VIRTUAL MEETING

I. Call to Order:

II. Roll call and approval of absences:
   - Eric Stucky
   - Dana Underwood
   - John Mitchell
   - Dan Kastner
   - Andrew Grayson
   - Jeremy Berg
   - Karla Ragainis

   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:
   a) 816 Normal Court
      - Style – Bungalow
      - Zone: RM-15
      - Owner: James Wise
      - Built: 1930
      - Owned since: 07/19/1999
      - Old Case

      1. Determination of Demolition by Neglect
         - EN 15-3283

   b) 1539 Grand Ave
      - Style – Craftsman
      - Zone: RS-5
      - Owner: Steve East & Katie Johnson
      - Built: 1910
      - Owned since: 11/20/2012

      1. Addition at rear/south
         - PPZ 21 - 0001

VIII. NEW BUSINESS:

   b) 1539 Grand Ave
      - Style – Craftsman
      - Zone: RS-5
      - Owner: Steve East & Katie Johnson
      - Built: 1910
      - Owned since: 11/20/2012

      1. Addition at rear/south
         - PPZ 21 - 0001

   Public Comment then Commission Deliberation

   New Application
c) 251 East Michigan  5:40pm  Treystar – Main Street East  
Zone: CCBD  Owned since: 1980  
1. Projecting pillar sign on northeast corner of building at Edwards and Whiskey Alley  
2. Arch over mid-block alley off Michigan Avenue  
PPZ 21 - 0002  New Application  
Public Comment then Commission Deliberation  

314 Monroe  - Consultation for changes to much altered house at 314 Monroe – owners Laura and Peter Livingstone-McNelis. (Consultation ONLY – no decision may be made.)

IX. Approval of Minutes – February 16, 2021 (ITEM C)

X. Administrative approvals – February 9 to March 9 2021  
   a) No building permit required - none  
   b) Building permit required - 1  

WestnedgeS  342  Roof retroactive permit app in June  

XI. Other Business  
   How many commissioners have copies of Kalamazoo: Lost and Found and would you like a copy?

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>

2 of 3
Historic District Commission FYI – March 16, 2021

REVIEWS: Historic District Commission:

Through March 9, 2021

✓ HDC cases to 03/09/2021 – 6 total

<table>
<thead>
<tr>
<th>2021</th>
<th>2020</th>
<th>2019</th>
<th>2019 fees</th>
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<tbody>
<tr>
<td>1 no fee</td>
<td>$0</td>
<td>9 no fee</td>
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<td>6 bldg permit–$35*</td>
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<td>8</td>
<td>$280</td>
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<tr>
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6 TOTAL $210

Fees total year to date, 2021 ……. $210

Report on Michigan Tax Credit -

Michigan enacts Public Act 343 of 2020 - State Historic Tax Credit

As we work to recover and revitalize Michigan communities, the new State Historic Tax Credit program signed into law by Governor Whitmer on December 30, 2020 will help support place-based projects while promoting the preservation of Michigan’s historic resources.

The MEDC and SHPO are already working to begin the required administrative rulemaking process, which based on state statute may last 12-18 months, to effectively establish and administer this program, ensuring developers, homeowners and communities can access this welcome support. Details such as application procedures, more detailed eligibility requirements, transfer rules, etc. will be determined as part of this process.

Eligible properties must be listed in the National Register of Historic Places, the State Register of Historic Sites, or be in a local historic district, and either be individually listed or contribute to a listed district. The credit has a $5 million cap per calendar year, which will be divided into:

- $2 million for commercial with expenses of $2 million or greater
- $2 million for commercial with expenses of less than $2 million
- $1 million total for residential projects

Credits will be awarded on a first-come, first-serve basis. Additional updates will be shared on this webpage. (Revised: 2/19/2021)

SEE NEXT PAGE FOR MORE INFO AND FAQ
State Historic Tax Credit Program
PA 343 of 2020

Frequently Asked Questions
February 26, 2021

What is the State Historic Tax Credit program?
The new State Historic Tax Credit program will help support place-based projects while promoting the preservation of Michigan’s historic resources. Eligible properties must be listed in the National Register of Historic Places, the State Register of Historic Sites, or be in a local historic district, and either be individually listed or contribute to a listed district. The credit has a $5 million cap per calendar year.

How does this State Historic Tax Credit program compare to the previous historic tax credit program that Michigan offered until 2012?
This is entirely new legislation which created an entirely new program. Previous instructions, application forms, fee structures, rules, guidance, etc. do not apply to this program.

When will I be able to apply for the credits?
In accordance with the legislation, the State Historic Preservation Office (SHPO) needs to promulgate rules governing the operation of the program, develop application materials, and seek public input. The State rulemaking process as outlined in Administrative Procedures Act (PA 306 of 1969) will take between 12 and 18 months to complete. Please visit the SHPO website for the most current program information and process updates.

SHPO tax credit webpage: www.michigan.gov/hpcredit

What credits are available?
The credits are available as either Michigan Personal Income Tax Credits (Sec. 266a), Michigan Business Income Tax Credits (Sec. 676) or a combination thereof. In no case shall the total combined credits exceed 25% of the total qualified rehabilitation expenditures.


Will there be a review fee associated with the State credit application process?
There will be a review fee associated with each part of the State application. The fee structure will be established as a part of the rulemaking process. As soon as the fee schedule is available it will be posted to the SHPO website.
Will there be a State Tax Historic Tax Credit application form?

There will be a new State tax credit application form that will need to be completed for each project. The Application will be modeled after the Federal form and include three parts:

- Part 1 – Verification of Eligibility will be used to verify that the property is eligible to participate in the program.
- Part 2 – Description of Rehabilitation will be used to document all proposed work and to determine if the work appears to conform with the guidance contained in the *Secretary of the Interior’s Standards for Rehabilitation*. This form will function as the “preapproval letter” for the project.
- Part 3 – Certification of Completed Work will be used to:
  - Document that the work was completed in accordance with the approved Part 2 application and any associated conditions, and the *Secretary of the Interior’s Standards for Rehabilitation*;
  - Collect the relevant information for each qualified taxpayer that will be claiming any portion of the credit and to;
  - Collect cost, tax and other economic data that must be reported to the legislature on an annual basis.

Are projects with an existing approved Federal Part 2 eligible for State credits?

Projects with Federal Part 2 approvals issued before January 1, 2021 are not eligible to participate in the program.

Can I apply for the State credits retroactively?

No. Work that was completed before January 1, 2021 or that is completed in advance of approval of the associated State Part 2 application is not eligible for credits.

How long will the review process take?

The SHPO has 120 days from receipt of a complete application to issue a determination relating to that portion of the application.

Are the State credits available to owner occupied residential properties?

Yes, owner occupied residential properties that meet the definition of historic resources in the Act may apply for the credits.

Who is eligible for the credits?

A *Qualified Taxpayer* with a *Certificate of Completed Work* issued after December 31, 2020 and before January 1, 2031.

Who is a *Qualified Taxpayer*?

A person who owns the property, has a long-term lease on the property or is assigned all or any portion of the credits.

What qualifies as a *Long-term Lease*? A long-term lease is defined in the legislation as being at least 27.5 years for a residential resource and 31.5 years for a nonresidential resource.
What properties qualify for the credits?
Historic Resources individually listed in or, that are located in and contribute to an historic district listed in the National Register of Historic Places, the State Register of Historic Sites, or are within a local historic district designated in accordance with PA 169 of 1970. 

What Standards will be used to determine if proposed work is acceptable?
All proposed work will be reviewed against the guidance contained in *The Secretary of the Interior’s Standards for Rehabilitation* (36CFR61); the associated interpretation and explanation found in the *Preservation Briefs Series*; the *Interpreting the Secretary of the Interior’s Standards* as published by the National Park Service; and other State tax credit program guidance that may be published by the SHPO.

Are there limits on the amount of State credit a project may receive?
There is a $2,000,000 credit limit on any given project impacting a specific historic resource.

How much must I spend to qualify for a credit?
For owner occupied residential historic resources the minimum expenditure is $1,000 or more. For all other project types, the minimum expenditure threshold is 10% of the State Equalized Value as determined by the local assessor having jurisdiction.

Are the State credits transferable?
Yes, State credits may be transferred as a certificated credit in whole or in part. The SHPO is responsible for certifying the assignment and/or reassignment of credits as a part of the project request for certification of completed work.

When must credit assignments be made?
All credit assignments and/or reassignments must be made in the year in which the Request for Certification of Completed Rehabilitation approval is issued on the form provided by the SHPO. Once assigned, the assignment and/or reassignment is irrevocable.

Can the State and Federal Historic credits be combined?
For income-producing properties, the State and Federal credits may be combined.

What is the relationship between the Federal and State historic tax credit program?
The Federal tax credit application and review process is independent from the State tax credit program. All existing IRS/NPS rules and processes remain in place and unchanged by the State program.

The State credits are semi-dependent on the Federal tax credit review process. For those projects seeking both the Federal and State credits, the project’s State applications will be considered incomplete until the SHPO receives the final written determination for the corresponding Federal application from the National Park Service.
Is the amount of the State credits impacted by the Federal credit when combined?
No. When combined, the project may receive both the full 25% State and 20% Federal credits. (Please Note: There may be federal tax consequences associated with combining the credits. You should always discuss your specific tax circumstances with a well-qualified tax professional. The SHPO cannot give tax or legal advice.)

When are the credits claimed?
Credits are claimed after the project receives final certification of the completed work, issued by the SHPO. The taxpayer must begin claiming the credits within 5 years of the date the Part 3 certification is issued.

What happens if the taxpayer does not begin to claim the credit within five years?
The certificate of completed work becomes invalid and the taxpayer is no longer eligible for any credit associated with that rehabilitation plan.

This document reflects the most accurate and complete answers to the various question as of the date above. As the rulemaking process unfolds some answers may be modified and new questions and answers added. Please regularly check the State Tax Credit Program page on the State Historic Preservation Office (SHPO) website for the most up to date program information. The site can be accessed at:

http://www.michigan.gov/hpcredit

We strongly recommend that you take the time to review the Public Act as it contains additional information relating to an applicant’s responsibilities. The legislation is available at:


Questions regarding the program should be emailed to preservation@michigan.gov

Michigan State Historic Preservation Office http://www.michigan.gov/shpo
Determination of Demolition by Neglect
Historic District Commission meeting – Tuesday March 16, 2021

Property address and owner

816 Normal Court
Style – Bungalow
Zone: RM-15
Owner: James Wise
Built: 1930
Owned since: 07/19/1999

Chapter 16 of the city of Kalamazoo Code of Ordinance Historic Districts
16-1 Definitions

DEMOLITION BY NEGLECT — Neglect in maintaining, repairing or securing a resource that results in
deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.


A. Upon a finding by the Commission that a historic resource within the local historic district or a
proposed historic district subject to its review and approval is threatened with demolition by neglect,
the Commission may do either of the following:
  (1) Require the owner of the resource to repair all conditions contributing to demolition by neglect.
  (2) If the owner does not make the necessary repairs within a reasonable time, the Commission or
its agents may enter the property and make such repairs as are necessary to prevent
demolition by neglect. The costs of the work shall be charged to the owner, and may be levied
by the City as a special assessment against the property. The Commission or its agents may
enter the property for purposes of this section upon obtaining an order from the circuit court.

DEMOLITION BY NEGLECT STEPS:
  1. HDC considers IF a property’s condition has been caused by demolition by neglect.
     a. Physical condition of property
     b. Owner contacts and actions
  2. Finding – demo by neglect exists or not
  3. HDC finds demolition by neglect. – considered at HDC Meeting 03/16/2021
  4. Owner is noticed to attend HDC with a plan for remedy.
  5. If no action – with support of CPED & city attorney next steps are defined

Historic District Commission – cover sheet for demo by neglect
This house is a contributing historic resource in the South Street – Vine Area Local Historic District. This bungalow was built in 1930 for Mrs. Gertrude Reed, widow of James Reed.

CHRONOLOGY OF EVENTS

- 1999-07-19 – house sold by Tom Cooper to James Wise $33,500
- 1999-12-13 – PM 99-0456 – mechanical permit
- 2006-06-12 – IHV 06-00-11 **HDC Violation** – Installed new front door with side lites, new south 2nd floor window. Owner claims that the replacement door was from an energy grant from the Kalamazoo County Health Department and the second floor replacement window was installed by the previous owner (Equalizer photo dated 04-06-2000 shows the original two windows with the space between and not the round topped “Palladian” window.) Coordinator investigated since county was using Federal funds should have been reviewed by State Historic Preservation Office before work was done. County skipped that step OR SHPO did not consult HD maps. 2006-08-30 – site visit with owner to discuss remedies for 2nd floor windows and front porch rail
- 2009-04-01 – PB 09-0075 - KHARP program repairs (Kalamazoo Homeowners Assistance Repair Program) (Vestal Builders) front porch rail and deck
- 2014-07-30 – Stop Work order issued for removal of Transite siding
- 2014-09-11 – Site visit west window boarded. No electric, burst pipes. stripped siding.
- 2014-09-24 – IHA 14-0099 – owner has stripped the Transite cement asbestos siding and the underlaying wooden clapboard siding off of 90% of the house. Installed French doors on north/rear, 1st floor. Still an open case (2021/02/04) HDC approved
  - 1. Installation of smooth surfaced vinyl siding on 1st floor with 3”to4” wide corner boards & window casing.
  - 2. Installation of shingle or shake style vinyl siding on the second floor
  - 3. Repair deteriorated exterior wood to match existing, as needed
  - 4. Colors are owner’s option
  - 5. Final details or minor changes to be approved by the historic preservation coordinator
- 2014-10-21 – HDC hearing
  
  **Proposed Work (Retroactive):**
  1. Install vinyl siding on 1st and 2nd floor to replace cement asbestos siding (removed)

  **Observations:**
  - Original second floor siding was 3-tab, asphalt roof shingles
  - Cement-asbestos siding installed ca late 1940s
  - The sheathing had termite damage in the lower courses.
  - Stop work order issued – July 30, 2014
  - Anti-blight enforcement (EN-14-2581) August 26, 2014 – no siding over sheathing
  - New French doors installed at rear without HDC review or building permit
- 2014-10-29 – site visit with coordinator – referred owner to Community Homeworks for help
- 2015-01-07 – PM 15-0009 – New furnace and water heater
- 2015-04 - Admin approval for Habitat for Humanity to help with siding and window **repairs**
- 2015-07-20 – windows removed, Habitat withdraws help and approval for repairs.
- 2015-07-23 – EN 15-3283 – Owner has removed 10 original windows sashes and casings. All materials, except a few sashes, were discarded. No Historic District approval. This follows last summer when the same owner stripped all the siding off the house.
2015-08-18 – HDC hearing to consider windows
2015-08-20 – Owner located old windows that are a close match to what was removed – administrative approval for installation of these five windows
  - Conditions – this approval does NOT lift the condemnation or address the first floor, triple porch window. Original window sashes from this house, currently stored on the front porch and in the back yard should be stored inside the house. Work will require a permit and should be complete by 10-20-2015.
2015-09-14 – PB 15-0656 - permit for windows and front porch (steps and rails)

- 2015-07-28 – Owner James Wise wrote a letter delivered to the city managers office apologizing for removing the windows and stating that installing the HDC approved siding would be no good if the windows were “all rotted”
- 2015-07-28 EN 15-3347 – VBS Tier 1 violation - Windows removed; house gutted; no gas; no electric; historic violations
  - 2016-09 “Owner was going to set up a meeting at house in September 2016 to verify utilities are on. No meeting was set up and siding is still missing. Permit is required for siding, historic approval is needed.”
- 2016-04-28 – angry note from owner claiming that vinyl windows have been installed on Austin Street so why can’t he install vinyl at 816 Normal Ct. The coordinator replied and told him that Austin Street is outside the historic districts.
- 2017-06-12 – Rachel Luscomb recommends all inspections be two people due to volatile tempers of owner and son
- 2017-06-13 – Owner writes note asking the city to give him a loan to fix the house.
- 2019-12-23 – note from owner “I love my house. “Sorry for my son’s mouth. I apologize to all.”
- 2019-12-26 – PB 19-0887 – permit application denied – zoning and building rejected
- 2020-10-20 – permit denied – no plans submitted
- 2020-12 Inspection with Rachel Luscomb and building official Jon Klesko: STRUCTURAL SUPPORTS THROUGHOUT PROPERTY HAVE BEEN REMOVED, PIECED BACK TOGETHER, NOT TO CODE. CAMPER IN BACK YARD, GENERATOR IN HOUSE. APPEARS THAT HOMEOWNER IS LIVING IN CAMPER. OWNER HAS ARCHITECT DRAWINGS OF HOUSE AND IS PLANNING ON MAKING REPAIRS. OWNER WAS HANDED BLANK PERMITS FOR THE NECESSARY REPAIRS
  - Siding is still off. Some window openings are covered only with plastic.
- 2021-01-22 – coordinator received plans from Rachel Luscomb addressing the necessary structural repairs to 816 Normal Court. As noted in building inspections, the interior is gutted with load bearing walls compromised or missing and termite damage is common. Plans were drawn by architect Frank Lucatelli on March 3, 2020. This project needs:
  - New engineered beam to support dormer on south side of roof
  - Reinforcement of basement beam with a 6” x 6” post
  - Termite damage in the post supporting the main structural beam at the basement ceiling must be replaced – north end of the main beam which is built from 3-2” x 8” is also termite damaged and must be repaired (specifications in plans require impregnating with marine epoxy.)
  - New rear deck
  - Optional front roofed entry deck in addition to existing porch
- 2021-03-10 – as of this date there are no open permits or active permit applications.
Historic Preservation Coordinator  
KALAMAZOO HISTORIC DISTRICT COMMISSION

DESTRUCTION BY NEGLECT - COMMISSION DETERMINATION  
STAFF REPORT

Property address  Enforcement  Built  Owned since
816 Normal Court  EN 15-3283  1930  July 19, 1999

Applicant  HDC and Housing inspector  
Owner  James Wise  
Meeting date: March 16, 2021

Historic District  South Street-Vine Area  
Zoning  RM-15 (Residential, Multi-Dwelling)  
Additional Permits required – Building Permits  
Rental History: Not a rental since this sale in 1999

Previous reviews (HDC = commission meeting; Admin = administrative approval):  
See Chronology and Timeline

OBSERVATIONS:  
Exterior – siding and several windows still missing  
Interior – completely gutted, most work is not done to comply with the building code – this incomplete work may have made the structure unsound.

Demolition by neglect:  
1. The house is intermittently open to casual entry.

FINDINGS OF FACT (From Building Department records):  
The house is a vacant, blighted structure

DEFINITION: VACANT BLIGHTED STRUCTURE DEFINITION: A Vacant Blighted Structure is one that has been vacant and blighted for more than 30 days and two or more of the following applies:
   -is open to casual entry  
   -one or more window boarded  
   -one or more utilities required for occupancy disconnected  
   -because of disrepair or lack of maintenance, is in a condition that makes it reasonably apparent to the public that the structure is unoccupied

Sec. 16-1 Definitions.  
Demolition by neglect means neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or the loss of structural integrity of the resource.

DEMOLITION BY NEGLECT STEPS:  
1. HDC considers IF a property’s condition has been caused by demolition by neglect.
   a. Physical condition of property  
   b. Owner contacts and actions  
2. Finding – demo by neglect exists or not  
3. HDC finds demolition by neglect. – considered at HDC Meeting 03/16/2021
COMMISSION ACTIONS (Motions):

a. The Historic District Commission finds that the house at 816 Normal Court is threatened with demolition by neglect. The commission cites the following historic features that require repair to Historic District Commission Standards:
   i. The missing window openings need to be filled with operable, wooden, double hung windows that comply with the HDC Standards.
   ii. Vinyl or wooden siding needs to be installed on the outside of the house as specified in the 10/21/2014 HDC Meeting.
   iii. Any additional necessary exterior work, as identified by the building official or the enforcement team, needs to be reviewed and approved in advance of work beginning.

b. The Historic District Commission finds that the house at 816 Normal Court is threatened with demolition by neglect. The commission will schedule a SITE VISIT with no more than three commissioners, the owner and the coordinator to determine the scope of work including but not limited to the exterior cladding, windows, front steps and rear entry. The site visit will take place between March 177 and April 13, 2021. The proposed work will be reviewed at the April 20, 2021 Historic District Commission meeting and a date for completion will be set. If the owner does not complete the necessary repairs within a reasonable time, the Commission or its agents may enter the property and make such repairs as are necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the City as a special assessment against the property. The Commission or its agents may enter the property for purposes of this section upon obtaining an order from the circuit court.

c. The Historic District Commission postpone the finding of demolition by neglect for more information or to allow the owner to gather information and details. The owner will need to be present for review at the next scheduled Historic District Commission meeting.

d. The Historic District Commission finds that the house at 816 Normal Court is not threatened with demolition by neglect.
**BEARING DETAIL AT ENGINEED BEAM**

1. **EXIST. JOISTS (SECOND FL.)**
   - **VAPOR BARRIER**
   - **DRYWALL**
   - **EXIST. BLOCKING (2x4) ADD MISSING BLOCKS**
   - **NEW CONTINUOUS 2x4 TO EXTEND BEARING SURFACE FOR JOIST**
   - **EX. ENGINEERED BEAM**

3. **BEARING DETAIL AT ENGINEED BEAM**

   - **NOTCH 2 X6 STUDS TO NEW 2x4s**
   - **PATCH INSUL. AS NEEDED**
   - **DRYWALL OVER VAPOR OVER VAPOR BARRIER**
   - **EX. BEARING PLATE AT DORMER ROOF**
   - **NEW HEADER BELOW EX. PLATE (2) - 2x4s**
   - **2x6 TO FRAME DOOR OP'G**
   - **TRACK FOR FOLDING CLOSET DRS.**
   - **NEW 2X6 STUDS**
   - **LINE OF SLOPING ROOF**
   - **FOLDING DOORS MAY COVER SLOPING ROOF**

4. **DORMER SUPPORT AND CLOSET DOOR FRAMING**
3'-0" STL. PLATE BOTH SIDES

(5) EQUAL SPACES (UPPER)

(6) EQUAL SPACES (LOWER)

3'-0" x 7" x 1/4" STEEL PL.

BOTH SIDES OF WD. BEAM

3/16" BOLT (TYP.) W/ MATCHING NUT AND

1" WASHERS, BOTH SIDES

REPLACE EX POST W/ 6" x 6" (NOM.) WD. POST

TAP 4 BOLTS OF POST

6" x 6" x 1/4" STL.

BEARING PLATE

LEVELING GROUT

EXIST'G CONC. FL.

REINFORCEMENT OF BASEMENT BEAM
14. The kitchen work to be done, is similar to the bathroom. All cabinets and fixtures are selected by the owner.

Second Floor Notes:

21. This is the same continuous bearing post that extends to the basement floor as Notes 5 & 11 show. This 4x4 post is to be incorporated in the new Closet walls which are also to be positioned to carry the bearing support for the West rafters of the South dormer roof. Do not cut joists but maintain continuous bearing from the dormer roof to the basement floor.

22. The masonry of the chimney just above the second floor is damaged and needs to be restored with matching masonry. (See Photo 4 on page 9)

23. Provide a heating duct chase to deliver heat to second floor.

24. The new wall separating Bedrooms 1 & 2 and extending to the West over the Stair enclosure, shall extend up to the bottom of the main roof's South slope.

25. The Closet walls on the East wall support the South dormer’s East rafters. The 4x4 post shown is to extend to solid bearing on top of the engineered beam below. The existing engineered beam supports the second floor joists.

26. All shaded walls on the second floor are new, except for the south wall of the Toilet Room. The new walls enclosing the Stair Landing, Toilet and Laundry will all enclose a space with an new 7'-4" high ceiling above the second floor. Secure the Dormer roof structure's north-most joist to the wall described in note 24 above.
GENERAL NOTES and SPECIFICATIONS:

Basement Notes:

1. The post supporting the North end of the main structural beam at the basement ceiling, which supports the first floor is termite damaged and must be replaced by three (3) treated 4x4 posts between the top of the foundation wall and the bottom of the main beam. Verify dimensions at the site. Center the three posts on the center-line of the main beam.

2. The North end of the main beam, which is built from three 2x8s (7-1/2" x 6" full size) in the basement supporting the first floor is also termite damaged. It was deemed too costly to remove and replace the main beam. Repair as follows:

   **Step one:** remove and replace the damaged center 2x8 so that it completely and tightly fills the central 2” space of the beam, where the central beam is loose or damaged in the area shown on sheet 6. (See Photo 3 on page.)

   **Step two:** Impregnate the main beam between the North wall and the first post South of the North wall with a marine epoxy, to be approved by the owner, in all areas of the beam where termite damage is found and let cure according to product specifications.

   **Step three,** once the marine epoxy has cured, install a 1/8th inch thick plate x 7 inches high x 3'-0'" centered on the replaced post. One of two matching steel plates with matching pre-drilled bolt holes will be placed on each vertical side of the repaired beam. The bolt pattern is shown in Detail 2 on page 13. It may be necessary to remove and replace any duct-work on the east side of the beam that interferes with this repair.

   **Step four:** Secure plates with through bolts and washers bolted through the existing repaired and stabilized beam, as shown in Detail 2 on page 13.

3. The area designated by note three has minor termite damage at the North wall studs where they are in contact with the foundation. Inspect and treat all termite damage in the designated area with the same marine epoxy used for the main beam.

4. The area designated by area four has somewhat greater termite damage than area three, including the 1x4 (nom.) joist-setting board below the first floor. Inspect studs for termite damage in the designated area 4 and impregnate the damaged areas with the same marine epoxy used in areas 2 and 3. Remove and replace the 1x4 joist-setting board and replace with a duplicate sized 1x board.

5. Install a 4x4 post(s) with continuous bearing from the basement floor to the underside of the dormer roof bearing. See notes 11 & 21. Do not cut through joists but maintain continuous bearing from the dormer roof to the basement floor.

First Floor Notes:

11. This 4 x 4 post is a continuation of the post mentioned Basement Note No. 5. It must be aligned with the posts shown at notes 5 & 21. Do not cut joists but maintain continuous bearing to the basement floor.

12. All walls shown in the first floor plan are structurally in place, but all walls and ceilings need rough carpentry to form clean edges where necessary for new doors and corners and all walls and ceilings are to have drywall finishes installed after exterior insulation is installed in the exterior walls. Sub-flooring and finish floor covering is new on the first floor. Completion of the sub-floor and choice of floor covering materials will be selected by the owner. All first floor windows are existing, but need to be secured in their frames before drywall is installed.

13. All rough carpentry, insulation in exterior walls, and drywall installation for walls and ceiling is needed in the first floor bathroom. A 3'-0" x 6'-8" reused panel door is to be installed at the bathroom. All fixtures, cabinets and counters and flooring in the bathroom are new and provided by the owner.
Photo 4
View looking North from Bedroom 1.
The South face of the chimney will be the face of the future North wall of Bedroom 1.
Extend the North wall of Bedroom 1 to support the North-most rafter of the dormer roof over Bedroom 1.
See Second Floor Plan

Photo 4
Repair the damaged masonry on the existing chimney, and flue if damaged, at the second floor level.
Photo 1 (Seen from South West)
View of typical bearing of second floor joists at the existing engineered beam.
Provide solid bearing for all joists directly above the engineered beam.
Also extend the bearing surface of the engineered beam by attaching a continuous 2x4 on each side of the engineered beam, North and South sides, with the top side of the 2x4 in contact with the bottom of the joists that bear on this beam.

Photo 2 (Seen from North West)
Second view of Joists show in Photo 1.

Photo 3
Existing Beam at North end of Basement supporting the First floor.
The existing beam is composed of three full size 2 x 8s (Each nominal 2 x 8 is a full 2" x 7-1/4" actual size).
The center 2x8 of the beam shall be replaced by the same full size 2x8, or if unavailable, by a laminated 1x8 (3/4” thick) and a 1-1/2 x8 (1-1/4” thick).
See Detail 1 for reinforcing steel plates to be attached to each side of the beam with through-bolts
Design for the Remodeling of James Wise Residence
618 Normal Court
Kalamazoo, MI 49007

Frank Lucatelli, Architectural Consultant
Frank@Lucatelli.org  269.344.0708
Design for the Remodeling of James Wise Residence
618 Normal Court
Kalamazoo, MI 49007

Frank Lucatelli, Architectural Consultant
Frank@Lucatelli.org   269.344.0708
04-06-2000 shows original pair of double hung windows in place on second floor dormer two years after owner claims the previous owner installed the replacement windows in the dormer.

(1) 816 Normal Ct 04/06/2000 SWcor
(3) 05/16/2006

(2)
(4) Late December 2008 – work specified for front porch repairs
(1) 816 Normal Ct 07/19/2011 SWcor – siding UNDER Transite
(3) 816 Normal Ct 09/10/2014 SEcorner

(2) 816 Normal Ct 09/10/2014 SW corner
(4) HDC approved vinyl shake on 2nd, vinyl clapboards on 1st 09/24/14
(1) 816 Normal Ct 10/01/2015 W side – siding + windows gone
(3) 816 Normal Ct 10/01/2015 East side – siding and windows gone

(2) 816 Normal Ct 10/01/2015 triple 1st floor porch windows gone
(4) 816 Normal Ct 10/29/2015 East side - some windows back in
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: 1539 Grand Ave.
Historic District: [ ] South/Vine  [x] Stuart  [ ] West Main Hill  [ ] Rose Place  [ ] Haymarket

Applicant: Steve East & Katie Johnson  
Mailing Add. 1539 Grand Avenue  
City State & Zip: Kalamazoo, MI 49006  
Phone: 269-207-2703  
Email steve.east@csmgroup.com  
Email: katiejoellenjohnson@gmail.com

Contractor: Hawks Hollow Builders  
( ) Work to be done by owner  
Contractor: Sera Gesmundo – 269-720-9706  
Email: sera@hawkshollow.com

Proposed Work: Use additional sheets to describe work if necessary _________
- Windows: Pella, wood exterior, architectural. Same series as was used on the house last time we did renovations.
- Siding: Hardi board. Same as was used on the garage
- Flat roof: TPO membrane
- Roof on bay window: Standing seam metal

(yes) 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: 3·16·21
Owner’s Signature: __________________________ Date: ________

(if different)

-For Historic Preservation Coordinator’s Use Only-

Case Number: _PPZ- 21-0001 Date Received*: 02/22/2021
Zoning _________ Year built_________
Owned since __________________________

COMMISSION
Meeting Date: 03/16/2021 Hearing fee paid $85
COMMENTS: __________________________

Approve in Concept Date: __________ Letter mailed ________

Revised November 22, 2019

HDC Meeting 03-16-2021  Page 1 of 10
1. **1539 Grand** – October 26, 2012 ^^ North Front
2. 1960s addition before owners opened up to a **porch**

3. South – rear – original house
4. Porch opened up.

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HDC Meeting 03-16-2021

Page 7 of 10
Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW

STAFF COMMENTS

<table>
<thead>
<tr>
<th>Property address</th>
<th>1539 Grand Ave</th>
<th>CASE #</th>
<th>PPZ 21-0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Steve East &amp; Katie Johnson</td>
<td>Year built:</td>
<td>1910</td>
</tr>
<tr>
<td>Owner</td>
<td>Steve East &amp; Katie Johnson</td>
<td>Owned since:</td>
<td>11/20/2012</td>
</tr>
<tr>
<td>Received</td>
<td>02/22/2021</td>
<td>Meeting date:</td>
<td>03/16/2021</td>
</tr>
</tbody>
</table>

Previous reviews (HDC = commission meeting; Admin = administrative approval):
2012 – Major remodeling started by previous owner, raze old garage and build new (HDC)
2013 – Replace NH Wside door, modify front door (Admin)
2014 – Fence (Admin)
2015 – Gutters and downspouts, repair eaves (Admin)

Historic District  West Main Hill – established 2007
Zoning            RS-5
Additional Permits required – building
Rental History: NA

Proposed Work:
Addition at rear

Observations:
The addition will be visible from the rear on Henderson Court.

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

COMMISSION ACTIONS (Motions):
1. Move to approve the addition on the south, rear side of the house as presented. 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 deny, based on Secretary of the Interior Standards #9 & #10.

(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.

HDC Meeting 03-16-2021
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 archaeological 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 – 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: 251 E. Michigan Ave

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

Applicant: SignArt, Inc. Owner: Treystar Holdings, LLC

Mailing Add. 5757 E. Cork Street Mailing add PO Box 51716

City, State & Zip: Kalamazoo, MI 49048 City, State Zip: Kalamazoo, MI 49005

Phone: (269) 381-3012 Phone: (269) 329-1808

Email jandrews@signartinc.com Email tkidd@trevstar.com

Contractor: SignArt, Inc. ( ) Work to be done by owner

Contractor ____________________ _

Proposed Work: Use additional sheets to describe work if necessary ___ _

See attached sheets Installation of one (1) 11’11” x 2’6” double faced, internally illuminated projecting sign and one (1) 1’9 ½”15’ 3 5/8” internally illuminated channel letter set

( _____ ) This property has at least one working smoke detector for each dwelling unit: (Owner or applicant's initials) (Required) * see back

Applicant's Signature: Jandrews __________________________ Date: 3/10/2021

Owner's Signature: __________ Date: 3/10/2021

( if different)

APPLICATION CHECKLIST:
Include all these items are in your submission. Incomplete applications will be held until the next review hearing.

[ ] Drawings 11x17 or smaller with dimensions

[ ] Materials list

[ ] Site plan including north arrow – for additions or new construction

[ ] Other

[ ] $85 for HDC hearing & review fee – must be paid in advance to be placed on agenda – include WITH application – Check payable to: City of Kalamazoo

Case #PPZ 21-0002

HDC Meeting 03/16/2021

Page 1 of 10

Revised November 22, 2019
Sign #1 — Illuminated Double Faced Projecting Wall Sign

**Vertical Embellishment**
Custom fabricated, 100% aluminum. Paint with CripCard EFX semi-gloss enamel.

**Plaza Embellishment**
Custom fabricated, 100% aluminum. Precision routed, 100% aluminum face backed flat white polycarbonate. Paint with CripCard EFX semi-gloss enamel.

**L.D. Sign Cabinet**
S.A. Double filler with 1⅝ retainers. Paint with CripCard EFX semi-gloss enamel.

**Faces**
Precision routed, 100% aluminum backed with flat white polycarbonate.

**Electrical/Illumination**
White LEDs powered by low voltage power supplies. Toggle disconnect.

1" rigid electrical conduit.

**Mounting**
See mounting detail page.

Note: Electrical to be directed through top support (verify).

---

**Haymarket Plaza — Kalamazoo, MI**

**Square Footage**

| Sign #1 | 11'-11" x 2'-6" = 29.79 Sq.Ft. |

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**HDC Meeting 03/16/2021**

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**Item C**

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**Haymarket Plaza — Kalamazoo, MI**

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**HDC Meeting 03/16/2021**

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**Item C**

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**Haymarket Plaza — Kalamazoo, MI**

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**HDC Meeting 03/16/2021**

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**HDC Meeting 03/16/2021**

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**Item C**

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**Haymarket Plaza — Kalamazoo, MI**

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**HDC Meeting 03/16/2021**

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**Item C**
Sign #1 — Illuminated Double Faced Projecting Wall Sign

Scale: None
Sign #1 — Mounting Detail (Top View)

- Metal studs at 1'-4" O.C. (verify locations).
- 4" x 7.2 lb Steel channel with .100 thick formed aluminum covers painted CripCard EFX semi-gloss black.
- 8" x 1'-10" Pocket in wall (verify).
- Patch drywall access hole after installation, repair paint by others.
- 6" x 6" x .250 Steel mounting plates.
- 1/2" S.S. threaded rod through center of brick. Nuts and washers as needed.
- Existing drywall.
- Existing masonry wall.

Window.

Scale: 1" = 1'-0"
ITEM C

Illuminated Channel Letters

Construction
Custom fabricated 3" deep, 080 aluminum formed/welded return.
100 Aluminum backs.
Paint with GripCard EFX semi-gloss enamel.

Faces
Precision routed ⅛" white acrylic (1/8" exposed edge).
Applied pressure sensitive vinyl.

Electrical/Illumination
White LEDS powered by low voltage power supplies.

Mounting
3" x 3" aluminum tube raceway.
Mounted flush to existing 3" x 3" steel tube frame.
Paint with GripCard EFX semi-gloss enamel.

Note: Existing 3" x 3" steel tube frame to be modified to accommodate channel letters.

Scale: 3/8" = 1'-0"
ITEM C

Sign #1 — Day/Night View Comparison

Sign #1 — Illuminated Double Faced Projecting Wall Sign

Scale: 3/4" = 1'-0"
1. 251 East Michigan west end facing Michigan Ave
2. Opening between 229 and 251 East Michigan
3. 251 East Michigan east end facing Michigan Ave
4. Back of the east end of 251 before the new Catalyst building
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.

Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

APPLICATION FOR PROJECT REVIEW

STAFF COMMENTS

Property address 251 East Michigan
Applicant Jessica Andrews
Owner Treystar
Received 03/09/2021

CASE # PPZ 21-0001

Year built: 1880-1905
Owned since early 1980s
Meeting date: 03/16/2021

Previous reviews (HDC = commission meeting; Admin = administrative approval):
1999 - installation of walk-up ATM (HDC)
2011 – Pillar sign on SE corner of building (HDC)
2011 – Signs (approved), awnings (denied), revised awnings approved 01/2012 (HDC)
2013 – Window graphics (Admin)
2015 – Window graphics (Admin)

Historic District Haymarket
Zoning CCBD
Additional Permits required – sign, electrical
Rental History: NA

Proposed Work:
1. On the northeast corner of the building install a pillar sign for Haymarket Plaza
2. Install illuminated letters on top of existing lattice arches between 229 and 251 East Michigan

Observations:
• The signage is to mark the new open street venue between the new water street building and the north/rear of 251 East Michigan

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

COMMISSION ACTIONS (Motions):
1. Motion to approve the signs as proposed. The proposed signs substantially comply 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. Move to postpone. 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. ________________________________

(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.
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. Move to deny the proposed signs as presented, 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.

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I. **Call to Order:** Mr. Berg called the meeting to order at 5:00 PM

II. **Approval of Absences:**

III. **Approval of Agenda:** No change - Motion approved as presented by Ms. Underwood and second by Mr. Kastner. All approve with a voice vote.

IV. **Introduction of Guests:** None

V. **Public Comment on non-agenda items:** None

VI. **Disclaimer:** Ms. Ferraro read the disclaimer into the record. 5:04 PM

VII. **HEARINGS**

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

IX. **Approval of Minutes** – December 15, 2020 Motion to approve by

X. **Administrative approvals** – January 1, 2021 to February 9, 2021
   a) No building permit required - 1
      Elm 213 sign - address for house and carriage barn deliveries
   b) Building permit required - 4
      Sprague  409 Roof
      Walwood Pl  909 Roof
      Minor    733 Roof
      DuttonW 120 Porch - front, window repairs, replace front door

XI. **Other Business**
   a. Review draft annual report from HDC to City Commission **Motion to approve by**
   b. Annual Historic District Commission training

**TRAINING FOR COMMISSIONERS** 90 minutes to 2 hours

- Basic defensible decision making
- Infill construction in HD
- Demolition by neglect
XII. Adjournment  7:49pm

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

Mr. Grayson moves to adjourn with a second by Mr. Stucky. All commissioners approve.

___________________________________________ ____________________________
Chairperson                               Date

___________________________________________ ____________________________
Historic Preservation Coordinator         Date

___________________________________________ ____________________________
Recording secretary                       Date