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) 520 Douglas 5:05pm Owner: David Zinn
   Applicant: MDHHS-Healthy Homes
   Style: Colonial Revival Foursquare
   Zone: RM-15
   Built: 1905
   Owned since: 07/19/2007
   1. Replace most windows
   2. Make decorative windows fixed
   3. Repair porch deck, cover with ½” exterior plywood and indoor/outdoor carpet
   (PPZ 19-0005) New Application Public Comment then Commission Deliberation

b) 242-4 East Michigan 5:30pm Owner: Union Bag & Barrel
   Applicant: Marty Spaulding
   Style: Italianate
   Zone: CCBD
   Built: 1869
   Owned since: 05/11/2017
   1. Add balcony to rear/south side to match the other half of the building
   2. Window on the right will become a door to match the other bay
   (PPZ 19-0006) New Application Public Comment then Commission Deliberation
c) 222 Douglas  5:40pm  Owner: Karagap  
Applicant: Hickory Management  
Style: Queen Anne  
Built: 1875  
Zone: RM-15  
Owned since: 10/02/2006  
1. Fill in under rear exterior stair to form a covered protected entry to the basement to replace the existing bulkhead for access to the laundry room  
(PPZ 19-0007)  New Application  Public Comment then Commission Deliberation  

d) 738 Minor  5:40pm  Owner: Mike Gillen  
Style: Vernacular  
Built: 1883  
Zone: RM-15  
Owned since: 05/03/2016  
2. Add dormer for height to west face of roof.  
(PPZ 19-0008)  New Application  Public Comment then Commission Deliberation  

CONSULTATION – No Decision  
e) 725 Academy  5:50pm  Owner: Steinagel  
Applicant: same  
Style: Italianate  
Built: 1868, moved 1888  
Zone: CN-1  
Owned since: 1990  
Discussion of rehab and addition plans – no decision  

VIII. Approval of Minutes: March 19, 2019 (Item E)  
IX. Administrative approvals -  February 13 to May 7, 2019  
a) No building permit required  
MichE  229  TMP Architecture window graphics  
Douglas  606  AC split units near N & SE corner, bushes  
KalamazooW  821  Gutters  
KalamazooW  821  Repair wingwalls on front steps  
Douglas  428  2 missing 2nd floor windows, replace NH side door  
SouthW  515  porte-cochere roof, front balustrade  
SouthW  620  exterior repairs - wood & stucco  
Pioneer  612  Fence on west boundary  
Leebar ton  916  Gutters  
LovellW  728  Fence on West property line  
Academy  1510  Fence on west boundary  
Prairie  145  Chimney repair  
ParkS  333  Install new stained glass window in addition  
Grand  1315  Gutters  
Academy  725  Raze severely fire damaged house  
Merrill  1125  BF ramp - temporary  
Stuart  315  Repair to rear NH Deck  
Woodward  602  Remove S-side exterior staircase  

b) Building permit required  
Prospect Hill  1442  Roof  
Forest  614  Replica windows to match, remove vinyl windows  
ParkS  935  Roof
X. Other Business
   a) Approve a resolution in support of the reinstatement of the Michigan Historic Preservation Income Tax Credit (ITEM X – inc MHPN info sheet and resolution)

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.
NEW OWNERS in Historic districts* Letters sent April 5 and May 6, 2019:

Yellow highlight is owner occupied and NEZ eligible

<table>
<thead>
<tr>
<th>Date</th>
<th>Street w #</th>
<th>HD</th>
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<th>current owner w address</th>
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Historic District Commission FYI – May 21, 2019

REVIEWS: Historic District Commission:

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<th>Through May 14, 2019</th>
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<td>Through May 14, 2018</td>
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Report on Michigan Tax Credit
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 20 – Building Assessment & General Maintenance (MHPN) – half day 9:00-1:00 with coffee & donuts for early arrivals - $15/person
- July 27 – Windows (local) – Marc Ferraro – full day – hands on - 9:00-4:00 with coffee & donuts for early arrivals, and lunch - $25/person
- August 3 – Masonry (local) – Blair Bates – full day – hands on - 9:00-4:00 with coffee & donuts for early arrivals, and lunch - $25/person

Registration is on Eventbrite
APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

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

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: 520 Douglas Ave, Kalamazoo

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

Applicant: ____________________________

Mailing Add: ____________________________

City State & Zip: ____________________________

Phone: ____________________________

Email: ____________________________

Contractor: ____________________________

( ) Work to be done by owner

( ) Work to be done by contractor

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets Please refer to LeadSafeHome Contractor Work Specification

* Smoke detectors to be installed as part of work

( ) 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: ____________________________

Owner’s Signature: ____________________________ Date: ____________________________

(If different)

For Historic Preservation Coordinator’s Use Only:

Case Number: PPZ 19-0005

Data Received*: May 16, 2019

Complete Application May 16, 2019

COMMISSION

Meeting Date: May 21, 2019

COMMENTS:

Hearing fee paid $85 Waived

Check # ____________________________

APPROVED IN CONCEPT: Date: ____________________________ Letter mailed: ____________________________

ACTION

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

ACTION DATE

Certificate of Appropriateness Issued

Notice of Denial with appeals information

Notice to Proceed Comments:

Revised April 26, 2017

HDC Mtg 05/21/2019

Received Time Apr. 25, 2019 10:30AM No. 4994
April 12, 2019

Carin Speidel
Michigan Department of Health and Human Services
235 S. Grand River Avenue, Suite 410/PO Box 30037
Lansing, MI 48909

RE: ER-07-147.19.520 DOUGLAS County (HUD)

Dear Ms. Speidel:

Under the authority of Section 106 of the National Historic Preservation Act of 1966, as amended, we have reviewed the work specifications for the above-cited undertaking at the location noted above. Based on the information provided for our review, it is the opinion of the State Historic Preservation Officer (SHPO) that the proposed undertaking will have no adverse effect [36 CFR § 800.5(b)] on 520 Douglas Avenue located in the Stuart Neighborhood Historic District, which is listed in the National Register of Historic Places provided the following conditions are met:

- The existing original front porch should be repaired rather than replaced. Pressure-treated lumber is acceptable for hidden structural members list posts, joists, and sills; however, it may not be used as a substitute for visible porch parts.
- Tinted windows are inappropriate in historic buildings. A low-e coating is acceptable only if the coating does not cause a tint or significantly increase the reflectivity of the glass.

If you concur, the accompanying form must be signed by an agency official with legal authority to act on behalf of the agency [36 CFR § 800.2(a)]. Please return the signed original to us. Please note that the Section 106 review process will not be complete and HUD's responsibility to comply with 36 CFR § 800.4, "Identification of historic properties," and 36 CFR § 800.5, "Assessment of adverse effects," will not be fulfilled until we have received this letter with the original signature of the agency official. If the agency official disagrees with these conditions, then consultation with this office shall be reopened per 36 CFR § 800.5(a).

The State Historic Preservation Office is not the office of record for this undertaking. You are therefore asked to maintain a copy of this letter with your environmental review record for this undertaking. If the scope of work changes in any way, or if artifacts or bones are discovered, please notify this office immediately.

Please be advised that this Section 106 review is not a substitute for the comprehensive review for projects receiving Investment Tax Credits for historic rehabilitation. Tax credit application reviews are conducted independently of the Section 106 review.

We remind you that federal agency officials or their delegated authorities are required to involve the public in a manner that reflects the nature and complexity of the undertaking and its effects on historic properties per 36 CFR § 800.2(d). The National Historic Preservation Act also requires that federal agencies consult with any Indian tribe and/or Tribal Historic Preservation Officer (THPO) that attach religious and cultural significance to historic properties that may be affected by the agency's undertakings per 36 CFR § 800.2(c)(2)(ii).
(1) **520Douglas** – West front
(3) South side – southeast corner

(2) South side – southwest corner
(4) North side – northeast corner
(1) 520Douglas – South bay with leaded glass - FIXED
(3) Front porch bay – upper lite of center window is leaded - FIXED

(2) North bay – fixed above, casement below – on staircase FIXED
(4) South side – east/right of bay – Side D (dining room)

This window to be replaced

Page 6 of 12
(1) **520 Douglas – South side 2nd floor sleeping porch** – FIXED

(3) Front porch deck covered with carpet

(2) 1st floor in sleeping porch addn – arrow – window to be replaced

(4) Original front door and rear door – side door is replacement

**ITEM A**

Upper lite is ribbon windows except small window on south side – to be FIXED

windows slide down into wall – 4 lites on top – 2 lites below – to be FIXED

HDC Mtg 05/21/2019
Case# PPZ 19-0005

B-3: 1st Floor

SIDE C

ITEM A

HDC Mtg 05/21/2019

Page 8 of 12
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;
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 Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW

STAFF COMMENTS

Property address   520 Douglas
Applicant          MDHHS Healthy Homes
Owner              Davis Zinn
Received           3/12/2019

Previous reviews  (HDC = commission meeting; Admin = administrative approval):
1987 – Roof (HDC)
1990 – Porch railings and infill, new side door (Admin)
1995 – Chain link fence in back yard (Admin)
1997 – Reroof garage (Admin)
2013 – Roof (Admin)

Historic District   Stuart Area
Zoning             RM-15
Additional Permits required  – none
Rental History: NA

Proposed Work:
1) Replace 16 windows on the 1st and 2nd floor - 14 of the replacements are one over one double hung.
   a) 1st floor, south side (side D) has leaded glass upper sash, single lite below
   b) 2nd floor, north side, (side B) has wooden dividers in the upper sash, single lite below
2) Make 17 decorative windows fixed
3) Repair porch deck, cover with ½" exterior plywood and indoor/outdoor carpet
4) Attic and basement windows to be scraped and painted, as well as porch rails, and columns, exterior of house to be painted
5) Garage will be stabilized, scraped and painted.

Observations:
- This is a project covered by state funds from the Healthy Homes Section of the Michigan Department of Health and Human Services. A child with an elevated blood lead level lives in the house.
- Proposed new windows are JeldWen all wood windows – no sash packs – with screens.
Applicable Criteria
(1) Secretary of the Interior Standards for Rehabilitation - #6

The replacement windows specified are an appropriate design choice. (20 year warranty)

COMMISSION ACTIONS (Motions):

FOR THE WINDOWS:
6) Approve the installation of all the windows as specified EXCEPT
   a) 1st floor dining room, south side D with leaded glass upper sash – replace lower sash ONLY
   b) 2nd floor, storage closet, side B with multi pane divided lite upper sash - – replace lower sash ONLY

The plan substantially complies with Secretary of the Interior Standards #6. The commission approves a Certificate of Appropriateness for this project. Approval of any final details is delegated to the historic preservation coordinator.

1. 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 June 18 meeting to comply with the 60 day rule.

2. The commission could deny, based on Secretary of the Interior Standards #1 through 5.

FOR THE Front porch:
7) Approve the installation of plywood over the existing front porch deck with indoor-outdoor carpet on top. The plan substantially complies with Secretary of the Interior Standards #6. The commission approves a Certificate of Appropriateness for this project. Approval of any final details is 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 June 18 meeting to comply with the 60 day rule.

8) Deny the installation of plywood over the existing front porch deck with indoor-outdoor carpet on top. The plan does not comply with Secretary of the Interior Standards #2, #5 and #6. The commission issues a denial for this project. Information on the ordinance prescribed appeal process will be provided by the historic preservation coordinator.

(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.
(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 the design, arrangement, texture and materials proposed to be used; (6) Any other factor, including aesthetic, which it deems to be pertinent.

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.
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10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

Property Address: 2424 S Michigan Ave

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

Applicant: [ ] Spaulding [ ] Owner: [ ] Major [ ] Morey [ ] Subsidiary Trust

Mailing Add. [ ] 622 W. Kalamazoo Ave

City State Zip: Kalamazoo, MI 49007

Phone: 269-491-2071

Email: [ ] spaulding@gmail.com

Contractor:

☒ Work to be done by owner

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets: ADDITION OF BALCONY + DOOR TO SECOND FLOOR - MATCHES BUILDING TO EAST.

☒ 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: 2 May 2019

Owner's Signature: ___________________________ Date: __________________

(If different)

Case Number: PPZ 19-0006

Zoning: CCBD

Year built: 1869

Owned since: 5/11/2017

COMMISSION

Meeting Date: 05/21/19

Hearing fee paid $85 ☑ yes

Check #: 11548

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 April 26, 2017

HDC Mtg 05/21/2019
HDC Mtg 05/21/2019
(1) 242-4 East Michigan – before the garage and balcony
(3) BEFORE work on front began about 2000

(2) Balcony in front of 3 windows on left – door at arrow – NO garage
(4) North/front facade
Historic Preservation Coordinator  
KALAMAZOO HISTORIC DISTRICT COMMISSION  

APPLICATION FOR PROJECT REVIEW  
STAFF COMMENTS  

<table>
<thead>
<tr>
<th>Property address</th>
<th>242-4 East Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Marty Spaulding</td>
</tr>
<tr>
<td>Owner</td>
<td>Union Bag &amp; Barrel</td>
</tr>
<tr>
<td>Received</td>
<td>05/13/19</td>
</tr>
<tr>
<td>CASE # PPZ 19-0006</td>
<td>Year built: 1869</td>
</tr>
<tr>
<td>Owned since</td>
<td>05/11/2017</td>
</tr>
<tr>
<td>Meeting date</td>
<td>05/21/19</td>
</tr>
</tbody>
</table>

Previous reviews (HDC = commission meeting; Admin = administrative approval):  
2006 – awnings over south (rear) windows and doors) (Admin)  

Historic District     Haymarket  
Zoning               CCBD  
Additional Permits required – building  
Rental History: NA

Proposed Work:  
Add balcony in front of three west (left) windows on the south façade to match the 2016 balcony. North window to convert to door to match.

Observations:  
1) Balcony on east bay added in 2016-2017

Applicable Criteria  
(1) Secretary of the Interior Standards for Rehabilitation -#1, #9 & #10

COMMISSION ACTIONS (Motions):  
a. Approve the installation of 2nd floor balcony, on the rear or south façade of the building Standards. The plan substantially complies with Secretary of the Interior Standards #1, #9 and #10. The commission approves a Certificate of Appropriateness for this project. Approval of any final details is delegated to the historic preservation coordinator.

b. The commission could postpone with the applicants consent, to ask for more details. The applicant will need to be present for review at the next scheduled Historic District Commission meeting.

c. The commission could deny, based on Secretary of the Interior Standard #2.

(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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Secretary of the Interior's Standards for Rehabilitation

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**APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing**

**COMPLETE** Applications for review at the Historic District Commission meeting including payment of the $83 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:**

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

**Applicant:** KARAGAAG LLC  **Owner:** Rick & Katherine Bond

**Mailing Add:** 935 John St  **Mailing add:**

**City State & Zip:** Kalamazoo MI  49001  **City, State Zip:** Phoenix, AZ

**Phone:** 269 342 1468  **Phone:** 248 913 4152

**Email:** mlc@hmsys.com  **Email:** warnick @ aol.com

**Contractor:** H S

( ) Work to be done by owner

**Contractor**

**Proposed Work:** Use additional sheets to describe work if necessary

See attached sheets

Provide safe, secure basement access for laundry.

Pla headboard and bottom siding w/coded lock on steel door, painting fire escapes and stairs.

(____) This property has at least one working smoke detector for each dwelling unit.

(Owner or applicant’s initials) (Required) * see back

Applicant’s Signature: [Signature]  **Date:** 5/13/19

Owner’s Signature: [Signature]  **Date:** __/__/___

(if different)

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-For Historic Preservation Coordinator's Use Only-

**Case Number:** PPZ 19-0007  **Date Received:** 05/14/2019

**Zoning:** RM 15  **Year built:** 1875

**Owned since:** 10/02/2006  **Complete application:** 05/14/2019

**COMMISSION**

**Meeting Date:** 05/21/2019  **Add'l drawings at meeting**

**Hearing fee paid $83** 05/14/2019

**COMMENTS:**

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**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 ____________________________

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HDC Mtg 05/21/2019  Page 1 of 8
APPLICATION TO ENCLOSE EXTERIOR CELLAR ENTRANCE FOR NEW LAUDRY ROOM 222 DOUGLAS

The owner of 222 Douglas is interested in installing a laundry room in the basement of this building. In order to make a safe and secure entrance, the owner is petitioning the board to allow the enclosing of the cellar entrance with appropriate materials as approved in the manor displayed on the drawing.

The plane is to utilize T111 with battens applied at appropriate intervals on sides. The entrance is secured by a 36 inch steel door painted to match the accent color of the building and accessed with electronic coded lock. The roof is corrugated fiberglass located under the landing above shedding water away from the entrance. The fiberglass is tucked up above the rim joists to keep it out of site.

A sidewalk exists in front of the entrance. No obstruction impedes the access. Handrails are installed as required by housing code. Down aimed lighting is installed above both on the exterior wall and in the stairwell.

Materials list:

T111 siding
2inch battens
Steel door with viewing hole
Downcast LED lighting
Corrugated fiberglass roof under stairway landing
(1) **222 Douglas – Northwest corner**
(3) Rear – East – Arrow points to bulkhead

(2) Southwest corner
(4) Southeast corner of stair and bulkhead to basement

HDC Mtg 05/21/2019
Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW
STAFF COMMENTS

Property address 222 Douglas
Applicant Hickory Management
Owner Karagap
Received 05/14/19

CASE # PPZ 19-0007
Year built: 1875
Owned since 10/02/2006
Meeting date: 05/21/19

Previous reviews (HDC = commission meeting; Admin = administrative approval):
1990 - Rebuild non-historic rear stairs to 2nd floor (Admin)
1997 - Replace corner porch (HDC)
2008 – Roof (Admin)
2009 – Rebuild non-historic rear stairs to 2nd floor, rail height waiver (Admin)
2011 - Install through wall heater/AC units, shorten or remove 1st floor window on rear next to SE corner to accommodate new electrical meters (HDC)

Historic District Stuart Area
Zoning RM-15
Additional Permits required – building
Rental History: Certified through 03/20/2021

Proposed Work:
Fill in under rear exterior stair to form a covered protected entry to the basement to replace the existing bulkhead for access to the laundry room

Observations:

Applicable Criteria
(1) Secretary of the Interior Standards for Rehabilitation - #9 & #10

COMMISSION ACTIONS (Motions):
1) Approve the construction of the shelter under the rear non-historic basement steps 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 is delegated to the historic preservation coordinator.

2) The commission could postpone with the applicants consent, to ask for more details or to prepare a revised plan. The revised plan should include the following changes:
   a) ___________________________________________
   b) ___________________________________________
   If the applicant does not consent to a postponement, the commission must make a decision at this meeting or the June 18 meeting to comply with the 60 day rule.

3) The commission could deny, based on Secretary of the Interior Standards #9 and #10.
   (Chapter 16) (d) When reviewing plans, the Historic District Commission shall consider: 1)The Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings"; (2) Local design guidelines; (3) The historical or architectural value and significance of the structure resource and its relationship to the historical value of the surrounding area; (4) The relationship of the exterior architectural features of such structure resource to the rest of the structure resource and to the surrounding area; and (5) The general compatibility of exterior design, arrangement, texture and materials proposed to be used; (6) Any other factor, including aesthetic, which it deems to be pertinent.

HDC Mtg 05/21/2019

Page 6 of 8
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APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

COMPLETE Applications for review at the Historic District Commission meeting including payment of the $85 hearing fee must be received by NOON on the 2nd Tuesday of the month- the meeting is on the 3rd Tuesday of the month. (PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: ________________________________
Historic District: [ ] South/Vine  [ ] Stuart  [ ] West Main Hill  [ ] Rose Place  [ ] Haymarket
Applicant: Mike Gillen  Owner: ________________________________
Mailing Addr.  3215 Coachlite  Mailing add__________________________
City State & Zip:  Portage, MI 49024  City, State Zip_____________________
Phone:  269-317-2081  Phone: ________________________________
Email: gillenmvgs@yahoo.com  Email__________________________
Contractor: ________________________________________________

( ) Work to be done by owner
Contractor ________________________________________________
Proposed Work: Use additional sheets to describe work if necessary
See attached sheets
Build a dormer to create more
head room in the second floor

(______) 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: ________________
Owner’s Signature: ________________________________ Date: ________________
(if different)

-For Historic Preservation Coordinator’s Use Only-
Case Number: PPZ 19-0008  Date Received*: 05/14/19
Zoning RM-15  Year built 1883  Complete application  05/14/19 incomplete
Owned since 05/03/16  need drawings

COMMISSION
Meeting Date: 05/21/19  Hearing fee paid $85  yes
COMMENTS: ________________________________  Check # 3780

Approve in Concept  Date: ________________  Letter mailed ________________

FINAL ACTION
[ ] Approve  [ ] Site Visit  [ ] Approve w/Conditions  [ ] Deny  [ ] Postpone  [ ] Withdrawn
ACTION DATE__________________________

Certificate of Appropriateness Issued ________________________________
Notice of Denial with appeals information ________________________________
Notice to Proceed ________________________________  Comments ________________________________

Revised April 26, 2017

HDC Mtg 05/21/2019  Page 1 of 6
(1) 738 MINOR – (2019-05-14) South - front
(3) Northwest corner

(2) West roof face – dormer would be on this roof
(4) North-rear
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.
4) The commission could deny, based on Secretary of the Interior Standards #9 and #10.

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These 4 houses were owned by Circle K – holding them until they could build a new 10 pump gas station. They were just purchased by a responsible landlord. (May 2019)
Members Present:  Grant Fletcher, John Mitchell, Daniel Kastner, Dana Underwood, B.J Shell, Jeremy Berg and Andrew Grayson

Members Absent:  None

City Staff:  Sharon Ferraro, Historic Preservation Coordinator

Guests:  Luis Pena, Cynthia Wittingham

I. CALL TO ORDER

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

II. APPROVAL OF ABSENCES

None

III. APPROVAL OF AGENDA

Ms. Underwood, supported by Mr. Berg, made a motion for approval of the agenda, as presented, for the March 19, 2019 Historic District Commission meeting. With a unanimous vote, the motion carried.

IV. INTRODUCTION OF GUESTS

Luis Pena, the Americorps Volunteer in CP&D and Cynthia Wittingham a property owner in the Stuart neighborhood.

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

VI. DISCLAIMER

Ms. Ferraro read the disclaimer into the record.
VII. HEARINGS

OLD BUSINESS

a) 527 West South Street
Owner: Upjohn Institute
Applicant: Diekema-Hamann Architects
Style: Colonial Revival
Built: 1866, remodeled ca 1910
Zone: RM-15
Owned since: 10/12/2018

1. Addition at rear/south, remove porch
2. Rehabilitate garage to guest cottage

(PPZ 19-0001 Old Application – approved in concept)

Norm Hamann, Katie Potts and Don Edgerly were present as representatives of the project. Ms. Potts offered a general overview of the additional information the commission had requested in February. She reviewed the additional east side and west side views of the proposed addition.

Mr. Berg moved to approve, the removal (and, if possible, salvage) of the existing rear/south porch and construction of a new two story entry bay as specified. Mr. Shell seconded the motion. The Commission approved a Certificate of Appropriateness for this project. The plan substantially complies with Secretary of the Interior Standards #9 and #10. With a roll call vote the motion passed unanimously.

NEW BUSINESS

b) 350 East Michigan Ave
Owner: Columbia 12 LLC
Applicant: Mac Waldorf
Style: Classical Revival
Built: ca 1900
Zone: CCBD
Owned since: 07/19/2007

1. Replace glass in rear/south stair tower
2. Replace concrete ramp stairs and landing with new concrete and steel framed railing system
3. Replace rear entry canopy with steel framed free-standing structure

The rear stair and elevator tower was added to the south side of the building in 1985 and the structure is not part of the historic Columbia Hotel. The windows as installed have condensed a great deal of moisture. All the frames and windows will be removed and will be replaced with the same style and design of the window walls. The barrier free ramp will have a lower wall on the east side and a cable rail. The roof over the ramp is 12’ x 20’ sitting on six posts. All will be replaced with a translucent double plexiglass material.

John Mitchell moved to approve the project as presented. Dan Kastner seconded the motion. The Commission approved a Certificate of Appropriateness for this project. The
plan substantially complies with Secretary of the Interior Standards #9 and #10. With a roll call vote the motion passed unanimously.

c) 714 West South  5:30pm  Owner: Dawn and Reed Shilts
     Applicant: owners
     Style: Italianate       Built: 1865
     Zone: RM-15        Owned since: 06/08/2011
     Custom design metal stair rails for the front steps (PPZ 19-0003)

     The owners, Dawn and Reed Shilts represented the project. They have repaired and rebuilt the front entry porch rails and the front steps. They feel the steps need a handrail and have a custom rail design that incorporates design details from the house. They plan rails on both sides of the steps.

     Dana Underwood moved to approve installation of the rail as presented. Andrew Grayson seconded. The Commission approved a Certificate of Appropriateness for this project. The plan substantially complies with Secretary of the Interior Standards #9 and #10. With a roll call vote the motion passed unanimously.

d) 614 Forest  5:40pm  Owner:  Arch Limited LLC
     Applicant: Jim Pejka
     Style: Italianate       Built: 1870
     Zone: RM-15        Owned since: 12/27/2018
     1. Restore front porch based on paint shadows, east and north porches
     2. Re-install east side porch rail (original found in basement)
     3. Install 2 blind windows on the east side, 1st and 2nd floor
     4. Rebuild pent roof around east bay window
     5. Restore caps on all windows on the front half of the house to match original window
     6. Replace existing front door with salvaged door to original height (32” x 92”)
     (PPZ 19-0004)

     The owner, Jim Pejka represented the project, essentially a restoration of this house. He has already removed the Inselwood siding covering a lot of detail.

     John Mitchell moved to approve rehabilitation of the house as presented. B.J. Shell seconded the motion seconded. The Commission approved a Certificate of Appropriateness for this project. The plan substantially complies with Secretary of the Interior Standards #1 through #6. With a roll call vote the motion passed unanimously.

VIII. APPROVAL OF MINUTES

A motion was made by Ms. Underwood, supported by Mr. Grayson, to approve the minutes for the February 19, 2019 Historic District Commission meeting. The motion passed unanimously.
IX. ADMINISTRATIVE APPROVALS

No building permit required:
   Prospect Hill 1442 Roof
Building permit required:
   Forest 614 Replica windows to match, remove vinyl windows

X. OTHER BUSINESS

Mr. Berg had to leave the meeting at 5:47 PM.

Ms. Ferraro urged everyone with any interest to register to attend the Historic District Commissioner training on March 23, 2019 at Fire Station #5 at 619 Douglas Avenue in Kalamazoo. The training will run from 8:30 AM to 5:00 PM.

XI. ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

Submitted by: ____________________________ Date: _______________________
   Recording Secretary – Sharon Ferraro

Reviewed by: ____________________________ Date: _______________________
   Preservation Coordinator – Sharon Ferraro

Approved by: ____________________________ Date: _______________________
   HDC Chair – Grant Fletcher