

KALAMAZOO HISTORIC DISTRICT COMMISSION

Agenda - TUESDAY, December 21, 2021

5:00 pm

VIRTUAL MEETING AGENDA

I. Call to Order:

II. Roll call and approval of absences:

Eric Stucky

Dana Underwood

John Mitchell

Dan Kastner – vice chair

Andrew Grayson

Jeremy Berg

VACANT

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

a) 202 Allen Blvd

5:05pm

Owner: Joshua Meints

Applicant: Character Exteriors

Style - Craftsman

Built: 1910

Zone: RM-15

Owned since: 11/18/2020

1. Install Everlast composite horizontal siding on the sides of the roof dormers instead of the original stucco.

HDC must make decision unless applicant withdraws

PPZ 21 - 0014

Postponed from 11/16/21 at applicant's request

VIII. NEW BUSINESS:

b) 615 Potter

5:15pm

Owner: Teddy Reinbold

Applicant: owner

Style - Craftsman Foursquare

Built: 1904

Zone: RM-36

Owned since: 11/02/2015

1. VIOLATION - Replaced three original windows on the north side of the first floor
2. Add wooden framed screens over the existing replacement windows.

- c) **501 Douglas** **5:30pm** **Owner: Pauline West LLC**
Applicant: KNHS
Style - Craftsman Foursquare
Built: 1904
Zone: RD-19 **Owned since: 11/02/2015**

HUD Lead Based Paint Hazard CP (CoK/KNHS Partnership)

1. Upper sashes remain - fixed in place. Lower sashes replaced with appropriate replicas
2. Replace the entire window (both sashes and all stops) with new wooden windows in a sash pack with upper sashes that replicate the ribbon windows with exterior false muntins. Existing exterior casing would remain unchanged.

PPZ 21-0017

New Application

Public Comment then Commission Deliberation

- c) **Approval of Minutes -November 16, 2021 (ITEM D)**

IX. Administrative approvals -November 10, 2021 to December 14, 2021

a) No building permit required - 2

Woodward	303	Replace/repair existing greenhouse window to match
Allen Blvd	214	Fence and gutters

b) Building permit required - 6

Grand	1213	Roof+ misc repairs
Vine PI	820	Roof
Vine PI	824	Roof
DuttonW	410	Roof
WalnutW	303	Roof
Elmwood	823	Repair Wside porch

X. Other Business

- a) Consider whether to stream HDC meetings live **(ITEM E)**
- b) Proposal for a HDC training retreat **(ITEM E)**
- c) **Retirement party for Sharon Ferraro, Thursday, January 6th, 2022, 5-7pm at First Baptist Church across from Michigan News.**

XI. 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.

Historic District Commission FYI - December 21, 2021

REVIEWS: Historic District Commission:

Through December 14, 2021

Through December 14, 2020

✓ HDC cases to 11/09/2021 –98 total

Fees total year to date, 2021 \$2395

	2021	2021	2020	2020
a) 43 no fee		\$ 0	60 no fee	\$ 0
b) 37 bldg permit-\$35*		\$ 1295	26	\$ 910
c) <u>18 HDC hearing</u> - \$85*		<u>\$ 1445</u>	13	<u>\$ 1105</u>
98 TOTAL		\$ 2395	90	\$ 2015

*no fee for 501 Douglas - KNHS is working under a HUD grant awarded to the city

Report on Michigan Tax Credit - no changes

Retroactive approvals will be allowed as long as the application is submitted less than one year after the work started. As an example – a roof project and new furnace that was finished on October 27, 2021, needs to submit their application before October 27, 2022.



409 Park Place – fire early April 2021 – new owner plans rehab

NEW OWNERS in Historic districts* Oct. 4 to 29, 2021

Date	Street w #	HD	previous owner	new owner
11/30/21	Oak 812	SV	FALCON REAL ESTATE K-ZOO LLC 1800 W WARNER AVE CHICAGO, IL 60613-1823	MSDM, LLP 3309 WOODHAMS AVE PORTAGE, MI 49002
11/30/21	VineW 820	SV	PELY, ADAM 6840 OSWEGO PL NE APT 306 SEATTLE, WA 98115	CURTIS, CHAD 820 W VINE ST KALAMAZOO, MI 49007
11/29/21	VineW 311	SV	BAILEY, NATHAN R TRSTEE 1367 FLORAL DR KALAMAZOO, MI 49008	MSDM, LLP 3309 WOODHAMS AVE PORTAGE, MI 49002
11/24/21	Stuart 302 North 828 NorthW 836	ST	JL EQUITY GROUP LLC PO BOX 68296 GRAND RAPIDS, MI 49516	HILLSIDE VILLAGE, LLC 4519 CASCADE RD SE GRAND RAPIDS, MI 49546
11/22/21	ParkS 1020	SV	BYERS, MATTHEW 7141 NANTUCKET DR SW BYRON CENTER, MI 49315	SCHOOLEY, JASON 1020 S PARK ST KALAMAZOO, MI 49001
11/22/21	ParkPI 1019	SV	JULIEN, DALE 3823 BORGESS DR KALAMAZOO, MI 49048-1066	PALMS, AMY LOUISE 2531 HARRISON SAN FRANCISCO, CA 94110
11/22/21	McCourtie 716	SV	WADE, GEORGE R & JUDITH H 1102 S BURDICK ST KALAMAZOO, MI 49001	OSOLU, OBETA & AMANDA 4137 UPPER GLADE CT ANN ARBOR, MI 48108
11/18/21	BurnhamDr 210	SV	COLLINS, TAKUNIA 1520 MERRILL ST KALAMAZOO, MI 49008	LIU REAL ESTATE INVESTMENT GROUP LL 16066 GRAZENVIEW SCHOOLCRAFT, MI 48087
11/15/21	McCourtie 618	SV	MOTSINGER, ZACKARY 618 MCCOURTIE ST KALAMAZOO, MI 49008	BROWN, JASON 618 MCCOURTIE ST KALAMAZOO, MI 49008
10/29/21	WestS 610	SV	BEADLING, KENNETH W 8695 S 12TH ST PORTAGE, MI 49024	BEADLING, KENNETH B 610 S WESTNEDGE AVE KALAMAZOO, MI 49007





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: 202 Allen Blvd Kalamazoo, MI 49007
Historic District: [] South/Vine [x] Stuart [] West Main Hill [] Rose Place [] Haymarket
Applicant: Character Exteriors Owner: Joshua Meints
Mailing Add. 3414 Lovers Lane Mailing add 8210 Keweenaw St
City State & Zip: Kalamazoo, MI 49001 City, State Zip Kalamazoo, MI 49009
Phone: (269) 569-6105 Phone: (269) 808-8987
Email support@CharacterExteriors.com Email joshua.meints@gmail.com
Contractor: Character Exteriors

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

() Work to be done by owner

(x) Contractor Character Exteriors

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets

Dark brown Everlast composite wood look horizontal lapped siding to be installed on second story dormers only - to prevent future maintenance requirements

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

Applicant's Signature: [Signature] Date: 11/08/2021

Owner's Signature: [Signature] Date: 11/08/2021 (if different)

-For Historic Preservation Coordinator's Use Only-
Case Number: PPZ- 21-0014 Date Received*: 11/08/2021
Zoning RM-15 Year built 1910 Complete application 11/08/2021
Owned since 11/18/2020

COMMISSION Meeting Date: 11/16/2021 Hearing fee paid \$85
Check #

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
Revised November 22, 2019



**Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION**

**APPLICATION FOR PROJECT REVIEW
STAFF COMMENTS**

Property address	202 Allen Boulevard	CASE #	PPZ 21-0014
Applicant	Character Exterior	Year built:	1910
Owner	Joshua Meints	Owned since:	11/18/2020
Received	11/09/21	Meeting date:	11/16/2021

Previous reviews (HDC = commission meeting; Admin = administrative approval):

2000 – Finish partial roof, repair soffits (Admin)

2002 – Repair brick and stucco (Admin)

2021 – Roof (Admin)

Historic District Stuart Area

Zoning RM-15

Additional Permits required – none

Rental History: Not currently, registered rental through 02/2010

Proposed Work:

1. Remove stucco with Everlast on vertical sides and fronts around windows on all five dormers (2 on south, 2 on north, one on front/west)
2. Install Everlast composite horizontal siding on the stucco surfaces of the dormers

Observations:

1. **Stucco repair may also be needed on other parts of the house**
2. **Siding will require corner boards and J-channels**
3. **No visual match with the existing stucco on the dormers and the second floor of the house**
4. **Concerns about how this material will handle the inevitable snow on the roof (see packet sheet labeled “Weather” This is the only specific reference I could find on the website for weather.)**

Applicable Criteria

- (1) *Secretary of the Interior Standards for Rehabilitation - #2, #5, #6 (see last page)*

Standard #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.

Standard #5 - Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

(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.

Standard #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**

- **On this house, the stucco is an important, character defining feature.**
- **Brick and stucco as separate but complementary materials on the first and upper floors are important features of the Craftsman style.**
- **There is no existing lap siding anywhere on the house.**
- **The design of the horizontal siding does not match the rough surface of the existing historic stucco and introduces horizontal lines where they did not exist before.**
- **The texture of the horizontal siding does not match the texture of the existing historic stucco.**
- **The proposed siding will require either the replacement of the existing window casings or the addition of a J channel on the vertical sides of the exterior window casings, changing the proportions of the window.**

COMMISSION ACTIONS (Motions):

1. Approve the installation of Everlast horizontal lap siding with all necessary J channels and corner channels. This proposal complies with the Secretary of the Interior Standard #6. The commission approves a Certificate of Appropriateness for this project. Approval of any final details to be delegated to the historic preservation coordinator.
2. Postpone to the next HDC meeting. The applicant must provide additional materials and information by noon on Tuesday, December 8th, 2021. The revised application should include the following changes:
 - a. Details of the siding application including, but not limited to specific trim and channel materials
 - b. _____
If the applicant does not consent to a postponement, the commission must make a decision to approve or deny the application at this meeting or the December 15, 2021, meeting to comply with the 60-day rule.
3. The commission could deny the application, based on Secretary of the Interior Standards #2, #5 and #6.

(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.

+++++

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.

(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.

PPZ #21-0014



- (1) 202 Allen Blvd 11-10-2021 HDC meeting 11/16/2021
- (3) West/front dormer

ITEM A



- (2) 2 dormers on north face of roof
- (4) 2 dormers on south face of roof



HDC Mtg 12-21-2021



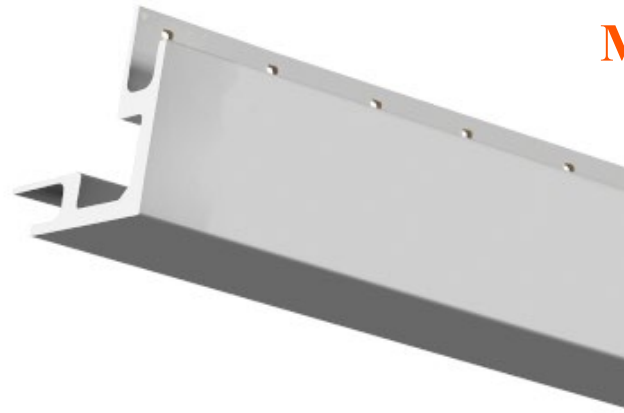
6 of 8

EVERLAST COMPOSITE SIDING – from Chelsea Building Products – began production in 2009 – limited lifetime warranty (ceases on sale or death of original owner – can be transferred w/in 45 days to new owner as a 50-year warranty. Includes hail damage not covered by homeowners’ insurance.)



Everlast Horizontal Lap Siding

Corner channel – 3 1/2" (below)

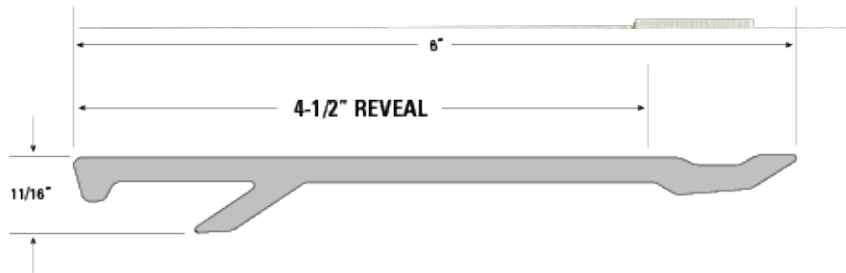


MATERIALS

J channel 1 1/2" (around windows) below



3 1/2" window casing - below



Top 10 Reasons

Why Architects Choose Everlast® Siding

1 Design & Color Options

Accommodating a wide range of both residential, multi-family and light commercial applications, the 4-1/2" and 7" Everlast lap siding, the 11" Everlast Board & Batten one-piece siding (9" board and 2" batten), and Everlast color-matched trim feature a wide palette of rich and vibrant colors in high demand throughout North America. Designed to be used in all climates and locations.

2 Authentic Look and Feel of Cedar

Everlast siding looks and feels just like real cedar siding but eliminates recurring and costly maintenance. Everlast siding's CedarTouch® finish faithfully replicates the look of cedar siding because its embossed design was produced from a piece of real top-grade rough-sawn cedar.

3 Building Code Compliance

Everlast siding earns code approval for all major residential and light commercial building codes throughout the US, including the more intensive building code requirements of Florida. Found on the www.everlastsiding.com website: CCRR (Code Compliance Report) #CCRR-0201 (ASTM E84, ASTM D635 (Class CC1), ASTM D-1929), DBPR (Florida Building Code) #FL22980 and TDI (Texas Department of Insurance) #EC-107.

4 Virtually Impervious to Water

Yes, you can install Everlast siding to grade. Everlast siding's resilient design is virtually impervious to water. It can be installed in the wettest climates, **including areas with intense freeze/thaw cycling**, and it never requires caulking, priming, or painting. In contrast, fiber cement and engineered wood siding must be installed away from direct sources of water and maintained diligently with caulking, primer, paints, or stains to prevent water infiltration.

5 Ultimate Durability

Everlast siding is engineered for superior durability. When compared to fiber cement and engineered wood, Everlast siding's proprietary mineral-enriched composite substrate provides unmatched dimensional stability and moisture protection. Everlast siding's UV-resistant capstock ensures decades of protection from weathering and discoloration.

6 Lowest Lifecycle Cost

An occasional wash with a garden hose is all that's required to maintain Everlast siding's original luster. Because Everlast siding never requires caulking, priming, or painting, the lifecycle cost of Everlast siding is dramatically lower than real cedar, fiber cement, and engineered wood. Everlast siding is fully recyclable at the end of its long service life. Plus, Everlast siding eliminates the recurring use of VOC-laden paints and stains.

7 Intuitive and Fast Installation

Everlast siding is engineered for reduced labor cost and installation error. Everlast EZStack joinery on the lap siding helps to ensure level and proper course spacing plus conveniently located nailing slots, every eight inches on center, speed fastening. Each panel of Everlast Board & Batten has an integrated installation line guide to ensure the panel is fully seated within the interlock. Online training and on-site Everlast installation experts are available.

8 Tight Seams

Unlike real wood, engineered wood, or fiber cement siding, planks of Everlast lap siding are tightly joined at butt seams with stainless steel brackets, creating the tightest, cleanest, and longest lasting joints with no flashing required.

9 Avoid Health Hazards

Unlike fiber cement, when cut, Everlast siding produces no harmful dust that can cause serious health issues for contractors. Installing Everlast siding eliminates OSHA-mandated respirators, protective clothing, and dust collectors that are required with fiber cement.

10 Pro Resource Tools Available

Aside from offering the AIA approved "Advanced Composite Siding: For a More Resilient and Sustainable Future" credit course, there are a variety of electronic architectural design files, other technical documents and resources to help you with your Everlast siding project. Online resources include: installation, warranty, brochures, case studies, architectural design files, product specifications, image gallery and more. Enter your zip code in the dealer look-up to find Everlast siding sold in your area. Visit www.everlastsiding.com for more information.





Department of Community Planning and Development
Kalamazoo Historic District Commission
415 E. Stockbridge - Kalamazoo, Michigan 49001
Telephone (269) 337-8804 - FAX (269) 337-8513
ferraros@kalamazoo-city.org

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: 615 Potten St.
Historic District: [X] South/Vine [] Stuart [] West Main Hill [] Rose Place [] Haymarket
Applicant: Teddy Reinbold Owner: Teddy Reinbold
Mailing Add. 1739 Rapp Ave Mailing add
City State & Zip: Portage MI 49007 City, State Zip
Phone: 269-823-1462 Phone:
Email teddyreinbold@gmail.com Email @

Contractor:

(X) Work to be done by owner

Contractor

Proposed Work: Use additional sheets to describe work if necessary
See attached sheets Replaced Eight Windows in Lower half of house. Also replaced rotted wood around the windows.

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

Applicant's Signature: [Signature] Date: 11-3-21
Owner's Signature: [Signature] Date:
(if different)

Application Checklist:
(Incomplete applications will be held until the next review hearing.)
[X] Drawings 11x17 or smaller with dimensions
[X] Materials list
[X] Site plan including north arrow
[] Other
[X] \$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

-For Historic Preservation Coordinator's Use Only-

Case Number: PPZ EN 21-5428 Date Received*: 11/16/2021
Zoning Year built Complete application
Owned since

COMMISSION

Meeting Date: 12/231/2021 Hearing fee paid \$85 yes
Check # Ch #1366

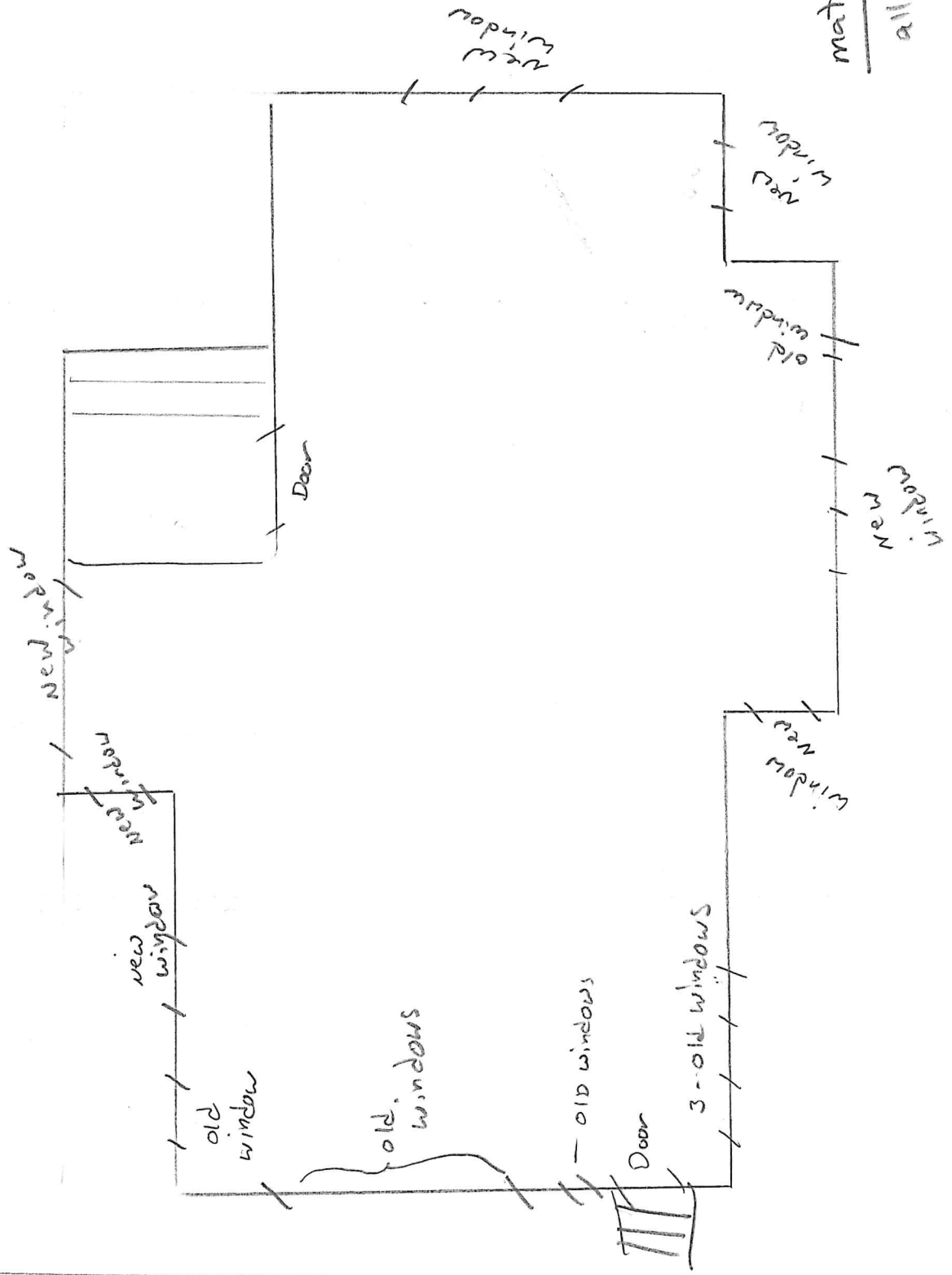
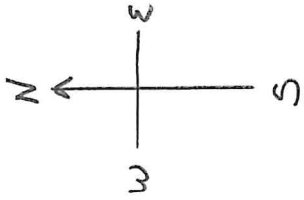
COMMENTS:

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



materials List
all replacement windows

615 Patten st.

PPZ # 21-0016 & EN 21-5428



(1) **605 Potter** – NWcor 12-14-2021
(3) Large window



(2) North side windows – one large left) 2 single windows
(4) Single window facing west



HDC Mtg 12-21-2021





Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION

**APPLICATION FOR PROJECT REVIEW
STAFF COMMENTS**

Property address 615 Potter St

CASE # IHV 21-0016
EN 21-5428

Applicant Teddy Reinbold

Year built: 1904

Owner same

Owned since 11/02/2015

Received 11/16/2021

Meeting date: 12/21/2021

Previous reviews (HDC = commission meeting; Admin = administrative approval):

1. 2004 – Rail waiver (Admin) (*previous owner*)
2. 2010 – Infill for rear/north entry steps and guardrail (admin) (*previous owner*)

Historic District South Street – Vine Area

Zoning RM-36 (Residential, Multi-Dwelling)

Additional Permits required – none

Rental History: Certified rental to 04/30/2024

Proposed Work (Retroactive):

1. Allow replaced windows to remain – mask with traditional painted wooden screens set on the blind stop (*See *NOTICE TO PROCEED on next page.*)
2. OR remove vinyl windows and replace with wooden double hung windows to meet HDC Standards and to match the other remaining historic windows on the house. Replacement wooden windows may be salvaged or new but must be wooden on the outside – not clad.

Applicable Criteria

The Secretary of the Interior's Standards for Rehabilitation

#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.

Standard #6 allows a new feature to be appropriate in design, color texture and other visual qualities– and where possible, be made of historic materials.

The Kalamazoo Historic District Commission Standards and Guidelines specify:

- It is preferred that existing damaged or deteriorated window frames and sash be repaired rather than replaced.
UNDER NO CIRCUMSTANCES WILL SOLID VINYL OR VINYL CLAD WINDOWS BE APPROVED IN ADVANCE FOR REPLACEMENT WINDOWS.

If replacing the entire window becomes necessary, the following conditions shall be applied:

- The dimension of the original window must be retained.
- Muntins, sash, frames, exterior casing and brick molds must be of material and dimensions to match other windows
- New windowsills must be extended to receive the nominal 4" wide vertical exterior casing.

COMMISSION ACTIONS (Options):

1. 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 approves a **Notice to Proceed*** for this project. Approval of any final details to be delegated to the historic preservation coordinator.
3. 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 to comply with the 60-day rule.
4. The commission could deny, based on Secretary of the Interior Standards #1 through #6.

* A NOTICE TO PROCEED can be appropriate when non-historic work has been done. The NOTICE TO PROCEED can be to apply a remedy to mask or modify unapproved work.

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.



Community Planning and Economic Development
 Historic District Commission
 245 North Rose Street
 Kalamazoo, MI 49007
 Telephone: (269) 337-8804; FAX (269) 337-8513
ferraros@kalamazoo-city.org

HISTORIC DISTRICT Unapproved Work Violation

10/20/2021

PROPERTY ADDRESS: 615 POTTER ST
Parcel #: 06-22-121-006

CASE #:

PLEASE let us know if you no longer own this property. (337-8804)

OWNER:
REINBOLD, TEDDY
1739 RAPP AVE
PORTAGE, MI 49002-7522

Responsible Party (If different than owner): same

Dear: REINBOLD, TEDDY

Work done on the exterior of buildings located within the boundaries of the local historic district must be reviewed and approved before work begins. It has been reported to the Community Planning and Economic Development Department of the City of Kalamazoo and the Historic Preservation Coordinator that unpermitted and/or unapproved work has been done on the property at 615 POTTER ST including but not limited to:



- 1) Replaced at least three windows – three on the south side of the house

Kalamazoo Historic District Commission Standards and Guidelines for Rehabilitation require that an Application for Project Review should be submitted to the coordinator before work begins. *(80% of the applications are approved administratively by the coordinator in less than three business days.)*

PROPOSED REMEDY

1) An Application for Project Review is enclosed and must be submitted within Thirty (30) days of this notice. Once the **retroactive** application has been received, reviewed and approved, work must be completed within 30 days or a plan of work must be agreed with the coordinator. **Failure to submit the application is a code violation and an enforcement letter will be issued which generates an automatic charge of \$75.00.** This project *may* be referred to the Historic District Commission for review at their regular meeting on the third Tuesday of each month.

PROPOSED WORK TO REMEDY VIOLATION:

Apply to the Historic District Commission for retroactive approval of the work (application enclosed)
OR

Remove the replacement windows and reinstall the original windows

2) Once the proposed work is approved the work must be complete **within 60 days of the approval date**. Work performed on the exterior of any structure located within the boundaries of the historic districts is subject to review and approval of the Kalamazoo Historic District Commission as specified in Chapter 16 of the City of Kalamazoo Code of Ordinances. An application for Project Review is to be completed and submitted to the Historic Preservation Coordinators Office **in advance of the commencement of work or purchase of materials**. Once the application has been reviewed by the coordinator or the full commission at its regularly scheduled monthly meeting, a Certificate of Appropriateness will be issued if the proposed work meets the Historic District Standards and Guidelines. At this point, a building permit application may be made, if necessary. ***Please call me at 337-8804 if you have any further questions or for assistance in completing the application.***

Historic District Commission review at a regularly scheduled monthly meeting will be required for this project which generates a \$85 hearing fee.

A separate building permit is required – there will be an additional administrative review fee of \$35 in addition to the building permit fee. Work should not begin until the building permit is issued, and the fees are paid.

A copy of this letter has also been sent to the taxpayer of record and the agent of record if applicable.

IMPORTANT: Historic District Commission approval does NOT constitute a blanket approval to begin work. It is the owner's responsibility to obtain all necessary Building Permits, site plan review or Housing (rental inspections) approval for the proposed work. It is HIGHLY RECOMMENDED that the owner or applicant call 337-8026 to inquire about building permits, or, if this is a rental property, contact your inspector.

I look forward to hearing from you soon.

Sincerely,

cc: property file



enclosed:

Sharon R. Ferraro
Historic Preservation Coordinator

Project Review - App & Instructions
Historic District Info sheet
applicable standards

Phone (269) 337-8804 FAX (269) 337-8513 email: ferraros@kalamazoo.org

From Chapter 16, City of Kalamazoo Code of Ordinance:

§ 16-27. Failure to comply with certificates of appropriateness. [Added 3-3-1986 by Ord. No. 1371; amended 3-23-1992 by Ord. No. 1527; 1-18-2005 by Ord. No. 1780]

- C. When work has been done upon a resource without a permit, and the Commission finds that the work does not qualify for a certificate of appropriateness, the Commission may require an owner to restore the resource to the condition the resource was in before the inappropriate work or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply with the restoration or modification requirement within a reasonable time, the Commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness. If the owner does not comply or cannot comply with the order of the court, the Commission or its agents may enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the local unit as a special assessment against the property. When acting pursuant to an order of the circuit court, a Commission or its agents may enter a property for purposes of this section.

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:

- (1) 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.
- (2) 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 www.kalamazoo.org/localhistoricdistricts.

Sec. 16-28. List of improvements subject to Historic District procedures, though building permit not required.

If a resource is governed by this chapter, and the work to be done includes one (1) or more items on the following list of improvements, which improvements do not otherwise require a building or other permit from the Department of Planning and Community Development, then the procedures of Article II of this chapter shall apply to said improvement:

- (a) New storm doors and windows;
- (b) Nonstructural repairs of trim and architectural ornamentation;
- (c) Fences: repairs and/or new construction;
- (d) Decks: repairs and/or new construction;
- (e) Siding repairs;
- (f) Minor roofing repairs;
- (g) Change of sign faces
- (h) Installation of satellite dishes and antennas;
- (i) Exterior lighting free standing and/or attached to the resource;
- (j) Retaining walls and/or;
- (k) Replacement windows.



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: 501 Douglas Ave. Kalamazoo, MI 49001
Historic District: [] South/Vine [X] Stuart [] West Main Hill [] Rose Place [] Haymarket
Applicant: KNHS Home Ownership Services Owner: Pauline West LLC
Mailing Add. 1219 S. Park St. Mailing add: (PROP. MGR. ADAM ATWOOD)
City State & Zip: KZoo, MI, 49001 City, State Zip: KZoo, MI 49001
Phone: 269-385-2916 Phone: 269-377-4589
Email TCollins @ KNHS.ORG Email : atwoodproperties@icloud.com;

Contractor: (X) TBD – Filing through HUD LBPHCP (CoK/KNHS Partnership) Work to be Completed by Lead Abatement Firm
() Work to be done by owner

Contractor Not yet determined
Proposed Work: Use additional sheets to describe work if necessary
See attached sheets

(TC) 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)

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

-For Historic Preservation Coordinator's Use Only-

Case Number: PPZ- 21-0017 Date Received*: 12/14/2021
Zoning RD-19 Year built 1906 Complete application 12/14/2021
Owned since

COMMISSION Hearing fee paid \$85 Waived
Meeting Date: 12/21/2021 Check #
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

501 Douglas narrative description
HDC meeting 12-21-2021

The aim for this project is as follows:

Due to the recent severe poisoning of a local child from lead-based paint, the City of Kalamazoo and KNHS Home Ownership Services are intervening as a means of abating lead – based paint hazards in the home and at the property. To that there is a substantial amount of work being done to ensure that this home is being made “lead safe” and kept historically accurate. The exterior of the home will be professionally repainted from soffits and fascia to basement window casings in a manner to keep the texture found on the exterior cedar siding and maintain historic integrity and reach “lead safe”. The focus of the hazards that require approval is the potential removal and replacement of the windows on this property.

At this time, it has been proven that the exterior of the windows on the home are lead-based paint positive, a notable exposure point for this child who has been poisoned to the level where hospitalization had to occur.

This said, two options were presented to the Contractors to solve this lead-based paint hazard;

1. Removal and replacement of the full upper and lower sashes using “Sash Pack” style windows, where the originals will be removed and new windows that mimic the same historic style are installed instead.
2. Make the top sash affixed and remove the lower sash and replace with replica/remove lead paint from friction surfaces and install jamb liner for further lead safety.

Option one has been BIDDED and priced by Contractor, reviewed by City of Kalamazoo, and Approved by HUD to move forward with the work.

The second option has been BIDDED at a higher cost point from the Contractor and has not been approved by City of Kalamazoo or HUD.

Either option will work to achieve “lead safe” status and also achieve “Historic Preservation” status, however the second option will cost more, reduce the impact these federal funds will have by focusing more funds on one project, and as a result help less children live lead safe in our community.



**Historic Preservation Coordinator
KALAMAZOO HISTORIC DISTRICT COMMISSION**

**APPLICATION FOR PROJECT REVIEW
STAFF COMMENTS**

Property address	501 Douglas	CASE #	PPZ 21-0017
Applicant	KNHS LBPHC Program	Year built:	1916
Owner	Pauline West LLC	Owned since:	09/17/2018
Received	12/14/2021	Meeting date:	12/21/2021

Previous reviews (HDC = commission meeting; Admin = administrative approval):

2000 – Finish partial roof, repair soffits (Admin)

2002 – Repair brick and stucco (Admin)

2021 – Roof (Admin)

Historic District Stuart Area
Zoning RD-19
Additional Permits required – none
Rental History: Rental registration is on hold

Proposed Work:

1. Uppersashes remain and will be fixed in place. Lower sashes replaced with appropriate replicas
2. Replace the entire window (both sashes and all stops) with new wooden windows with upper sashes that replicate the ribbon windows with exterior false muntins. Existing exterior casing would remain unchanged.

Observations:

- **This 1916 bungalow is nearly unaltered, in excellent condition. The windows are in good to excellent condition.**
- **The tenant family has a child under age 5 that has a very elevated blood level, possibly from exposure at their previous rental home. The child is now exceptionally vulnerable to repeated damage from lead and cannot return to a house where the lead has not been abated.**
- **The family moved out of the house in early fall.**

Applicable Criteria

(1) *Secretary of the Interior Standards for Rehabilitation - #2, #5, #6 (see next page)*

Standard #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.

Standard #5 - Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

(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.

Standard #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**

COMMISSION ACTIONS (Motions):

1. Approve OPTION 1 to leave upper sashes, fixed in place in each opening. Lower sashes replaced with appropriate replicas. This proposal complies with the Secretary of the Interior Standard #6. The commission approves a Certificate of Appropriateness for this project. Approval of any final details to be delegated to the historic preservation coordinator.
2. Approve OPTION 2 - in each opening, replace the entire window (both sashes and all stops) with new wooden window sash packs with upper sashes that replicate the ribbon windows and have exterior false muntins. Existing exterior casing would remain unchanged. This proposal complies with the Secretary of the Interior Standard #6. The commission approves a Certificate of Appropriateness for this project. Approval of any final details to be delegated to the historic preservation coordinator.
3. Postpone to the next HDC meeting. The applicant must provide additional materials and information by noon on Tuesday, January 11, 2022. The revised application should include the following changes:
 - a.
 - b. _____
If the applicant does not consent to a postponement, the commission must make a decision to approve or deny the application at this meeting or the January 18, 2022 meeting to comply with the 60-day rule.
4. The commission could deny the application, based on Secretary of the Interior Standards #2, #5 and #6.

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+++++

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PPZ #21-0017



(1) 501 Douglas – NEcor 11-22-2021 NEcorner
(3) West - rear



(2) SEcor
(4) Bay window south side

A



HDC Mtg 12-21-2021



6 of 8



(1) 501 Douglas – East-front 10-16-2021

(3) Typical windows – upper sash with ribbon lites



(2) Typical windows – upper sash with ribbon lites

B

- All the windows in the house are in excellent condition.
 - Some need new ropes
 - The addition of a sash liner would alleviate the issue of the friction surfaces creating a lead paint hazard.
1. Upper sashes remain and will be fixed in place and the lower sashes replaced with appropriate replicas
 2. Upper sashes remain and be fixed in place and the lower sashes will be paint stripped and ropes replaced with sash liners installed
 3. Replace the entire window (both sashes and all stops) with new wooden windows with upper sashes that replicate the ribbon windows. Existing exterior casing would remain unchanged.



CHANGE ORDER

Address: 501 Douglas Ave. Kalamazoo, MI 49001

Change Order Rational:

HISTORIC PRESERVATION - PER HISTORIC PRESERVATION COORDINATOR

Change Order Specifics:

- WINDOWS w/ WORK BEING DONE VIA LBPHCP (see attached SPECS for room by room):
- TOP SASH: AFFIX TO MAKE PERMENANT AND NO FRICTION CONCERN/HAZARD
- BOTTOM SASH: REMOVE ALL PAINT FROM FRICTION SURFACES DOWN TO SUBSTRATE, PRIME, REPAINT (LEAD SAFE METHODS - (Recommendation: SPEEDHEATER)
- INTERIOR JAMB: REBUILD AND REPAIR WEIGHT AND PULLEY SYSTEM FOR WINDOW w/ "Samson Red Spot Sash Cord", INSTALL JAMB LINER
- EXTERIOR JAMB: REMOVE ALL PAINT FROM FRICTION SURFACES DOWN TO SUBSTRATE, PRIME, REPAINT (per SPECS w/ EXTERIOR CASINGS AND SILLS) (LEAD SAFE METHODS - (Recommendation: SPEEDHEATER)
- WINDOW WELL: REMOVE ALL PAINT FROM FRICTION SURFACES DOWN TO SUBSTRATE, PRIME, REPAINT (LEAD SAFE METHODS - (Recommendation: SPEEDHEATER)
- WINDOW STOP: REMOVE ALL PAINT FROM FRICTION SURFACES DOWN TO SUBSTRATE, PRIME, REPAINT (LEAD SAFE METHODS - (Recommendation: SPEEDHEATER)

Additional Cost to Contract Price: \$ _____

Signature of Contractor

Signature of Program Manager

Signature of Construction Director

DATE

VIRTUAL MEETING

241 W. South St. Kalamazoo, MI 49007

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

II. **Approval of Absences:**

Eric Stucky-Kalamazoo	Andrew Grayson – Kalamazoo
Dana Underwood – Kalamazoo	Jeremy Berg- Excused
John Mitchell - Excused	Vacant
Dan Kastner- Kalamazoo	

Motion made by Mr. Grayson to approve the absences with a second by Ms. Underwood. Motion passed unanimously by voice vote

Approval of Agenda: **Motion made by Mr. Grayson to approve the absences with a second by Ms. Underwood. Motion passed unanimously by voice vote**

III. **Introduction of Guests:** None

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

V. **Disclaimer:** Ms. Ferraro read the disclaimer into record. 5:02 PM

VI. **HEARINGS - OLD BUINESS:** None

VII. **NEW BUSINESS:**

A) 202 Allen Blvd	5:05pm	Owner: Joshua Meints
Style: Craftsman		Applicant: Character Exteriors-Colin
Zone: RM-15		Built: 1910
		Owned Since: 11/18/2020

1). Install Everlast composite horizontal siding on the sides of the roof dormers instead of the original stucco.
PPZ21-0014 New Application

The commission will need to have a unanimous decision as we don't have enough commissioners. Minimum vote of 4 commissioners. Collin with Character Exteriors has chosen to postpone till December 21st with the hope of having more commissioners present.

B) 602 Axtell	5:10 pm	Owner: Elisa Garcia
Style – Craftsman Foursquare		Applicant: Owner
Zone: RM-15		Built: 1905
		Owned Since: 09/24/2021

1). Remove recently installed set of three, double hung vinyl windows on east side
2). Remove the inappropriate vinyl windows and install; a set of three new double hung wooden windows that comply with Historic District Commission standards.
3). Trim outer casing to match existing wooden windows,

PPZ21-0015 New Application

The homeowners did not realize the home was in the historic district and had already done some work. They had already replaced some exterior windows. Ms. Garcia wasn't aware that certain guidelines needed to be followed. They had already replaced 3 windows but had already purchased all the windows for the house. Ms. Ferraro has met with the homeowners and did give them options. The normal rules would be a wooden window since vinyl windows are not allowed. They would take out the 4 and replace with a wood window and sill along the bottom edge. The remainder of the house would be a repair rather than replace. All the windows that were in the house were all broken when the house was purchased. Ms. Garcia can return the windows that are not installed.

Mr. Grayson made motion to approve the installation of a set of three double hung wooden windows in the existing opening altered for the set of vinyl windows. The exterior casing shall be trimmed out to match the casings and sills on the adjacent, unaltered historic windows. This proposal complies with the Secretary of the Interior Standard #6. 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. Stucky. The motion passed unanimously by a roll call vote.

IX. Approval of Minutes: October 19, 2021 (ITEM F) – Motion made by Ms. Underwood and second by Mr. Grayson -passed unanimously with a voice vote.

X. Administrative approvals - October 12, 2021 to November 10, 2021

a) No building permit required – 6

Grand	1213	Replicate 2 nd floor balustrade, architrave & porch ceiling
Village	742	Fence – chain link in back yard
Grand	1601	Fence – NE corner house to prop line
South W	516	15 glass block basement windows, 6 screened
Elm	303	Replace/repair existing greenhouse window to match
Allen Blvd	214	Fence and gutters

b) Building permit required – 10

Pearl	510	Roof
Lovell W	702	Roof
Rose S	706	W Side post fire repairs, 2 nd fl door 2 wdw, 1 st restore wdw
Grand	1213	Roof – HDC app in file – incomplete
Locust Pl	813	Roof – house and garage
Walnut W	309	Roof
Cedar W	610	Roof
Davis	914	Roof
Westnedge S	709	Replace 2 W windows at N end with a door
Forest	723	Roof

XI. Other Business-

XII. Adjournment

Motion made to adjourn meeting by Mr. Grayson with a second by Mr. Kastner with all commissioners approve. Meeting adjourned at 5:25 pm.

_____	_____
Chairperson	Date
_____	_____
Historic Preservation Coordinator	Date
_____	_____
Recording secretary	Date

HDC meetings after January 1, 2022

Does the HDC want to livestream meetings beginning in January? Meetings will be in person but as a commission the HDC may choose to live stream.

- 1) All boards and commissions (and their members) MUST meet in person starting January 1 according to state law Remote attendance for commissioner and applicants is only available for military on active duty.
- 2) LIVESTREAM
 - a) Live streaming of meetings and call-in public comments will be determined by each board
 - b) Departmental staff will take over running the technology for the meeting if a board wishes to stream/take call-in comments
 - c) Citizen or public comments will take place live as a call-in by phone at the beginning of the meeting, for each hearing and at the end of the meeting. Comments, as in the past, are limited to 4 minutes.
 - d) The City Commission will likely pass a rule this month requiring face coverings for everyone attending a public meeting (with a limited exception)
 - e) Live streaming meetings must take place in Commission Chambers where the equipment is installed.
- 3) IN PERSON – not Livestream
 - a) Meetings will take place in the community room
 - b) Face coverings required for all people present.
 - c) Hand sanitizer and disinfectant wipes along with face masks will be supplied.
 - d) The HDC will still have use of the large screen monitor in the community room.
 - e) The community room has already been reserved for the HDC on the third Tuesday of each month at 5pm.
 - f) Citizen or public comments will be made by people who are present in the community room at the beginning of the meeting, for each hearing and at the end of the meeting. Comments, as in the past, are limited to 4 minutes.

PROPOSAL FOR A TRAINING RETREAT

In 2015, the HDC had a 6-hour retreat on a Saturday. This improved to be very useful to the commissioners. If the retreat was repeated perhaps in February after we have a new commissioner added, we could cover these topics:

- 1) **Sustainable energy – geothermal, solar panels, wind turbines**
- 2) **Alternative materials - with lots of samples to examine – Show and Tell along with samples of the original materials for comparison. Discussion of the decision-making process for considering new materials**
- 3) **Lead based paint hazard – the process of removing it, Federal and state entities that are involved, how to considered work proposed to abate a lead hazard, the difference between fewer alterations with interim controls or “once and done” abatement**