

Agenda  
Kalamazoo Historic District Commission Meeting  
City of Kalamazoo

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May 17<sup>th</sup>, 2022 City Commission Chambers

I. **Call to Order:**

II. **Roll Call and Approval of Absences:**

- I. Eric Stucky
- II. Dana Underwood
- III. John Mitchell
- IV. Dan Kastner
- V. Andrew Grayson
- VI. Jeremy Berg
- VII. *Vacancy*

III. **Approval of Agenda**

IV. **Introduction of Guests**

Jamie McCarthy – Community Planning and Economic Development

V. **Public Comment on non-agenda items**

VI. **Disclaimer**

**Chapter 16, Section 22** of the City of Kalamazoo Code of Ordinance states:

Historical preservation is a public purpose. To serve that purpose, the Historic District Commission is hereby charged with the following responsibilities:

- a) The Kalamazoo Historic District Commission is empowered to regulate Work on the exterior of historic resources and non-historic resources in historic districts in the City of Kalamazoo and shall otherwise have all powers invested in Historic District Commissions pursuant to the Local Historic Districts Act, MCLA § 399.201 et seq. 1970 PA 169, as Amended 1992.
- b) To regulate Work on resources which, by City ordinance, are historic or non-historic resources located within local historic districts, including but not limited to the moving of any structure into or out of, or the building of any structure in, an historic district.

The following documents are available in the Community Planning and Economic Development Department located at 245 North Rose Street. These documents will help assist property owners in understanding the responsibilities of owning property in a local historic district, MCLA § 399.201 et seq. 1970 PA 169 as Amended 1992 (Michigan Local Historic District Act); Code of Ordinances City of Kalamazoo, Michigan (Chapter 16 - Historic District); Secretary of the Interiors Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings, 1990; Standards and Guidelines for Kalamazoo Historic Districts, and maps of Kalamazoo Local Historic Districts. These documents and maps are also available on the city of Kalamazoo website at <https://www.kalamazoo.org/historicpreservation>.

VII. **Jamie McCarthy – Community Sustainability Plan**

<http://www.imaginekalamazoo.com/projects/sustainability/>

VIII. **Old Business**

None

IX. **New Business - Hearings**

- a. 509 S Westnedge (West Face) 5:10 pm Owner: Vine Neighborhood Association  
Style: Various Built: N/A  
Zone: CN-1 Owned Since: 12/02/2014
  - 1. Add 5 signs in front of parking spaces on west side of building  
PPZ22-0010 New Application  
Public Comment then Commission Deliberation

- a. 714 Locust 5:25 pm Owner: Robert Noble  
Style: Greek Revival/ Vernacular Built: 1886  
Zone: RM-15 Owned Since: 11/22/1995
  - 1. Re-Roof
  - 2. Fascia and Soffit
  - 3. New addition in the rear

b. **Approval of Minutes – April 19, 2022 (Item E)**

X. **Administrative Approvals –April 12, 2022 to May 9, 2022**

- a. No building Permit Required 2
  - 1. 814 S Westnedge Security cameras
- b. Building Permit Required
  - 1. 618 McCourtie Roof
  - 2. 204 Monroe Roof

XI. **Other Business**

None

XII. **Adjournment**

Questions and comments regarding this agenda or the Kalamazoo Historic District Commission should be directed to the Historic Preservation Coordinator at 337-8804 or [Penal@kalamazoocity.org](mailto:Penal@kalamazoocity.org)

**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.

## REVIEWS: Historic District Commission:

✓ HDC Cases to 05/09/2022 – 7 Total

Fees total year to date, 2022 ..... \$910

	2022	2022	2021	2021 fees
○ 7 no fee		\$ 0	16 no fee	\$ 0
○ 9 bldg permit-\$35*		\$ 315	10	\$ 350
○ 7 HDC hearing - \$85		\$ 595	6	\$ 510
23 TOTAL		\$ 910	29	\$ 860

## New Owners in Historic Districts

Sale Date	Address	HD	previous owner	new owner	NEZ?
04/28/2022	127 Elm	SV	CAMPBELL-SCHWAB, KATHLEEN 127 ELM STREET KALAMAZOO, MI 49007	SCHWEDLER, MATTHEW A 127 ELM ST KALAMAZOO, MI 49007	no
04/20/2022	1507 W Lovell	SV	SCHMITT, PAUL F DE LA CRUZ TELLO, GABRIELA 1507 WEST LOVELL ST KALAMAZOO, MI 49007	NIELSEN, BARRY & FLORENCE 1507 W LOVELL ST KALAMAZOO, MI 49006	no
04/18/2022	215 E Michigan	HM	215 E MICHIGAN AVE, LLC 203 E MICHIGAN AVE KALAMAZOO, MI 49007	215 EM PARTNERS LLC BROWN, FREDERICK O 241 E MICHIGAN AVE, STE 135 KALAMAZOO, MI 49007	no
04/15/2022	223 W Vine	SV	VINE RENTAL PROPERTIES LLC 16047 E UV AVE FULTON, MI 49052	HARVEY, JOSHUA 223 W VINE ST KALAMAZOO, MI 49001	no
04/15/2022	724 Davis	SV	ELDRED, ERIC C ELDRED, THOMAS G 2946 WOODHAMS AVE PORTAGE, MI 49002	LAVELLE, CHARLEY 724 DAVIS ST KALAMAZOO, MI 49007	Yes
04/15/2022	737 Forest	SV	SPAGNOTTI, JEROME C II 733 FOREST ST KALAMAZOO, MI 49008- 1311	STOVER, STEPHEN 737 FOREST ST KALAMAZOO, MI 49008	Yes
04/11/2022	707 McCourtie	SV	707 MCCOURTIE LLC 1228 SALT CREEK ISLAND DR PONTE VEDRA BEACH, FL 32082	CONLEY, ANDREW 707 MCCOURTIE ST KALAMAZOO, MI 49008	Yes



**APPLICATION FOR PROJECT REVIEW – Administrative review**

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: 800 S Westnedge (501 S W Vine Building)  
 Historic District:  South/Vine  Stuart  West Main Hill  Rose Place  Haymarket  
 Applicant: Vine Neighborhood Assoc Owner: Same  
 Mailing Add: 800 S Westnedge Mailing add: Same  
 City State & Zip: Kalamazoo MI City, State Zip \_\_\_\_\_  
 Phone: 269 349 8443 49008 Phone: \_\_\_\_\_  
 Email: jenn @ vine neighborhood.org Email \_\_\_\_\_@\_\_\_\_\_  
 Contractor: Fast Signs

Application Checklist: <input checked="" type="checkbox"/> Drawings 11x17 or smaller with dimensions <input checked="" type="checkbox"/> Materials list <input checked="" type="checkbox"/> Site plan including north arrow <input type="checkbox"/> Other  <input type="checkbox"/> \$35 - HDC review fee – charged with building permit
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Work to be done by owner  
 Contractors name Fast signs  
 Proposed Work: Use additional sheets to describe work if necessary  
Attachment - drawing

\_\_\_\_\_ 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: 5/4/22  
 Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (if different)

**-For Historic Preservation Coordinator's Use Only-**

Case Number: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Zoning \_\_\_\_\_ YEAR BUILT \_\_\_\_\_ Complete application \_\_\_\_\_  
 Owned since \_\_\_\_\_ Fee Paid \$35 \_\_\_\_\_

- This project will require a building permit with a \$35 administrative review fee.
- This project will not require a building permit. There are no fees for this project
- Referred to the Historic District Commission for review at a monthly hearing - \$85 hearing fee.  
 Meeting date \_\_\_\_\_

**ADMINISTRATIVE**

Staff Review Date: \_\_\_\_\_ [ ] Approve [ ] Site Visit [ ] Approve w/Conditions  
 COMMENTS \_\_\_\_\_

Certificate of Appropriateness Issued \_\_\_\_\_  
 Notice to Proceed \_\_\_\_\_ Comments \_\_\_\_\_

Referred to Historic District Commission for hearing\* \_\_\_\_\_ \$85 fee  
 Hearing date \_\_\_\_\_

# Historic District Commission - APPLICATION FOR PROJECT REVIEW

## Administrative review - *Filling out the application – instructions and tips –*

### PLEASE PRINT.

**Property address:** street address of the property where the work will be done

**Applicant:** Owner or the owner’s contractor.

**Mailing Address:** Applicant’s address

**City, State & Zip:**

**Phone:** Specify home or work

**Email**

**Historic district:** Stuart, South Street/Vine Area, Haymarket, West Main Hill or Rose Place

**Owner:** Legal owner of property

**Mailing Address:** Owner’s address

**City, State & Zip:**

**Phone:** Specify home or work

**Email**

**Contractor – Name of contractor if this project requires a building permit or check ( ) work to be done by owner**

**Proposed Work:** What work do you plan to do? Please be as specific as possible including a complete description of the part of the structure where work will be done.

**(Remember: Always apply for and obtain your “Certificate of Appropriateness” BEFORE you purchase materials for your project.)**

**Example #1:** Rather than “Replace window.”

Say “Replace lower sash of the left window in the front of the house on the first floor with a wooden sash to match the original.” Also state the reason you need to replace rather than repair the sash. (“Sash severely damaged by football.”)

**Example #2:** Instead of “New storm door”

Say “Install new white aluminum storm door on back of house to fit original opening in width and height.” And include a drawing or photo of the proposed door – perhaps from a sales flyer or an order sheet. Specify the measurements of the width and height of the original opening.

**Example #3:** Rather than: “Fence front yard.”

Say “Fence front yard with 3’ tall Gothic top wooden pickets. Two gates to be installed with the same materials, at the front and north side sidewalks. Fence attached to front house corners.”

These are relatively simple examples.

- Measurements are very important and may be part of the drawing
- Drawings should be black or dark blue ink on white paper
- Electronic submissions are encouraged.

A COMPLETE APPLICATION includes:

This application

Drawings as needed

Specifications of materials

Payment of a \$35 administrative review fee in addition to the building permit fee

Name of the contractor if this project requires a building permit Or indicate ( ) owner

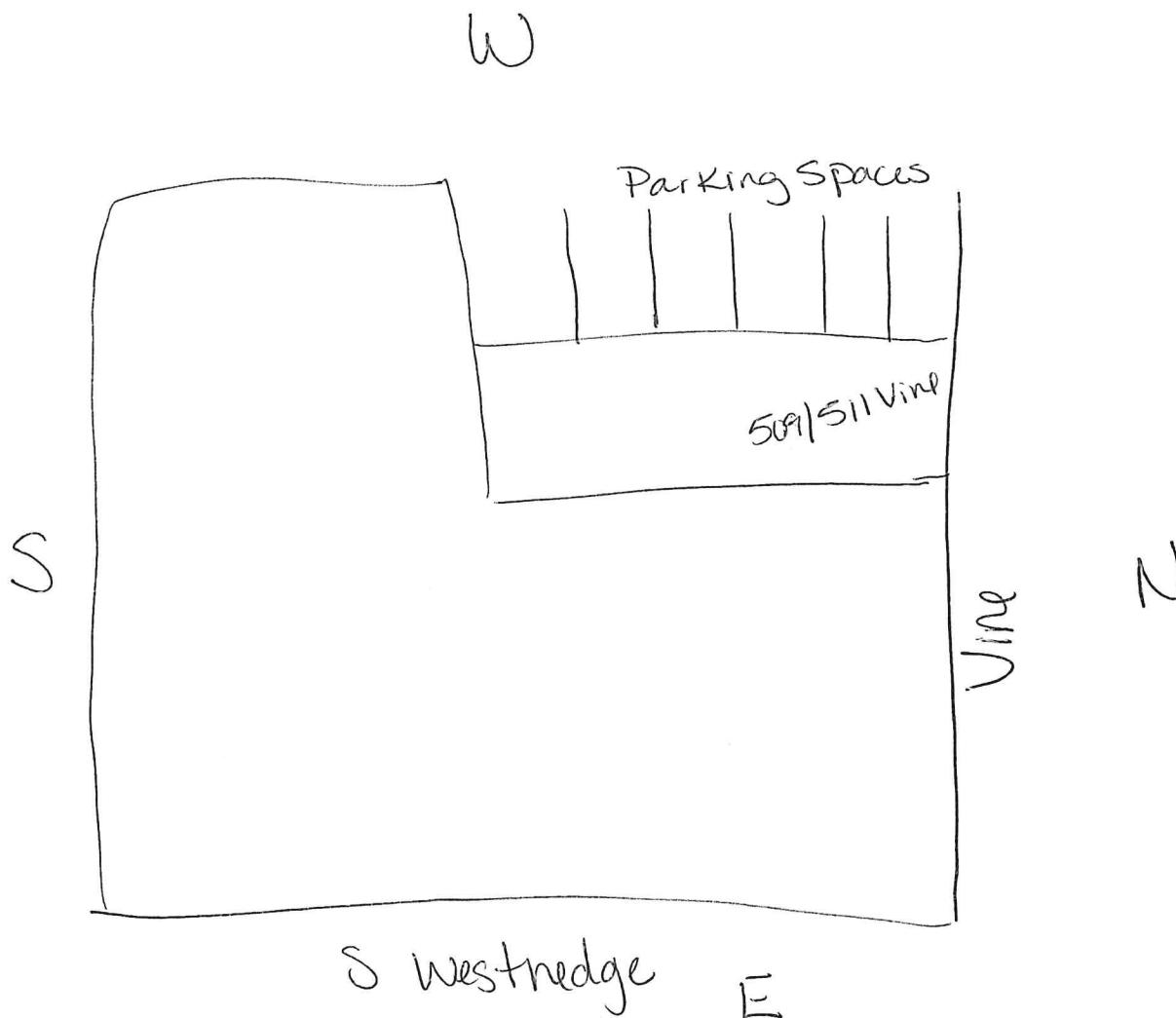
\* [ ] Please initial to verify this property has at least one working smoke detector for each dwelling unit. This is REQUIRED by state law or the application will be considered incomplete.

**Emergency repairs:** If damage occurs to a structure in a historic district, which requires emergency repairs, steps may be taken to secure the structure without the approval of the commission or the coordinator. Cover damaged windows or holes in a roof with tarps or wood to prevent further damage. Support dangling or loose elements or remove and store them. Notify the Coordinator of the damage to the structure on the first weekday available after the damage occurs and the coordinator will visit the structure as well as arranging a site visit by commission members to approve repairs if necessary. **THIS WILL BE DONE AS QUICKLY AS POSSIBLE IN ORDER TO FACILITATE REPAIRS OF THE STRUCTURE IN A TIMELY MANNER.**

*If you have questions about completing this application for project review, please call the Historic Preservation Coordinator at (269) 337-8804 or by email at [Penal@kalamazoocty.org](mailto:Penal@kalamazoocty.org)*



Signs would be installed in front of parking spaces



Created Date: 4/22/2022

**DESCRIPTION:** Business parking signs (multiple options)

**Bill To:** Vine Neighborhood Association (10498)  
806 South Westnedge  
Kalamazoo, MI 49008  
US

**Installed:** Vine Neighborhood Association (10498)  
814 South Westnedge  
Kalamazoo, MI 49008  
US

**Requested By:** Jenn Nap  
Email: jenn@vineneighborhood.org  
Work Phone: (269) 599-1719

**Salesperson:** Matt Trottier

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<p><b>Custom Shape Wall Signs with inserts</b></p> <p>Oversized painted PVC shape with silver frame for inserting panels 22"x 16" overall (shape to be determined)</p> <p>Pricing includes initial installation and insert.</p>	5	\$225.72	\$1,128.60
1.1	<b>PVC 19mm Black - PVC Backer - Oversize Routed Shape</b>			
1.2	<b>Misc. Item - Silver Aluminum slide in retainer</b>			
1.3	<b>Aluminum Composite 3mm - ACM Insert</b>			
1.4	<b>Vinyl - Calendered (Overlay) - Gloss Vinyl</b>			
1.5	<b>Overlaminates- 3 mil UV Gloss - Gloss Laminate</b>			
1.6	<b>Installation - Installation</b>			
2	<p><b>Wall Sign with inserts - Flush mount to wall</b></p> <p>Silver aluminum frame mounted to building. Two screws on the side allow removal/replacement of sign insert.</p> <p>Pricing includes initial installation and insert.</p>	5	\$163.41	\$817.05
2.1	<b>Misc. Item - Silver Aluminum slide in retainer</b>			
2.2	<b>Aluminum Composite 3mm - ACM Insert</b>			
2.3	<b>Vinyl - Calendered (Overlay) - Gloss Vinyl</b>			
2.4	<b>Overlaminates- 3 mil UV Gloss - Gloss Laminate</b>			
2.5	<b>Installation - Installation</b>			
3	<p><b>Replacement Panels (Assumes customer installation)</b></p> <p>Simple Aluminum composite panel insert.</p> <p>Installation not quoted. Panels can be inserted by removing two screws on the side of the frame and</p>	1	\$40.91	\$40.91

sliding in the new panel.

FASTSIGNS would charge ~ \$40 to install if desired. (Typical install minimum is \$75)

- 3.1 Aluminum Composite 3mm - ACM Insert
- 3.2 Vinyl - Calendered (Overlay) - Gloss Vinyl
- 3.3 Overlaminates- 3 mil UV Gloss - Gloss Laminate

4	<b>Basic Wall Sign (Parking sign size/style)</b>	5	\$82.786	\$413.93
	Standard Style parking sign with reflective or non-reflective backing. Installed flush to building. This sign type would not have an insert, so the entire panel would either need to be replaced, or the vinyl changed in order to update.			
4.1	<b>Reflective Sign 12 x 18" - Aluminum Sign</b>			
4.2	<b>Installation - Installation</b>			

<b>Subtotal:</b>	\$2,400.49
<b>Taxes:</b>	\$103.23
<b>Grand Total:</b>	\$2,503.72

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





(1) 509 W Vine – (above) North face  
(3) West face looking NE



(2) West face  
(4) West face looking SE





**Historic Preservation Coordinator**  
**KALAMAZOO HISTORIC DISTRICT COMMISSION**

**APPLICATION FOR PROJECT REVIEW**  
**STAFF COMMENTS**

<b>Property address</b>	509 W Vine	<b>CASE #</b>	PPZ 22-0009
<b>Applicant</b>	Vine Neighborhood Association	<b>Year built:</b>	N/A
<b>Owner</b>	Vine Neighborhood Association	<b>Owned since:</b>	12/02/2014
<b>Received</b>	05/04/2022	<b>Meeting date:</b>	05/17/2022

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

- 2011 – Roof (Admin)
- 2015 – Window graphics (Admin)
- 2016 – Mural (Admin)
- 2019 – Lighting (Admin)
- 2019 – Mural (Admin)
- 2020 – Awnings (Admin)
- 2020 – Mural (Admin)

**Historic District** South Street – Vine Area  
**Zoning** CN-1  
**Additional Permits required** Sign  
**Rental History:** NA

**Proposed Work:**

1. Installation of 5 signs on west face in front of parking spaces

**Observations:**

1. **Signs will be on the rear of the building**
2. **Signs will be small**

*Applicable Criteria*

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

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.

- Signs should be anchored into mortar, not brick.
- Once the sign frames are mounted, business inserts are interchangeable.

**COMMISSION ACTIONS (Motions):**

1. Approve the installation of 5 signs as specified. This proposal complies with the Secretary of the interior standard #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. Postpone to the next HDC meeting. The applicant must provide additional materials and information by noon on Tuesday, June 14<sup>th</sup>, 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 at this meeting or the June 21 meeting to comply with the 60-day rule.

3. The commission could deny, based on Secretary of the Interior Standards #9 and #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.

+++++

**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.



Community Planning and Economic Development  
 Historic District Commission  
 245 N. Rose Street  
 Kalamazoo, MI 49007  
 Telephone: (269) 337-8804; FAX (269) 337-8513  
[Penal@kalamazoocity.org](mailto:Penal@kalamazoocity.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: 714 Locust Street, Kalamazoo, MI 49007

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

Applicant: Steve Kellogg Owner: Robert Noble

Mailing Add.: 6104 S 36th Street Mailing add.: 4178 107th Ave.

City State & Zip: Climax, MI 49034 City, State Zip: Allegan, MI 49010

Phone: (269)903-5916 Phone: (269)217-7768

Email: SGKellogg@Hotmail.com Email: bob@laurastamm.net

**Contractor:**

***Kellogg Architecture, Building & Remodeling, LLC***

Work to be done by owner

**Contractor** \_\_\_\_\_

**Proposed Work:** 1) Demo existing porch 7'x12' on west side(rear) & replace with new 8'x12' addition. 2) Replace Siding & Trim on west side(rear) of home. 3) Remove and replace roofing, decking(as needed), Fascia, soffit, & frieze board(as needed).(See attached drawings) \_\_\_\_\_

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

Applicant's Signature: Steve Kellogg Date: 05/09/2022

Owner's Signature: [Signature] Date: 05/09/2022  
 (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- \_\_\_\_\_ **Date Received\*:** \_\_\_\_\_

**Zoning** \_\_\_\_\_ **Year built** \_\_\_\_\_ **Complete application** \_\_\_\_\_

**Owned since** \_\_\_\_\_

**COMMISSION**

Meeting Date: \_\_\_\_\_

**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

# 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. Incomplete applications will be postponed until the next meeting.**

## ***Filling out the application – instructions and tips – PLEASE PRINT.***

**Property address:** street address of the property where the work will be done

**Applicant:** Owner or the owner's contractor.

**Mailing Address:** Applicant's address

**City, State & Zip:**

**Phone:** Specify home or work

**Email**

**Historic district:** Stuart, South Street/Vine Area, Haymarket, West Main Hill or Rose Place

**Owner:** Legal owner of property

**Mailing Address:** Owner's address

**City, State & Zip:**

**Phone:** Specify home or work

**Email**

**Name of the contractor if this project requires a building permit Or indicate ( ) work done by owner**

**Proposed Work:** What work do you plan to do? Please be as specific as possible including a complete description of the part of the structure where work will be done.

**Example #1:** Rather than "Build new garage"

Say "Build new two car garage near northeast corner of lot, wooden frame with clapboard siding, paneled metal overhead door, service door on the north side and one window at the rear."

**Example #2:** Instead of "New front door"

Say "Install a new wooden front door to fit original opening in width and height, to replace the existing metal paneled door. See drawing/photo for appearance" Specify the measurements of the width and height of the original opening. Include a storm door if that is part of the project

For more complex projects, please include as many **continuation or illustration sheets** as you need to present a clear picture to the commission of your proposed work.

- Drawings – black or blue black ink on white paper. Electronic submissions are encouraged. Drawings should include dimensions of the existing part of the building and the proposed work.
- You need submit only one set of drawings; city staff will make the necessary copies.
- Use the checklist to be sure you have supplied all the important information.
- For new construction ) exterior stairs, new garage, reconstructing a porch, etc) a site plan WITH a north arrow is required.

*\*(\_\_\_\_\_) This property has at least one working smoke detector for each dwelling unit. Please initial to verify at least one working smoke detector in each dwelling unit. This is REQUIRED by state law or the application will be considered incomplete.*

**PHOTOS: The historic preservation coordinator is responsible for taking photographs of the proposed work and the structure. If you wish to take additional photos, one set is usually adequate for the commissioners to examine. You may also bring photos on a USB drive to share with the commission.**

**Emergency repairs:** If damage occurs to a structure in a historic district, which requires emergency repairs, steps may be taken to secure the structure without the approval of the commission or the coordinator. Cover damaged windows or holes in a roof with tarps or wood to prevent further damage. Support dangling or loose elements or remove and store them. Notify the Coordinator of the damage to the structure on the first weekday available after the damage occurs and the coordinator will visit the structure as well as arranging a site visit by commission members to approve repairs if necessary. **THIS WILL BE DONE AS QUICKLY AS POSSIBLE IN ORDER TO FACILITATE REPAIRS OF THE STRUCTURE IN A TIMELY MANNER.**

*If you have questions about completing this application for project review, please call the Historic Preservation Coordinator at: (269) 337-8804 or by email at [Penal@kalamazoo-city.org](mailto:Penal@kalamazoo-city.org)*

Revised November 22, 2019






# 2019 HDC application - Hearing

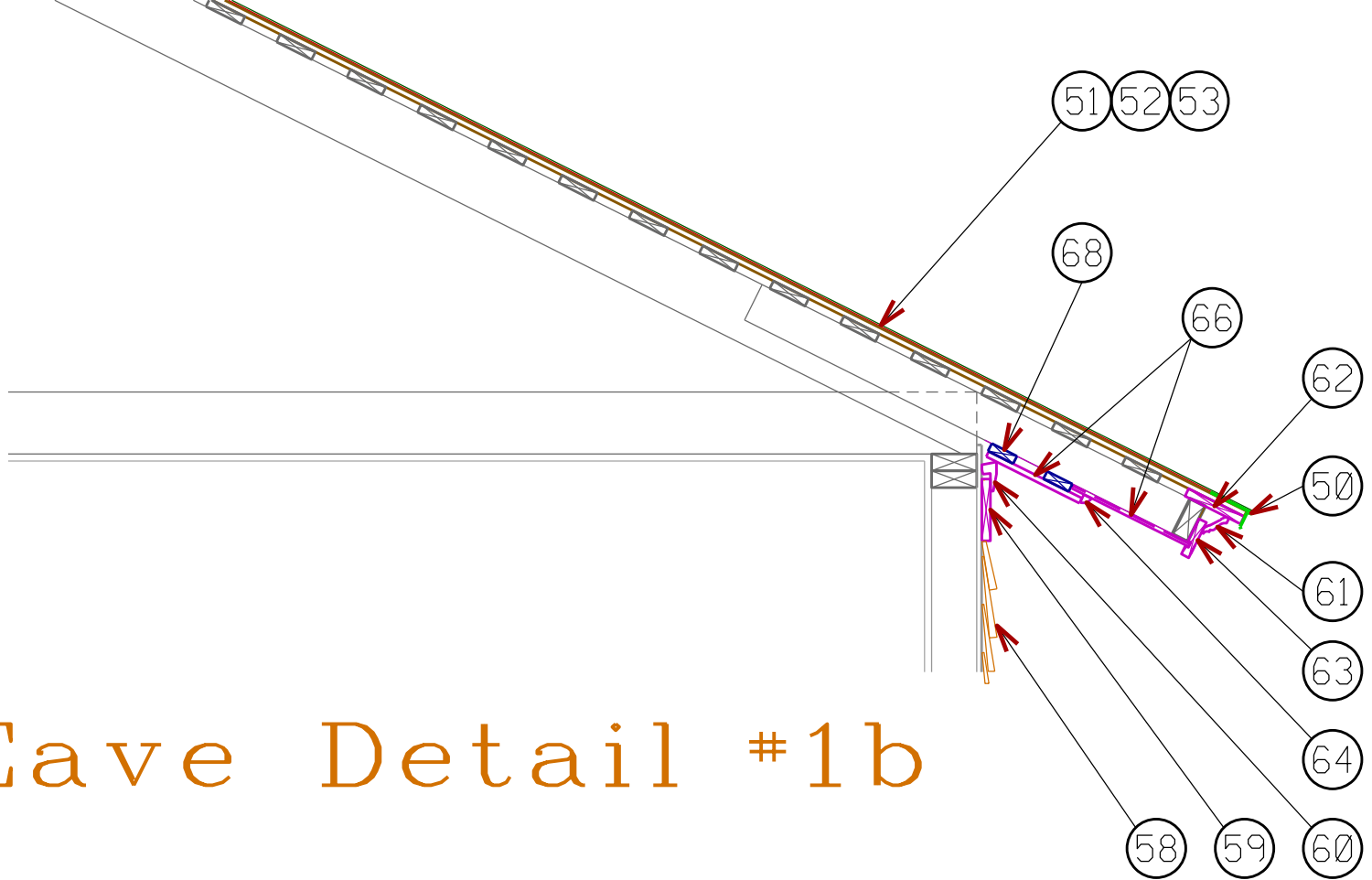
Final Audit Report

2022-05-09

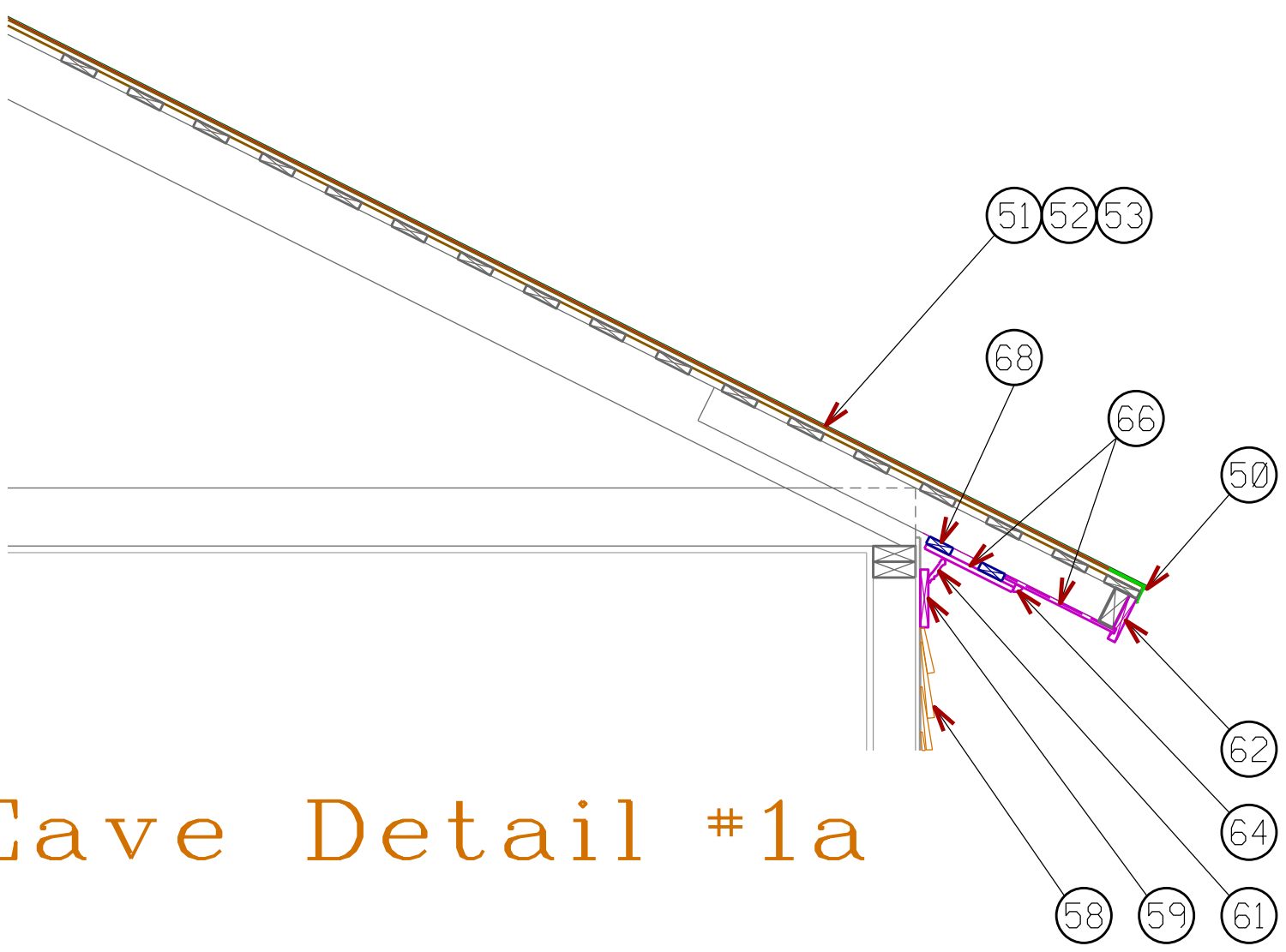
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By:	Stephen Kellogg (sgkellogg@hotmail.com)
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## "2019 HDC application - Hearing" History

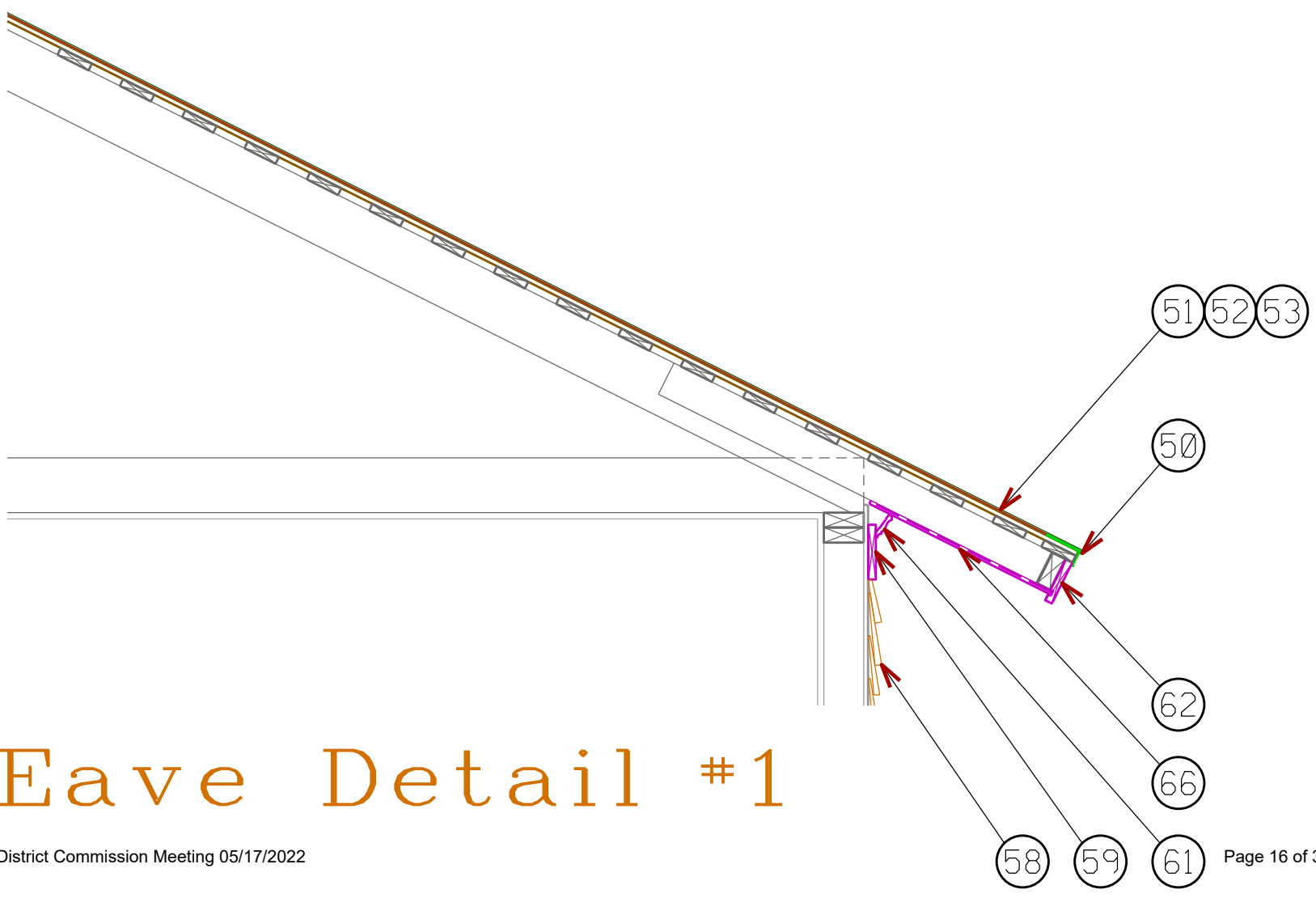
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Eave Detail #1b

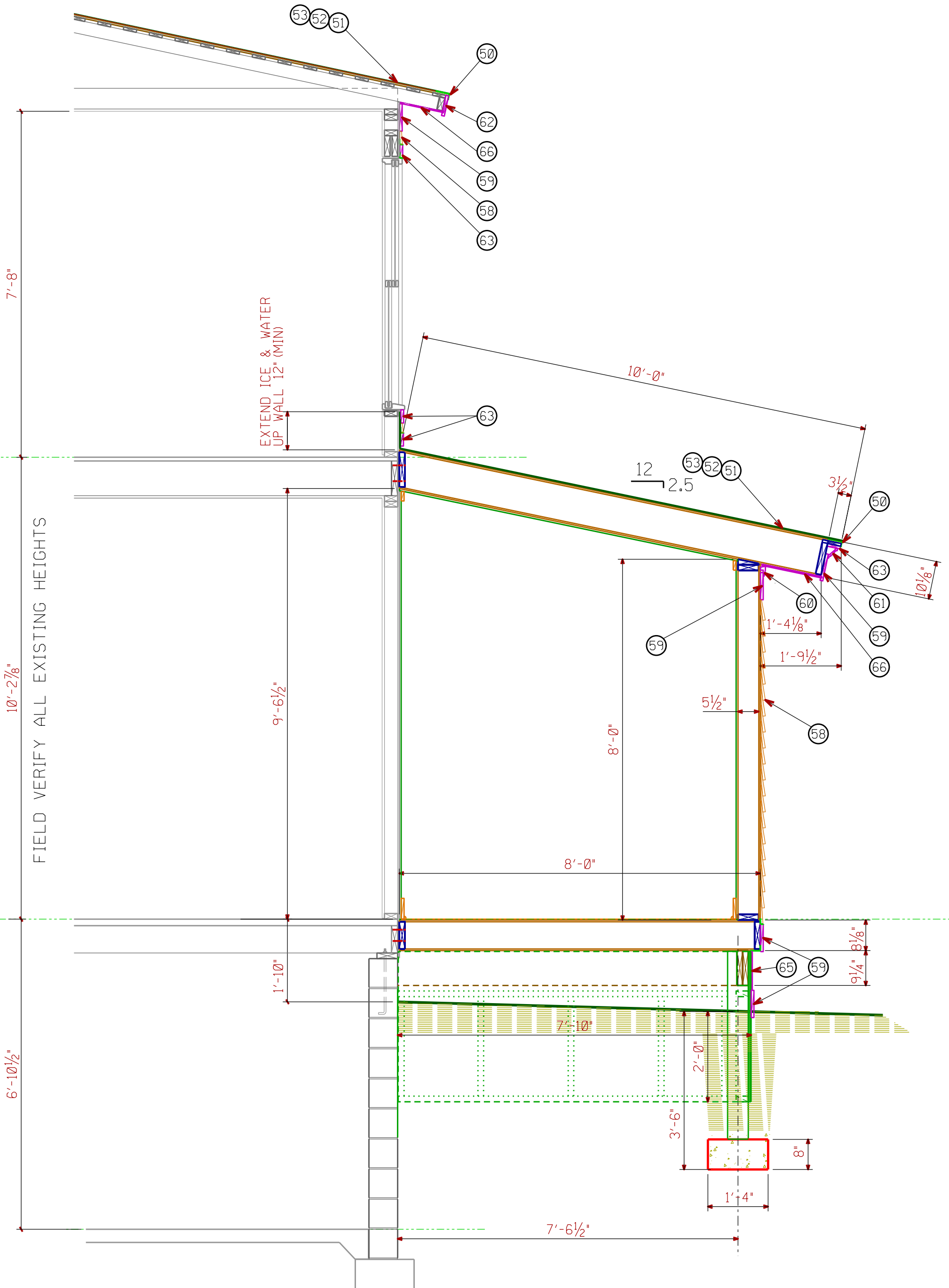


Eave Detail #1a



Eave Detail #1





# BUILDING SECTION

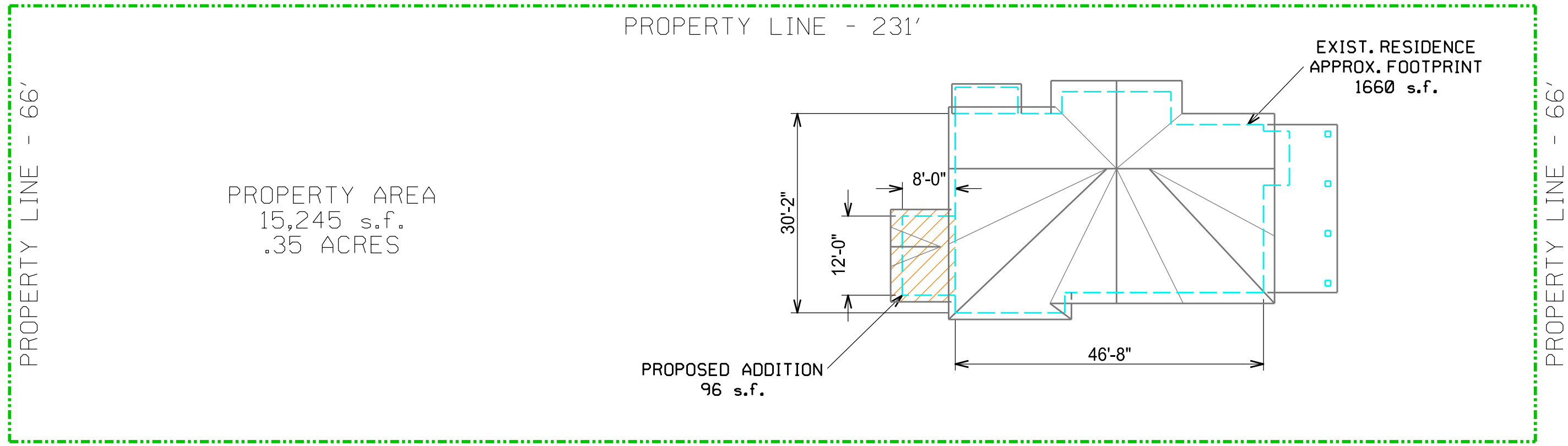
DRAWING SCALE  
1/2" = 1'-0"

**Bob Noble**

**Project: Addition - 714 Locust St., Kalamazoo, MI - Materials List**

Item No.	Description	Size	Length	Unit Price	Notes
<b>ROOFING</b>					
50	Drip Edge	1 1/2"	10'	\$6.50	
51	Ice & Water	2sq.bdls		\$48.75	
52	Starter	100'/bdl		\$69.50	
53	Roofing - Architectural Composite Shingles	Bundles		\$32.00	
				\$0.00	
	Subtotal				
<b>SIDING</b>					
58	SmartSide-Diamond Kote Engineered Wood Siding	6"	16'	\$25.50	RigidStack, Pre-Finished, 5" exposure
58a	Cedar Bevel Siding	11/16"x7 1/4"	16'	\$47.50	4 1/4" exposure
59	SmartSide Trim Board (Skirt & Frieze Boards)	1x8	16'	\$39.00	Engineered Wood
59a	PVC Trim Board (Skirt & Freeze Boards)	1x8	16'	\$65.00	
59b	Cedar Trim Board (Skirt & Freeze Boards)	1x8	16'	\$69.00	
60	PVC Gable Trim	1 5/16x9 9/16	16'	\$0.00	Royal Celect CELGT16
61	PVC Crown	2 3/4"	12'	\$28.75	
62	Smartside Trim Board	1x6	16'	\$39.00	Engineered Wood
62a	PVC Trim Board	1x6	16'	\$52.75	
62b	Cedar Trim Board	1x6	16'	\$53.00	
63	Smartside Trim Board	1x4	16'	\$33.50	Engineered Wood
63a	PVC Trim Board	1x4	16'	\$32.25	
63b	Cedar Trim Board	1x4	16'	\$30.00	
64	PVC Quarter Round	3/4"	12'	\$11.75	
65	PVC Shiplap Planking	7 1/8"x5/8"	8'	\$40.00	
66	Vinyl Beaded Soffit	8"	12'-6"	\$15.00	Vented at eaves
66a	Smartside Soffit	3/8"x12"	16'	\$34.75	Endengineered Wood - Vented at eaves
67	PVC O.S./I.S. Corner	1 1/8"x1 1/8"	8'	\$10.75	
68	Furring Strips	1x4	12'	\$12.25	
				\$0.00	

Date: 5/10/22



PROPERTY AREA  
15,245 s.f.  
.35 ACRES

PROPERTY LINE - 231'

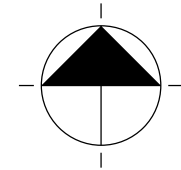
EXIST. RESIDENCE  
APPROX. FOOTPRINT  
1660 s.f.

PROPOSED ADDITION  
96 s.f.

PROPERTY LINE - 231'

# SITE PLAN

DRAWING SCALE  
1/16" = 1'-0"





(1) 714 Locust – (above) North East corner  
(3) Northwest corner soffit and fascia



(2) West face  
(4) West face fascia





**Historic Preservation Coordinator  
KALAMAZOO HISTORIC DISTRICT COMMISSION**

**APPLICATION FOR PROJECT REVIEW  
STAFF COMMENTS**

<b>Property address</b> 714 Locust	<b>CASE #</b> PPZ 22-0011
<b>Applicant</b> Steve Kellogg	<b>Year built:</b> 1886
<b>Owner</b> Vine Neighborhood Association	<b>Owned since:</b> 11/22/1995
<b>Received</b> 05/09/2022	<b>Meeting date:</b> 05/17/2022

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

- 2002 – Replace Kitchen Window (HDC)
- 2002 – Remediate basement window (HDC)
- 2004 – Bollard in rear driveway (Admin)
- 2005 – Storm Windows (Admin)
- 2007 – Replace side door (Admin)
- 2009 – Storm Windows (Admin)
- 2009 – Remove Chimney (HDC)
- 2011 – Add two air conditioner compressors in rear (Admin)
- 2018 – Replace front door (HDC)
- 2020- Demolish and rebuild rear addition (HDC)

**Historic District** South Street – Vine Area

**Zoning** CN-1

**Additional Permits required** Building

**Rental History:** Rental

**Proposed Work:**

1. Demo existing porch 7'x12' on west side(rear) & replace with new 8'x12' addition.
2. Replace Siding & Trim on west side(rear) of home.
3. Remove and replace roofing, decking(as needed), Fascia, soffit, & frieze board(as needed)\_\_(See attached drawings) \_\_\_\_

**Observations:**

1. **Addition will be on the rear of the building**
2. **A similar rear addition project was approved previously on the same property**
3. **Deteriorated materials should be repaired rather than replaced. When the severity of deterioration warrants replacement of a distinctive feature, the replacement should match the old in design, color, texture and other visual qualities, and where possible, materials.**
4. **Soffit is not a highly visible feature from the street**

*Applicable Criteria*

- (1) *Secretary of the Interior Standards for Rehabilitation -#1 through #6 #9 and #10 (see next page)*

(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.

- The deterioration of the fascia and soffit must be significant enough to warrant replacement. If replacement is warranted, replacement materials should match old in visual qualities and, if possible, material. Synthetic materials may not match wood. .
- When applied correctly, paint should properly protect wood from damage.

**COMMISSION ACTIONS (Motions):**

1. Approve the project as specified. This proposal complies with the Secretary of the interior standards #1 through #6, #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. Postpone to the next HDC meeting. The applicant must provide additional materials and information by noon on Tuesday, June 14<sup>th</sup>, 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 at this meeting or the June 21 meeting to comply with the 60-day rule.

3. The commission could deny, based on Secretary of the Interior Standards #1 through #6, #9 and #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.

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**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.

**KALAMAZOO HISTORIC DISTRICT COMMISSION**

**Agenda – TUESDAY, April 19<sup>th</sup>, 2022**

**5:00 pm**

241 W. South St. Kalamazoo, MI 49007

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

**II. Roll Call & Approval of Absences:**

Eric Stucky-Present	Andrew Grayson- Present- left meeting at 5:45
Dana Underwood – Present	Jeremy Berg- Present
John Mitchell- Present	Vacant
Dan Kastner- Present	

**III. Approval of Agenda:** Approval of amended agenda to remove Jamie McCarthy’s presentation of Community Sustainability Plan made by Mr. Grayson with a second by Mr. Kastner. All commissioners approve.

**IV. Introduction of Guests:** Removed- Jamie McCarthy- Community Sustainability Plan

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

**VI. Disclaimer:** Mr. Pena read the disclaimer into record. 5:02 PM

**VII. Community Sustainability Plan Presentation-** Removed from agenda

**VIII. OLD BUSINESS:**

<b>A) 251 E Michigan</b>	<b>5:05 pm</b>	<b>Owner: Main Street East LLC</b>
<b>Style: Various</b>		<b>Owned since: 12/12/1996</b>
<b>Built: Various</b>		<b>Zone: CCBD</b>

- 1). Violation – Installation of unapproved metal awnings
- 2). Add various light fixtures into Haymarket Alley
- 3). Install glass storefront in place of existing glass storefront

EN22-0400 & PPZ22-0001 Violation Application

Fritz Brown partners with Treystar Holdings and has his architect Tony from Tower Pinkster who helps design the awning and lighting for Haymarket Plaza. When the Water Street project was completed, they were left with a dilemma of what these tenants will be looking at outside the windows. They worked with the neighbor business and added snowmelt and added Landscape Forms furniture and added in designs to determine how this plaza was going to work. Originally the building had two awning that were either broken or fading and neither were adhere to the building. The lighting in this area was non-existent other then a few select fixtures. The plaza has

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Historic Minutes (002).docx 1 of 6



since had a projecting option added to the alley as well as box awning added to the plaza that are able to house tv screens to show art under these awnings. Any lighting that is installed should be installed in the mortar not to the brick.

Fritz states the plan is to use this as an event place for possibly weddings. The plan for the front of the building is to eliminate the small knee wall brick that is located there currently to change this to full top to bottom windows. Looking to have a better indoor-outdoor experience.

Mr. Stucky lights the concept of what they looking to achieve. Mr. Stucky is concerned about the parking available and Mr. Fritz states they will have a max amount for the area in question.

Mr. Grayson was curious about how easy it will be to remove the lighting or awning in the future. The lighting and awnings have already been installed. Mr. Fritz is unsure if its in the mortar are not, but he is sure that if it could be put in the mortar that is it, but they tried to keep everything in line.

Ms. Underwood wants to know why he did not come to the commission before he did this. Mr. Fritz was under the assumption that because it wasn't the front of the building, he didn't think it was required. Mr. Berg stats that no matter what the commission will look at the full building not just the façade.

Luis states to make sure to look at the lot lines and make sure they are working with the Right of Way coordinator if it's needed for the work being done or what is already done.

Mr. Grayson is concerned about the changes to the store front, especially the removing of the bring knee wall. Mr. Pena doesn't believe the knee wall is original especially because it used to be a grocery store.

No public comment currently.

Ms. Underwood makes 1<sup>st</sup> motion to approve the retroactive installation of metal awnings. This proposal complies with the Secretary of the Interior Standards #1 - #6 and #9. The commission approves a Certificate of Appropriateness for this project. Approval of any final details to be delegated to the historic preservation coordinator with a second by Mr. Grayson. All commissioners approved except Mr. Mitchel who voted no and Mr. Berg who abstained from voting.

Mr. Grayson makes 2<sup>nd</sup> motion to approve the installation of decorative lighting to the north face. This proposal complies with the Secretary of the Interior Standards #1 - #6 and #9. 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 Ms. Underwood. All commissioners approved except Mr. Mitchel who voted no and Mr. Berg who abstained from voting.

Ms. Underwood does feel the lighting does feel very modern but after looking into the Haymarket more she feels like it does have a sense of history and that feels like this building was

always on the edge with new modern technology. Mr. Kastner does feel like the order of operation could have been done differently, would have preferred to not ask for forgiveness. Mr. Pena does feel that he has enough information and design decisions to move forward with the store front being new glass

Mr. Grayson makes 3<sup>rd</sup> motion Approve the construction of a new glass storefront in place of existing storefront on the north face. This proposal complies with the Secretary of the Interior Standards #1- #6 and #9. 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 from Mr. Kastner. All commissioners approved except Mr. Berg who abstained from voting.

## **NEW BUSINESS:**

<b>B) 1539 Grand Ave</b>	<b>5:45 pm</b>	<b>Owner: Steven East</b>
<b>Style – Craftsman</b>		<b>Built: 1910</b>
<b>Zone: RS-5</b>		<b>Owned Since: 11/20/2012</b>

1). Eight-foot addition at rear

### **PPZ22-0005 New Application**

Christopher Heckman is the owner of CR Heckman Builders who has put in a proposal for an eight-foot addition at the rear. The homeowners also have an interior renovation going on inside the home. The entire house will get repainted with a new stone brick replication at the base of the home. The addition will have electrical and on heat vent extended out. The original application was for a much larger addition but has decided to scale it back. Current siding on the house is cedar and they will be going with cement board and Azec trim. Going with these items due to homeowner's request and durability. The previous work that was done to house was back in 2012 or 2013 especially the garage which does have the materials on it that the homeowner if looking to use.

The brick that is currently on the house is hard to replicate so they are looking at finding something that is close or taking the siding to the ground. Mr. Pena states that if the brick hasn't been painted the rules are not to paint the brick.

No public comment.

Mr. Mitchell makes motion to approve the addition on the south (rear) of the house as presented. The proposal complies with the Secretary of the interior standard #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 with a second by Ms. Underwood. All commissioners approve.

**C) 511 S Woodward Ave**  
**Style: Greek Revival/Vernacular**  
**Zone: RM-15**

**6:04 pm**

**Owner: Kimberly Nemire**  
**Built: 1862**  
**Owned Since: 12/03/2015**

- 1). Replace damaged columns
- 2). Move South column over brick pier
- 3). Repair railings and floor. Replace Steps
- 4). Add handrail

#### PPZ22-0006 New Application

Tim Marlow and Kim Nemire are the owners of this home and are looking for repair the porch. They are looking to repair or replace the columns, move south column over the brick pier, repairs railing and floor, replace steps and add handrail to steps.

Mr. Mitchell does feel that the column would be repairable if that is the only rotted location on the pole. Mr. Marlow does state that the spindles are repairable, but the railing is not repairable and will need to be replaced. Mr. Mitchell does state that if the spindles need to be repaired that he believes local companies would be able to spin them.

Mr. Pena feels that the other column should be over the brick pier but is unsure of the process to move to the column as it looks like it is making the floor dip down.

Ms. Underwood was concerned if they were going to widen steps to go to the column, but the homeowner had not considered this currently.

Mr. Mitchell states that they could add a footing column under the current column behind the lattice and not move the column and if the lattice isn't removed the footing would be hidden.

Mr. Kastner was concerned if they do widen the stairs then the sidewalk wouldn't match the width.

Ms. Underwood makes motion to approve the repair or replacement of the porch columns as specified. The plan substantially complies with the Secretary of the Interior Standards #1 through #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. Mitchell. All commissioners approve.

Ms. Underwood makes motion to approve moving the south column if needed or repairing as specified as well the repair of the railing, floor, steps and adding handrail. The plan substantially complies with the Secretary of the Interior Standards #1 through #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. Kastner. All commissioners approve.

**D) 902 S Westnedge Ave**  
**Style: Italianate**  
**Zone: CN-1**

**6:26 pm**

**Owner: Little Trees, LLC**  
**Built: 1839**  
**Owned Since: 05/01/2020**

1). Install freestanding sign in lawn made of wood and metal. The sign will be painted

PPZ22-0007 New Application

Jason Newton with the sign center is looking to install a freestanding sign for the law offices at this location. The sign would be just post and panel sign with two post and will maintain the set back requirements. The client is not opposed to using metal or wood or whatever is preferred. The sign will not be attached to the home and would be easily removeable.

One public comment from Laura Livingstone-McNellis is the company does do great work.

Mr. Mitchel makes motive to Approve the wood and or aluminum painted sign as specified. The plan substantially complies with the Secretary of the Interior Standards #1 through #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. All commissioners approve.

**E) 314 Monroe St**  
**Style: Vernacular**  
**Zone: RS-5**

**6:33 PM**

**Owner: Laura Livingstone-Mcnelis**  
**Built: 1910**  
**Owned Sine: 07/10/1998**

1). Replace front door with new door and windows  
2). Add an awning

PPZ22-0008 New Application

Laura Livingstone-Mcnelis is the current owner of 314 Monroe St and is wanting to replace the front door with a new door and windows and add an awning to this same location. Ms. Livingstone is looking to replace the 3 full panels of glass one of which is a door. She is looking to change it to a door in the center with two smaller windows on the side.

Ms. Livingstone is looking to put an awning over the new door window option to help with heat and privacy in the home. She is looking to use the Titan series option as she feels this is the best option with the minimal space provided above the door and windows and below the roof.

Ms. Livingstone will eventually be removing the current awnings that are on the house they will be removing them as the trees on the property have grown tall enough.

Mr. Kastner is curious what the standard is for awning for the historic district? Mr. Berg also wants to state how this is a non-contributing structure.

Mr. Pena states that this home is part of the noncontributing structure due to it doesn't have the qualities and integrities that don't contribute to the historic district. The awnings in the historic district guidelines are more geared toward commercial and street level awnings and more on store front openings.

No public comment.

Mr. Berg is concerned what the material would be for the door and window combination. The windows will not be ones that will open and will be 2-3 feet and rectangle in size. The details are outlined on the Pringle quote provided and would be one storm down and 2 Pella vinyl windows.

Ms. Underwood makes motion to approve the replacement of the front door with two windows and a smaller door as specified as well as installing the awning on the south side. The plan substantially complies with the Secretary of the Interior Standards #1 through #6. The commission approves a Certificate of Appropriateness for these projects. Approval of any final details to be delegated to the Historic Preservation Coordinator with a second by Mr. Kastner. All commissioners approve.

**IX. Approval of Minutes:** March 15, 2022- Motion made and approved by Mr. Kastner and second by Ms. Underwood with all commissioner's approval.

**X. Administrative approvals - March 9, 2022, to April 12, 2022**

**a) No building permit required – 2**

622 S Rose	Window Repairs
415 Stuart	Roof

**XI. Other Business-**

1). Amend 2022 meeting schedule to change location of meetings to Commission chambers for the rest of the year

Motion made and approved by Ms. Underwood with a second by Mr. Stucky with all commissioner's approval.

**XII. Adjournment**

Motion made to adjourn meeting by Mr. Kastner with a second by Ms. Underwood with all commissioners approve. Meeting adjourned at 6:56 pm.

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Chairperson

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Date

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6 of 7

Historic Preservation Coordinator

Date

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Recording secretary

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Date