I. Call to Order:

II. Roll call and approval of absences: John Mitchell (notice 11/12/20)

For virtual meetings, during the roll call, each commissioner needs to state their name, and where they are currently located and attending from.

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.kalamazoocity.org/historicpreservation

VII. HEARINGS

OLD BUSINESS: None

VIII. NEW BUSINESS:

a) 714 Locust Street 5:05pm Owner: Bob Noble
Style – Italianate
Zone: CN-1
1. Replace gabled rear entry with shed roof entry
PPZ 20 – 0012 New Application
Public Comment then Commission Deliberation

b) 415 Stuart 5:20pm Owner: Chris Dillon
Style – Colonial Revival
Zone: RM-15
1. Replace the windows in two dormers (two windows in each dormer) with casement windows to allow emergency egress for a new master suite in the attic.
PPZ 20 – 00113 New Application
Public Comment then Commission Deliberation
IX. Approval of Minutes – November 17, 2020 (ITEM C)

X. Administrative approvals - November 10, 2020 to December 8, 2020
   a) No building permit required - 8
      
      Monroe 155   Replace windows on sun porch - rest are RW B4 HD
      Academy 1521  Fence in back yard
      Minor 922    Storm windows
      Village 519   AC- mini-split on south wall of garage
      Davis 817    Gutters
      MichE 254     Wall sign - Samson's Hair Care
      Stuart 237    Garage roof and doors
      SouthW 1428   Replace last 2 wdws+replace NH rear patio door

   b) Building permit required - 1
      VineW 603    Roof

XI. Other Business
   1. Review Application from Laura Worline to serve on HDC (ITEM D)

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*
(No letters sent since August)

<table>
<thead>
<tr>
<th>Date</th>
<th>Street w #</th>
<th>HD</th>
<th>previous owner</th>
<th>current owner w address</th>
</tr>
</thead>
</table>


Historic District Commission FYI – December 15, 2020

REVIEWS: Historic District Commission:

Through Dec. 3, 2020

✓ HDC cases to 09/08/2020 – 102 total

<table>
<thead>
<tr>
<th>2020</th>
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<th>2019</th>
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<tbody>
<tr>
<td>65 no fee $0</td>
<td>61 no fee $0</td>
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<tr>
<td>24 bldg permit–$35* $840</td>
<td>42 $1470</td>
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<td>13 HDC hearing - $85 $1105</td>
<td>15 $1275</td>
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<tr>
<td>102 TOTAL $1945</td>
<td>92 $2745</td>
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Report on Michigan Tax Credit - FINALLY TO THE FLOOR!! PASSES SENATE, NEEDS TO GO TO THE HOUSE!

Senate Bill 54: Google “Michigan senate bill 54 2019” – SB 54 passed the Senate at 32-5 last Friday. Due to a case of covid, the house has suspended operations, but it could still go to the floor next week!
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: __ 714 Locust Street, Kalamazoo MI 49007

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

Applicant: _ Robert Noble  Owner: __Same__

Mailing Add.  4178 107th Ave __________ Mailing add __________________

City State & Zip: Allegan MI 49010___

Phone:  __269-978-3263 ___________

Email ___     bobn@laurastamm.net        Email________________

Contractor: (x  ) Work to be done by owner

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

See attached sheets: _ Remove and replace roof on attached rear entrance. __ Remove and replace footings if needed. Repair or replace the entire room if needed.

Existing structure (back entrance - laundry room) appears to be pulling off the house, floor pitches to the outside, crawl space is not insulated and accumulates junk. The only exterior change in appearance = Shed roof instead of gable end with flat shed roof.

( _____ ) 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: _12-1-2020________

Owner's Signature: _________________________________ Date: ___________

(if different)

-For Historic Preservation Coordinator’s Use Only-

Case Number: _PPZ-20-0012______________  Date Received*: __12/03/2020______________

Zoning _CN-1_____ Year built 1886____

Owned since __11/22/1995_______

COMMISSION

Meeting Date: __12/15/2020__________  Check # ______________________

COMMENTS: _____________________________________________________________________

Approve in Concept Date:__________  Letter mailed _______________

FINAL ACTION

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

Certificate of Appropriateness Issued ___________________________

Notice of Denial with appeals information _______________________

Notice to Proceed ___________________ Comments _______________________

Revised November 22, 2019

HDC Mtg 12/15/2020
(1) **714 Locust** – Dec.9, 2020 – east front
(3) West-rear – rear entry

(2) Northwest corner – looking southeast

(4) Southwest corner – rear entry
Historic Preservation Coordinator  
KALAMAZOO HISTORIC DISTRICT COMMISSION  

APPLICATION FOR PROJECT REVIEW  
STAFF COMMENTS

<table>
<thead>
<tr>
<th>Property address</th>
<th>714 Locust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Bob Noble</td>
</tr>
<tr>
<td>Owner</td>
<td>Bob Noble</td>
</tr>
<tr>
<td>Received</td>
<td>12/07/2020</td>
</tr>
</tbody>
</table>

CASE # PPZ 20-0012  
Year built: 1886  
Owned since 11/22/1995  
Meeting date: 12/15/2020

Previous reviews (HDC = commission meeting; Admin = administrative approval):  
1997 – reconstruct 2nd floor roof on 2 story porch (Admin)  
2001 – replace kitchen windows (HDC)  
2002 – Basement windows to glass block (HDC)  
2004 – Install bollard at NW corner of house for protection from cars (Admin)  
2005 – Storm windows (Admin)  
2007 – Replace deteriorated basement door (Admin)  
2009 – Storm windows (Admin)  
2009 – Remove deteriorated chimney (HDC)  
2011 – Air conditioner compressors on south side (Admin)  
2018 - Replace historic front door (HDC)

Historic District  
South Street – Vine Area  
Zoning  
CN-1

Additional Permits required – building  
Rental History: Certified through 05/31/2021

Proposed Work:  
Replace gable roof over rear entry in southwest corner with a shed roof entry

Observations:  
- The site for the proposed addition is at the rear and not visible from the public right of way  
- A shed roofed entry will shed water away from the house more effectively.

Applicable Criteria  
(1) Secretary of the Interior Standards for Rehabilitation - #9 and #10 (see next page)

COMMISSION ACTIONS (Motions):  
1. Approve the changes to the southwest corner entry 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 applicant’s consent, to ask for more details or to prepare a revised plan. The revised plan should include the following changes:

(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.
a. ___________________________________________

b. ___________________________________________

If the applicant does not consent to a postponement, the commission must make a decision at this meeting or the April 16 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.

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.
APPLICATION FOR PROJECT REVIEW – Hearing

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: __415 Stuart Ave ____________________________

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

Applicant: Ace Property Services, LLC  Owner: Dillon, Chris

Mailing Addr PO Box 19751 Mailing add __415 Stuart___

Kalamazoo, MI 49019 City State, Zip: Kalamazoo, MI 49007

Phone: __(269)767-0062_ Email Mmcmillen@acepropertyservices.biz __

Contractor: Ace Property Services LLC ___

( ) Work to be done by owner

( X ) Contractors name __Ace Property Services, LLC ___

Proposed Work: Use additional sheets to describe work if necessary

____Converting attic space to living space including master bedroom and attached bathroom – replace east front and north-side dormer windows to meet egress code, clad windows preferred.

____Y___ 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-20-0013__ Date Received*: __12/08/2020__

Zoning _RM-15_ Year built_1904_ Complete application __12/08/2020__

Owned since 11/08/2019

COMMISSION

Meeting Date: __12/15/2020__

Hearing fee paid $85 ________________

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 ________________
(1) **415 Stuart** – Dec. 9, 2020 – east front
(2) Northeast corner – looking southwest
(3) Southeast corner looking northwest
(4) East/- front dormer – identical to north dormer
Builders First Source
8357 Shaver Rd.
Portage, MI 49002

QUOTE BY: Adam Bradley
SOLD TO: Ace property management Matt
PO#: 
Ship Via: Ground
QUOTE #: JW20110108J - Version 0
SHIP TO : 
PROJECT NAME: 
REFERENCE : 
U-Factor Weighted Average: 0.28
SHGC Weighted Average: 0.17

<table>
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<tr>
<th>LINE</th>
<th>LOCATION</th>
<th>BOOK CODE</th>
<th>NET UNIT PRICE</th>
<th>QTY</th>
<th>EXTENDED PRICE</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Rough Opening: 72 3/4 X 49 1/4</td>
<td>Frame Size : 72 X 48 1/2</td>
<td>Siteline Standard, Clad Casement, Auralast Pine, 2 Wide Black Exterior, Natural Interior, Nail Fin (Standard), Color Match Metal DripCap, 4 9/16 Jamb, 4/4 Thick, Left/Right, Nesting Crank Handle, Chestnut Bronze Hardware, US National-WDMA/ASTM, DP 35, Insulated Low-E 366 Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, 5/8&quot; Flat GBG Black Grid, Colonial Top Down, DLO To Ctr Of Bar, All Lite(s) 4 Wide 2 High BetterVue Mesh Chestnut Bronze Screen, The selected colors may vary slightly in appearance between their AAMA-2604 and AAMA-2605 versions. Please contact your sales representative to review color samples as needed prior to finalizing order. This mull configuration complies with AAMA 450 standards and is professional engineer-approved. (Note: Color Tone Of Grille May Vary As A Result Of Glass Option). PEV 2020.4.0.3186/PDV 6.296 (11/12/20)NW</td>
<td></td>
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<tr>
<td>Viewed from Exterior. Standard</td>
<td></td>
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</table>
*Custom-Height*, GlassThick=0.698, The selected colors may vary slightly in appearance between their AAMA-2604 and AAMA-2605 versions. Please contact your sales representative to review color samples as needed prior to finalizing order. (Note: Color Tone Of Grille May Vary As A Result Of Glass Option). Clear Opening: 26.1w, 44h, 8 sf
U-Factor: 0.28, SHGC: 0.17, VLT: 0.39, Energy Rating: 15.00, CR: 63.00, CPD: JEL-N-877-01733-00001
PEV 2020.4.0.3186/PDV 6.296 (11/12/20)NW

Line 1-2(A2)
Frame Size: 36 X 48 1/2
Siteline Standard, Clad Casement, Auralast Pine, Black Exterior, Natural Interior, Nail Fin (Standard), 3 3/16 Jamb, Hinge Right, Nesting Crank Handle, Chestnut Bronze Hardware, US National-WDMA/ASTM, PG 35, Insulated Low-E 366 Annealed Glass, Protective Film, Black Spacer, Argon Filled, Traditional Glz Bd, 5/8” Flat GBG Black Grid, Grid Height= 21 5/16 Colonial Top Down, DLO To Ctr Of Bar, 4 Wide 2 High BetterVue Mesh Chestnut Bronze Screen, Product Does Not Qualify for Accidental Glass Breakage Warranty Coverage, *Custom-Height*, GlassThick=0.698, The selected colors may vary slightly in appearance between their AAMA-2604 and AAMA-2605 versions. Please contact your sales representative to review color samples as needed prior to finalizing order. (Note: Color Tone Of Grille May Vary As A Result Of Glass Option). Clear Opening: 26.1w, 44h, 8 sf
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PEV 2020.4.0.3186/PDV 6.296 (11/12/20)NW

---

**Total Units:** 1

Protect yourself when you choose JELD-WEN AuraLast pine products backed by a limited lifetime warranty against wood rot and termite damage.

For CA Title 24 applications, refer to weighted average U-Factor and SHGC, and discuss with California energy consultant to ensure compliance with code.

---

*Custom-Height*, GlassThick=0.698, The selected colors may vary slightly in appearance between their AAMA-2604 and AAMA-2605 versions. Please contact your sales representative to review color samples as needed prior to finalizing order. (Note: Color Tone Of Grille May Vary As A Result Of Glass Option). Clear Opening: 26.1w, 44h, 8 sf
U-Factor: 0.28, SHGC: 0.17, VLT: 0.39, Energy Rating: 15.00, CR: 63.00, CPD: JEL-N-877-01733-00001
PEV 2020.4.0.3186/PDV 6.296 (11/12/20)NW
### APPLICATION FOR PROJECT REVIEW

**Property address**: 415 Stuart  
**Applicant**: Matt McMillen  
**Owner**: Chris Dillon  
**Received**: 12/07/2020  
**CASE #**: PPZ 20-0013  
**Year built**: 1904  
**Owned since**: 11/08/2019  
**Meeting date**: 12/15/2020

**Previous reviews** (HDC = commission meeting; Admin = administrative approval):  
1997 – Roof (Admin)

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

**Proposed Work**:  
Replace double hung windows – two in each dormer – two dormers – with casement windows to meet egress requirements for master suite in attic

**Observations**:

**Applicable Criteria**  
(1) Secretary of the Interior Standards for Rehabilitation - #9 and #10 (see next page)

**COMMISSION ACTIONS (Motions)**:  
1. Approve the window replacements as specified. Windows may be clad or wood. (Or commission can specify) The plan substantially complies with Secretary of the Interior Standard 1 as a minimal change to accommodate a new use. 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 this meeting or the April 16 meeting to comply with the 60-day rule.

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

(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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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.
I. Call to Order: Mr. Berg called the meeting to order at 5:02 PM

II. Approval of Absences: Mr. Mitchell as an excused absence. Motion approved by Mr. Grayson with a second by Ms. Underwood. All approve.

III. Approval of Agenda: Motion approved as presented by Ms. Underwood and second by Mr. Kastner. All approve.

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

NEW BUSINESS:

a) 1003 Oak 5:05 pm Owner: Eric Cornell
   Style – Cross Gable
   Zone: RM-15
   Built: 1890
   Owned since: 08/10/2020

   1. Remove north facing front door and board over to match siding.

   PPZ20-0010 New Application

Eric Cornell is the new owner of this property as of this last August and is slowing making improvement to the home, but most have been interior so far. The exterior is the next priority with most taking place in the spring. As of right now the home has four doors. The current paint is in ok condition, but some is failing. Prior to purchasing the porch roof was removed. Since the porch roof was removed the doors have been subject to water damage. In terms of livable space and security Mr. Cornell feels it might be best to remove one of the doors. The left door is in the dining room and the door to the right is more living room space. Mr. Cornell feels with security it would be best to remove the door marked Item A with intent to side over and paint entire house. Mr. Cornell states doors are currently not in use. Ms. Ferraro had previously suggested to Mr. Cornell to remove door hardware and screw shut and use plates over hardware with a small sign on the exterior stating not usable door or close off part of door and put in a window.

Mr. Kastner’s fear is if they remove the door that the house would look odd with an entire wall of no windows or doors from the road. Mr. Kastner was concerned if a porch would be added in the future.
Mr. Cornell states that he has considered to put porch back on due to the water runoff but has considered putting gutters up to help with water runoff. The house currently has a window on the side of the house so room will have windows, but they are currently covered since it is located on a busy corner.

Ms. Underwood does agree with Mr. Kastner about not having a blank wall since it is inconsistent with the style of the house and does feel a porch roof would give it more distinction.

Ms. Ferraro states the current doors are very common with this time period and the coffin door would be the one that is wanting to be removed and would have entered into a parlor in previous time and the other door would have been the more common door. The doors are part of the history but don’t make the most sense. The only rule with deciding whether to screw the north door shut - is that if it looks like a door on the inside it needs to act like a door on the outside. The door will need to make sense in an emergency. The doors are the original doors to the house and is in the range of repairable if he does decide to go that route.

Mr. Stucky biggest concern is the water issue and even with putting gutters he doesn’t feel it will catch the volume of water needed to prevent further damage.

Ms. Underwood questions what Mr. Cornell has against just closing the door off and making it a window rather then completely taking the door out. Mr. Cornell states he is most concerned with being on the corner and the amount of traffic and people and safety and chance of people breaking in. Mr. Cornell states he will be doing the work himself and will make sure to get the siding as flush as possible.

Ms. Ferraro states that the end of the new boards will need to be staggered so if the door is boarded it will be a substantial amount of wood. If the door is just screwed shut will have much less work to do other than closing off and finishing the door inside with some drywall. If a later owner would like to have this door back, then it will be available waiting to be used and opened if needed.

Mr. Cornell states he will be doing the work in the spring/summer.

Ms. Ferraro states might be best to hold off until spring since approval they give today is only good for 6 months so might be best to pause application and reconsider the plan.

Mr. Berg feels that the commission is leaning more to not have the door removed and to keep it since it is part of the story of the house. Mr. Grayson does agree with Mr. Berg since these are the things that are most likely to disappear with houses.

Mr. Cornell wants to confirm if he does finish off inside what can he do with the glass in the door. Ms. Ferraro states to use some sort of black painted plywood rather then actually painting the glass since it will eventually flake and then remove the doors hardware. Ms. Ferraro states can use foam insulation in between the plywood and the new inner wall.

Mr. Cornell does want to pause and revisit in the spring. But does want to put the screen doors on since they do have the hardware and were in the basement.
VIII. NEW BUSINESS:

a) 1552 Academy 5:20 PM Owner: Scott Hunsinger
   Style: Mid-Century Modern  Built: 1956
   Zone: RSs-5  Owned Since: 07/11/2005

1. Replace two high, horizontal windows on east and west walls of the garage with 29” x 58” double hung windows. Total of four windows.
2. Replace right/east garage door facing Henderson Court with a double French door with side lights.
3. New Roof.

Mr. Hunsinger is wanting to turn the two-car garage into a family room. They would like to keep one garage door on one side and on the other side put in a one piece set of windows and with a door connected. With a one-piece door and window option it can be reversed easily. They are also wanting to add in two double hung windows on each side of the garage to replace narrow horizontal windows currently in place. The windows on the side of the structure would be Pella windows that would match the style in the rest of the house.

The finished space will be around 480 square feet. They had also considered putting in some sort of a pergola outside the garage on the driveway to have some covered space for the vehicles.

Mr. Berg wanted to verify the materials of the proposed windows that they would be wood which is also what the windows are in the house. Mr. Berg was also concerned about the age of the house being in the historic district. This house does just sneak into the historic district being in this area.

Mr. Grayson was concerned why there would be a reason to keep the second garage door or if they wanted to change both garage doors into windows also. Ms. Ferraro said this could be an option if the homeowner wanted to convert both. This would give plenty of light from the north into the structure. The homeowner would like to convert both doors if possible but was trying to stick with historic rules. This would still be easily reversible if they did remove both garage doors. The current garage doors are 7ft tall and would not be a huge change to convert both and still be able to put garage doors in later if needed.

Even with all the light from the converted garage doors, Mr. Hunsinger would still like to convert the windows on the side also to be able to have more light and breeze and a view into the courtyard on the east side.

Mr. Stucky had a question about the driveway and the issue about cars parking outside these windows. Mr. Hunsinger isn’t concerned about it since it is what is it and it is part of city living and with wanting the extra room that the cars aren’t a huge concern for them, and the pergola would help with the look.

Mr. Stucky made a motion to approve the window changes on the east and west sides along with door and sidelights to replace either or both existing garage doors as proposed. The plan substantially complies with Secretary of the Interior Standards #1 and #2. The commission approves a Certificate of Appropriateness for this project. Approval of any final details to be delegated to the historic preservation coordinator with a second by Mr. Grayson. Roll call with all commissioners approve.
IX. Approval of Minutes: September 15, 2020 (ITEM C) - motion made and approved by Mr. Grayson and second by Ms. Ragainis with all commissioner’s approval.

X. Administrative approvals - September 8, 2020 to November 10, 2020 - No Action Needed

a) No building permit required - 10

<table>
<thead>
<tr>
<th>Address</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locust</td>
<td>711</td>
<td>Gutters, storm door, driveway gate</td>
</tr>
<tr>
<td>Lovell W</td>
<td>809</td>
<td>Roof – Flat over front porch only</td>
</tr>
<tr>
<td>Park S</td>
<td>1140</td>
<td>Fence – Front yard pickets remain, back yard privacy</td>
</tr>
<tr>
<td>Stuart</td>
<td>443</td>
<td>Roof – small flat over rear/west door</td>
</tr>
<tr>
<td>West S</td>
<td>627</td>
<td>Steps – Rear</td>
</tr>
<tr>
<td>South W</td>
<td>1423</td>
<td>Repair concrete, rebuild chimney</td>
</tr>
<tr>
<td>Monroe</td>
<td>155</td>
<td>Replace windows on sun porch- RW B4 HD-Special Approval</td>
</tr>
<tr>
<td>Academy</td>
<td>1521</td>
<td>Fence in backyard</td>
</tr>
<tr>
<td>Minor</td>
<td>922</td>
<td>Storm Windows</td>
</tr>
<tr>
<td>Village</td>
<td>519</td>
<td>AC – Mini-Split on south wall of garage</td>
</tr>
</tbody>
</table>

b) Building permit required - 6

<table>
<thead>
<tr>
<th>Address</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lovell W</td>
<td>941</td>
<td>Roof retroactive permit app in June</td>
</tr>
<tr>
<td>Woodward</td>
<td>232</td>
<td>Roof – carriage barn</td>
</tr>
<tr>
<td>Kalamazoo W</td>
<td>904</td>
<td>Roof</td>
</tr>
<tr>
<td>Village</td>
<td>742</td>
<td>Porch repairs – deck, rails, columns, steps</td>
</tr>
<tr>
<td>Cedar W</td>
<td>611</td>
<td>Roof</td>
</tr>
<tr>
<td>Woodward</td>
<td>505</td>
<td>Roof</td>
</tr>
</tbody>
</table>

XI. Other Business

1. Discuss scheduling a training for new commissioners – and old commissioners. Would be easy to do virtual training on Zoom with a shared screen.

   Ms. Ferraro thinks we could pick a month like January or February and do this over a zoom meeting. This would go over the basic instructions and go over making decisions about infill construction since that issue will be coming up due to fires and the loss of three houses on North Street. This would take about and hour and a half to complete.

X11. Adjournment

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

   Ms. Underwood made a motion to adjourn meeting with a second from Ms. Stucky. All members motion to approve. 6:06 pm
Laura Ann Worline
Application created: 11/10/2020

I would like to serve on the following board(s) or commission(s):
1 Downtown Development Authority
2 Kalamazoo Historic District Commission
3 Planning Commission
4 Civil Rights Board

Education and Experience

Company name | Humanities for Everyone
Position | Coordinator
Availability details | Evenings and most during the day due to COVID-19 closing the university.

Qualifications

Must be a City Resident (General Requirement, Multiple Boards)

Applicant: I am a city resident.

Must be a Downtown Stakeholder (Downtown Development Authority)

Applicant: I live in the Vine neighborhood, on Walnut!

Non-Resident Members Permitted

Applicant: I am a city resident!

Must be a Qualified Elector of the City
Applicant: I am a resident of Kalamazoo my entire life and I'm 21 years of age.

Civil Rights Board

Applicant: I work with high-barrier populations that are majority minority populations. I have been gifted multiple trainings in terms of Diversity and Inclusion, but also trauma and community support. I am a Political Science background as well, with a strong focus on the civil rights movement and the current lifeline of Jim Crow policies. As a white woman, I will never fully understand the fight against injustice, but I plan to continuously learn and work to become a better ally. In terms of disability and housing law, I work closely with DSS in my current role as a community coordinator for Humanities for Everyone, and have studied housing laws through my degree program.

Contact Information

Email: email
Cell: (269) xxx-xxxx
Address: XXX street
          Kalamazoo MI, 49007

Diversity Information

{Applicant.Details}

Current Appointments to City of Kalamazoo Boards/Commissions

Attachments

Laura Worline CV
Laura Worline

CONTACT INFORMATION
Laura Worline
Kalamazoo, MI 49007
(269) 365-6888
laura.a.worline@wmich.edu

EDUCATION
Western Michigan University, Kalamazoo, MI
B.S. Nonprofit and Public Administration, April 2021
GPA: 3.9
Civic Engagement Signature

Notre Dame University, South Bend, IN
Certificate: Women in Leadership

HONORS AND AWARDS
Western Michigan University Deans List
Mcketta Award and Scholarship Western Michigan University
Kalamazoo Promise Staff Appreciation Certificate

EMPLOYMENT
Humanities for Everyone
Program Coordinator 2019-present
• Handled money allocation and staff relations
• Focuses mentors and students on student success
• managed and conducted client recruitment

Kalamazoo Promise
Pathway Coach 2017-2019
• Client documentation collection, recording, and processing
• Managed small staff of mentors/office employees.
• Provided direct support to incoming clients/struggling populations
• Event and program coordinating/planning

PROJECTS
Vice President of the Solidarity Fund for WMU Employees and Students Kalamazoo, MI
Educational Director for the Emmanuel Foundation Kalamazoo, MI
Grant Writer for Refugee Outreach Collective Kalamazoo, MI
Strategic Planner for Kalamazoo Refugee Resource Collaborative Kalamazoo, MI
Member of the School of Public Administration Advisory Council Kalamazoo, MI

PRESENTATIONS
Supporting Community 6-feet Apart: Cultivating a Supportive Network during COVID-19 shutdowns Signature. (August 2019)

REFERENCES
Dr. Vickie Edwards, Assistant Professor of Public Administration, Western Michigan University
(269) 387-8945, vickie.edwards@wmich.edu

Lauren Carney, Director of Kalamazoo Promise Scholars Program, Western Michigan University,
(269) 387-2129, lauren.carney@wmich.edu

CV, Laura Worline 1