIZE TO BE 46 ½ INCHES X 26 13/16 INCHES.

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 ½ INCHES X 48 ½ 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.

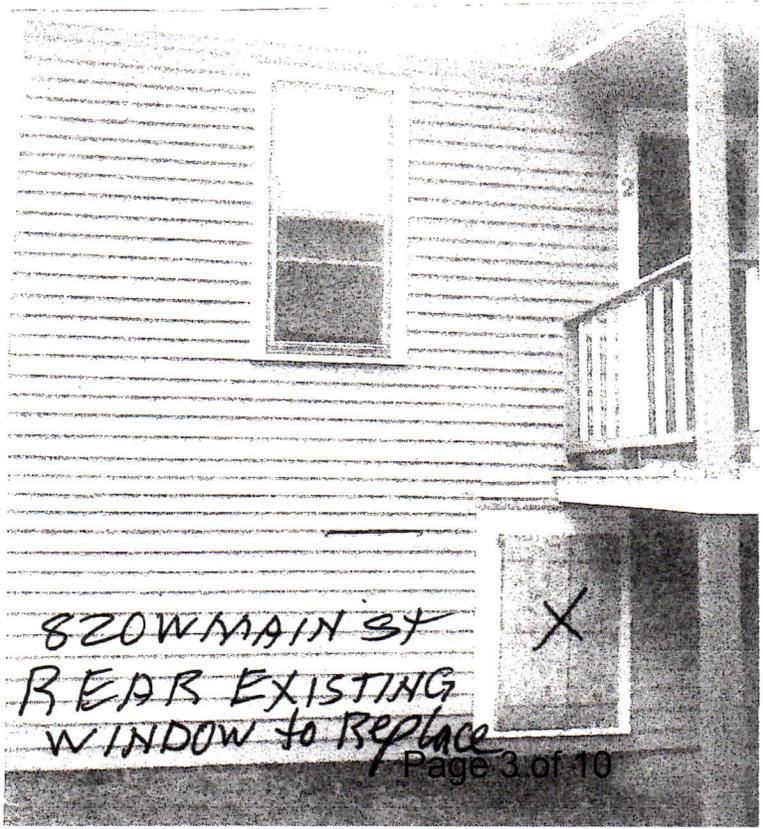
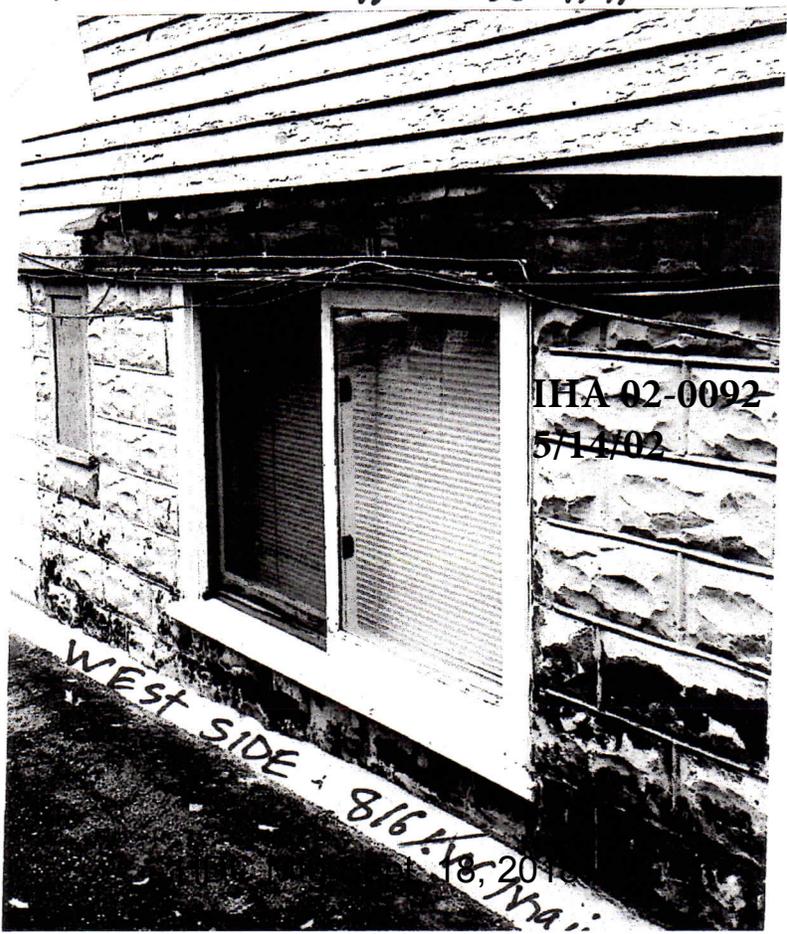


East SIDE 820 W Main



East SIDE 820 W Main

ADJACENT Home 816 W Main  
New SLIDER Approved 5/14/02



003 None Assigned EA (1) 5.47 \$265.90 \$265.90

Unit  
 WSL2020-1 (Assy 1)  
 Heritage Rectangle Double Slider

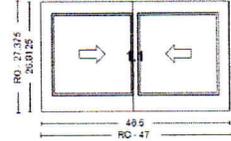
Unit  
 Unit 1.1: Wood Sash, Traditional

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-Jamb-Trim  
 Unit 1.1: 6-5/16" Clips Installation Clips, 4-9/16" Jamb



Scaled to Fit

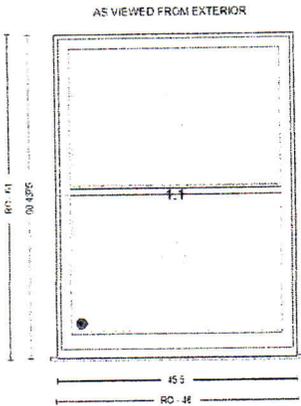
**Rough Opening:**  
 47" X 27-3/8"

**Frame Size:**  
 46-1/2" X 26-13/16"

**Unit Dimension:**  
 46-1/2" X 26-13/16"

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 Schedule



001 None Assigned

**Quantity: 1**

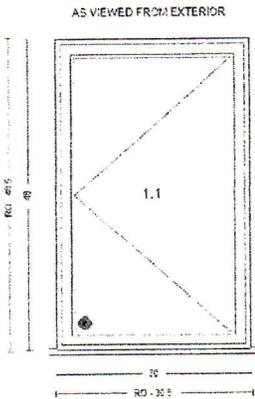
Heritage Rectangle Double Hung

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"

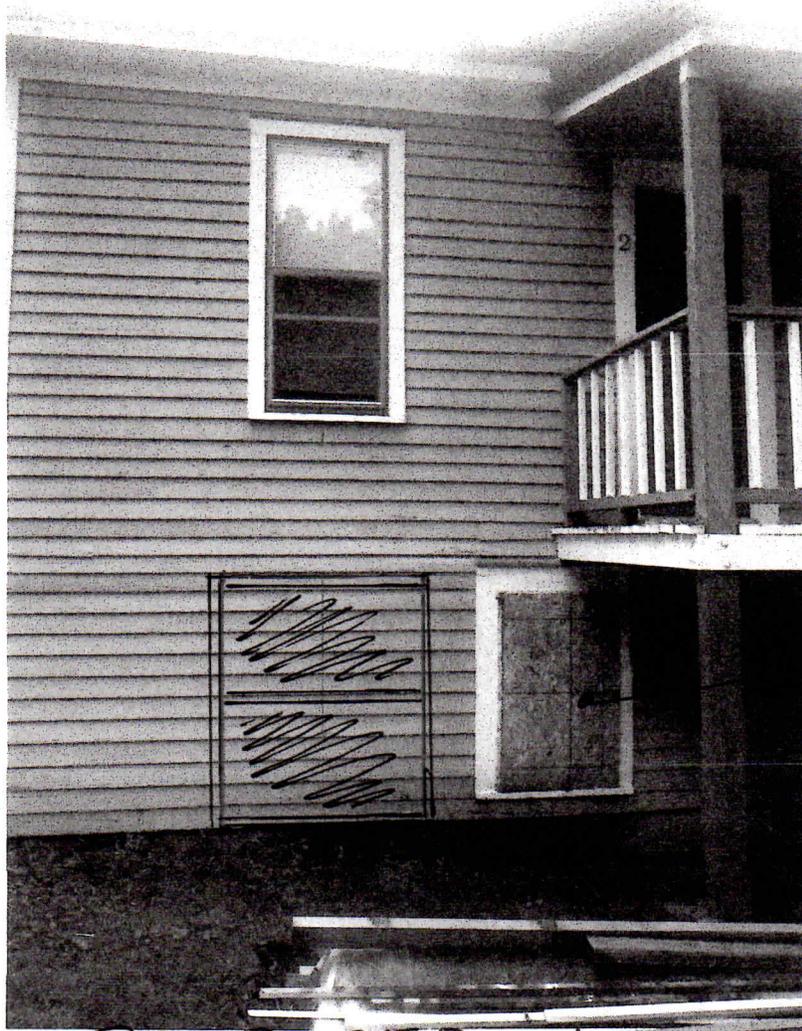
*REQUEST #1*





REMOVE

PROPOSED #1  
NEW CASEMENT  
WINDOW 30 1/2" x 48 1/2"



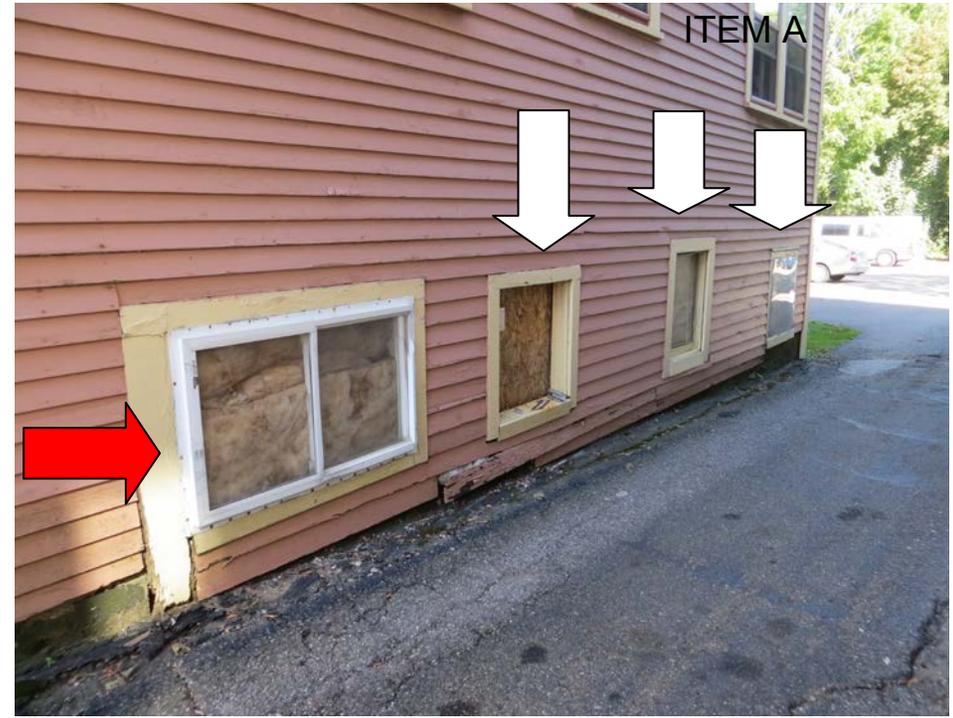
REMOVE

PROPOSED #2  
NEW DOUBLE HUNG  
WINDOW - 46" x 61"

Case# PPZ 18-0014



(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



HDC Mtg Sept. 18, 2018



Page 8 of 10



**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.

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.

(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.

## 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**

**City of Kalamazoo  
HISTORIC DISTRICT COMMISSION  
Minutes  
July 17, 2018 - DRAFT**

2<sup>nd</sup> Floor, City Hall  
241 W. South Street  
Kalamazoo, MI 49007

Members Present: Grant Fletcher, John Mitchell, Andrew Grayson, Dana Underwood, B.J Shell and Jeremy Berg

Members Absent: Bob Oudsema

City Staff: Sharon Ferraro, Historic Preservation Coordinator; Kerrie LeClercq, Recording Secretary

Guests: Nicole Sabel, Cecilia Ringo, Matt Bartz (Applicant), and Charles Mercadal (Applicant)

### **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

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

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.**





**HDC VIOLATIONS**

Current (September 11, 2018)

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

*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*

**HDC VIOLATIONS**

Current (September 11, 2018)

15.	08/29/17	1	David Noteboom	735	McCourtie	Boarded front door, removed fr steps	V#1 – <u>work partially complete – needs handrail</u>	HOLD
16.	9/6/18	1	Andrew Gyorkos	821	Normal Ct	Precast concrete steps	V#1	#2
17.	10/14/13	Atty	Janie Albright – (resp party) Wm. J. Vandenaeker	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) refer when new attorney assigned to HDC	ATTY
18.	11/13/2012	Almost clear	Kevin Boyle	840	Village	General deterioration S front porch+siding+roof	CLEARED	CLEAR
19.	09/08/15	DV1	KNHS (new owner)	207	W. Vine	Removed chimney	HDC approved demolition on August 15, 2017	HOLD
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 <b>New letter 9/6/18 due 10/31/18</b>	HOLD
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	HOLD
22.	09/30/13	PEND	Janie Albright	1204	WestnedgeS	Replacement windows, glass block	<u>WINDOWS TO BE REPLACED 2018, 2019 – reminder letter</u>	Pend
23.	09/06/2018	#1	Marilyn Edlund	719	Wheaton	Removed sliding carriage barn doors, replaced w/overhead garage door	<u>Letter #1 – 9/6/18</u>	#2

*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*