

**City of Kalamazoo  
HISTORIC DISTRICT COMMISSION  
Minutes  
January 16, 2018 - FINAL**

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

Members Present: Grant Fletcher, John Mitchell, BJ Shell, Max Tibbitts, and Jeremy Berg

Members Excused: Bob Oudsema, Sally Reynolds

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

Guests: Dana Underwood, Nicole Sabel, Andrew Grayson, Gabriel Giron

**I. CALL TO ORDER**

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

**II. APPROVAL OF ABSENCES**

**Mr. Fletcher, supported by Mr. Shell, made a motion for the approval of absences for the January 16, 2018 Historic District Commission meeting. With a unanimous vote, the motion carried.**

**III. APPROVAL OF AGENDA**

**Changes to Agenda: The addition of a review of window graphics for 802 South Westnedge Avenue was requested by Ms. Ferraro under Other Business.**

**Mr. Fletcher, supported by Mr. Berg, made a motion for the approval of the agenda as amended for the January 16, 2018 Historic District Commission meeting. With a unanimous vote, the motion carried.**

**IV. INTRODUCTION OF GUESTS**

Dana Underwood, Nicole Sabel, Andrew Grayson - applicants to the HDC, and Gabriel Giron.

**V. PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**VI. DISCLAIMER**

Ms. Ferraro read the disclaimer into the record.

## VII. HEARINGS

### OLD BUSINESS

- a) **218 Allen Blvd.** **Owner: G&G Enterprise**  
**Style: Classical Revival** **Built: 1910**  
**Zone: RM-15** **Owned since: 04/14/2010**

Barrier free ramps to front and rear doors on north side of house.  
(PPZ 17-0018  
Public Comment then Commission Deliberation

A representative for this property was not present at the time the agenda item was called. It was decided that the Commission would proceed to New Business to give the representative an opportunity to arrive and would afterward recall this agenda item.

### NEW BUSINESS

- b) **617 Douglas** **Owner: Gabriel Giron**  
**Style: Vernacular** **Built: ca 1880**  
**Zone: CO** **Owned since: 09/26/2017**

1. Shorten 2<sup>nd</sup> floor kitchen window – west/rear – to add counter space
2. Replace non-historic front/east 1<sup>st</sup> floor picture window with 3 windows, 2 double hung, 1 fixed  
(PPZ 18-0001  
Public Comment then Commission Deliberation

Mr. Gabriel Giron, the property owner, was present to address the Commission. A local nonprofit organization will be moving into the space and they would like to have functioning windows. Mr. Giron will be speaking with Chris Troff regarding the proposed alterations, which include raising the front picture window by a few inches and the replacement of the existing single window with a fixed window in the center, flanked by two windows that can be opened to promote ventilation on either side of the central pane. In the proposed plans, the two outer windows will be double-hung and the fixed window will have a divider to give the appearance that it is double-hung, as well. The total dimensions of the new window opening will remain the same as the current dimensions. Mr. Giron proposed that a window in the upstairs kitchen space at the rear of the home be raised to allow for increased counter space. When asked about his plans regarding the planter at the front of the home, Mr. Giron advised that he would discuss it with Mr. Troff. Mr. Berg stated that he would like to see the window sills align as they originally did, which would require being raised by approximately 18". Mr. Giron inquired as to the type of material he can use to fill in beneath the new window and Mr.

Tibbitts responded that he has a supply of asbestos siding that can be used for that purpose. Ms. Ferraro advised the Commission that she would be happy to work with Mr. Giron on the project, should the Commission approve it.

**A motion was made by Mr. Fletcher, supported by Mr. Mitchell, to approve the installation of three windows on the front first floor to replace the non-historic picture window, repair the siding below the window, and shorten the second floor rear window in the kitchen to accommodate the counter, as the plan substantially complies with Secretary of the Interior Standards 1 – 4. Additionally, the owner may choose to remove the planter and approval of the final project details are to be worked out with the Historic Preservation coordinator. A roll-call vote was called and the motion passed unanimously.**

**Recall of: OLD BUSINESS**

- |                                 |                                  |
|---------------------------------|----------------------------------|
| <b>c) 218 Allen Blvd.</b>       | <b>Owner: G&amp;G Enterprise</b> |
| <b>Style: Classical Revival</b> | <b>Built: 1910</b>               |
| <b>Zone: RM-15</b>              | <b>Owned since: 04/14/2010</b>   |

Barrier free ramps to front and rear doors on north side of house.  
(PPZ 17-0018  
Public Comment then Commission Deliberation

As the representative for this property remained absent, Ms. Ferraro presented a summary of the plans and pictures. To accept residents that are disabled, the owner is required to have a ramp for both the front and back doors and the door to the basement may not be completely blocked. The plans for the ramp include a deck that would cover the wing walls on the front porch and another set of steps that would come off the front of the deck toward the sidewalk. In this manner, there will not be alterations to the original porch and wing walls. Mr. Berg pointed out that a site plan with a north arrow was not included in the plans, making it difficult to review the project. Ms. Ferraro advised the Commission that this meeting marked the first complete application that had been submitted, so the clock had just begun and a decision could be postponed to the February 2018 meeting.

**A motion was made by Mr. Berg to postpone a decision regarding this property to the February 2018 meeting and to encourage the owner to be present at that time and to bring in all documentation, including a site plan with a north arrow. This was seconded by Mr. Fletcher and unanimously approved with a roll call vote.**

**VIII. APPROVAL OF MINUTES**

**Mr. Fletcher, supported by Mr. Mitchell, moved to approve the minutes for the November 21, 2017 Historic District Commission minutes. The motion passed unanimously.**

## **IX. ADMINISTRATIVE APPROVALS**

None

## **X. OTHER BUSINESS**

- a) Bellevue Place Entry Signs - Ms. Ferraro presented two options for the entry sign on Bellevue Place for Commission consideration. The example uses the title “Bellevue Court”, but that will be changed to the correct title of “Bellevue Place”. The general consensus was that the gold lettering was preferable, as it was easier to see, and they were pleased with the addition of the “date established”.
- b) 802 S. Westnedge Avenue - Ms. Ferraro advised the Commission that the owners of this property would like to add graphic printing to window panels of their building, a technique called “word clouds”. The name of the business is not on the panels, so it is not considered a sign, but more of an art mural. The Commission confirmed that the printing would be transparent and felt that the writing was positive and inspirational.
- c) Schedule Annual HDC Training – The training is usually held in February or March. The Commission decided to hold the training during the February 2018 meeting, with the understanding that if new Commission members had not yet been formally appointed, the meeting was open and they would still be able to attend.
- d) New Commission Applications – Applicants for the open Commission positions were invited to address the Commission and to answer inquiries from Commission members.
  - 1) Andrew Grayson – Currently lives at 228 Douglas Avenue, Unit #1. Mr. Grayson has lived in the Stuart neighborhood for five years and may be moving to another historic neighborhood within the City of Kalamazoo. He would like to serve on the Commission because he has enthusiasm for the character of Kalamazoo’s historic neighborhoods and enjoys interacting with professionals in the areas of architecture and design. He would like to increase his involvement in the community and give of his time. He also believes that he can perform the role of “devil’s advocate” and bring a different perspective to the Commission’s deliberations, as well as offering attention to detail and his organizational abilities. He has served on small, nonprofit boards in the past.
  - 2) Dana Underwood – Ms. Underwood previously submitted her application to the Commission for one of the open positions. She stated that she understands that the Commission perspective is to find the person most qualified and most able to fit the current needs of the Commission. She asked that, in the event she is not recommended for membership, the Commission provide feedback regarding any ways that she can continue to build her skill set and fitness for the role. She

advised that she will continue to be interested in becoming a member of the Commission in the future, even if she is not chosen at this juncture.

- 3) Nicole Sabel – Ms. Sabel also submitted her application on a previous occasion, but wished to reiterate her love of historic buildings and interest in marrying the needs of today with the design aesthetics of the past in the most effective manner possible.

Mr. Tibbitts thanked each of the applicants and asked that they retire from the Commission meeting room to allow Commission members to discuss the potential candidates and determine their ultimate recommendations.

During the closed discussion period, each Commissioner expressed their views on the suitability of each candidate and what they believed each candidate would be able to bring to the Commission if they were to serve as a member. All Commissioners felt that each candidate was a strong choice and would be able to offer many positive contributions. They understood that the ultimate choice would lie with the Mayor of Kalamazoo, Bobby Hopewell. Ms. Ferraro advised the Commission members that she will be writing up a report and detailing, point by point, the relevant attributes of each candidate. Ms. Ferraro also stated that new officers will be elected at the February 18 meeting and Mr. Fletcher requested that Ms. Ferraro bring information about each Commission member's term length to that meeting.

## XI. ADJOURNMENT

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

The meeting adjourned at 5:53 p.m.

Submitted by: _____	Date: _____
Recording Secretary	
Reviewed by: <u>Sharon R. Pew</u>	Date: <u>5-30-2019</u>
Preservation Coordinator	
Approved by: <u>[Signature]</u>	Date: <u>2/25/19</u>
HDC Chair	

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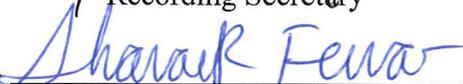
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## XI. ADJOURNMENT

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

The meeting adjourned at 5:53 p.m.

Submitted by:  Date: 2/20/18  
Recording Secretary

Reviewed by:  Date: 5-30-2019  
Preservation Coordinator

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
HDC Chair