

KALAMAZOO HISTORIC DISTRICT COMMISSION

Agenda - THURSDAY, August 27, 2020

5:00 pm

VIRTUAL MEETING

- I. Call to Order: (WELCOME NEW COMMISSIONERS - Karla Ragainis and Eric Stucky)
- 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 Planning and Economic Development Department located at 245 North Rose Street. 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 <https://www.kalamazoo.org/historicpreservation>

VII. HEARINGS

OLD BUSINESS: none

VIII. NEW BUSINESS:

- | | | |
|---|--------|--|
| a) 417 West Dutton Street
Style - Italianate
Zone: RM-36
1. Demolish small garage built in 1971.
2. Build new carriage barn/garage at rear of lot
PPZ 20 - 0008
Public Comment then Commission Deliberation | 5:05pm | Owner: Eric, Tobi & Kristi Breisach
Built: 1867
Owned since: 06/25/2019

New Application |
|---|--------|--|

IX. Approval of Minutes June 16, 2020 (ITEM B)

X. Administrative approvals - June 9, 2020 to August 18, 2020

- a) No building permit required - 20

WestS	814	Awnings -
WestS	814	Mural on west wall near map - on plywood canvas
Allen Blvd	214	Replace NH rail around 2nd floor deck

Douglas	504	Storage shed in SE corner of back yard
Grand	1535	New deck around pool in back yard
MainW	820	REPLACE 2 WINDOWS+ SIDING Wside addn
Elm	601	Gate across driveway - SW cor
Stuart	418	Gate across driveway - N side 1/2 way
Village	519	Install double service door INSIDE double garage door
WestS	615	Fence replace on E prop line, repair on N prop line Replace 2nd floor rear door, replace, repair, install
CedarW	809	storms
CedarW	523	Repair or replace 2d fl N wdw - lower sash
ParkPI	416	Front porch repairs
DuttonW	312	Rails, steps and stair guardrails - front porch
RoseS	604	Chicken coop in back yard - freestanding
WalnutW	611	Garage door
Forest	707	Strip Inselwood siding
Monroe	115	Restore missing 2H wood windows, glass block basement windows
Woodward	428	Gutters and downspouts

b) Building permit required - 8

WalnutW	302	Roof (bp APP SUBMITTED 3/2/20)
Prairie	124	Roof
Oak	533	Roof
WestS	1320	Roof
VineW	427	Roof
Locust	710	Roof
Merrill	1321	Roof
Forest	733	Windows replaced in fire damaged rooms

XI. Other Business

1. Election of officers

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 7, 2020:
(No letters sent in August)

Date	Street w #	HD	previous owner	current owner w address
06/12/20	McCourtie 726	SV	VERKOW, BENJAMIN 726 MCCOURTIE KALAMAZOO, MI 49008	GROSH, KENT 726 MC COURTIE ST KALAMAZOO, MI 49008
6/10/20	LovellW 936	SV	MCVEIGH, BENJAMIN E 16892 LYNN LN APT C HUNTINGTON BEACH, CA 92649	CUSAK, ZACHARY A 936 W LOVELL ST KALAMAZOO, MI 49007
6/9/20	LovellW 932	SV	SNYDER, WILLIAM C 924 W LOVELL ST KALAMAZOO, MI 49007	SNYDER, ROBIN K 9812 LIBERTY RD FREDERICK, MD 21701
6/9/20	Wheaton 524	SV	PATTISON, MATTHEW & MICHELE PATTISON, JACOB M 26289 PRAIRIE VIEW MATTAWAN, MI 49071	TSUI, JOSEPH B TSUI, HANNAH M 524 WHEATON AVE KALAMAZOO, MI 49008
6/4/20	McCourtie 724	SV	ESTEY, DALE W & CAROL 119 UPJOHN DR KALAMAZOO, MI 49001	SPERO, DUSTIN 65720 COUNTRY ROAD 665 PAW PAW, MI 49079
6/1/20	Normal Ct 817	SV	ROXY PROPERTY MANAGEMENT, LLC 19370 E BRANDYWINE RD GOBLES, MI 49055	CATHERWOOD, ANDREW 13500 LUNDHURST ST APT 4003 AUSTIN, MI 78613
6/1/20	WestS 906	SV	LAVALLEY, WILLIAM J & DEBRA K	MARSH, JEFF & ERIN 906 S WESTNEDGE AVE KALAMAZOO, MI 49008

Historic District Commission FYI - August 25, 2020

REVIEWS: Historic District Commission:

Through June 9, 2020

Through August 18, 2019

2020	2020 fees	2019	2019 fees
○ 46 no fee	\$ 0	45 no fee	\$ 0
○ 16 bldg permit-\$35*	\$ 560	30 - \$35	\$ 1050
○ <u>7 HDC hearing</u> - \$85	<u>\$ 595</u>	<u>11</u>	<u>\$ 935</u>
41 TOTAL	\$1155	14	\$ 1985

Report on Michigan Tax Credit - *No changes*

Senate Bill 54: Google "Michigan senate bill 54 2019"

House Bill 4100: Google "Michigan house bill 4100 2019"



Department of Community Planning and Development
Kalamazoo Historic District Commission
415 E. Stockbridge - Kalamazoo, Michigan 49001
Telephone (269) 337-8804 - FAX (269) 337-8429
ferraros@kalamazoo.org

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: 417 W. Dutton

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

Applicant: Kristi Breisach Owner: Kristi/Eric/Tobi Breisach

Mailing Add. 442 W Dutton Mailing add 442 W Dutton

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

Phone: 269-377-3676 Phone: 269-377-3676

Email kbreisach@gmail.com Email kbreisach@gmail.com

Contractor:

(X) Work to be done by owner & Contractor DeLoof Builders (Builder will build structure and owner will finish interior)

Proposed Work: Use additional sheets to describe work if necessary: Demolish circa 1971 wood/OSB sided garage; replace with clapboard sided garage with two steel overhead doors and service door on north facade facing house and street; studio space in on second floor with shed dormers with awning windows and double hung windows on north and south gable ends.

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

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

Owner's Signature: Kristi Breisach Date: 7/30/20

Applicant's Signature: Kristi Breisach Date: 7/30/20

-For Historic Preservation Coordinator's Use Only-

Case Number: PPZ 16-20-0008 Date Received*: 7/30/20

Zoning RM36 Year built 1867 Complete application 8/18/20

Owned since June 2019

COMMISSION

Hearing fee paid \$83 8/18/20

Meeting Date: 8/25/20 delayed one week

COMMENTS:

Approve in Concept Date: ___/___/___ Letter mailed ___/___/___

FINAL ACTION

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

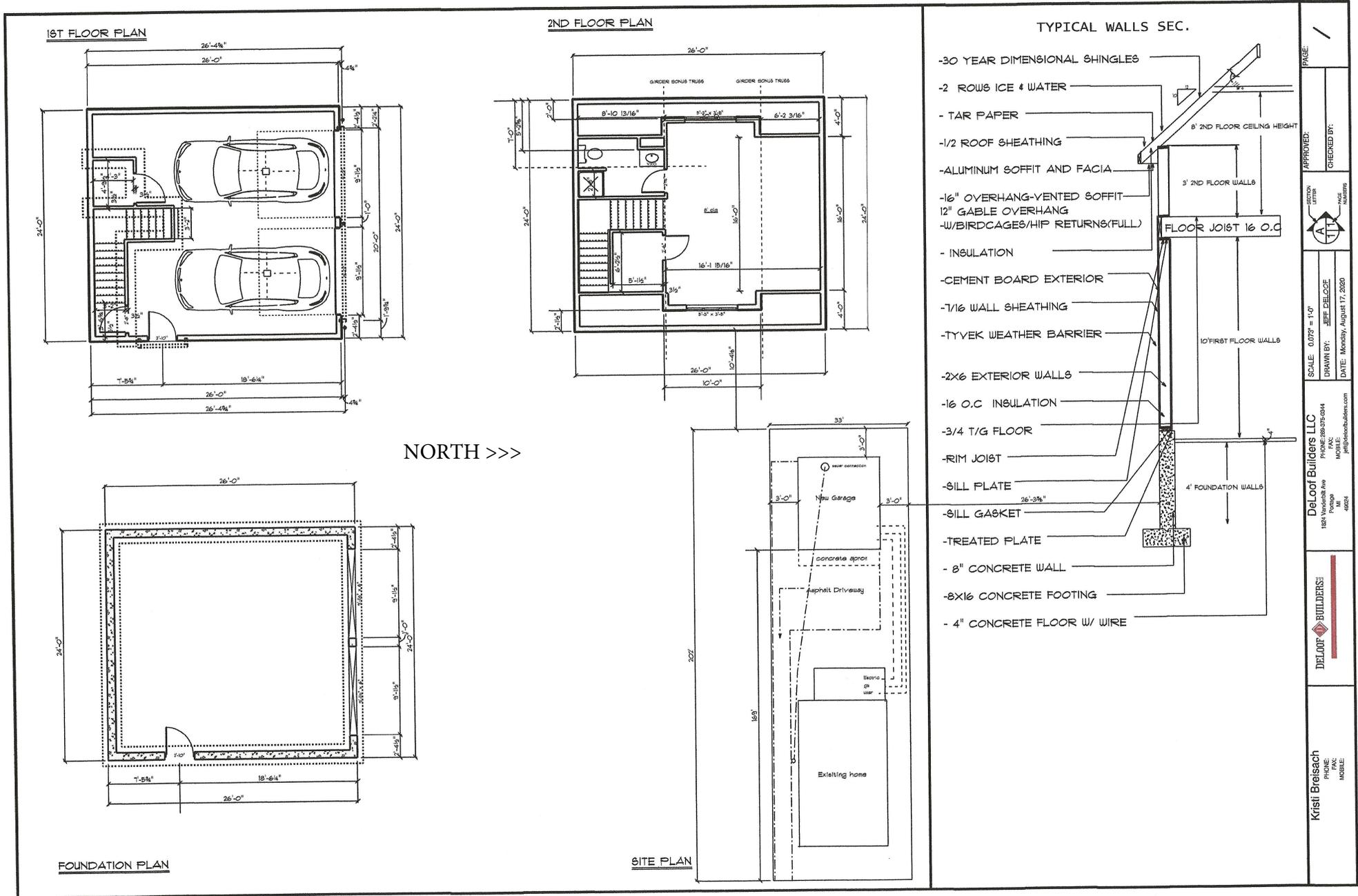
ACTION DATE ___/___/___

Certificate of Appropriateness Issued ___/___/___

Notice of Denial with appeals information ___/___/___

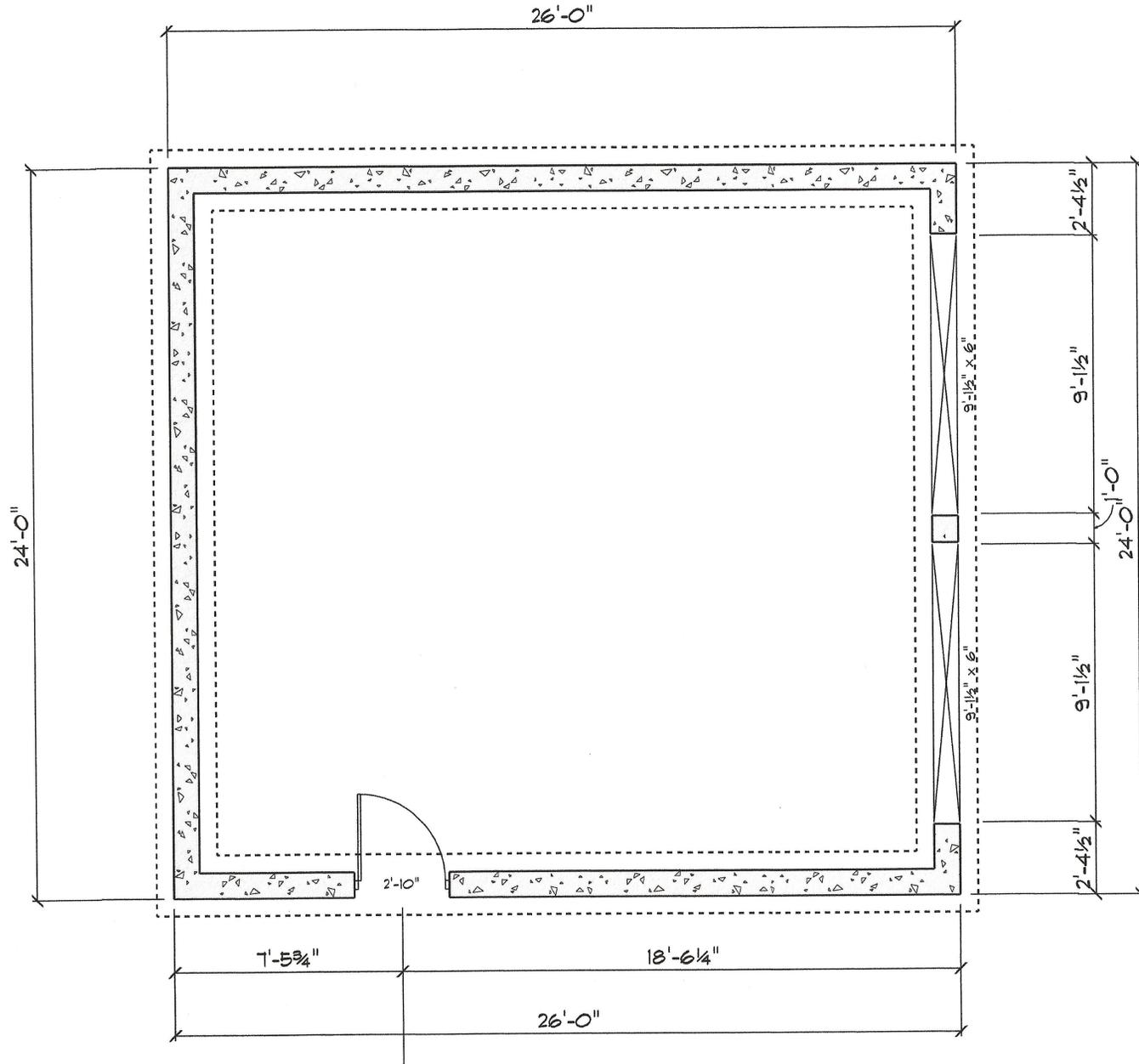
Notice to Proceed ___/___/___ Comments _____

Application Checklist: (Incomplete applications will be held until the next review hearing.)
[] Drawings 11x17 or smaller with dimensions
[] Materials list
[] Site plan including north arrow
[] Other
[] \$83 for HDC hearing & review fee - must be paid in advance to be placed on agenda - include WITH application



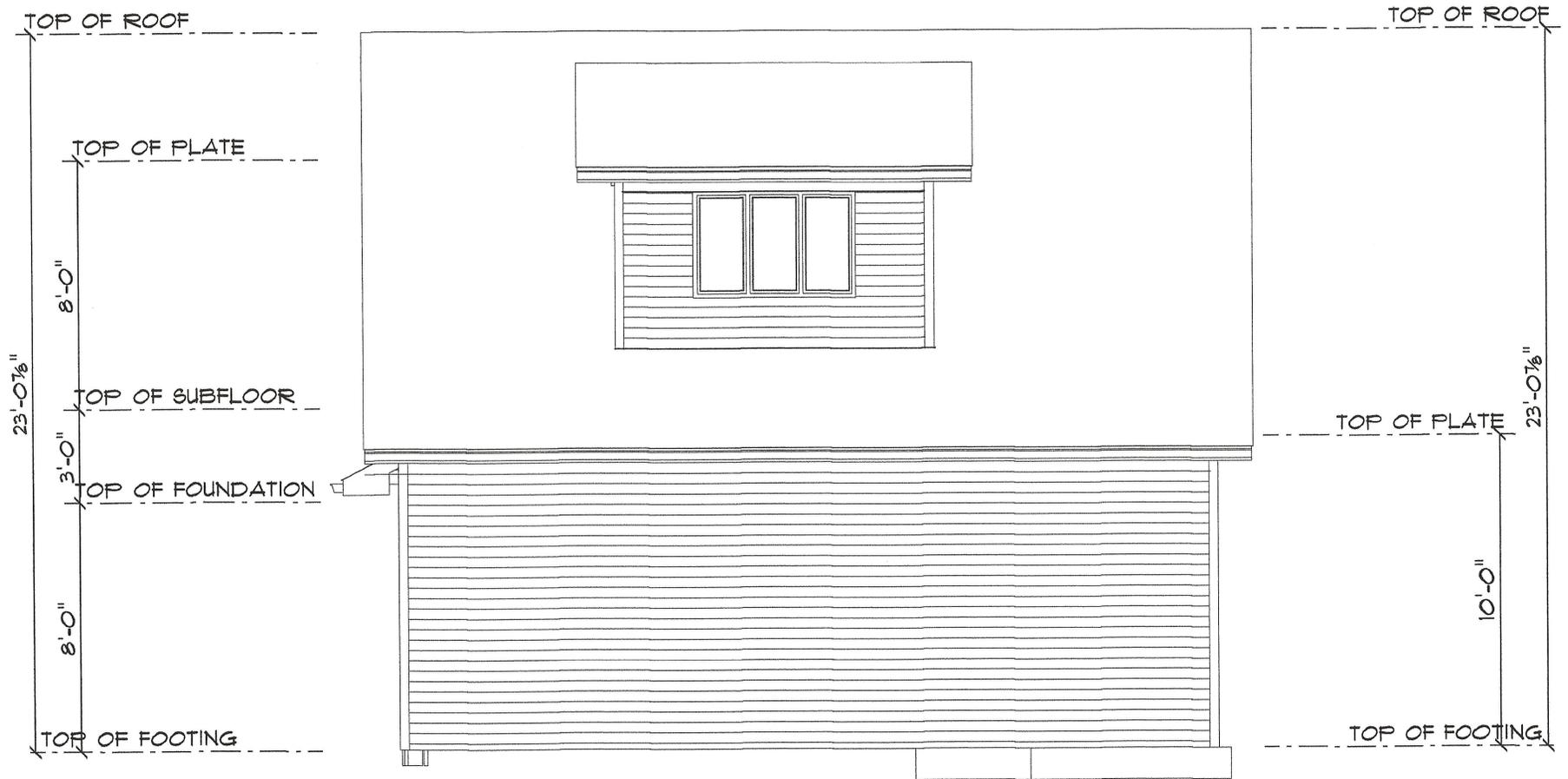
NORTH >>>

APPROVED:	CHECKED BY:
SECTION LETTER:	DATE: Monday, August 17, 2020
SCALE: 0.078" = 1'-0"	DRAWN BY: JEFF DELOOF
DELLOOF BUILDERS LLC	PHONE: 603-953-0044
1827 Woodville Ave	FAX: 603-953-0044
Portland, NH	MOBILE: 603-953-0044
DELLOOF BUILDERS	WWW.DELLOOFBUILDERS.COM
Kristi Breibach	PHONE: 603-953-0044
	FAX: 603-953-0044
	MOBILE: 603-953-0044

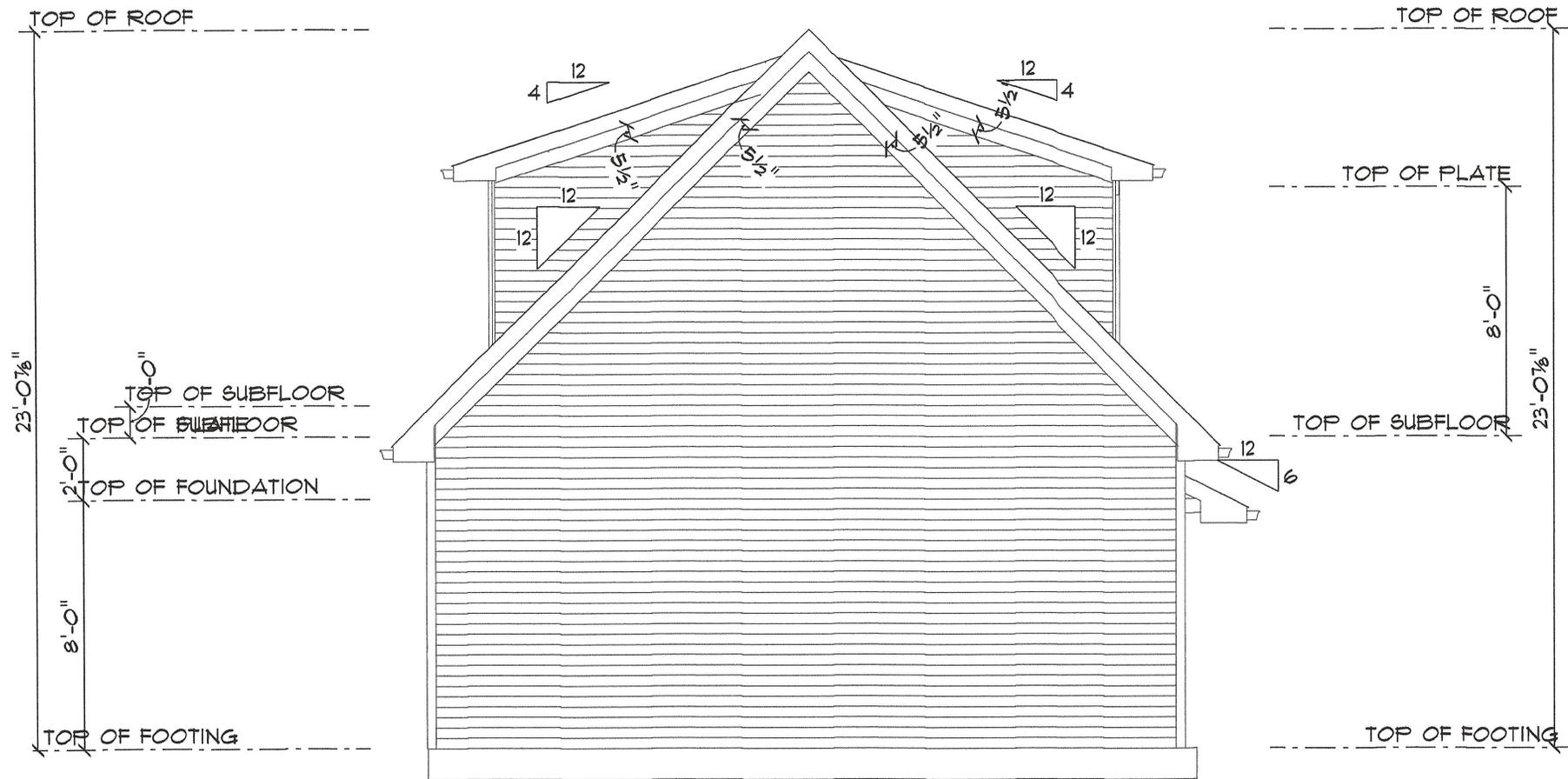




EAST SIDE



WEST SIDE



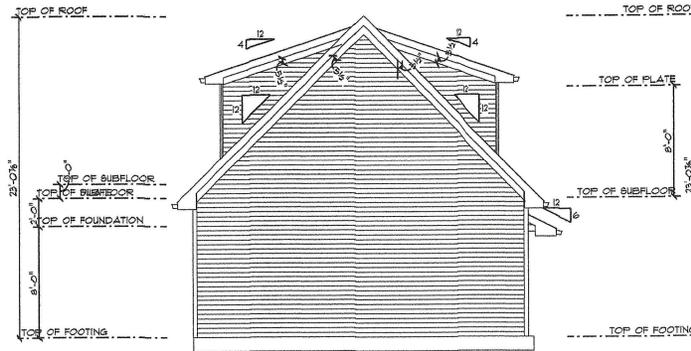
SOUTH SIDE



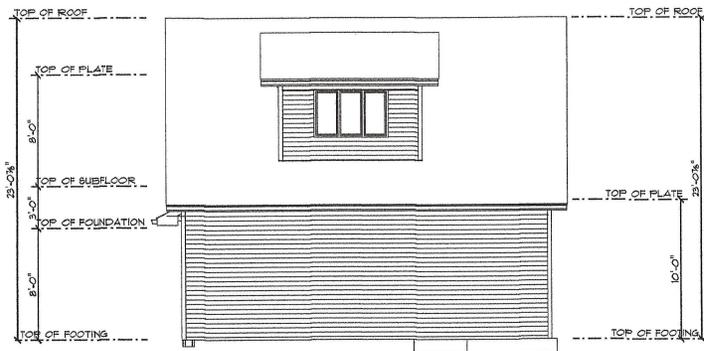
NORTH SIDE



NORTH



SOUTH



WEST

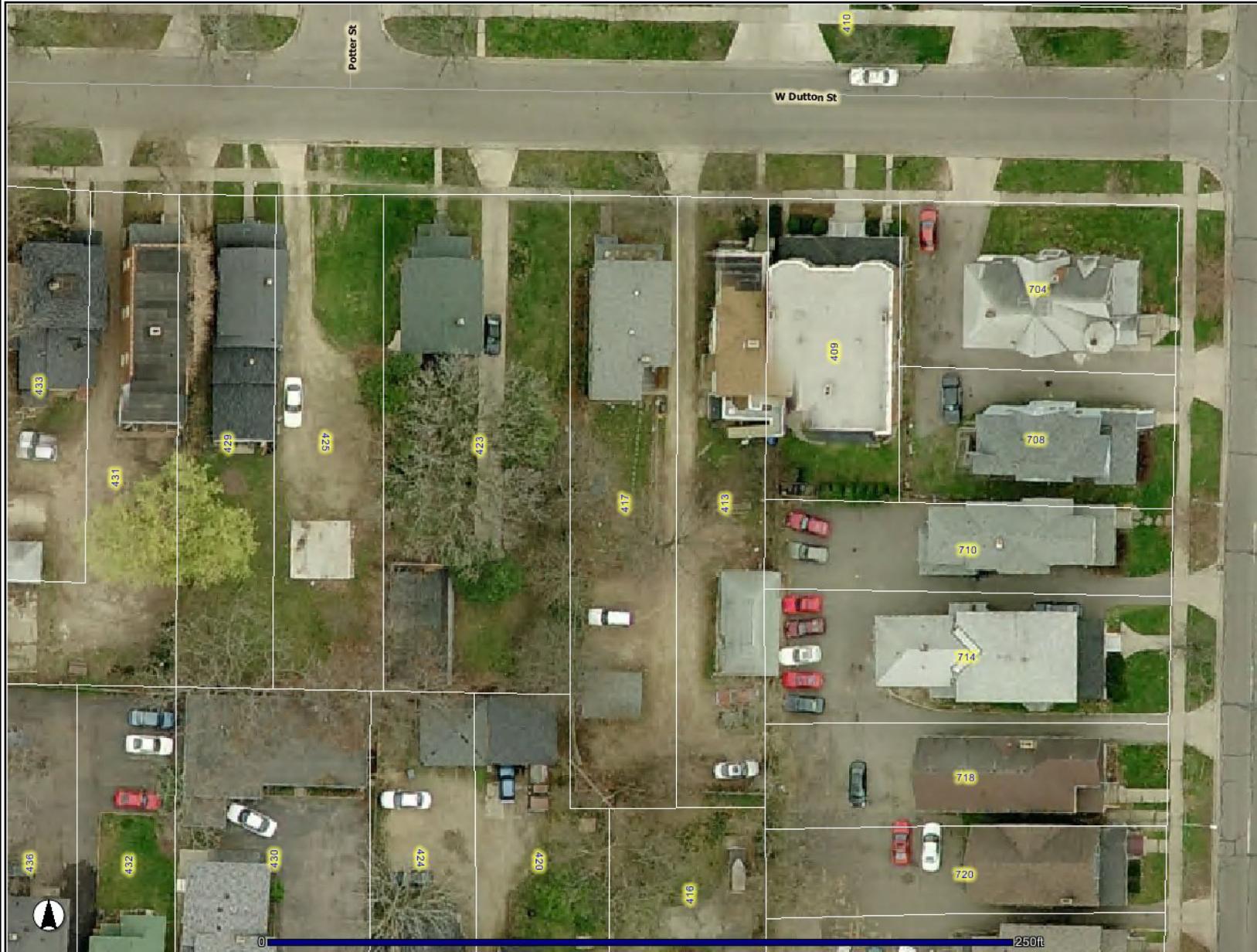


EAST

	APPROVED: _____ CHECKED BY: _____
	SECTION LETTER: A PAGE NUMBER: 111
SCALE: 0.075" = 1'-0" DRAWN BY: JEFF DELOOF DATE: Monday, August 17, 2020	
DeLoof Builders LLC 1824 S. 10th Ave. Portage, MI 49684 PHONE: 268-575-0344 FAX: _____ MOBILE: _____ P: deLoof@deLoof.com	
Kristi Brisach PHONE: _____ FAX: _____ MOBILE: _____	

2007 Aerial map

-  City Limits
-  Water Features
-  Surface
-  Culvert
-  Parcels
-  Water Feature Names
-  Street Names



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: City of Kalamazoo, Plansight LLC;2008: Rentals Daily; Feb., Ownership Info; Jan., Parcels, Zoning, Landuse, Bus Stops, Bus Routes; 2007: October, Centerlines; June, Voting Precincts; Apr., School Prop.;



(1) **417 West Dutton** – NW corner 2020
 (3) Garage – 1982 – East/front – photo 2008



(2) Northeast corner – looking south from driveway
 (4) Southwest corner of yard – photo 2008





Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW – New construction STAFF COMMENTS

Property address	417 West Dutton	CASE #	PPZ 20-0008
Applicant	Eric, Tobi, Kristi Breisach	Year built:	1867
Owner	Eric, Tobi, Kristi Breisach	Owned since	June 25, 2019
Received	August 18, 2020	Meeting date:	August 25, 2020

Previous reviews (HDC = commission meeting; Admin = administrative approval):
 2008 – Add screen doors, front & rear, grip rails (Admin)
 2010 – Rebuild front steps (Admin)
 2019 – Exterior rehab, eaves, porch, 2 windows, remove siding (HDC)
 2020 – Fence (Admin)

Historic District South Street – Vine Area
Zoning RM-36
Additional Permits required – Building
Rental History: NA

Proposed Work:

1. Raze deteriorated 1982 garage
2. New 1½ story 2 car garage/studio

OBSERVATIONS

1) Secretary of the Interior Standards for Rehabilitation:

(Standards 1-8 do not apply to new construction)

#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.

- *The proposed carriage barn - garage is differentiated from the nearby historic houses by materials and design.*
- *The new building does not abut or join the existing historic houses or any other historic resource in the area.*

(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.

COMMISSION ACTIONS (Motions):

1. Approve the construction of the carriage barn/garage as complying with Secretary of the Interior Standards 9 & 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 applicant's 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 the September 15, 2020 HDC meeting to comply with the 60 day rule.

3. 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.

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.

(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.

VIRTUAL MEETING

241 W. South St. Kalamazoo, MI 49007

- I. **Call to Order:** Mr. Fletcher called the meeting to order at 5:05 PM
- II. **Approval of Absences:** BJ Shell. Approved by Mr. Berg and second by Mr. Grayson
- III. **Approval of Agenda:** Motion approved as presented by Mr. Berg and second by Ms. Underwood
- IV. **Introduction of Guests:** None
- V. **Public Comment on non-agenda items:** None
- VI. **Disclaimer:** Ms. Ferraro read the disclaimer into the record. 5:08 PM

VII. HEARINGS

OLD BUSINESS: none

VIII. NEW BUSINESS:

- a) 521 Elm and 523 Elm 5:10 PM Owner: Bob Flannery (521)
Scott and Kirsten Smith (523)
- Style: 521 Vernacular
523 Craftsman Built: 1900
- Zone: RD-19 Owned Since: (521) 02/2020
(523) 6/24/2010
- Shared Garage
(PPZ 20—0003 for 521 and IHA 20-0010 for 523)

Kirsten and Scott Smith own 523 and Bob Flannery owns 521. The space between the properties is under 10 ft. The Current structure is a two-car garage built to match 523 (stucco). The homeowners currently have no parking on Elm street. They have been forced to park back to back down the driveway and let each other out. Kirsten states they do have room in the back to park behind the houses but with the garage there they don't have the room currently. Bob is currently parking on his front lawn. Each home is a 3-bedroom house. They currently have 4 cars between the two houses but eventually could be more. They are currently hoping to find a solution since it is not serving any purpose. The home at 521 was vacant for 10 years and went up for tax auction over and over since people would realize they didn't have parking. The vacant house has been broken into multiple times over the years. Bob states that he was unaware when he purchased this house that parking is not allowed on the street. If all 3 occupants are home at 523 Elm, he doesn't have anywhere to legally park. Bob had been able to get temporary parking permits but during the corona virus they were no longer giving these out. Bob would be parking in his front yard and overhanging the sidewalk or partially out in the road which is a city code violation. One of the occupants at 523 is a student who has very different hours compared to other tenants. Tenants need to coordinate parking every day to make things work. They are hoping to get the garage

demolished to get this problem taken care of. They have spoken to Rodger Parzyck at Heritage Company, who is willing to come take anything historical out of the structure and restore it.

Ms. Ferraro has stated ever since she has been aware of this property there has been a problem with the roof. Had a discussion back in 2010 about the pro's and cons about repairing the roof versus tearing down. The west wall of the garage was originally built with a fireproof block. Building has had many repairs over the years, and some have failed. The roof currently has a flat spot in the middle of the structure and has only gotten worse.

Bob states they do have a demolition quote but was difficult to get due to the corona virus. The demolition not including a dumpster is quoted at \$2,000 and to put a new roof on the garage would be between \$7,000 to \$8,000 with having to replace some of the structure from so much damage.

Ms. Ferraro stated this was brought up in the February meeting and had shown photos and couldn't see around the structure due to the weather.

Mr. Berg states that he feels losing the garage is a viable decision for both properties for people to continue to live in these homes.

Ms. Ferraro wanted to mention that since we only have 4 commissioners that it must be a unanimous decision.

Ms. Underwood wanted to congratulate Kirsten and Bob on being able to work together as neighbors. Ms. Underwood does not have a problem with this and thinks it will help both properties.

Mr. Grayson agrees and that this constitutes a safety hazard and could cause harm to someone that is trying to use the building. Mr. Grayson was curious if we have had examples in the past removing structures that are inconvenient. Ms. Ferraro states it is a case by case basis and she couldn't think of anything similar that had a shared structure or shared driveway.

Mr. Grayson moved to approve the demolition and any final details to be set to be delegated to the historic preservation coordinator with a second from Mr. Berg. The commission approved issuing a Notice to Proceed. Ms. Underwood would like to amend the motion to include the specific criteria to include 1 and 4 and Mr. Berg still supports this motion. With a roll call vote the amended motion passed unanimously.

Ms. Ferraro will email demo permit application and approval letter.

b)	618 Oak	5:33 PM	Owner: Robert Marmon
			Applicant: Lukeman Property Management
	Style: Colonial Revival		Built: 1911
	Zone: RM-15		Owned since: 7/9/2010

Replace north attic window with appropriately sized egress window
(PPZ-20-0004)

Joe Lukeman is the property manager who is here on behalf of the owner. The home has a 3rd floor walk-up space that has been a finished area that has been used as bedroom. The room does fall short of the egress requirements in case of fire due the size of the window. The owner proposes to expand the double hung window in the north gable with an an outswinging casement. The window will be visible from the street and would increase the height of window not the width. The window would be touching the trim board and would give it the look of a double hung window. Changing this window would make the window look like the one on the front of the house which does touch the trim and roof line. The home has had the same tenants for about 8 years and would like to maintain this and this avoid the need to decrease the house down to a 4 bedroom instead of 5.

Ms. Ferraro also states that Mr. Lukeman has a house at 838 Davis with the same problem. In that case they used a false meeting rail to make it look like a double hung window from the street. This did make the room safe and makes it so the fire fighters can get in an out of the window.

Mr. Berg is concerned about what the new details will be like such as trim and what the window will be made from. Mr. Lukeman did include a printout from Lowes stating it is a wood window with a bar across. The material would be appropriate, and he would have Ms. Ferraro approve ahead of time before spending the money. Mr. Lukeman would be adding 6 inches up and 6 inches down and will have it be the same look and feel of the original window but will need to cut into the fish scale pattern on the house. This change will make this a safe and habitable space to live in. Ms. Ferraro states that he will need a building permit since he is changing the size of the window.

Mr. Berg moves to approve the proposal to replace window as specified with new trim to match the profile and will delegate final details to the Historic Preservation Coordinator and a second by Mr. Grayson. The commission approved issuing a Certificate of Appropriateness. With a roll call vote the motion passed unanimously.

c)	220 Stuart	5:45 PM	Owner: Karla Reno and Jeff Lectka
			Applicant: Same
	Style: Colonial Revival		Built: 1890
	Zone: RM-36		Owned Since 08/23/2019

New Deck at rear including start to 2nd floor door at rear, east facing southeast corner
(PPZ20-0006) New application

Jeff and Karla moved into 220 Stuart back in September and would like to install a rear deck and door. Mr. Lectka has gotten 6-8 builders locally to come up with a plan that is tasteful and be acceptable by the building code and historic code. House currently has an awkward deck on the second story that comes out of a bedroom. Would like to make dual level deck to make better physically and have a second exit outside of the living area on the second floor as the house only has one stairwell inside. Does want to make sure the deck isn't to large but would expand the use of the backyard but wouldn't be visible from the front of the house. Would also be grading the backyard to make a more linear look.

Ms. Ferraro states thinks is a good use of space but is wondering about the rail that is pictures in the drawing is classic urban deck rail and would like to have the spindles screwed to the inside rather than the outside. Has submitted details to the building and the drawing are a result of the software program he has.

Mr. Berg is concerned about the metal railing on the current deck and Mr. Lectka states will be replaced to match the new deck.

Mr. Grayson is concerned how the deck and new stairs will line up with the door on the lower level. Mr. Leckta states that the new stairs and deck will come out far enough that it will have an overhang to cover the doorway and cement stairs.

Ms. Underwood states that she lives across the street and you will no be able to see anything in the backyard so won't be a visual disturbance.

Mr. Leckta states that the deck will be made from treated lumber and will age till the fall and will likely stain after the lumber cures.

Mr. Grayson makes motion to approve new deck at rear of the house as proposed and final details delegated to the historic preservation coordinator with a second from Ms. Underwood. The commission approves issuing a Certificate of Appropriateness. With a roll call vote the motion passed unanimously.

IX. Approval of Minutes: February 18, 2020 (ITEM D) - approved by Mr. Berg as amended and second by Mr. Grayson. Approved with a voice vote.

X. Administrative approvals - February 12 to June 8, 2020 – No Action Needed

a) No building permit required

Westnedge S	816	Sign – 5' x 8' Crow's Nest
Oak	618	Roof – small flat at rear
Elm	523	2 nd half of app to raise shared garage
Woodward	437	Replace rear door, add mailbox in wall
Kal W	603	Door – Replace rear broken door
Dutton W	423	Fence – Back year, wood privacy
Elm	603	Porch – repairs to NE corner after car accident
Cedar W	722	Fence on E property Line
Vine W	207	Repairs to porch, siding, glass block basement, near rear SE entry
Vine W	207	Finishing details on W Porch conversion to bathroom
Elm	528	Cover over fire damaged windows-repairs
South W	833	Rail for BF ramp - NC Building
Woodward	505	Fence – replace existing
Main W	1513	Fence-in side yard in lot at SE corner of W Main & Prairie
Dutton W	417	Fence in back yard
Dutton W	413	Fence in back yard
Woodward	437	Partial re-roof of carriage barn
Stuart	443	Door-replace severely deteriorated basement door
Academy	1554	Gutters by John Crookston

b) Building permit required

McCourtie	609	Roof
Dutton W	424	Roof

Woodward	610	Roof
Woodward	534	Roof
Elm	523	Roof
Osborne	1003	Roof
Lovell W	936	Roof

XI. Other Business

1. Election of officers- Ms. Underwood moves to postpone to next month's meeting as the people are not in the meeting.
2. Approval of new commissioners (applications) Item E: Stucky and Ragainis: **Mr. Berg makes motion to approve the appointment of Erick Stucky and Karla Ragainis to the Kalamazoo Historic District Commission with a second from Ms. Underwood. With a roll call vote the motion passed unanimously.**
3. Report on fires at North street between Woodward and Staples (6/3/2020) Item F: Anything that does happen with these sites will be require Historic District Commission review.

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.

Mr. Berg makes a motion to adjourn meeting with a second from Mr. Grayson. **Approved with a voice vote 6:08pm**