

**City of Kalamazoo  
HISTORIC DISTRICT COMMISSION  
Minutes  
September 18, 2018 - FINAL**

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

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

Members Absent: None

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

Guests: Brian Spaulding (owner of 820 West Main Street)

**I. CALL TO ORDER**

Mr. Fletcher called the meeting to order at 5:03 p.m.

**II. APPROVAL OF ABSENCES**

**No Commission members were absent.**

**III. APPROVAL OF AGENDA**

Ms. Ferraro asked that two items be added to the agenda under Other Business, for informal discussion. **Mr. Oudsema, supported by Ms. Underwood, made a motion for approval of the agenda for the September 18, 2018 Historic District Commission meeting. With a unanimous vote, the motion carried.**

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

None

**V. DISCLAIMER**

Ms. Ferraro read the disclaimer into the record.



**details will be delegated to the Historic Preservation Coordinator. The motion passed unanimously.**

### **VIII. APPROVAL OF MINUTES**

**A motion was made by Mr. Berg, supported by Mr. Shell, to approve the minutes for the July 17, 2018 Historic District Commission meeting. The motion passed unanimously, with the exception of Mr. Oudsema, who abstained because he had been absent.**

### **IX. ADMINISTRATIVE APPROVALS**

No building permit required:

- a) 519 Davis – Fence on west property line from garage to street
- b) 526 West Walnut – Gutters, front and rear stair guardrails
- c) 220 Stuart – Fence – North and east side backyard shadow box
- d) 100 Monroe – Rails – Grip rails to front/east and side/south steps
- e) 423 West Dutton – Gutters
- f) 711 South Park – Rail height waiver front porch 22”
- g) 432 Douglas – Front door, repair small roof on southeast corner, side over NH window
- h) 125 Prairie – Storm windows, repair windows
- i) 822 Elmwood – Rebuild front porch guardrail, steps and handrail

Building permit required:

- a) 924 South Westnedge – Steps – front - rebuild
- b) 526 Axtell - Roof
- c) 910 Davis – Roof
- d) 440 Douglas – Roof
- e) 818 Hoffman – Roof
- f) 805 South Park – Roof metal – HDC approved
- g) 629 West South – Roof
- h) 850 Davis – Porch – rebuild front porch
- i) 1626 Grove – Roof
- j) 1521 Academy - Roof

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

**X. OTHER BUSINESS**

- a) Ms. Ferraro advised that the Michigan State Historic Preservation Office has appointed someone to work with Certified Local Governments. She was asked to write a report for the City of Kalamazoo and to submit it to the State. As part of that process, Laura Ashlee from the State Historic preservation Office noted that the City does not have a Conflict of Interest Policy for the Historic District Commission and the Historic Preservation Commission. The State forwarded a suggested Conflict of Interest Policy to the City, which Ms. Ferraro submitted it to the City Attorney for review. A final copy of the Kalamazoo City Conflict of Interest Policy was included in each Commissioner's meeting packet for their signature. All the commissioners reviewed and signed the Conflict of Interest Policy.
- b) Ms. Ferraro pointed out that the list of properties that have sold is getting longer. More violations on properties are also being resolved.
- c) 520 Axtell – The Commission agreed that Ms. Ferraro had the administrative authority to make a final decision regarding the proposed project.
- d) 220 Stuart - The homeowner would like to add an upper floor “catio” to the back of the home, which would be a temporary structure. As this issue has not come before the Commission before, Ms. Ferraro asked if Commissioners would like the homeowner to present the project at a regular HDC meeting, or if she could make an administrative decision on the matter. Ms. Ferraro advised that she intended to speak with the homeowner further to discuss other means of achieving the same desired ends, but with a simpler plan and footprint. The general consensus from the Commission was that if the project extended beyond the height of the deck railing, the owner will need to bring it back before the Commission.

**XI. ADJOURNMENT**

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

The meeting adjourned at 5:44 p.m.

Submitted by:  Date: 10/16/18  
Recording Secretary

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

Approved by:  Date: 2-18-2020  
HDC Chair