

Agenda

Historic District Commission

City of Kalamazoo



Tuesday, March 18, 2025

5:00 PM

City Commission Chambers at City Hall – 241 West South Street

A. CALL TO ORDER/ROLL CALL

1. 1. Kristi Breisach
2. Katie Boertman
3. James Johnson
4. Dan Kastner - Chair
5. Eric Stucky
6. Dana Underwood - Vice-Chair

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic District Commission meeting on 18 February 2025

D. PUBLIC COMMENTS

E. APPLICATION REVIEWS

1. 1009 Oak - Alteration (Removal of one window, replacement of one window with vinyl window) PPZ25-0003 Retroactive Review
Year Built: 1895
Style: Queen Anne
Historic District: South Street - Vine Area
2. 1519 Grand - Alteration (Window Installation) PPZ25-0005
Year Built: 1910
Style: Prairie
Historic District: West Main Hill
3. 1528 W Michigan - Alteration (Installation of replacement signage, removal of existing, non-contributing) PPZ25-0002
Year Built: 1961
Style: Contemporary

Historic District: West Main Hill

F. COORDINATOR'S REPORT

1. Coordinator's Report

G. ADJOURNMENT

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 www.kalamazoocity.org/historicpreservation.

GUIDELINES FOR PUBLIC PARTICIPATION AT HDC 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.

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.

KALAMAZOO HISTORIC DISTRICT COMMISSION

Agenda – Tuesday, February 20th, 2025

5:00 pm

241 W. South St. Kalamazoo, MI 49007

I. Call to Order: Mr. Kastner called the meeting to order at 5:05 PM

II. Roll Call & Approval of Absences:

Eric Stucky-Absent

Katie Boertman- Present

Dana Underwood – Present

Kristi Breisach- Present

James Johnson-Present

Dan Kastner- Present

Motion made by Mr. Johnson to approve the absence of Mr. Stucky with a second by Ms. Boertman. All commissioners approved.

Mr. Pena read the disclaimer on record at 5:07 PM

III. Approval of Agenda:

Move 814 S Westnedge to be the first item on the agenda.

Motion made by Ms. Underwood to amend the agenda with a 2nd by Ms. Boertman. All commissioners approve.

Motion made to approve the agenda by Ms. Breisach with a 2nd by Ms. Underwood. All commissioners approve.

IV. Approval of Minutes: December 17th, 2024

Motion made by Mr. Johnson to approve the minutes with a second by Ms. Breisach; All commissioners approve.

V. Public Comment on non-agenda items: No comments and No guests

VI. OLD BUSINESS: None

NEW BUSINESS:

A) 814 S Westnedge

**Alteration-Replace 2 windows
on south side**

Year Built: 1930

**Style: Commercial
Historic District: South Street-
Vine Area**

Jennifer is with the Vine Neighborhood Association and is wanting to replace 2 windows. The windows will be in only 1 unit which is the worst unit, and it is leaking into the flooring and will return for the remainder of the building. The windows are on the second floor of the building. The current windows are single pane windows. The windows will be in the existing opening and no brick work. Mr. Johnson makes a motion to approve a Certificate of Appropriateness for the work as described in the application, the proposed work complies with the Secretary of the Interior standards 2, 6, 9 and 10 with a second from Ms. Underwood. All commissioners approve.

B) 1528 W Michigan

Year Built: 1961

**Alteration- Installation of
replacement sign, removal of
existing, non-contributing
Style: Contemporary
Historic District: West Main Hill**

The applicant is not present, but Mr. Pena did review the application. The owners are looking to remove the old sign and replace with a new sign. The building is a non-contributing structure. They are looking to remove the old Bruno's sign. They will be auctioning the old sign to help pay for the removal as it is a rather large sign. The current sign is still on the building. Mr. Johnson makes motion to postpone until the HDC meeting on March 18th, 2025, and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator and be present at the next meeting by noon on March 11th, 2025, with a second by Ms. Boertman. All commissioners approve.

C) 111 Portage

Year Built: 1874

**Alteration-Construction of
enclosed stairwell on roof
Style: Commercial
Historic District: Haymarket**

Beth Johnson is here on behalf Bosch Architecture regarding the Saugatuck Brewing property that had a fire back in August of 2024. The building had fire damage to the roof but caused extensive water damage on all other levels. The owners are wanting refinish level 2 and level 3 to be office space and apartments. The building previously had a spiral staircase and now they want to put in a staircase from the 3rd floor to the roof to give better access for first responders and access for residents only. The staircase addition will have vertical siding, but final materials have not been decided. The stairs will be metal and will meet current codes and ordinances. The roof of the building does carry over to multiple buildings for better access for first responders. The new addition will only be visible on rear side of the building. They are unsure as to what will be used for the deck, but the Fire Marshall has requested non-combustible material, and the railing will not be visible from below as it will be set back for safety. Ms. Boertman makes motion to approve a Certificate of Appropriateness for the work as described in the Application, the proposed work complies with the Secretary of the Interior standards 2, 9 and 10 with a second from Ms. Underwood. All commissioners approve.

VII. Annual Report Review

- Annual Report Review- Mr. Pena presented the report.

VIII. Coordinator’s Report

- Coordinator's Report: Only two administrative reviews so far this year.

IX. Adjournment

Mr. Kastner adjourned at 5:45 PM.

Chairperson	Date
Historic Preservation Coordinator	Date
Recording secretary	Date



Historic District Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic District Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: March 18, 2025

SUBJECT: 1. 1009 Oak - Alteration (Removal of one window, replacement of one window with vinyl window) PPZ25-0003 Retroactive Review

PROPOSED WORK:

From the Description of Work Supplied by the Applicant: To address the issue while maintaining the building's historic integrity, we installed appropriate clapboard wood siding in place of the window, ensuring it is consistent with the home's existing materials. The new siding has been primed, and we are awaiting approval to proceed with color-matching to seamlessly blend with the surrounding paint.

The kitchen window on the north wall had deteriorated beyond repair due to extensive rot and water damage. When we purchased the property in 2017, we addressed significant water related structural issues in this area, requiring substantial replacement of underlying materials. To prevent future water intrusion and preserve the long-term integrity of this 150-year-old structure, we installed a new vinyl window.

EVALUATION:

Project Details

Removal of 2 historic windows:

1. West wall removal of window. The resulting opening to be covered with clapboard
2. North wall removal of window and the installation of a smaller vinyl window

Applicable Criteria

Secretary of the Interior's Standards for Rehabilitation

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.
The removal of windows constitutes the removal of both historic materials and the alteration of features that characterize the property. Historic windows are made of wood (a historic material) and the overall arrangement of the windows, the fenestration, is a feature that contributes to the

historic character of the building.

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.

Evaluating the level of deterioration of the windows is the first step in determining whether to repair or replace an element of a building. The information provided states that the windows in question suffered water damage, but this damage is not shown. Without seeing the extent of the damage, it is impossible to determine whether the windows should be repaired or replaced.

Additionally, the installation of the proposed vinyl window does not match the old in design (the proposed window has false muntins and is smaller than the historic window), and the proposed window will not match the old window materially.

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.

The removal of the existing windows may destroy the historic windows. The installation of the new window into a smaller opening will destroy the existing trim of the window and disrupt the existing fenestration of the property while being easily differentiated from the historic windows.

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.

If the proposed vinyl window and the additional siding were removed in the future, the essential form and integrity of the property would be unimpaired.

Local Historic District Standards and Guidelines

Windows:

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

- The dimension of the original window must be retained.
 - *The proposed removal of the window does not match the dimensions of the original window. The proposed vinyl window is smaller than the original window.*
- Muntins, sash, frames, exterior casing and brick molds must be of material and dimensions to match other windows in the house.
 - *The other windows on the property do not have muntins, but the proposed vinyl window has muntins.*

Discussion

The applicant states the proposed window removal (on the west face of the building) and

replacement (on the north face of the building) is necessitated by water damage. Window specific examples of water damage are not photographically documented sufficiently, and the applicant does not address if measures have been taken to mitigate water infiltration.

POTENTIAL ACTIONS:

1. The proposed work complies with the Secretary of the Interior standards 2, 6, 9 and 10. **Action: Motion to approve a Certificate of Appropriateness for the work as described in the application.**
2. More information is needed. **Action: Motion to postpone until the HDC meeting on 15 April 2025 and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on 8 April 2025.**
3. Denial of the application. **Action: Motion to deny the application based on Secretary of the Interior Standards 2, 6, 9 and 10.**



Community Planning and Economic Development
Historic District Commission
245 N. Rose Street
Kalamazoo, MI 49007
Telephone: (269) 337-8804; FAX (269) 337-8513
Penal@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: 1009 Oak Street, Kalamazoo, MI 49008

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

Applicant: Michael Braun

Owner: Michael Braun

Mailing Add: 3401 Grande Vista Drive 19097

Mailing Add: 3401 Grande Vista Drive # 19097

City State & Zip: Newbury Park, CA 93065

City, State Zip: Newbury Park, CA 93065

Phone: 818-667-0307

Phone: 818-667-0307

Email: kalamazoorentalproperties@gmail.com

Email: kalamazoorentalproperties@gmail.com

Contractor Kevin Cagney

☐ **Work to be done by owner**

Proposed Work: Use additional sheets to describe work if necessary

*Please see attached description of work

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

Applicant's Signature: Michael Braun Date: 2/24/25

Owner's Signature: Michael Braun Date: 2/24/25
(if different)

APPLICATION CHECKLIST:

Include all these items 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
- ☐ 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- 25-0003

Date Received*: 02/24/2025

Zoning RM-15 Year built 1895

Complete application Yes

Owned since 09/27/2025

COMMISSION

Meeting Date 03/18/2025

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

1009 Oak Street – Explanation of Work

Kitchen – West Wall

Following a service request from the tenant at 1009 Oak Street regarding the presence of mold inside the house, I engaged licensed contractor Kevin Cagney to assess the issue and recommend appropriate corrective measures.

Upon inspection, Mr. Cagney determined that both kitchen windows, along with the underlying framing, had sustained significant deterioration due to long-term water intrusion. Given the structural concerns, he recommended replacing both windows. Additionally, he advised that the window on the west side of the kitchen be enclosed with matching wood siding to mitigate ongoing moisture issues. This location has experienced persistent water intrusion for many years, likely decades, due to the original window placement.

To address the issue while maintaining the building's historic integrity, we installed appropriate clapboard wood siding in place of the window, ensuring it is consistent with the home's existing materials. The new siding has been primed, and we are awaiting approval to proceed with color-matching to seamlessly blend with the surrounding paint.



Kitchen North Wall

The kitchen window on the north wall had deteriorated beyond repair due to extensive rot and water damage. When we purchased the property in 2017, we addressed significant water-related structural issues in this area, requiring substantial replacement of underlying materials.

To prevent future water intrusion and preserve the long-term integrity of this 150-year-old structure, we installed a new vinyl window. This decision was made to enhance durability and protect the home from further moisture-related deterioration. Given the age of the house, additional water infiltration could compromise its structural stability.

The previous window was non-standard in size, measuring 69" x 44". To ensure a secure and proper installation, we selected a slightly smaller replacement window with dimensions of 61 ½" x 42 ½". We took special care to retain the original wood framing around the window to preserve as much of the building's historic character as possible.

A small section above the window required infill with vinyl siding due to the absence of underlying structural support for wood siding in that area. Upon approval, we will color-match and paint this section to seamlessly integrate with the surrounding wood siding.

Our primary goal is to balance the preservation of the home's historic integrity with ensuring a safe, comfortable, and mold-free living environment for our tenant. While some modifications were necessary to protect the structure, every effort was made to maintain the building's historical character.



From: [Michael and Shaina Braun](#)
To: [Pena, Luis](#)
Cc: [Staten, Kevin](#); [Will Howson](#)
Subject: Re: [External Email] Re: [External Email] Re: [External Email] 1009 Oak Street
Date: Tuesday, March 4, 2025 4:22:34 PM
Attachments: [image001.png](#)
[Screenshot 2025-03-04 at 1.09.44 PM.png](#)
[Repair sheet.pdf](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Luis,

Please see my answers below:

- What evidence is there of water deterioration on the west wall **Please see the attached inspection report from 2017 that addressed the window situation, the inspector back then told us that ALL windows in the house are pretty much beyond repair. The city allowed the house to deteriorate under the previous owners without ANY interference. The inspection report attached was prepared in September 2017 (long before the current issue) when we bought the house. We spent years trying to salvage these windows but due to the fact that the city neglected to supervise the previous owner, the issues were never taken care of. I put a screenshot below that mentions the water intrusion at the north/west walls.**
- Are there images of the historic windows **Only the ones on google maps.**
- What evidence is there of water deterioration on the north wall **Please see the answer above.**
- How was water infiltration addressed on the north wall. **The contractor addressed it by removing one window and replacing the other. He initially advised to side over both windows but this would have caused the area to be too dark.**
- Why was a smaller window purchased? **The historic (rotted as noted in the inspection report attached) windows were a non-standard size.**

I'd like to point out, that I was able to salvage the windows another 7 years after the report below was made, before we sided over one and replaced the other with a vinyl window.

Defective Summary

This summary is not the entire report. The complete report may include additional information of concern to the client. It is recommended that the client read the complete report.

Basement

1. Basement Smoke Detector: There was no smoke detector observed in the basement. A smoke detector is needed for safety.

Heating System

2. Heating System Flue Pipe: Single wall -
 1. The furnace flue pipe was not secured to the furnace draft blower as needed with screws.
 2. There were indications of excessive condensation (resulting in rust) in the furnace vent pipe which need further evaluation by a licensed HVAC contractor. Note that when rust is visible on the outside of a metal flue pipe, there is typically much more rust inside the pipe.



Plumbing

3. Main Water Shutoff: Basement - The main water shut off valve was functional, but dripped when turned on, have repaired by a licensed plumber.
4. Gas Service Lines: Older style gas shut off valves were used on the furnace and behind the kitchen stove. These older valves often tend to leak and should be replaced. I also noticed an odor of gas in the kitchen. The stove should be disconnected and the gas shut off valve replaced. When the stove is reconnected, there should also be a search for gas leaks. This work is best done by either a licensed plumber or a licensed HVAC contractor.



Electrical

5. Basement Electric Panel Electric Panel Box Not all circuits were labeled in the panel box. Have properly labeled by a licensed electrician.

Bathroom

6. 1st floor Bathroom Toilets: The water supply valve for the toilet was turned off. In my experience, that means that there is a problem with the toilet which needs repair by a plumber. I did not turn the water supply valve on, because I did not want to risk leakage or other problems. I did not attempt to fill the tank or flush the toilet. Have repaired by a licensed plumber.



Defective Summary (Continued)

7. 2nd floor Bathroom Windows: Wood double hung - The window should have tempered glass for safety, due to the proximity to the floor. Note that the window opened, but it was in poor condition.
I have given a cost estimate for replacing the glass only.



8. 2nd floor Bathroom Electrical: 110 VAC GFCI, ungrounded - 1. There was a GFCI receptacle in the bathroom, but it was not grounded. An ungrounded GFCI receptacle will provide some limited protection, but it is required to be marked as ungrounded. This receptacle was not. I recommend installing a grounded GFCI receptacle in the bathroom for safety.
2. There was a wire hanging out of the wall behind the toilet which should be further evaluated by a licensed electrician. My tester indicated that it may be carrying current.

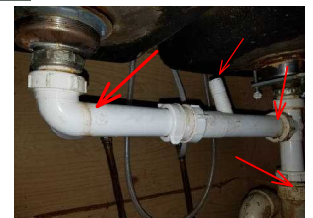


Kitchen

9. Kitchen Cooking Appliances: Holiday, gas - I smelled gas in the kitchen, even though the gas valve behind the stove appeared to be turned off. I was not able to operate the stove. There was probably a gas leak in the kitchen, see Plumbing section of the Report under gas piping.
10. Kitchen Electrical: 110 VAC, Both grounded and ungrounded receptacles observed and tested - 1. GFCI protection is needed at the electrical receptacle closest to the sink, for safety (this receptacle was grounded, so it will not need to be rewired).
2. The electrical receptacle mounted high on the West wall was loose and needs proper attachment (it easily pulled out of the wall).
3. There was no electrical receptacle behind the refrigerator. A receptacle is needed in that location.
4. The ceiling fan did not appear to be properly mounted, have further evaluated and corrected by a licensed electrician.
Have repaired by a licensed electrician.



11. Kitchen Plumbing/Fixtures: There was an uncapped dishwasher "T" in the drain fittings below the sink. There were also indications of leakage at the sink fittings. Have repaired by a licensed plumber.



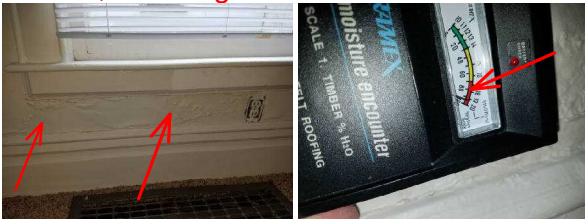
Defective Summary (Continued)

12. Kitchen Ceiling: There were a lot of cracks in the plaster ceiling and the plaster was sagging badly. Installing a new drywall ceiling would be the best way to correct this rather than attempt to repair the loose plaster (which will be temporary at best).



Living Space

13. Living Room, Dining Room, Foyer, 1st Floor Hall, 2nd Floor Hall Living Space Walls: The paint was bubbled below the North dining room window. This is typically an indication of water entry. When I tested this area with my moisture meter, the moisture meter indicated that the wall below the window was wet. This is another window related problem. Most of the windows were in poor condition and many did not have storm window installed, including this window. This window also had a rotted sill.



14. Living Room, Dining Room, Foyer, 1st Floor Hall, 2nd Floor Hall Living Space Windows: Wood double hung, Fixed - None of the double hung windows in the living space opened. They were all either painted shut or held shut with screws. While having windows that do not operate is not a safety problem in the living spaces, as opposed to the bedrooms, a house without central air probably needs some operating windows. You will have to make a decision on the best course of action to deal with the windows in the house. It is probably possible to repair them, but they ALL need a LOT of work. Replacement might cost less.
15. Living Room, Dining Room, Foyer, 1st Floor Hall, 2nd Floor Hall Living Space Electrical: 110 VAC, Both grounded and ungrounded receptacles observed and tested - 1. There was a broken receptacle below the dining room window which needs replacement by a licensed electrician. This receptacle was also missing the cover plate.
2. The light fixture above the stairs did not operate. This could be merely burned-out bulbs, but I did not have bulbs of this size to install to check.



16. Living Room, Dining Room, Foyer, 1st Floor Hall, 2nd Floor Hall Living Space Smoke Detector: There was no smoke detector observed on either the first floor or the second floor of the living space. The smoke detectors I observed were all inoperative and they were located in the bedrooms. At least one smoke detector is needed on each floor that is not located in a bedroom (one per level, including basement, and one in each bedroom).

Defective Summary (Continued)

Bedroom

17. East Bedroom Windows: Wood double hung - Tempered glass is needed for safety in the closet window, due to the glass proximity to the floor.
Note that neither of the two windows in this bedroom opened, because they were painted shut. The room still had emergency egress through the exterior door to the rear balcony. Repair of the windows so that they operate is still recommended. The cost estimate given is for installation of tempered glass in the closet window, but not for repair or replacement of the windows.



18. East Bedroom Smoke Detector: Battery operated - Inoperative, replace
19. Center, 2nd Floor Bedroom Windows: Wood double hung - There were three windows in the room, but none of the three windows opened. At least one properly operating window is needed for emergency egress. Also, all three windows needed tempered glass in the lower sash due to proximity to the floor. One of the windows had broken glass which was also loose and nearly falling out of the window sash. These windows will need a lot of repair or they will need to be replaced.



20. Center, 2nd Floor Bedroom Electrical: 110 VAC, ungrounded - There were live wires hanging out of the West wall. Have repaired by a licensed electrician.

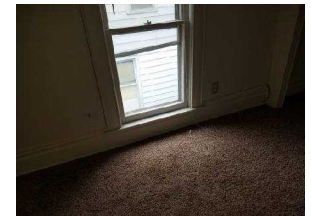


21. Center, 2nd Floor Bedroom HVAC Source: HVAC register - The room had an electric baseboard heater, but I could not get it to operate. This should be further evaluated and repaired by a licensed electrician. That was the only source of heat in the room (no HVAC register observed).



22. Center, 2nd Floor Bedroom Smoke Detector: There was no smoke detector in the room. A smoke detector is needed for safety.

23. Front, 2nd Floor Bedroom Windows: Wood double hung - 1. None of the windows opened. They were painted closed. At least one of the two larger windows in the bedroom needs to be properly functional for emergency egress.
2. The North window should have tempered glass in the lower sash, due to proximity to the floor.



24. Front, 2nd Floor Bedroom Smoke Detector: Battery operated - Inoperative, replace
25. 1st Floor Bedroom Windows: Wood double hung - The window did not open. An operating window is needed for emergency egress. The window was also in poor condition. A decision would need to be made whether to repair it or to replace it.

Defective Summary (Continued)

26. 1st Floor Bedroom Smoke Detector: There was no smoke detector in the first-floor bedroom. An operating smoke detector is needed in a bedroom, for safety.

Attic

27. 2nd floor Attic Wiring/Lighting: Open wire splice observed above bath fan, have repaired by a licensed electrician.



Exterior Surface and Components

28. Exterior Surface Type: Wood - The wood siding was deteriorated in some areas. Judgements would need to be made on which pieces to replace as some siding was rotted and definitely needs replacement, while other siding was split, warped or unsightly, but may not need replacement. All of the wood siding needed scraping and painting. I did not give a cost estimate for scraping and painting of the siding. I gave a general allowance for replacement of rotted siding.



29. Trim: Wood - The wood drip cap which ran all the way around the house was in rough shape and most will need replacement. If the house is to be re sided, this will not be much of an issue.



30. Windows: Wood double hung - The dining room window, which was allowing water to leak into the house, had a rotted sill. This may be part of what is allowing the water to enter the house. The center dining room window will need replacement.



31. Storm Windows: Approximately 7 to 9 combination storm window units will need replacements unless parts can be found on site to repair them. Even if some glass panels are located, some of the metal frames were damaged.

Defective Summary (Continued)

Roof

32. Flashing: 1. The upper plumbing vent flashing on the south side of the roof was not properly installed. At least half of the flashing upper portion should be covered by shingles, to prevent leakage. The wind could get under this flashing, and snow could also blow under it. Have repaired by a qualified roofing contractor.
2. The flashing between the siding and the roofing on the north side of the house was improvised. It may be functional at the current time, but it will not be long lasting. The unfinished board added was fastened over the siding, with no flashing observed. Have corrected by a qualified contractor.



33. Chimney Chimney Flashing: The chimney flashing was not complete, have repaired by a qualified Contractor.



Lots and Grounds

34. Porch: woo, rear, covered - There was rot in the decking and frame of the rear porch floor. Further evaluation will be needed to determine what will need to be replaced and how much it will cost.



35. Balcony: The balcony railing was loose. This is a hazard which needs correction.



36. Grading: Grade has settled near foundation resulting in negative slope. Add dirt to raise grade at foundation to cause water to run away from house.





Historic District Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic District Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: March 18, 2025

SUBJECT: 2. 1519 Grand - Alteration (Window Installation) PPZ25-0005

PROPOSED WORK:

From the Description of Work Supplied by the Applicant: Add window to first level northwest corner of house. Identical in size and function/appearance to existing windows. Single pane glass double hung custom wood window. Historically accurate.

EVALUATION:

Project Details

Installation of one window to the northwest corner of the first story of the property. The proposed window will be made of wood, and be identical in size and appearance to the existing windows (per the applicant).

Applicable Criteria

Secretary of the Interior's Standards for Rehabilitation

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.

The installation will not remove features that characterize the property or alter features of the property that characterize the property. A portion of the stucco will likely need to be cut out, but this does not disrupt the the overall character of the stucco. The addition of the window will also change the fenestration of the building, but the new window will be differentiated from the historic windows.

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.

As noted above, the installation of he proposed window will not destroy features that

characterize the property. The new window will utilize a textured glass (not found in other windows) and utilize modern wood and a modern storm. These modern materials will differentiate the new window from the old windows.

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.

If the proposed window was removed in the future the essential form and integrity of the building would remain unimpaired.

Discussion

The proposed installation of a window on the northwest corner of the property would not adversely effect the property. The window is not disturbing any character defining features and could be removed in the future without impairing the character of the building.

POTENTIAL ACTIONS:

1. The proposed work complies with the Secretary of the Interior standards 2, 9 and 10. **Action: Motion to approve a Certificate of Appropriateness for the work as described in the application.**
2. More information is needed. **Action: Motion to postpone until the HDC meeting on 15 April 2025 and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on 08 April 2025.**
3. Denial of the application. **Action: Motion to deny the application based on Secretary of the Interior Standards 2, 9 and 10.**



Community Planning and Economic Development
Historic District Commission
245 N. Rose Street
Kalamazoo, MI 49007
Telephone: (269) 337-8804; FAX (269) 337-8513
Penal@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: 1519 GRAND AVE
Historic District: ☐ South/Vine ☐ Stuart ☒ West Main Hill ☐ Rose Place ☐ Haymarket
Applicant: TIM MEENGS Owner: TIM MEENGS
Mailing Add: " " Mailing Add: 1519 GRAND AVE
City State & Zip: " " City, State Zip: KALAMAZOO MI 49006
Phone: " " Phone: 231 740 2427
Email: " " @ " " Email: TIMEENGS @ GMAIL.COM

Contractor THE WINDOW UNDERGROUND

☐ Work to be done by owner

Proposed Work: Use additional sheets to describe work if necessary

ADD WINDOW TO 1ST LEVEL NORTHWEST CORNER OF HOUSE. IDENTICAL
IS SIZE AND FUNCTION/ APPEARANCE TO EXISTING WINDOWS.
SINGLE PANE GLASS DOUBLE HUNG CUSTOM WOOD WINDOW, HISTORICALLY
ACCURATE

(TIM) 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: 3/10/25
Owner's Signature: [Signature] Date: 3/10/25
(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
- ☐ 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- 25-0005 Date Received*: 03/10/2025
Zoning RS-5 Year built 1910 Complete application Yes
Owned since 09/01/2023

COMMISSION Hearing fee paid \$85 Yes
Meeting Date 03/18/2025 Check # _____
COMMENTS _____

Approve in Concept Date _____ Letter mailed _____

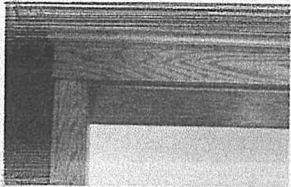
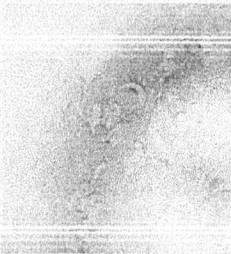
FINAL ACTION

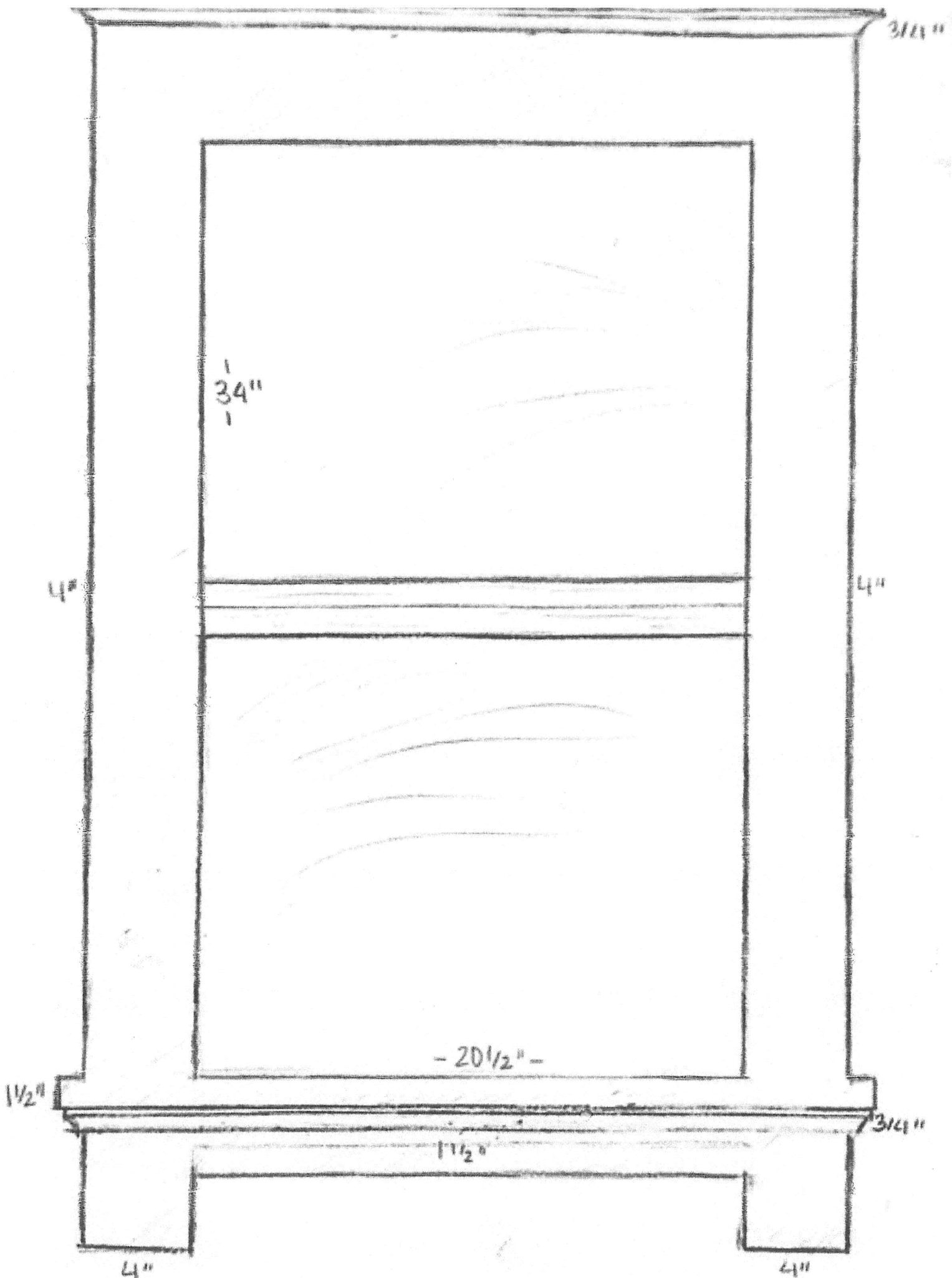
☐ Approve ☐ Site Visit ☐ Approve w/Conditions ☐ Deny ☐ Postpone ☐ Withdrawn

ACTION DATE _____
Certificate of Appropriateness Issued _____

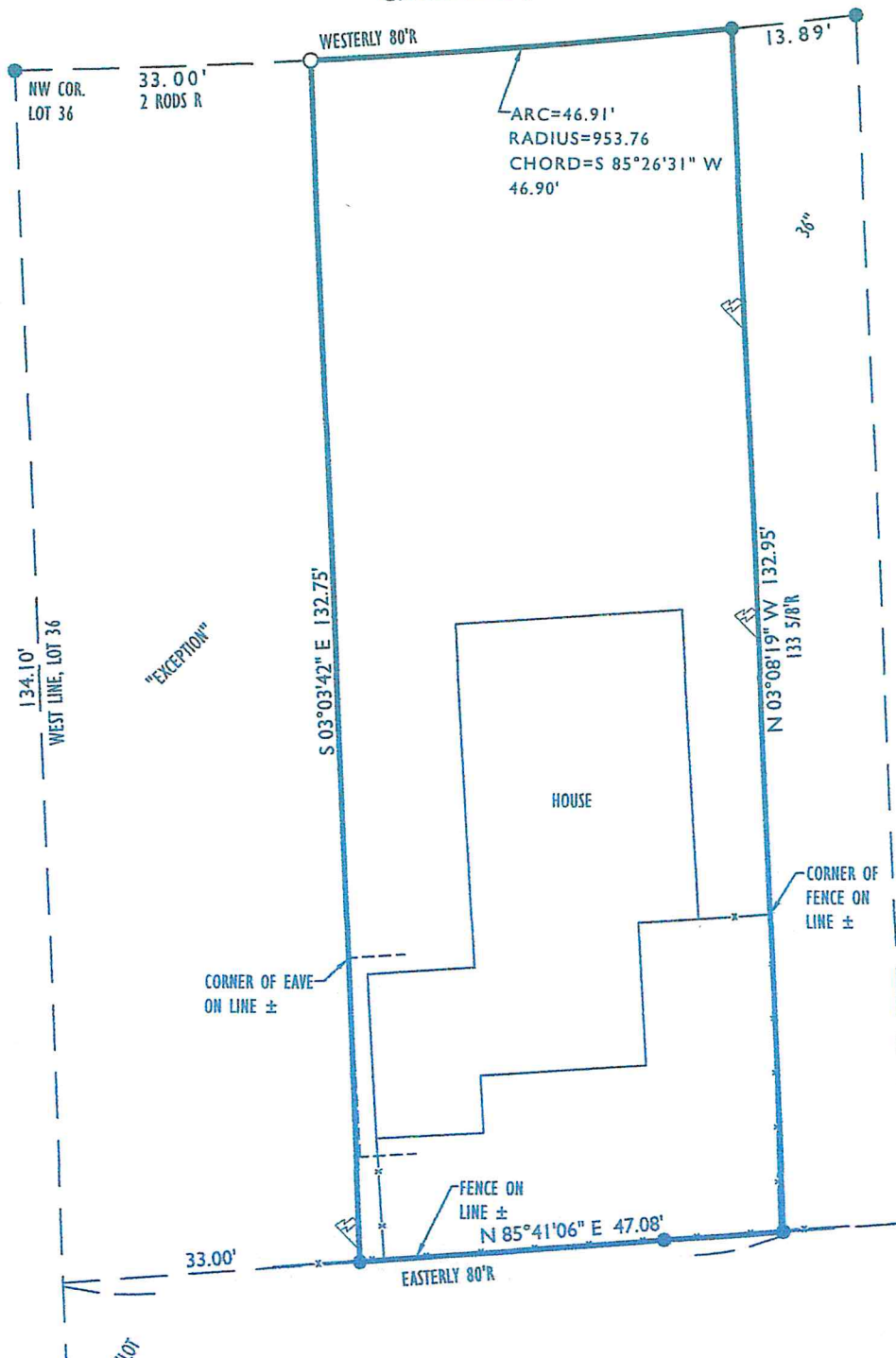
Notice of Denial with appeals information _____
Notice to Proceed _____ Comments _____

Revised November 22, 2019

APPROXIMATE WINDOW LOCATION ON SIDE OF HOME WITH RANDOM EXISTING WINDOW LOCATIONS SHOWN 	WINDOW TO MATCH DIMENSIONS, TRIM DESIGN, AND CREAM PAINT COLOR OF ORIGINAL WINDOW ON SAME SIDE OF HOME 	EXTERIOR MATERIALS INCLUDE: ROT RESISTANT ACCOYA WOOD CREAM PAINT TO MATCH EXISTING EXTERIOR COLOR ALUMINUM STORM AND SCREEN WINDOW TO MATCH EXISTING PERIOD INSPIRED TEXTURED GLASS	INTERIOR TRIM TO MATCH ORIGINAL OAK CASING SCHEME AND STAIN 
PERIOD INSPIRED TEXTURED GLASS "PELERINE" 	INSPIRATION FROM EARLY 20TH CENTURY ADVERTISEMENT FOR SIMILAR TEXTURED GLASS (RIGHT) 	INTERIOR ERA APPROPRIATE LOCK IN ANTIQUE BRASS 	INTERIOR ERA APPROPRIATE LIFTS IN ANTIQUE BRASS 



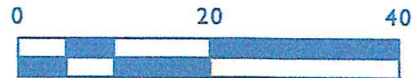
GRAND AVE. (66' WIDE)



LEGEND
 ● = FOUND IRON
 ○ = SET IRON
 X = SET STAKE
 R = RECORD

SURVEY NOTES:

- 1) BEARING BASIS IS MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.
- 2) ALL BEARINGS AND DISTANCES ARE FIELD MEASURED UNLESS OTHERWISE NOTED.



OTTO
 LAND SURVEYING



11263 U.S. HWY 31
 BERRIEN SPRINGS, MI 49103
 WWW.OTTOLANDSURVEYING.COM
 269.635.0117

CLIENT: TIM MEENGs
 ADDRESS: 1519 GRAND AVE.

DATE OF SURVEY: 6-25-2024
 DATE OF CERT.: 7-1-2024
 DRAWN BY: D. OTTO

SCALE: 1" = 20'
 JOB #: 24169

I, DUSTIN J. OTTO, A PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE MAPPED AND DESCRIBED PROPERTY, AND THAT THIS MAP COMPLIES WITH SECTION 3 (A-F) ACT 132, P.A. 1970

DUSTIN J. OTTO

PS - 62696

OFFICIAL SEAL





Historic District Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic District Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: March 18, 2025

SUBJECT: 1. 1528 W Michigan - Alteration (Installation of replacement signage, removal of existing, non-contributing) PPZ25-0002 Postponed application

PROPOSED WORK:

From the Description of Work Supplied by the Applicant: Installation of replacement signage, removal of existing.

EVALUATION:

Project Details

Removal of existing projecting sign to allow for the installation of a new wall sign.

Applicable Criteria

Secretary of the Interior's Standards for Rehabilitation

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.

While the existing projecting sign is a prominent feature of the building, removal of the sign will not compromise the integrity of the existing building. The new sign will be made with modern materials, but will still be compatible with the massing, size, scale and architectural features of the existing building and the surrounding environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The removal of the proposed sign would not impair the essential form and integrity of the historic property.

Local Historic District Standards and Guidelines

Signs and Awnings:

All proposed exterior signs in a historic district are subject to approval by the Historic District Commission and the provisions of the sign ordinance of the City of Kalamazoo. Furthermore, to ensure that the scale, shape and type of signs are consistent with the character of the historic district or site, the following sign standards shall govern:

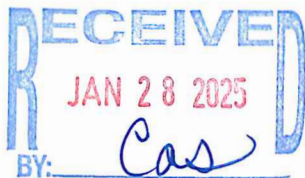
- Signs shall not be placed so as to conceal or disfigure any architectural feature of a building. The style and size of all signs shall be visually compatible with the buildings on which they are attached.
 - *The proposed sign will not conceal or disfigure any architectural feature of the building. The style and size is visually compatible with the existing structure.*

Discussion

Because 1528 W Michigan is a non-contributing structure, the most important consideration regarding the sign installation is understanding how the proposed sign will impact the surrounding contributing buildings in the West Main Hill Historic District. The proposed sign will not detract from the historic character of the surrounding buildings, and will not adversely effect the surrounding properties in the district.

POTENTIAL ACTIONS:

1. The proposed work complies with the Secretary of the Interior standards 9 and 10. **Action: Motion to approve a Certificate of Appropriateness for the work as described in the application.**
2. More information is needed. **Action: Motion to postpone until the HDC meeting on 15 April 2025 and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on 08 April 2025.**
3. Denial of the application. **Action: Motion to deny the application based on Secretary of the Interior Standards 9 and 10.**



Community Planning and Economic Development
Historic District Commission
245 N. Rose Street
Kalamazoo, MI 49007
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: 1528 W MICHIGAN AVE, KALAMAZOO, MI, 49006

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

Applicant: Midwest Sign Co

Owner: Halil Dursunoglu

Mailing Add. 550 Stanley Rd

Mailing add 1528 W Michigan Ave

City State & Zip: Kalamazoo, MI, 49006

City, State Zip Kalamazoo, MI, 49006

Phone: 913-568-7552

Phone: 269-999-4291

Email jason @ midwest.com

Email halil.dursunoglu@gmail.com

Contractor:

signcompany.com

☐ **Work to be done by owner**

Contractor Midwest Sign Co

Proposed Work: Use additional sheets to describe work if necessary

See attached sheets INSTALLATION OF REPLACEMENT SIGNAGE
REMOVAL OF EXISTING

() 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: 01/28/2025

Owner's Signature: [Signature]
(if different)

Date: _____

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- 25-0002

Date Received*: 01/28/2025

Zoning CN-1 Year built 1961

Complete application Yes

Owned since 08/18/2023

COMMISSION

Meeting Date: 02/18/2025

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.

**(AD) 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 ferraros@kalamazooocity.org



AYASOFYA

TURKISH RESTAURANT

PRESENTED BY:



550 STANLEY ROAD, KANSAS CITY KS 66115 • (816) 866-7446

SITE ADDRESS

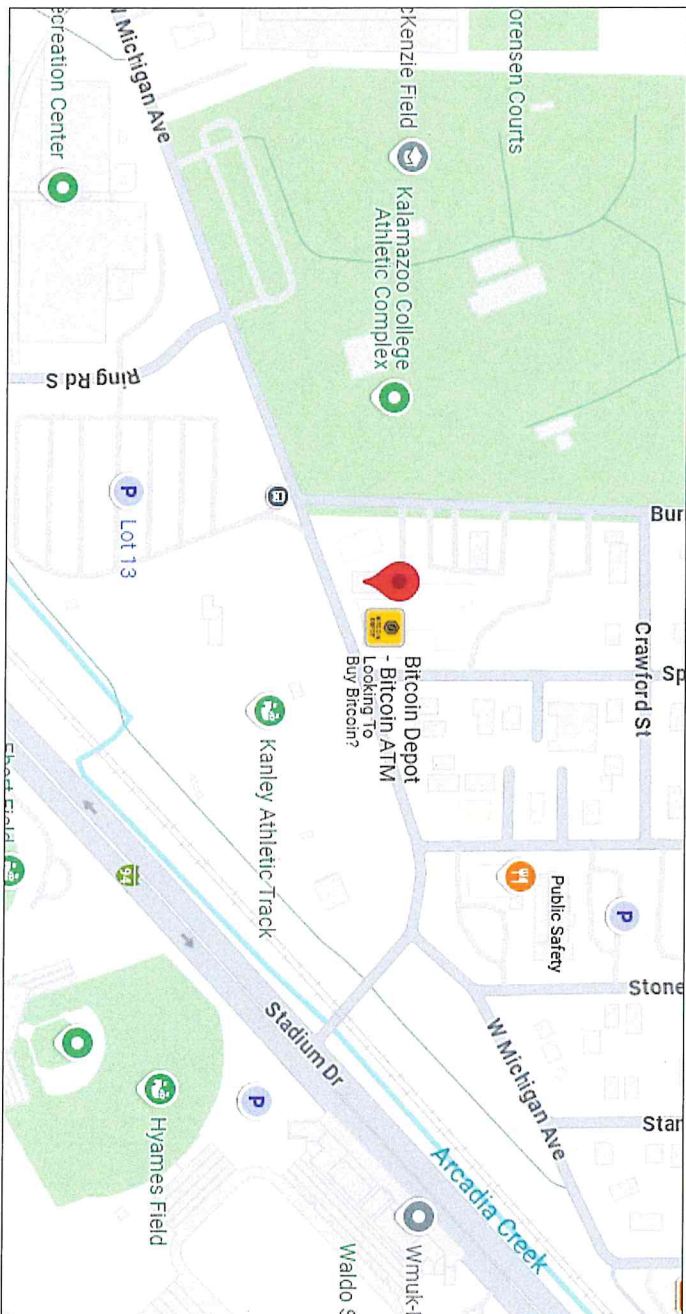
AYASOFYA Turkish Kitchen
1528 W Michigan Ave.
Kalamazoo, MI 49006

INDEX

Page 1: Cover
Page 2: Sign Location
Page 3: Int. Ill. Contour Cabinet,
Channel Letters, Drop Down
Cabinet

Revision 01
11/07/24

AYASOFLYA Turkish Kitchen
1528 W Michigan Ave.
Kalamazoo, MI 49006



MIDWEST
SIGN COMPANY
50 STANLEY RD, KANSAS CITY, KS
(816) 866-7446

FILE NAME: AYASOFYA Turkish Kitchen_00

DATE: 11/07/2024

CLIENT: AYASOFYA Turkish Kitchen

ADDRESS: 1528 W. Michigan Ave., Kalamazoo, MI 49006

ACCOUNT MANAGER: Jason Yeager

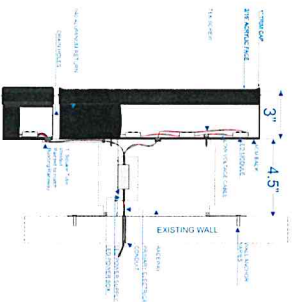
[illegible]

SCALE 3/16"=1'

Existing

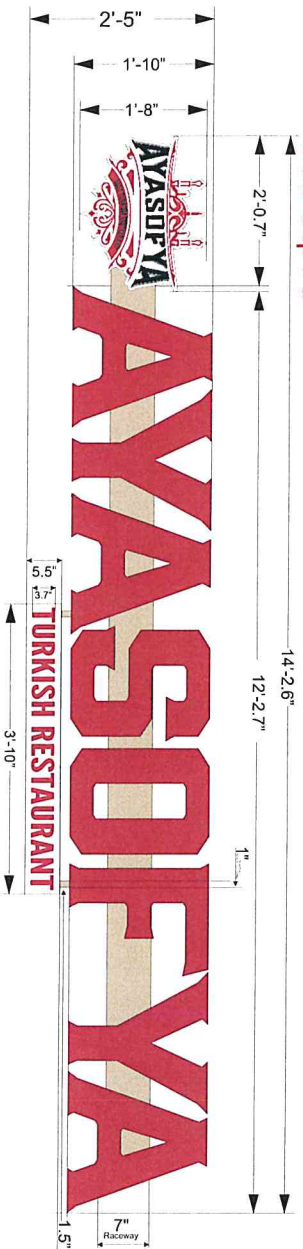


Existing black sign be removed.
Fabricate & install: Internally illuminated 3" Deep Channel Letters, Contour Cabinet, Drop Down Cabinet, mounted to a racemey.
1" Black Letters: 3" deep internally illuminated letters, 3/16" white acrylic faces with Red vinyl overlays.
1" Black Letters: 3" deep internally illuminated cabinet, 3/16" white acrylic faces. Red, Black and Grey vinyl applied.
Contour cabinet: 3" deep internally illuminated cabinet, 3/16" white acrylic faces. Red, Black and Grey vinyl applied.
1" Black rim cap: .040 Deep internally illuminated cabinet, 3/16" white acrylic faces.
Drop Down cabinet: 3" deep internally illuminated cabinet, 3/16" white acrylic faces. Red vinyl applied.
1" Black rim cap: .040 Black returns. Sign will have a square tube support welded to back of sign, welded to racemey.
Racemey: 1/4" square tube supports painted to match building. Color: TBD
Vinyl Colors: Black, Red, Grey, TBD



הצטרף

Building Elevation Sq Ft = 615
Sign Sq. Ft. = 34.5

[illegible]

THIS DRAWING IS THE SOLE PROPERTY OF MIDWEST SIGN COMPANY. REPRODUCTION IS PROHIBITED WITHOUT PRIOR WRITTEN CONSENT. CUSTOMER IS RESPONSIBLE TO CHECK ALL SPELLING, COLORS MAY NOT BE ACCURATE REPRESENTATIONS AND MAY APPEAR DIFFERENT FROM ACTUAL SIGN.



Historic Preservation Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic District Commission
FROM: Luis Pena, Historic Preservation Coordinator
DATE: 18 March 2025
SUBJECT: Historic Preservation Coordinator's Report

Upcoming MHPN Webinar

What: Historic Union Church Building: How A Small Community came Together to Save a Historically Significant Church Building Listed on the National Register of Historic Places

Where: Online using your phone or computer

When: March 20, 1 p.m.

Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative	\$35	8	\$210
Hearing	\$85	3	\$255
		11	\$465

Administrative Reviews:

703 W Lovell - Repair of siding and installation of new windows after fire

621 Locust - Porch repair

436 W Vine - Roof

728 W Lovell - Rebuild egress stairs

718 W Cedar - Roof

712 W Walnut - Hand rail for stairs

635 Locust - Roof

624 Axtell - Side door replacement

Community Planning and Economic Development Department | 245 N. Rose Street, Ste 100, Kalamazoo, MI 49007
Voice: (269) 337-8744 | Fax: (269) 337-8513 | www.kalamazoocity.org



Michigan State Historic Preservation Office
Certified Local Government Program
CLG 2024 Annual Report Checklist

The Michigan State Historic Preservation Office (SHPO) requires that each Certified Local Government (CLG) submit an annual report of its activities upon the completion of each year. SHPO uses the provided information to stay up to date on historic preservation activities across the state, identify ways that SHPO can be more responsive to the needs of CLGs, and evaluate local CLG programs.

The following checklist must be completed and submitted with your report.

CHECKLIST

Please indicate below those items that you have included with your submission.

REQUIRED

1. ☒ Completed Annual Report
2. ☐ Minutes from two HDC meetings (if not available on website)

SUPPORTING DOCUMENTATION, IF APPLICABLE

3. ☐ New or amended/revised/modified ordinances, by-laws, design guidelines or other preservation regulations and guidance
4. ☐ HDC Commissioner Resumes or Attachment A: New Commissioner Resume Form
5. ☒ Announcements used to seek qualified professionals for the HDC
6. ☐ Study reports and/or survey data
7. ☐ Photographs of highlights, educational activities, events, success stories, etc.

PREPARER INFORMATION

I hereby certify that the information in this report is accurate and correct to the best of my knowledge. I further certify that the contents of the report were shared/will be shared with the community's historic district commission on the following date: 03/18/2025.

Luis A Peña
Preparer Name

02/26/2025
Date

CLG Representative Name (if different)

Date

SHPO USE

Received: _____

Reviewed: _____

Signature: _____



Michigan State Historic Preservation Office
Certified Local Government Program
CLG 2024 Annual Report

1. CLG BASIC INFORMATION

CERTIFIED LOCAL GOVERNMENT

City of Kalamazoo

CHIEF ELECTED OFFICIAL

Mayor David Anderson

CLG CONTACT PERSON (official person on file with National Park Service)

Luis A Peña

TITLE

Historic Preservation Coordinator

MAILING ADDRESS

245 N Rose St. Ste. 100 Kalamazoo, MI 49007

EMAIL

penal@kalamazoocity.org

TELEPHONE

(269)3305557

CLG/HISTORIC DISTRICT COMMISSION WEBSITE (if applicable)

<https://www.kalamazoocity.org/Community/Historic-Preservation>

<https://kalamazoomi.portal.civicclerk.com/> (Website for Minutes)

2. HISTORIC DISTRICT ORDINANCE AND PRESERVATION PLANNING

A. DID THE CLG KEEP ITS HISTORIC DISTRICT ORDINANCE IN EFFECT FOR THE ENTIRE YEAR? ☒ YES ☐ NO (if no, briefly explain)

B. DID THE CLG ADOPT OR AMEND/REVISE/MODIFY ANY OF THE FOLLOWING DURING THE YEAR?

(Provide a link or attach any documents for which you select yes)

HISTORIC DISTRICT ORDINANCE

☐ YES ☒ NO

PRESERVATION PLAN (including master plan component)

☐ YES ☒ NO

HDC BYLAWS OR RULES OF PROCEDURE

☐ YES ☐ NO

DESIGN GUIDELINES (under PA 169, guidelines must be approved by SHPO)

☒ YES ☐ NO

In the process of editing. Sent Alan a draft last year, can provide a draft or send finished product

COA APPLICATION/REQUIREMENTS

☐ YES ☒ NO

SURVEY PLAN

☐ YES ☒ NO

OTHER PRESERVATION-RELATED REGULATIONS/PROCEDURES (e.g., blight ordinances, demolition ordinances, downtown design standards, etc.)

☐ YES ☒ NO

3. HISTORIC DISTRICT COMMISSION

A. PROVIDE THE NAME AND TITLE FOR THE COMMUNITY'S STAFF LIAISON TO THE HDC

Luis A Peña

B. DOES THE HDC USE AN ON-CALL PRESERVATION SPECIALIST (e.g., architect, historian, etc.)? ☐ YES ☒ NO (if yes, provide name/title)

C. IDENTIFY **CURRENT** HISTORIC DISTRICT COMMISSION MEMBERS.

(Submit a [resume](#) or [Attachment A](#) for each **NEW** commissioner appointed during the year)

NAME	ROLE (e.g., chair, vice-chair, etc.)	TERM STARTED	TERM ENDS
Dan Kastner	Chair	01/18/2022	01/01/2025 *Per HDC Bylaws, Members are permitted to serve until a replacement is found
Dana Underwood	Vice Chair	02/01/2021	01/01/2024*

Eric Stucky		03/20/2023	01/01/2026
Katie Boertman		09/16/2024	01/01/2028
Kristi Breisach		12/05/2022	01/01/2026
James Johnson		01/17/2023	01/01/2026

D. DOES THE HDC INCLUDE AT LEAST ONE MEMBER WHO IS A QUALIFIED PRESERVATION PROFESSIONAL? ☐ YES ☒ NO

If you answer no, briefly identify how the CLG sought to identify qualified professionals (architects, historians, architectural historians, archaeologists, etc.) to fill vacancies AND submit a copy of related announcements, advertisements, or other means used to seek qualified members.

The CLG utilized social media to seek new commissioners. as two members of the Historic District Commission are currently past their term limit (but still allowed to serve per the bylaws) efforts were made to attract all applications. Recruitment to the Historic District commission has been more difficult than recruitment to the Historic Preservation Commisison.

E. ARE THERE CURRENTLY ANY HDC VACANCIES?

☒ YES ☐ NO If yes, how many? 1

F. DID NEW COMMISSIONERS RECEIVE TRAINING MATERIALS AND INFORMATION ON THE LOCAL HISTORIC DISTRICT ORDINANCE?

☒ YES ☐ NO ☐ NOT APPLICABLE

G. DID AT LEAST ONE COMMISSIONER AND/OR STAFF PERSON PARTICIPATE IN TRAINING (e.g., conferences, webinars, and in-person workshops)?

☒ YES ☐ NO If yes, identify the training and participants below. If no, briefly explain why no one participated in training.

NAME OF TRAINING	PROVIDER	ATTENDEES
Historic Preservation Commission/Historic District Commission Joint Training	Luis A. Peña	Briesach, Boertman, Johnson,

H. WHEN ARE YOUR HDC'S REGULARLY SCHEDULED MEETINGS? (e.g., first Wednesday of each month)

Third Tuesday of each month

I. IDENTIFY THE MONTHS IN WHICH YOUR HDC MET AT LEAST ONCE.

MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*	MONTH	MEETING HELD?	QUORUM PRESENT?	MINUTES ON WEBSITE?*
January 2024	☒	☒	☒	July 2024	☒	☒	☒
February 2024	☒	☒	☒	August 2024	☒	☒	☒
March 2024	☒	☒	☒	September 2024	☐	☐	☐
April 2024	☒	☒	☒	October 2024	☒	☒	☒
May 2024	☒	☒	☒	November 2024	☒	☒	☒
June 2024	☒	☒	☒	December 2024	☒	☒	☒

*if not available on your website, submit minutes for at least two meetings

J. PROVIDE INFORMATION ON DESIGN REVIEW APPLICATIONS RECEIVED FOR REVIEW DURING THE YEAR.

APPLICATION TOTALS	RESULTS OF REVIEWS
# OF APPLICATIONS RECEIVED: 108	# OF CERTIFICATES OF APPROPRIATENESS ISSUED: 103
# OF APPLICATIONS REVIEWED BY STAFF ONLY: 67	# OF DENIALS ISSUED: 5
# OF APPLICATIONS REVIEWED BY THE HDC: 41	# OF NOTICES TO PROCEED ISSUED: 2
WERE ANY HDC DECISIONS APPEALED? ☐ YES ☒ NO (if yes, complete the information below)	
# OF HDC DECISIONS APPEALED:	
# OF DECISIONS OVERTURNED:	
# OF DECISIONS AFFIRMED:	

4. INVENTORY AND DESIGNATION

A. IDENTIFY NEW SURVEY PLANS, PROGRESS ON EXISTING PLANS, AND/OR CHANGES TO EXISTING SURVEY PLANS, INCLUDING CHANGES IN PRIORITIES OR PROCESSES.

Currently, Kraemer Design Group is completing a large survey in the city focusing on the Oakwood, Northside, Southside and Douglas neighborhoods. Draft reports have been submitted for each of the neighborhoods, and inventory forms are being worked on.

B. DID THE CLG ACTIVELY WORK ON OR COMPLETE HISTORIC RESOURCE SURVEYS? ☒ YES ☐ NO

If yes, identify them below. If the survey was completed but data and reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary to capture all surveys in progress or completed.

NAME OF SURVEY	HOW MANY RESOURCES?	SURVEY PROVIDED TO SHPO?
Douglas - Oakwood - Northside - Southside (Incomplete)	3,356	☐ YES ☒ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

C. DOES THE CLG HAVE SURVEYS TENTATIVELY PLANNED FOR NEXT YEAR? ☐ YES ☒ NO

If yes, briefly identify them, including the reason for the survey (e.g., part of work plan, development pressure, considering designation, etc.). If no, identify future survey goals that may be of interest.

D. WAS ANY MUNICIPAL-SPONSORED ARCHAEOLOGICAL SURVEY COMPLETED DURING THE YEAR? ☐ YES ☒ NO

If yes, identify them below.

NAME OF SURVEY	SHPO CONTACTED PRIOR TO WORK?	FOLLOWED STATE STANDARDS?
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO
	☐ YES ☐ NO	☐ YES ☐ NO

E. DID THE CLG ENGAGE IN LOCAL HISTORIC DISTRICT DESIGNATION ACTIVITIES DURING THE YEAR? ☐ YES ☒ NO

If yes, identify them below. If associated reports were not previously provided to SHPO, submit a copy with this report. Use additional sheets if necessary.

DISTRICT NAME	STATUS AND ACTION	REPORT PROVIDED TO SHPO?
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO

	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO
	☐ Draft/Underway ☐ Final/Completed ☐ New District ☐ Modification ☐ Elimination	☐ YES ☐ NO

F. DO YOU KNOW OF ANY NATIONAL REGISTER OR LOCAL DISTRICT PROPERTIES THAT WERE MOVED OR DEMOLISHED? ☒ YES ☐ NO
If yes, briefly identify them below.

NAME/ADDRESS OF PROPERTY	NAME OF DISTRICT (IF APPLICABLE)
826 Vine Place (Fire)	South Street - Vine Area
432 S Westnedge (Fire)	South Street - Vine Area
117 Allen (Fire) 121 Allen (Fire) 201 Allen (Fire)	Stuart

5. PUBLIC PARTICIPATION

A. WERE ALL HDC MEETINGS HELD IN ACCORDANCE WITH THE OPEN MEETINGS ACT, P.A. 267 OF 1976? ☒ YES ☐ NO (if no, briefly explain)

B. WAS INFORMATION ABOUT THE HDC, ITS MEETINGS, AND ITS ACTIVITIES MAINTAINED ON THE LOCAL GOVERNMENT'S WEBSITE?
☒ YES ☐ NO

C. BEYOND A WEBSITE, HOW DOES THE HDC PROVIDE INFORMATION ABOUT MEETINGS AND ACTIVITIES TO THE PUBLIC?
☐ Mailings ☐ Newspapers ☒ Posting at Municipal Building ☐ On-site Project Signs ☐ Direct Email ☐ Door Fliers ☐ Email List/Listserv
☐ Local Access Channels ☐ Community Events ☐ Other

D. DID THE CLG/HDC PROVIDE, SPONSOR, OR PARTICIPATE IN PUBLIC EDUCATIONAL ACTIVITIES (e.g., walking tours, lectures, Preservation Month activities, historical marker programs) OR FORMAL TRAINING ON HISTORIC PRESERVATION? ☒ YES ☐ NO
If yes, identify the activities below. SHPO encourages sharing photos so we can highlight your efforts! Use additional sheets if necessary.

ACTIVITY	SPONSORING ORGANIZATION	DATE
Grave Stone Cleanings	Friends of Kalamazoo Historic Cemeteries	6/30/2024, 8/3/2024
MHPN Annual Conference	MHPN	5/9-11/2024
Historic Preservation Awards of Merit	Kalamazoo Historic Preservation Commission	5/29/2024

6. CLG/HISTORIC PRESERVATION GOALS

A. BRIEFLY DESCRIBE IF/HOW YOU MET THE GOALS IDENTIFIED IN YOUR LAST ANNUAL REPORT.

GOAL	DID YOU MEET THIS GOAL?	IF YES, DESCRIBE HOW IT WAS MET. IF NO, DESCRIBE WHY IT WAS NOT MET.
Publish the revised local Historic District Standards and Guidelines	☐ YES ☒ NO	This project has turned into a multi year goal. The process of not only writing, but also formatting the standards and guidelines has become a larger task than initially thought the Standards and Guidelines will be published by the end of March

Formally plan and implement the Inventory Kalamazoo Phased Approach	☒ YES ☐ NO	This goal is still ongoing. The current survey being conducted by Kraemer Design Group will be the last iteration of the survey for the foreseeable future. With the data collected, the survey will have covered a number of neighborhoods that have not been surveyed.
	☐ YES ☐ NO	
	☐ YES ☐ NO	

B. BRIEFLY DESCRIBE YOUR TOP GOALS FOR NEXT YEAR (2025). EACH CLG MUST IDENTIFY AT LEAST ONE GOAL.

GOAL	IS THIS A MULTI-YEAR GOAL?	DO YOU NEED SHPO ASSISTANCE TO MEET THIS GOAL? IF SO, BRIEFLY DESCRIBE.
Understand ways to better serve homewoners navigate the restoration of the properties, especially when in lead remediation efforts that seek federal funds.	☒ YES ☐ NO	SHPO assistance would be appreciated with this effort. Home owners often feel that Historic District restrictions are overly onerous. Exploring workshops for the public would help them understand options for remediation and educate the public on the importance of Historic Preservation
Develop new tools for board recruitment	☐ YES ☐ NO	SHPO can share ways that other groups across the state recruit board members
	☐ YES ☐ NO	
	☐ YES ☐ NO	

7. MISCELLANEOUS INFORMATION

A. SHPO HAS A NEW CLG COORDINATOR. WHAT IS ONE THING YOU WOULD LIKE THE NEW COORDINATOR TO UNDERSTAND ABOUT YOUR COMMUNITY AND LOCAL PRESERVATION ACTIVITIES/NEEDS?

Kalamazoo is unique for having both a Historic Preservation Commission (which covers the educational/ outreach aspects of preservation) and the Historic District Commission (which is the quasi-judicial administrative branch of preservation). This allows for the volunteers serving on each board to address issues in a more focused manner.

The HPC also controls a sizeable endowment, the O'Connor Fund For Historic Preservation in the City of Kalamazoo. This fund lets the HPC make gifts and grants to assist in Historic Preservation throughout the city, even in areas that have no designation.

Finally, the city of Kalamazoo has a large number of properties that are designated at the local level (around 8.6% of the cities 24,000 properties are located within a local historic district).

B. WHAT ACCOMPLISHMENT/ACHIEVEMENT/EVENT FROM 2024 IS YOUR CLG/HDC MOST PROUD OF? OR IS THERE A PRESERVATION SUCCESS STORY FROM YOUR COMMUNITY THAT YOU WOULD LIKE TO HIGHLIGHT? SHPO encourages sharing photos!

In 2024, the Kalamazoo Historic Preservation Commission awarded the first competitive grants from its O'Connor Fund for Historic Preservation grant program. Development of the program has taken a number of years and much trial and error. Non-profits with buildings over 50 years old qualify for the grant program. Currently, \$10,000 a year will be given to rehabilitation or preservation planning projects. In 2024, however, the HPC gave a total of \$15,242 (\$7,626 to Disability Network of SW Michigan for roof repairs and \$7,626 to the Kalamazoo Civic Theatre for masonry work). The commission offered to give \$4,748 to the Stuart Neighborhood Association to paint their neighborhood association building, but the Stuart Neighborhood Association ultimately declined the grant. I believe being able to give money to the community, especially propertys located outside of Local Historic Districts, has allowed us to extend the reach of Historic Preservation in Kalamazoo.

C. DESCRIBE ANY PROBLEMS, ISSUES, OR CHALLENGES (e.g., economic, political, operational) ENCOUNTERED IN THE LOCAL PRESERVATION PROGRAM IN 2024.

As noted above, there is a lack of public education surrounding preservation. The public perception, especially in the Vine Local Historic District, is that preservation is oppressive.

There were also internal issues in 2024 surrounding the necessity of the section 106 process. Through not properly conducting the 106 process, projects were delayed and people blamed historic preservation.

D. WHAT ARE THE MOST CRITICAL PRESERVATION ISSUES/NEEDS FACING YOUR COMMUNITY?

Currently, an arena is being planned/constructed in downtown Kalamazoo. With the construction of the arena, heavy developmental pressures are expected in the historic core of the city. Some of these areas are located within Local Historic Districts.

E. DID YOUR COMMUNITY RECEIVE ANY PRESERVATION GRANTS (other than CLG grants) IN 2024?

☐ YES ☒ NO (If yes, briefly identify them below.)

F. DID YOUR COMMUNITY HAVE ANY LOCAL INCENTIVE/GRANT/LOAN PROGRAMS (e.g., façade grant programs, DDA programs, low-interest loans, abatements, etc.) AVAILABLE FOR HISTORIC PROPERTIES IN 2023? ☐ YES ☐ NO (If yes, briefly identify them below.)

NAME OF PROGRAM	# OF PROPERTIES BENEFITED
O'Connor Fund for Historic Preservation Grant Program	2

G. DO YOU HAVE ANY UPCOMING PROJECTS YOU WOULD LIKE TO DISCUSS FOR A POTENTIAL CLG GRANT APPLICATION? ☐ YES ☒ NO

H. IF REIMBURSEMENT WERE AVAILABLE FOR SOME OF THE COSTS TO ATTEND THE MHPN STATEWIDE PRESERVATION CONFERENCE OR BIENNIAL NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS CONFERENCE, WOULD YOU BE INTERESTED? ☒ YES ☐ NO

I. IS THERE ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH SHPO?