Kalamazoo City Hall – Community Room
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:

a) 615 West Kalamazoo 5:05pm Owner: William Murphy
Style: NONE (vacant lot) Built: NA
Gas station/body shop MCM (1946)
Zone: M1 Owned since: Feb. 5, 2018

1) Final approval with completed site plan review, environmental study and zoning variance
2) Approved in concept on March 20, 2018
   a. Build two new two three story mixed use buildings with offices on the ground floor and apartments on the upper floors (Motion #1)
   b. Demolish gas station/body shop (Motion #2)

(PPZ 18-0006 Old Application – March 2018)
Public Comment then Commission Deliberation
b) 527 West South  5:15pm  Owner: Upjohn Institute
    Applicant: Diekema-Hamann Architects
    Style: Colonial Revival  Built: 1866, remodeled ca 1910
    Zone: RM-15  Owned since: 10/12/2018
    Addition at rear/south, remove porch – approved in February.
    Add barrier free ramp winding around rear yard to serve both the cottage (garage) and the house
    (PPZ 19-0001)  Old Application – plan change
    Public Comment then Commission Deliberation

VIII. NEW BUSINESS:  None

IX. Approval of Minutes: June 18, 2019 (Item E)

X. Administrative approvals - June 5 to July 9, 2019
   a) No building permit required
   WestS  802  RAWK mural - N side of bldg
   SouthW  610  Fence on west property line
   Woodward  438  Fence on south property line
   Oak  1006  Garage roof
   Bulkley  158  Garage doors
   Bulkley  124  Garage roof
   Davis  623  Rail - 2nd floor, Wfront to HDC stds at 42"
   Stuart  441  Deck - new in back yard
   Village  904  AC unit, fence
   Axtell  519  fence
   b) Building permit required
   Academy  725  Roof + brackets - rebuild after fire
   RoseS  628  Roof
   Forest  618  Roof - rear flat
   Douglas  218  Roof

XI. Other Business
   a) 738 Minor (add dormers to west face of roof) was not a complete application and is not subject to
   the 60 day rule.
   b) Progress reports on 614 Forest, 417 West Dutton, 614 Oak Court (Powerpoint 10 minutes)

XII. Adjournment  Question and comments regarding this agenda or the Kalamazoo Historic District
   Commission should be directed to the Historic Preservation Coordinator at 337-8804.

A note on quorum and Historic District Commission decisions:
City of Kalamazoo Code of Ordinance – Chapter 16 – Historic District Commission – section 19 states:
“a majority of the members of the Commission shall constitute a quorum. A majority of the appointed members is required to take
action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters.” All
applicants should be aware that the minimum of four of the commissioners must vote for a motion for a decision to be made in all
actions. Applicants may choose to postpone their review to the next regularly scheduled meeting of the commission before the
commission begins their deliberations if fewer than seven commissioners are present. The postponement form is available from
the coordinator and must be filled out and signed before the applicant leaves the meeting.

GUIDELINES FOR PUBLIC PARTICIPATION AT HISTORIC DISTRICT COMMISSION MEETINGS
The Historic District Commission recognizes that citizens who make the effort to attend a Commission meeting often feel
passionately about an issue. The following guidelines are not meant to discourage individual expression; rather, they exist to
facilitate the orderly conduct of business and to ensure that all citizens who wish to address the Historic District Commission are able to do so in an atmosphere of civility and respect.

• Out of respect for business being conducted during the meeting, turn off all cell phones and pagers prior to the meeting.
• Citizens have opportunities to address the Historic District Commission at the following times during a meeting:
  • Address Non-agenda items at the beginning of the meeting. If you wish to speak about a specific review, please wait until that review comes to the commission.
  • Consideration of Regular Agenda items. Citizens are permitted to speak to the Commission on project reviews after the applicant has made their presentation and prior to the Historic District Commission discussion. The Chair will call for comments from the public.

### NEW OWNERS in Historic districts* Letters sent July 8, 2019:
*Yellow highlight is owner occupied and NEZ eligible*

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Historic District Commission FYI - July 16, 2019

REVIEWS: Historic District Commission:

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<td>o 22 bldg permit--$35*</td>
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<td>o 11 HDC hearing - $85</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 11 seats filled – 19 available
- July 27 – Windows (local) – Marc Ferraro – full day – hands on - 9:00-4:00 with coffee & donuts for early arrivals, and lunch - $25/person – 7 seats filled – 5 available
- August 3 – Masonry (local) – Blair Bates – full day – hands on - 9:00-4:00 with coffee & donuts for early arrivals, and lunch - $25/person 10 seats filled 2 available

Registration is on Eventbrite
APPLICATION FOR PROJECT REVIEW – Administrative review

(Please print clearly - See instructions on reverse side)

Property Address: 615 W. Kalamazoo Avenue

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

Applicant: 615 Holdings LLC Owner: William Murphy (Member)

Mailing Addr. 219 N. Church St Mailing addr 119 N. Church St

City State & Zip: Kalamazoo 49007 City, State Zip Kalamazoo 49007

Phone: 269-342-9900 Phone: 269-342-9900

Email: william.murphy@sheglobal.net Email: william.murphy@sheglobal.net

Contractor:

[ ] Work to be done by owner

[ ] Contractors name: William Murphy (Member)

Proposed Work: Use additional sheets to describe work if necessary

- Raise existing building, remove all contamination
- Construct two (2) identical 3 story mixed use
- Buildings with commercial and an ADA compliant apt.
- on 1st floor; upper two floors (4) apartments each.

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

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

[X] This project will require a building permit with a $35 administrative review fee.

[ ] This project will not require a building permit. There are no fees for this project

[ ] Referred to the Historic District Commission for review at a monthly hearing - $83 hearing fee.

Applicant's Signature: William Murphy (Member) Date: 6/26/19

Owner's Signature: William Murphy (Member) Date: 6/26/19

For Historic Preservation Coordinator's use only:

Case Number: PPZ-18-0006 Date Received: 6/28/19

Zoning M-1 YEAR BUILT NA-NEW Complete application 6/28/19

Owned since 02/05/2016 Fee Paid $35 NA/

Administrative

Staff Review Date: __/__/_______ [ ] Approve [ ] Site Visit [ ] Approve w/Conditions

Comments ______________________

Certificate of Appropriateness Issued __/__/_______

Notice to Proceed __/__/_______ Comments ______________________

Referred to Historic District Commission for hearing* 7/16/19 $83 fee

Hearing date 07/16/2019

Old business

Revised 2/2016

HDC Mtg 07/16/2019
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 May Construction (7.8.19 application)

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets

----------------------------------------------------------------------

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

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

----------------------------------------------------------------------

Applicant's Signature: Don Edgerly  Date: 2/12/19

Owner's Signature:  Date: 2/12/19

(if different)

------------------------------------------------------------------------

-For Historic Preservation Coordinator's Use Only-

Case Number: PPZ 19-0001  Date Received*: 07/09/2019

Zoning Year built Complete application 07/09/2019

Owned since

COMMISSION Hearing fee paid $83 February

Meeting Date: 07/16/2019

COMMENTS: Eliminate handicapped lift, add barrier free ramp

----------------------------------------------------------------------

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
**MEETING AGENDA**

**Project:**
18130.01 – Upjohn 527 W. South Street Renovation

**Meeting Date:**
Thursday, January 17, 2019

1. Is there insulation in the walls? – Ed or Ron to check?
2. This is an ideal place for lighting controls (good management and energy use)
3. Zoning the suites should be a high priority
4. There is not a lighting control system
5. Might need to add CO detection
6. As part of our renovation, separate controls should be added per unit
7. 200A service – sized adequately
8. Only 2 returns on the first floor
9. Windows/storms
10. Built in 1860s
11. 1890s
12. 1910 (our date of interpretation)

**Landscaping Plan**

**LANDSCAPE LEGEND:**

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MEETING AGENDA

Pro
ject:

Meeting Date:

Thursday, January 17, 2019

Attendees:

Location:

1. Is there insulation in the walls? – Ed or Ron to check?
2. Zoning the suites should be a high priority
3. Garage present
4. 1910 (our date of interpretation)
5. 1890s
6. There is not a lighting control system
7. Smoke detection is preset in every room
ii. Cloth Romex should be replaced
iii. Furnaces new in 2015 - Run load calculations to check unit sizes
Anti-down

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

b) Electrical
c) Mechanical/Plumbing
b) Exterior Envelope – Randy

a) Architectural
e) Interior
vi. There is not a lighting control system

iii. Knob and tube has been replaced

vi. There is not a lighting control system

ii. 1890s

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

i. Only 2 returns on the first floor

i. Built in 1860s

iii. 1910 (our date of interpretation)
Property address  527 West South
Applicant        Diekema Hamann
Owner            Upjohn Institute
Received         07/08/2019

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)
2019 – approve rear addition, convert garage to guest cottage. (HDC)

Historic District        South Street – Vine Area
Zoning                RM-15 (Residential, Multi-Dwelling)

Additional Permits required – building

Rental History: NA

Proposed Work:
1. Eliminate lift as approved on left side of addition
2. Build new barrier free ramp from gate in adjacent parking lot on West Lovell to serve both the guest cottage and the entry to the rear of the house

Observations:
The new ramp begins at the gate to the Upjohn Institute parking lot on West Lovell and serves both the new east entrance near the rear/southeast corner of the addition and the entrance to the garage turned guest cottage.

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 installation of a barrier free ramp 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. 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.

3. The commission could deny, based on Secretary of the Interior Standards #1 through #6.

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.
This page left blank for packets.
Kalamazoo City Hall – Community Room
241 W. South St.  Kalamazoo, MI  49007

Call to Order:  Mr. Fletcher called the meeting to order at 5:00pm

I. Approval of Absences: Jeremy Berg
Underwood, supported by Shell, made a motion for the approval of the absences for the June 18, 2019 Historic District Commission. With a unanimous vote, the motion to approve the absence carried.

II. Approval of Agenda: Underwood, supported by Kastner, made a motion for the approval of agenda as presented for the June 18 Historic District Commission.

III. Introduction of Guests:
None

IV. Public Comment on non-agenda items
None

V. Disclaimer - Ms. Ferraro read the disclaimer into the record.

VI. HEARINGS

OLD BUSINESS: none

NEW BUSINESS: none

a) 946 Bellevue

5:05pm  Owner: Mike Kiewiet
Applicant: same

Style: Vernacular tri-gable
Zone: RM-36
Built: 1910
Owned since: 05/13/2019

1. Demolish existing house with failing foundation
2. Build new house on lot placed to allow access to a shared parking lot behind the houses

(PPZ 19-0009)  New Application) Public Comment then Commission Deliberation

Mr. Kiewiet was present, with his contractor Mejeur. Ferraro gave some background on the property, explaining that Circle K and Horizon properties used to own the property. Ferraro discussed plans introduced in the past to build a gas station, while also touching upon MDOT’s scrapped plans for Stadium.

It was explained that Kiewiet owns five properties on Bellevue and West Lovell, including the small office building at Oakland Drive and Bellevue.

Kiewiet says that he enjoys working on old houses. Currently, Kiewiet is working on 942 Bellevue and 935 West Lovell. After brining engineers to the house in question, however, Kiewiet feels that he will need to raze the home and build a new one in its place. Among the issues present in the house, Kiewiet spoke of the sagging floors, lack of original historic features,
prominent crack in the foundation, and a prominent stench of oil from a leaking oil tank in the basement.

Mitchell wondered if the tank was on feet, or buried underground. Kiewiet stated that the tank sat above ground. Ferraro said to remove the smell, concrete from the floor and part of the foundation at the southeast corner would need to be removed. Kiewiet also stated that while in the property in question, asbestos specialists stated that the oil could seep into the basement walls.

Fletcher asked if the existing house for 946 Bellevue is three stories. Ferraro answered that it is not, 946 is two stories with an attic. Ferraro added that if the proposed home is three stories, the height will be close to that of 942, the Foursquare immediately to the east. Kiewiet said that he reached out to the other landlords on Bellevue and discussed helping with parking accommodations, specifically a wider drive between 942 and 946. He also wishes to make parking easier by utilizing the land currently occupied by the aforementioned small office building.

Ferraro then referenced comments submitted by Nelson Nave, former HDC commissioner and historic architect. See attached comments. Ferraro stated if gutters were to go on the house, she would prefer half round. Kiewiet then began going over some of the specifications for his proposed build. The house would be 31-32 feet tall from the top of foundation to the roof peak.

Kastner and Shell asked if there would be a basement. Kiewiet said there would be a basement, with indoor access. Kiewiet went on to say that the entire house would be one unit.

Fletcher also asked about siding on the house. Ferraro stated that the siding would most likely be vinyl. Underwood asked if the existing house presents any danger to the general public, Kiewiet said yes it does, the house is dangerous and filled with asbestos. Underwood then asked if there would be shared parking. Kiewiet said yes, stating that even though no formal paperwork had been drafted, he agreed to share parking with the other landlords on Bellevue, and the agreement was sealed with a handshake. Mitchell asked if a design consideration was for parking, to which Kiewiet answered, kind of.

Kastner then asked if the proposed home was designed to be student housing. Kiewiet answered yes. Kastner then commented that the houses look like row-houses and asked Kiewiet if there were future plans to build more buildings of this design on Bellevue, Kiewiet answered maybe.

Kastner asked Ferraro if she knew anything of the house’s historical significance. Ferraro answered that she knew about the house, but felt that much of the historical character has been lost. It was stated that the house in question has been a rental home for a long time probably as much as a century. Kiewiet then said he was under the impression that the home was uninhabited since 2010. Because the house was unused for so long, new water lines would need to be run to connect the house. Mitchell then stated that generally, for projects of this size he likes to do site
visits. Furthermore, after reading the citizen comments which were emailed to Ferraro, Mitchell felt the proposed house lacks visual appeal. Kiewiet suggested some detail between the second and third floors. Fletcher also expressed some concern at the prospect of an unadorned three story house.

**Public Comment:** None  
**Commissioner Comment:** None

**Demo Motion-**  
Mr. Kastner, supported by Mr. Mitchell, motioned to approve the demolition. With a unanimous roll call vote, the motion was adopted.

Further discussion ensued surrounding the new build.

Kastner wondered about the setbacks on the new build. Kiewiet then stated that they would be 15’ from the front or south property line, or equal to others on Bellevue. Ferraro stated that she would prefer matching the existing frontages on Bellevue. The sides are 5’ and the back is 20’.

**Public Comment:** Kristi Breisach, Kalamazoo Resident, stated that while she is intrigued by the new build, she would like to see more stuff on the broad side of the proposed home. She liked the idea of row houses, but not if there will only be one row house. She wanted the addition of cool ornamental details.  
**Commissioner Comment:** None

**Build Motion-**  
Ms. Underwood, supported by Mr. Shell, made a motion to approve the new build. With a unanimous roll call vote, the motion to approve the build was adopted.

b)  417 W. Dutton  
5:15pm  
Owner: Eric, Tobi, Kristi Breisach  
Applicant: owners  
Style: Italianate  
Built: 1876  
Zone: RM-36  
Owned since: closing 6/21/2019

1. Restore original eaves  
2. Remove upper portion of chimney at rear above roof line.  
3. Remove cedar shingle siding (ca 1910) to reveal original clapboards  
4. Reconstruct front porch with period appropriate rails and columns to match pilasters – hoping for details on rails when siding is removed  
5. Install two size appropriate double hung windows on rear/south wall of the house similar to those on the east and west side of the addition. Exact location will be proposed after the cedar shingles have been removed and damage issues have been addressed.

(PPZ 19-0010) New Application) Public Comment then Commission Deliberation
Kristi and Eric Breisach were present to represent the project. According to Mr. Breisach, the project is not financially responsible. Mr. Breisach explained that his daughter, Kristi, is looking for investment properties. After an inspector did a walkthrough of the home, 30 major deficiencies were identified. The representatives then began detailing some of the work they planned on doing, which included: repairing rafters, restoring the full depth of the eaves, taking off the shingle siding and exposing the original clapboard, rebuilding the porch and preserving the porch details. In the back, double hung windows are proposed on the south façade of the second floor. The house will need to be almost completely redone, everything will be taken to the studs and replaced, save the electricity.

Mr. Breisach explained that he has spoken with the Kalamazoo Department of Public Safety concerning some of the teardown in the house. Kastner asked who would be doing the shingle remediation. Eric stated that his family would be doing this work.

Public Comment: Dan Barnes, Texas Township Resident, Barnes asked what the chimney on the house is used for. Breisach explained that the chimney is for the water heater and furnace, explaining that there is no fireplace.

Commissioner Comment: None

Mr. Shell, with the support of Mr. Kastner, motioned to approve the project. With a unanimous vote, the motion was adopted.

c) 610 McCourtie  5:30pm  Owner: Kal Nd Housing Services
Applicant: Matt Milcarek
Style: New  Built: vacant lot
Zone: RM-15  Owned since: 11/30/2015 (KCLB)
1. Build new house on vacant lot
(PPZ 19-0011 New Application) Public Comment then Commission Deliberation

Matt Milcarek and Dan Barnes were present as representatives for the project. Matt talked generally about infill construction. Next, he talked about how the proposed house would be smaller than the house that was there previous. The proposed house, however, is close to the size of the homes adjacent. Ferraro showed some aerials of the lot and explained that the previous house burned down. Kastner asked the square footage, to which Milcarek responded 1,600 square feet. Shell asked if there would be a basement, and if it would have appropriate egress. The representatives stated the house would have both. Kastner asked about who the home would be marketed and sold to, to which Milcarek responded owner occupied, with a low income priority. Milcarek also said the project could begin this summer, if possible. Ferraro noted that the proposed house had a similar side entrance to the one that existed before. KNHS has partnered with the Home Builders Association of Greater Kalamazoo for this project.
Mr. Mitchell, with the support of Ms. Underwood, motioned to approve. With a unanimous roll call vote, the motion was adopted.

VIII. Approval of Minutes: May 21, 2019 (Item D)
Mr. Fletcher noted that in the previous minutes it was stated that he made a motion. As he is unable to do so, this was noted.

Mr. Kastner, with the support of Mr. Shell, motioned to approve the minutes as amended.

With a unanimous roll call vote, the motion was adopted.

IX. Administrative approvals - May 14 to June 11, 2019

a) No building permit required
Stuart 513 Replace wooden rear fence to match existing.
MichE 214 Sign - Grand Traverse Distillery
WalnutW 711 Demo collapsing garage

b) Building permit required
ParkS 911 Roof
CedarW 530 Roof
Douglas 520 Roof
Allen 206 Roof
Dutton W 315 Roof
WalnutW 521 Roof

X. Other Business

XI. ADJOURNMENT

Mr. Mitchell, Supported by Mr. Fletcher, motioned to adjourn.

With a unanimous roll call vote, the motion was adopted.
The meeting was adjourned at 6:10 p.m.