I. Call to Order:

II. Approval of Absences: (retroactive – November – Jeremy Berg, no meetings in December and January)

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) 527 West South 5:05pm

Owner: Upjohn Institute

Applied: Diekema-Hamann Architects

Applicant: Diekema-Hamann Architects

Style: Colonial Revival

Built: 1866, remodeled ca 1910

Zone: RM-15

Owned since: 10/12/2018

Public Comment then Commission Deliberation

VIII. Approval of Minutes: November 20, 2018 (Item B)

IX. Administrative approvals - November 14, 2018 to February 12, 2019

a) No building permit required

2018

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DuttonW</td>
<td>Bike racks in tot lot</td>
</tr>
<tr>
<td>WestnedgeS</td>
<td>Bike racks at SW corner</td>
</tr>
<tr>
<td>SouthW #39</td>
<td>New ext door handles-E&amp;W bsmt, S-elev&amp;door</td>
</tr>
</tbody>
</table>
X. Other Business
   a) Historic District Commission training – March 23, 8:30am to 5pm at Fire Station 5, 619 Douglas. (ITEM C)

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:
The 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:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2019</th>
<th>2018</th>
<th>2018 fees</th>
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<tr>
<td>5 no fee</td>
<td>$0</td>
<td>4 no fee</td>
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<td>3 bldg permit–$35*</td>
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<td>0 HDC hearing - $85</td>
<td>$0</td>
<td>1</td>
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<tr>
<td>TOTAL</td>
<td>$105</td>
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</table>

**Report on Michigan Tax Credit**

Great news: Senate Bill 54 and House Bill 4100 to reinstate the Michigan historic preservation income tax credit were introduced last week! There is strong support on both sides of the aisle for these bills and Governor Whitmer has promised to sign the final bill. The tax credit will be worth 25% of the cost of qualified work on any contributing building in a local historic district. This covers everything inside and outside the house. The owner must spend at least 10% of the current SEV on all projects combined.

Senate Bill 54: Google “Michigan senate bill 54 2019”
House Bill 4100: Google “Michigan house bill 4100 2019”

**Report on the OLD HOUSE OWNERS WORKSHOPS (OHOW)**

Sponsored by the Historic Preservation Commission, the O’Connor Fund for Historic Preservation in the City of Kalamazoo and the Old House Network. All classes will be held at the Sexton’s Lodge on West Main in the Mountain Home Cemetery. Cost is $15/half day and $25 full day. Offered first to people who own houses in the city of Kalamazoo.

- July 13 – Building Assessment (MHPN) – half day 9:30-12:30 with coffee & donuts for early arrivals
- July 20 – General Maintenance (MHPN) – half day 9:30-12:30 with coffee & donuts for early arrivals
- July 27 – Windows (local) – probably Marc Ferraro – full day – hands on - 9:00-5:00 with coffee & donuts for early arrivals, and lunch
- August 3 – Masonry (local) – Blair Bates – full day – hands on - 9:00-5:00 with coffee & donuts for early arrivals, and lunch
NEW OWNERS in Historic districts* Letters sent December 11, 2018, January 7 and February 11 2019:

Yellow highlight is owner occupied and NEZ eligible, pink is foreclosure

<table>
<thead>
<tr>
<th>Date</th>
<th>Street w #</th>
<th>HD</th>
<th>previous owner</th>
<th>current owner w address</th>
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<tr>
<td>10/15/18</td>
<td>Village Ct 832</td>
<td>SV</td>
<td>MCCARTHY, KRISTY K 1526 HILLSIDE DR OKEMOS, MI 48864</td>
<td>MILLER, PRECIOUS &amp; DEREK 832 VILLAGE CT KALAMAZOO, MI 49008</td>
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<tr>
<td>10/18/18</td>
<td>SouthW 530</td>
<td>SV</td>
<td>LARRY FULLER &amp; KRISTINE SKANDIS Mortgage Foreclosure</td>
<td>JP MORGAN CHASE BANK NA 3415 VISION DR COLUMBUS, OH 43219</td>
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<td>10/25/18</td>
<td>Eleanor 718</td>
<td>ST</td>
<td>MORIN, ELIZABETH E 718 ELEANOR ST KALAMAZOO, MI 49007</td>
<td>RAFALSKI, BRADLEY C 718 ELEANOR ST KALAMAZOO, MI 49007</td>
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<td>10/29/18</td>
<td>WestS 1020</td>
<td>SV</td>
<td>MCCLEES, SUSAN 54069 WILBUR RD THREE RIVERS, MI 49093-8809</td>
<td>MCCLEES, SUSAN REV TRST 558 WATERSEDGE VICKSBURG, MI 49097</td>
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<td>Bellevue 938</td>
<td>SV</td>
<td>HOPKINS ASSOCIATES LLC 8628 PLOVER DR KALAMAZOO, MI 49009</td>
<td>HICKOK, KEITH &amp; ANDREA PO BOX 19382 KALAMAZOO, MI 49019</td>
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<tr>
<td>10/30/18</td>
<td>Osborne 941</td>
<td>SV</td>
<td>BLACKEN, TYLER &amp; NICHOLAS 941 OSBORNE ST KALAMAZOO, MI 49001</td>
<td>BATES, RANDALL &amp; ANTHONY 941 OSBORNE ST KALAMAZOO, MI 49001</td>
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<td>DUTTON ST PROPERTIES, LLC 5258 GREEN PINE LN KALAMAZOO, MI 49009</td>
<td>JANDA, ROBERT &amp; REBECCA 2510 VANDERBILT LN UNIT B REDONDO BEACH, CA 90278</td>
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<td>VineW 829</td>
<td>SV</td>
<td>SHIPLEY, S. &amp; WHITE, A 829 W VINE ST KALAMAZOO, MI 49008</td>
<td>SARVER, JADE 829 W VINE ST KALAMAZOO, MI 49008</td>
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<td>WILKE, GARY S &amp; DEBORAH D 411 W DUTTON ST KALAMAZOO, MI 49007</td>
<td>DUTTON STREET LLC 1900 AVERILL RD GENEVA, IL 60134</td>
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<td>BALINSKI, STEVE &amp; BARBARA 2829 KEVIN ST ST JOSEPH, MI 49085</td>
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<td>11/21/18</td>
<td>Elm 601</td>
<td>ST</td>
<td>BOLITHO, ASHLEY 601 ELM ST KALAMAZOO, MI 49007</td>
<td>BLAKELY, SHANNON &amp; DANIELLE 601 ELM ST KALAMAZOO, MI 49007</td>
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<td>WMH</td>
<td>KIEWIET, MICHAEL H 34352 SHARON AVE PAW PAW, MI 49079</td>
<td>MATTSON, MIEGHAN BARRERA-REGALADO, RODRIGO 412 MONROE ST KALAMAZOO, MI 49006</td>
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<td>VERBEKE, DONALD C</td>
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<td>TERHOFTER, TIM &amp; ELIZABETH</td>
<td>2453 PORTSIDE AVE PORTAGE, MI 49002</td>
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<td>Forest 615</td>
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<td>BIRKhold, RALPH &amp; LOIS, FAMILY</td>
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<td>LAUERMANN, EDWARD C</td>
<td>8607 ROUNDHILL CT SALINE, MI 48176</td>
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<td>143 APPLE LN EAST JORDAN, MI 49727</td>
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<td>CLOYD, CHELSEA</td>
<td>912 W VINE ST KALAMAZOO, MI 49008</td>
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</tbody>
</table>
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 4:30 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: 527 W. South Street

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

Applicant: Diekema Hamann Arch.  __________  Owner: W.E. Upjohn Institute

Mailing Add. 612 S Park St W,  Mailing add 300 S Westnedge Ave,  
City State & Kalamazoo, MI 49007  City, State  Kalamazoo, MI 49007
Phone: (269) 251-9096  Phone: (269) 385-0439

Email kpotts @ dhae.com  Email Edgerly @ upjohn.org

Contractor: Diekema Hamann Architecture

( ) Work to be done by owner

Contractor Breezy Construction (anticipated - currently helping with budget)

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: ____________________________  Date: 02/12/19

Owner's Signature: _______________________________  Date: 02/12/19

-For Historic Preservation Coordinator’s Use Only-

Case Number: PPZ 19-001  Date Received*: 02/12/2019

Zoning __________  Year built __________  Complete application 02/12/2019

Owned since __________

COMMISSION

Meeting Date: 02/19/2019  Hearing fee paid $85 $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

Revised 2/2016
### Proposed Work:

Remove and, if possible, salvage existing porch that is located on the south side of the existing structure. The "Carved Oak Arches, Bannister and Stairs were Previously in the People’s Church" - Kalamazoo Gazette, 1973

Build a new contemporary and contextual entry bay addition on the south side of the existing structure. The proposed addition includes metal clad windows, wood trim and a metal roof. Please see the elevation that is provided for a list of materials.

Convert the existing garage into an ADA accessible guest cottage. The pre-existing windows and service door will be rehabilitated. The proposed design includes installing a fixed carriage house garage door and arched transom window. Please see the attached elevation for a list of materials.

### Demolish Existing Fence and Cottage

Demolish existing fence and create a welcoming entry from parking lot to south side of the property.

### Convert Garage into ADA Accessible Guest Cottage

Convert garage into ADA accessible guest cottage.

### Existing Site

**Kalamazoo, Michigan 49007**

**527 W. South Street**

**UPJOHN INSTITUTE 527 W. SOUTH STREET RENOVATION 02.12.2019**

**Diekema Hamann**

**Randy Case Architecture + Design Inc.**

**Katie Potts Diekema Hamann**

**Norm Hamann Diekema Hamann**

**Ron Curley Upjohn**

**Randy Eberts Upjohn**

**Don Edgerly Upjohn**

**Upjohn Institute**

**Date**

**Location**

**Project**

**Meeting Time:** 1:30 PM

**Attendees:**

- Windows/storms
- 1866 - Carder-VanDeusen House, 527 W. South, Hospitality...
- 1890s
- 1910 (our date of interpretation)
- 1890s
- 1920s
- Built in 1860s
- 200A service – sized adequately
- only 2 returns on the first floor
- Furnaces new in 2015 - Run load calculations to check unit sizes
- Cloth Romex should be replaced
- ivi. Knob and tube has been replaced
- **OF THE PROPERTY**
- **DEMOLISH EXISTING FENCE AND COTTAGE**
- **ADA ACCESSIBLE GUEST COTTAGE**
- **PROPOSED ACCESSIBLE GUEST COTTAGE**
- **CONVERT THE EXISTING GARAGE INTO AN ADA ACCESSIBLE GUEST COTTAGE**
- **THE PRE-EXISTING WINDOWS AND SERVICE DOOR WILL BE REHABILITATED**
- **THE PROPOSED DESIGN INCLUDES INSTALLING A FIXED CARRIAGE HOUSE GARAGE DOOR AND ARCHED TRANSOM WINDOW**
- Please see the attached elevation for a list of materials.

**SCALE:** 3/32" = 1'-0"
PROPOSED DESIGN - 1ST LEVEL

UPJOHN INSTITUTE 527 W. SOUTH STREET RENOVATION
02.12.2019

Meeting Time: 1:30 PM
Attendees:

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b) Exterior Envelope – Randy
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n
i. Only 2 returns on the first floor

3. Garage present

2. Bathroom addition was not present

1. Is there insulation in the walls? – Ed or Ron to check?

1. This is an ideal place for lighting controls (good management and energy
g

32'-0"

1910 (our date of interpretation)

vi. There is not a lighting control system

v. Might need to add CO detection

11. Furnaces new in 2015 - Run load calculations to check unit sizes

Justina Potoczak Diekema Hamann

Randy Eberts Upjohn
MEETING AGENDA

PROJECT: Upjohn 527 W. South Street Renovation

MEETING DATE: Thursday, January 17, 2019

MEETING TIME: 1:30 PM

ATTENDEES:

LOCATION:

EXISTING - PHOTOS

UPJOHN INSTITUTE 527 W. SOUTH STREET RENOVATION

02.12.2019

SOUTH

PORCH - SOUTH

PORCH - WEST

PORCH - EAST
MEETING AGENDA

Project: Upjohn 527 W. South Street Renovation
Meeting Date: Thursday, January 17, 2019

1. This is an ideal place for lighting controls (good management and energy use)
2. Bathroom addition was not present
3. Garage present
4. Colonial front was completed
5. Windows/storms

EXISTING - PHOTOS

UPJOHN INSTITUTE 527 W. SOUTH STREET RENOVATION
02.12.2019

MEETING AGENDA

-- goo. (c) Electrical
-- (g) Mechanical/Plumbing
-- (o) Exterior Envelope – Randy Case
-- (a) Architectural

Exi.

i. 200A service – sized adequately
ii. Cloth Romex should be replaced
iii. 1910 (our date of interpretation)

a. Carder-VanDeusen House, 527 W. South, Hospitality…

s.

d. Ehr.

f.

a. This is an ideal place for lighting controls (good management and energy use)

v. Might need to add CO detection

ii. As part of our renovation, separate controls should be added per unit

v. There is not a lighting control system

ii. 1890s

b. Furnaces new in 2015 - Run load calculations to check unit sizes

i. Only 2 returns on the first floor

i. 200A service – sized adequately

iv. Smoke detection is preset in every room

ii. Cloth Romex should be replaced

v. Might need to add CO detection

ii. 1890s

i. 200A service – sized adequately

iv. Smoke detection is preset in every room

b. Furnaces new in 2015 - Run load calculations to check unit sizes

i. Only 2 returns on the first floor

i. Built in 1860s
Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW
STAFF COMMENTS

Property address  527 West South   CASE # PPZ 19-0001
Applicant        Diekema Hamann   Year built: 1866, remodeled 1910
Owner            Upjohn Institute  Owned since 10/12/2018
Received         02/12/2019       Meeting date: 02/19/2019

Previous reviews (HDC = commission meeting; Admin = administrative approval):
1986 – roof (HDC)
1989 – handrails for front steps, garage door (HDC)
1992 – sign (HDC)
1996 – repair and modify front porch bolsters (HDC)
1996 – reroof garage, remove non-functioning chimney (admin)
1999 – Barrier free lift at rear, storms on rear porch (HDC)
2000 – Three storm doors (HDC)
2005 – exterior storm windows (Admin)
2006 – re-deck & reroof, repair exterior woodwork, garage windows (Admin)
2007 – Storm windows (Admin)
2011 – small rear roof, re-deck front porch (Admin)

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

Proposed Work:
1. Remove existing south/rear porch (ca 1969)
2. Build new entry bay with elevator
3. Convert existing garage (ca 1925) into ADA accessible guest cottage

Observations:
• Originally built in 1880 as a bracketed Italianate, the house was converted to Colonial Revival around 1910 with a new owner.
• The maps show that the rear/south wing was originally much larger than it is today.
• The rear porch, with the tracery ornament and sturdy turned rails was built between 1968 and 1973, using pieces salvaged from the Peoples Church formerly located on the southeast corner of West Lovell and South Park. The church was demolished in 1968. The historic district was established in 1973.

(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.
Applicable Criteria
(1) Secretary of the Interior Standards for Rehabilitation - #1 through #6 (see next page), #9 and #10.

COMMISSION ACTIONS (Motions):
1. Approve the removal (and, if possible, salvage) of the rear/south porch and construction of a new two story entry bay as specified. The plan substantially complies with Secretary of the Interior Standards #9 and #10. 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 rehabilitation of the garage and conversion to an ADA accessible cottage
   a. With approval of the curved wood transom window over the front/north garage doors
   b. Without the curved wood transom window over the front/north garage doors
   c. The remainder of the window openings will be repaired in the existing openings.

   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.

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 or the next 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.
(1) 527 West South – NE corner 1909
(2) NW corner - garage to rear on right
(3) Photo 2014 – SW corner closer
(4) North side of the house
Members Present: Grant Fletcher, John Mitchell, Bob Oudsema, Dana Underwood, B.J Shell and Andrew Grayson

Members Absent: Jeremy Berg

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

Guests: Jon Scott and Daniel Kastner

I. CALL TO ORDER

Mr. Fletcher called the meeting to order at 5:02 p.m.

II. APPROVAL OF ABSENCES

Mr. Berg had not provided advanced notification of his absence, so no motion was made to approve his absence.

III. APPROVAL OF AGENDA

Mr. Oudsema, supported by Mr. Grayson, made a motion for approval of the agenda, as presented, for the November 20, 2018 Historic District Commission meeting. With a unanimous vote, the motion carried.

IV. INTRODUCTION OF GUESTS

Mr. Jon Scott was in attendance, representing the property at 828 West Lovell Street. Mr. Daniel Kastner introduced himself as an applicant for the open Historic District Commission membership position.

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

None

VIII. CONSULTATION

Mr. Jon Scott was present to discuss potential future plans for the 4-bay concrete block garage located in the north/rear section of the yard at 828 West Lovell Street. It is a cinderblock garage with a low pitched shed roof behind parapets, behind the home to the southwest. Each bay has an independent overhead door. Some of the cinderblocks are out of plumb and cracks have formed. When standing within the garage, it is possible to see daylight through the mortar joints at the west end of the structure. The roof is simply a lean-to, so it is sloped, and one section of one of the garage doors is almost broken out.

Mr. Scott informed the Commission that he believes the garage is unsafe and he would like to demolish the entire structure. He will eventually replace it with a new building, but he does not have any plans in place at this time. He would like feedback from Commission members regarding his options for the building and whether he should apply for a demolition permit or remove the bay doors and repair the structure. Ms. Ferraro presented photos that she had taken of the structure and a general discussion ensued regarding the viability of the garage going forward. Mr. Mitchell volunteered to tour the property with the owner to further discuss the condition of the garage. Mr. Scott will contact Ms. Ferraro to make arrangements to meet with Mr. Mitchell.

IX. APPROVAL OF MINUTES

A motion was made by Ms. Underwood, supported by Mr. Mitchell, to approve the minutes for the October 16, 2018 Historic District Commission meeting. The motion passed unanimously.

X. ADMINISTRATIVE APPROVALS

No building permit required:

a) 714 Dutton Place – Handrail for front steps
b) 711 South Park – Handrail for front steps

Building permit required:
a) 724 South Burdick – Repairs to fire damaged house

b) 816 Oak - Roof
c) 424 Pearl - Roof
d) 418 Elmwood - Roof

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

XI. OTHER BUSINESS

Applicants for Historic District Commission vacancy – Michael Hussar and Daniel Kastner.

Mr. Hussar contacted Ms. Ferraro earlier in the day and explained that he purchased a home in Kalamazoo Township and would no longer be pursuing a position on the Commission.

Mr. Kastner introduced himself to the Commission. He lives on the corner of Rose Place and Rose Street and is very familiar with and interested in the buildings in the Historic District. He has also spent a great deal of time researching the history of Kalamazoo. Commission members asked Mr. Kastner several questions and Mr. Kastner was then informed that the Commission would discuss his candidacy and notify him of their decision. After a brief discussion, Mr. Shell made a motion, supported by Mr. Mitchell, to recommend to the Mayor that Daniel Kastner be appointed to the Historic District Commission. The motion passed unanimously.

XII. ADJOURNMENT

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

The meeting adjourned at 5:40 p.m.
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SHPO SPONSORING FREE HDC TRAINING

You, your HDCs, and your planners have a rare opportunity to attend free commission training presented by the National Alliance of Preservation Commissions through its Commission Assistance and Mentoring Program (CAMP).

Training is FREE and SHPO will pay for lodging for CLG participants—provided arrangements are made ahead of time.

YPSILANTI

- Friday, March 15, 8:00 a.m. to 4:00 p.m.
- Ypsilanti Freighthouse, 100 Market Place, Ypsilanti
- Lunch will be provided

Register via Survey Monkey by March 6.
Contact: Joe Meyers, 734-483-9646, jmeyers@cityofypsilanti.com

KALAMAZOO

- Saturday, March 23, 8:00 a.m. to 4:00 p.m.
- Historic Fire Station No. 5, 619 Douglas, Kalamazoo
- Lunch will be provided

Register by emailing Sharon Ferraro, ferraros@kalamazoocity.org, by March 14.
Send your name, address, telephone number, and dietary restrictions if necessary.
Contact: Sharon Ferraro 269-337-8804

IMPORTANT: Please tell Sharon or Joe if you will need lodging so they can pass that on to SHPO.

The same topics will be covered in both locations:

- Legal Basics
- Review of the Secretary of the Interior’s Standards
- Role of the commission and ethics
- Alternative materials and infill construction
- Public outreach
- A design review exercise

CAMP instructors come from throughout the country to provide insight and guidance on issues we face in our local historic districts. All Certified Local Government historic district commissioners, staff liaisons, and planners are encouraged to attend one of the CAMPS.
Meetings are held the third Tuesday of each month at 5:00 in the community room on the second floor of City Hall – 241 West South Street.

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* Applications must be received by NOON on this date to be placed on the agenda for the meeting on the following Tuesday.