

# Agenda

## Historic District Commission

City of Kalamazoo



Tuesday, October 21, 2025

5:00 PM

City Commission Chambers at City Hall – 241 West South Street

### A. CALL TO ORDER/ROLL CALL

1. Kristi Breisach
2. Katie Boertman
3. James Johnson
4. Dan Kastner - Chair
5. 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 16 September 2025

### D. PUBLIC COMMENTS

### E. APPLICATION REVIEWS

1. 602 W Walnut - Alteration (Removal of balcony, installation of hipped roof.)  
PHDC25-004  
*Year Built:* 1903  
*Style:* Colonial Revival  
*Historic District:* South Street - Vine Area
2. 1623 Grand - Alteration (Rear porch enclosure) PHDC25-005  
*Year Built:* 1915  
*Style:* Prairie  
*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](http://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, September 16th, 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:**

Katie Boertman- Present  
Dana Underwood – Present  
James Johnson-Present  
Dan Kastner- Present  
Kristi Breisach- Present

All commissioners were present

Mr. Pena read the disclaimer on record at 5:06 PM.

**III. Approval of Agenda:**

Motion made to approve agenda by Ms. Underwood with a 2<sup>nd</sup> by Ms. Breisach. All commissioners approve.

**IV. Approval of Minutes:** June 17th, 2025

Motion made to approve by Ms. Boertman with a 2<sup>nd</sup> by Mr. Johnson

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

**VI. OLD BUSINESS:** None

**NEW BUSINESS:**

<b>A) 1411 Grand</b>	<b>5:08 PM</b>	<b>Alteration- Replacement of non-historic window</b>
<b>Year Built: 1910</b>		<b>Style: Queen Anne</b>
		<b>Historic District: West Main Hill</b>

Mr. Salinas is looking to replace a window in the kitchen that is very drafty in the window. The window would be a like-for-like replacement and would look the same and operate the same with no grid. The window is not an original window and only the lower window is the one in question. Mr. Johnson 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, 6, 9 and 10 with a second by Ms. Underwood. All commissioners approve.

**B) 1006 Osborne 5:12 PM Alteration- Replacement of non-historic window**  
**Year Built: 1905**  
**Style: Mission**  
**Historic District: South Street-Vine Area**

Mr. Nitz is fixing up the home to sell. Mr. Nitz wants to replace a damaged and rotted window with a Pella Reserve double hung wood window. The window is not original to the home. They will be reusing the oak trim on the inside of the home. 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 by Ms. Boertman. All commissioners approve.

**C) 1406 S Westnedge 5:15 PM Demolition**  
**Year Built: 1905**  
**Style: Queen Anne**  
**Historic District: South Street-Vine Area**

Mr. Roger and Ms. Haba were representing the City of Kalamazoo regarding the property. The house had a fire back in 2021 and has switched owners since then. The new owners have been sent correction notices and citations as well as civil infractions. The corrections have not been made, and the property was brought in front of the Building Board of Appeals and was ruled to be a dangerous structure in March of 2024. The owner has submitted a building permit application but has not submitted engineering documents showing how he is going to correct the structural damage. The current application has been on hold for 6 months already. The commission has received other applications to demolish the property, and it has been denied in the past. The city has received multiple complaints from the community about the structure and Mr. Iveson is in support of the Building Board of Appeals' decision to have the property torn down. Mr. Pena did go into the building one year after the fire and the structure was full of mold at the time. The city has made many good faith efforts to get documents that are needed. The City does have a fire escrow fund that has been kept and may or may not be enough to demo the property but will be put towards the total. The commissioners were curious about what happens to the lot after the building was torn down. Ms. Haba does point out that he is being charged a fine per day and will total of \$1,500 a month from this point on. The home has been in this condition for many years. Ms. Breisach states that the property has been brought to the commission many times and a plan was approved but was curious if a structural analysis was carried out on the property at some point over the years. The plans were not approved by the building department as the height of the roof changed from the Historic Approval to the project review meeting from 4 ft to 12 ft. Ms. Underwood would like to commend the City with the patience they have shown with this property and is convinced that the property is a dangerous building. Mr. Johnson makes a motion to approve a notice to proceed based on criteria A and D with a second from Ms. Boertman. All commissioners approve.

**VII. Coordinator's Report**

- Mostly roof approvals

**VIII. Adjournment**

Ms. Kastner adjourned the meeting at 5:40 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:** October 21, 2025

**SUBJECT:** 1. 602 W Walnut - Alteration (Removal of balcony, installation of hipped roof.)  
PHDC25-004

## PROPOSED WORK:

**From the Description of Work Supplied by the Applicant:** Replace leaking balcony over kitchen bump out with new 8/12 hip roof, 18'x4' deep.

## EVALUATION:

### Project Details

Conversion of rear second story balcony space to a hipped roof. This conversion will be achieved through the removal of the existing handrail on the balcony, the conversion of two balcony doors to windows, and the installation of a hipped roof in place of the existing flat roof.

### 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 rear balcony (the flat roof, handrail, and balcony doors) on the property is not a character-defining feature of the property.*

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 balcony in question is not a historic character-defining feature. The existing balcony doors will be converted into window that will match the style of windows on the rest of the house, but will have double panes (thus differentiating them from historic windows). Additionally, some of the asbestos tiles will need to be removed and replaced with concrete based tiles that will further differentiate the new work from the existing features of the property.*

*The proposed hip roof will be compatible with the existing property since the proposed roof would not alter the existing windows on the balcony.*

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.

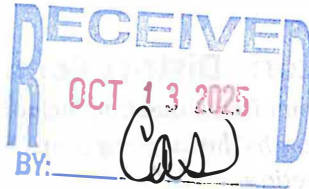
*The proposed roof could be removed in the future without altering the essential form or integrity of the property. Removal of the proposed roof would not impair the integrity of the property or the property's environment.*

#### Discussion

As noted in the application, the existing balcony roof is allowing rain to infiltrate and cause damage to the property. Installation of the proposed hipped roof will allow water to be directed away from the property. While two balcony doors will need to be removed to allow for the hipped roof to be installed, the balcony doors are not character defining features of the property.

#### **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 18 November 2025 and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on 11 November 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.org](mailto:Penal@kalamazoo.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: 602 West Walnut, Kalamazoo  
 Historic District:  South/Vine  Stuart  West Main Hill  Rose Place  Haymarket  
 Applicant: Scott Hunsinger Owner: Walnut Homes LLC (Scott Hunsinger)  
 Mailing Add: 1552 Academy St Mailing Add: 50302 (PO Box)  
 City State & Zip: Kalamazoo, MI City, State Zip: Kalamazoo 49005  
 Phone: 269-352-6000 Phone: 269-352-6000  
 Email: hunzysa@hotmail.com Email: \_\_\_\_\_@\_\_\_\_\_  
 Contractor Jerry Berrigan - Plowshares Construction

Work to be done by owner

**Proposed Work:** Use additional sheets to describe work if necessary  
 See building permit application and attached drawings - Replace leaky balcony over kitchen bumpout with new 3/12 hip roof, 18' x 4' deep.

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

Applicant's Signature: Scott Hunsinger Date: 10-9-25  
 Owner's Signature: Scott Hunsinger Date: 10-9-25  
 (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

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**-For Historic Preservation Coordinator's Use Only-**  
 Case Number: ~~RRK~~ PHDC25-004 Date Received\*: 10-09-2025  
 Zoning RM15 Year built 1903 Complete application Yes  
 Owned since 07/21/2025

**COMMISSION** Meeting Date 10-21-2025 Hearing fee paid \$ 85 \_\_\_\_\_  
 COMMENTS \_\_\_\_\_ Check # \_\_\_\_\_

Approve in Concept Date \_\_\_\_\_ Letter mailed \_\_\_\_\_

**FINAL ACTION**

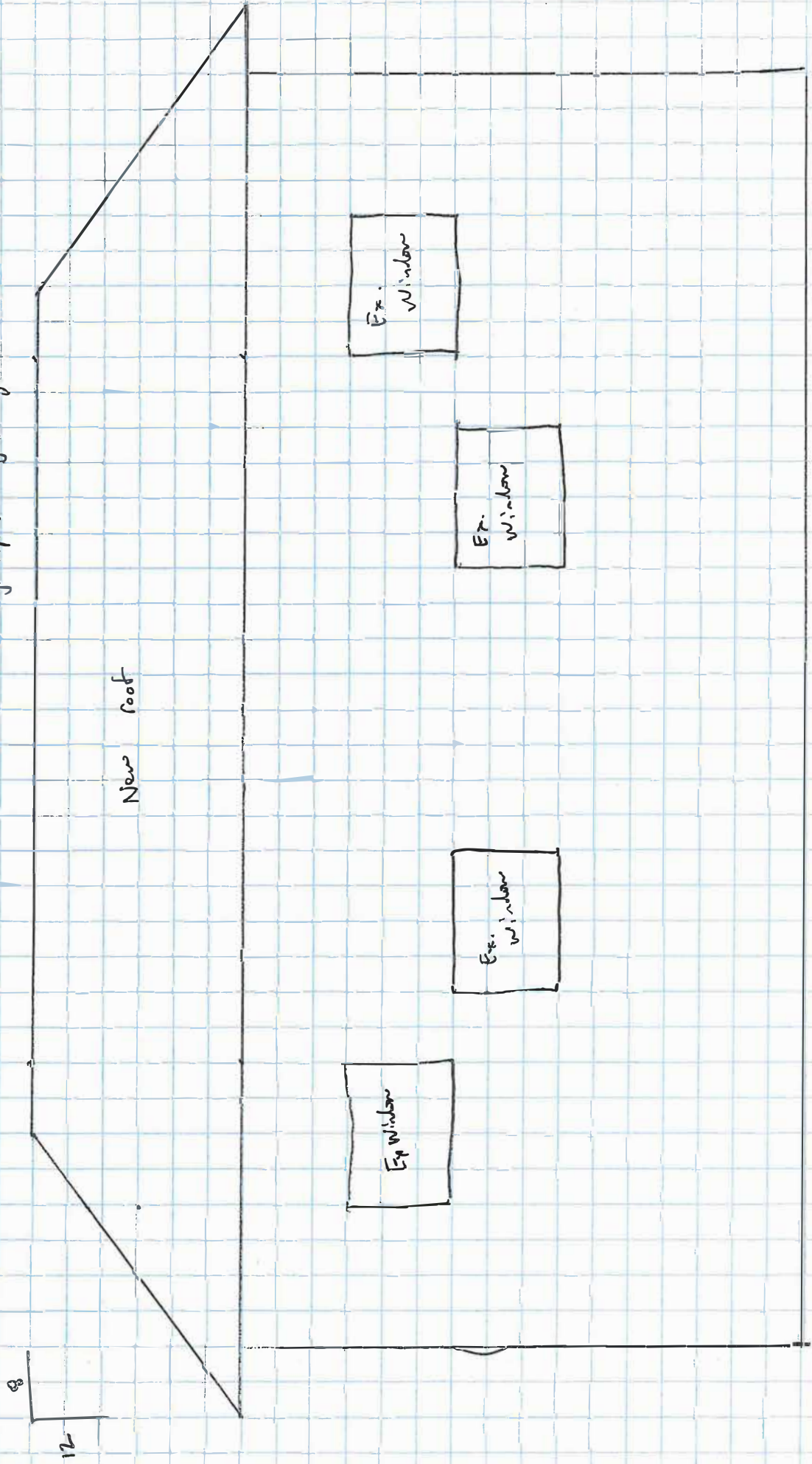
Approve  Site Visit  Approve w/Conditions  Deny  Postpone  Withdrawn  
 ACTION DATE \_\_\_\_\_  
 Certificate of Appropriateness Issued \_\_\_\_\_  
 Notice of Denial with appeals information \_\_\_\_\_  
 Notice to Proceed \_\_\_\_\_ Comments \_\_\_\_\_

Revised November 22, 2019

602 West Walnut, North Elevation  
New hip roof, 8/12 pitch  
Termination sec 1 floor balcony

Jerome Berrigan  
Plowhart Construction LLC  
269-547-7470  
jerry - berrigan@gmail.com

Oct. 13, 2021



**From:** Scott Hunsinger hunzysa@hotmail.com  
**Subject:** description of work to be done at 602 West Walnut for Historic Commission  
**Date:** Oct 6, 2025 at 9:43:38 PM  
**To:** Jerry Berrigan jerry.berrigan@gmail.com

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Hi Jerry - here is what I have so far. The paperwork is due a week from today as the meeting is Tuesday the 14th.

There has been substantial leaking over multiple years from the balcony above the double kitchen bump-out on north side of the duplex at 602 West Walnut Street in Kalamazoo. Considerable water damage has occurred, including rotten wood within the kitchen. The balcony must be removed so that it can be replaced with a hip roof or shed roof that can shed the water more successfully and allow for repairs inside the house. Making the job more difficult is the asbestos siding on the house. Martin & Associates Environmental, LLC has been hired to remove the asbestos panels on the north side of the house only. The siding will be replaced with a very similar looking concrete based siding product. The following additional steps will be taken:

1. The balcony will be removed.
2. The two (rotten and water damaged) apartment doors that lead to the balcony will be replaced with all wood windows purchased from Carter Lumber. They are double pane windows matching the style of the windows in the rest of the house.
3. A roof will be constructed to replace the balcony. The pitch will be...
4. At the bottom of the North side of the house there are two water damaged doors whose frames are rotten and severely damaged as well, and they will be reframed to match existing framing so that all rotten and water damaged wood is replaced.
5. Siding will be replaced as described above.
6. Note: The house next door (606 West Walnut, also owned by Walnut Homes LLC) also has a bump-out on the back of the house and it has a roof, not a balcony.
7. Important note: It cannot be overstated how important it is for the integrity of the house to make sure no more water enters via the balcony. There is so much rot damage all over the exterior back of the house as well as in the two kitchens below the balcony that this is extremely problematic for the tenants and the new owners of the property. We wish to make the house dry and sound and attractive again.

Sent from [Outlook](#)







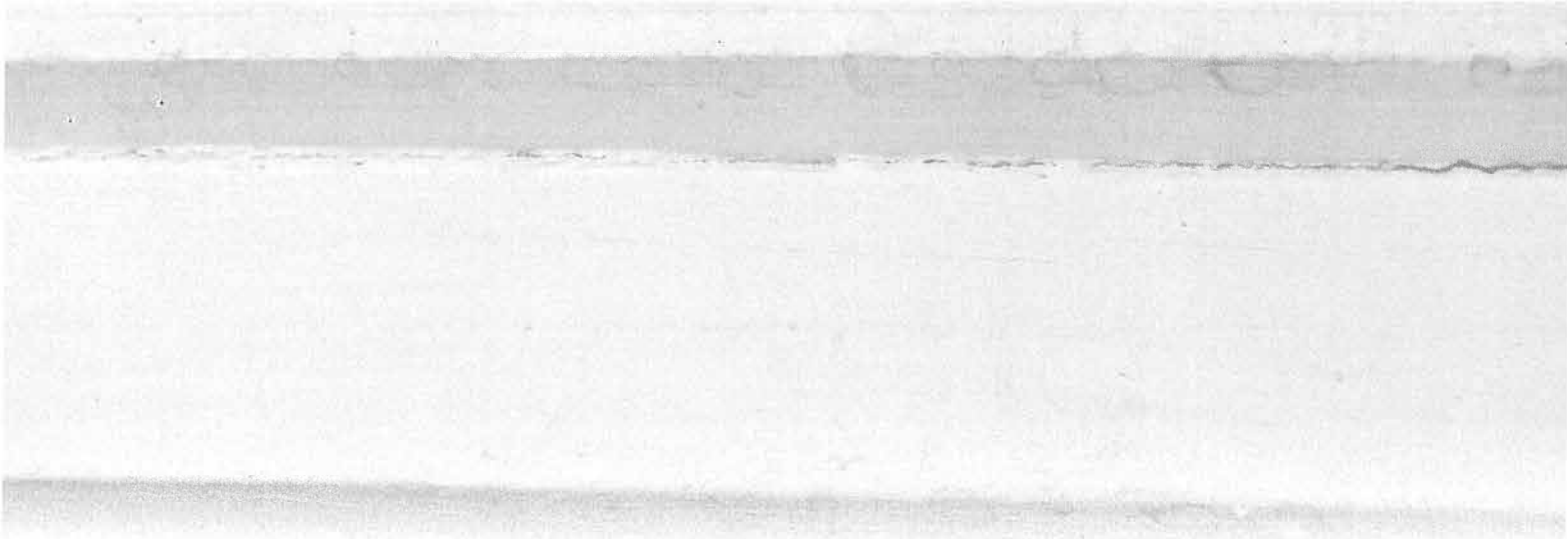




















# Historic District Commission Staff Report

City of Kalamazoo

**TO:** The Kalamazoo Historic District Commission

**FROM:** Luis Pena, Historic Preservation Coordinator

**DATE:** October 21, 2025

**SUBJECT:** 2. 1623 Grand - Alteration (Rear porch enclosure) PHDC25-005

## PROPOSED WORK:

**From the Description of Work Supplied by the Applicant:** The proposed work is the enclosure of two brick openings in an existing covered rear entry porch as well as replacing existing deck stairs leading up to the porch. The openings are to include an exterior door, a storm door, and a window. Framing and painted siding are to fill in any additional gaps in the brick openings. The design is intended to be both compatible and reversible. The materials were chosen to align with the style of the home in terms of color and scale, but the materials are updated, lower-maintenance, and longer-lasting products that will signal the proposed enclosure as new construction. Additionally, the existing brick is to remain intact and unharmed. Thus the future removal of the proposed building elements would restore the porch to its original state.

## EVALUATION:

### Project Details

Enclosure of rear porch through filling in two existing openings. One opening will be filled in with a door, the other will be filled in with a window. Additional gaps around the window and door will be filled with lap siding.

### 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. *While large, square porch supports are a character defining feature of the prairie style, the proposed work will not negatively effect the square column on the corner of the existing rear porch. (It should be noted that large masonry supports are not present on the front of this property. In fact, the front porch is supported by slender wooden columns). The proposed work will not constitute the removal or alteration of the large supporting column on the rear of the property.*

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 proposed work will not destroy any materials that characterize the property. Furthermore, the use of compatible, but contrasting materials (wooden siding to fill the gaps surrounding the proposed windows) will distinguish the proposed work from the existing historic portions of the property.*

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.

*As the proposed work will fit into the existing openings at the rear of the property, the proposed work will be highly reversible in the future. Reversing the proposed work would not impair the essential form and integrity of the historic property or its environment.*

#### Discussion

The proposed work is at the rear of a property and will not negatively effect character defining aspects of the property. The proposed work is highly reversible, and will be easily differentiated from historic portions of the property.

#### **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 18 November 2025 and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on 11 November 2025.**
3. Denial of the application. **Action: Motion to deny the application based on Secretary of the Interior Standards 2, 9 and 10.**



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**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: \_\_\_\_\_

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

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Mailing Add: \_\_\_\_\_ Mailing Add: \_\_\_\_\_

City State & Zip: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

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

**Work to be done by owner**

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

**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

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

Applicant's Signature: HM B9 Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (if different)

=====

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

**Case Number:** ~~PHDC~~ PHDC25-005  
**Zoning** RS5 **Year built** 1915  
**Owned since** 10/22/2018

**Date Received\*:** 10/14/2025  
**Complete application** Yes

**COMMISSION**  
 Meeting Date 10/21/2025  
 COMMENTS \_\_\_\_\_

**Hearing fee paid \$85** \_\_\_\_\_  
 Check # \_\_\_\_\_

**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

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

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

**Owner:** Legal owner of property

**Mailing Address:** Applicant's address

**Mailing Address:** Owner's address

**City, State & Zip:**

**City, State & Zip:**

**Phone:** Specify home or work

**Phone:** Specify home or work

**Email**

**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@kalamazocity.org](mailto:PenaL@kalamazocity.org)*



1615 GRAND AVE

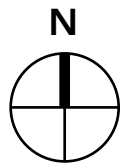
EXISTING HOUSE  
1623 GRAND AVE

EXISTING  
GARAGE

PROPOSED PORCH ENCLOSURE DOES NOT ADD ANY SQUARE FOOTAGE OR IMPERVIOUS COVER TO EXISTING HOUSE FOOTPRINT. THE EXISTING 6' x 8' PORCH TO BE ENCLOSED IS DIRECTLY UNDER THE ROOFLINE SHOWN HERE:

HENDERSON CT

SCALE: 1" = 10'-0"



\*\*\*DATA IS APPROXIMATE\*\*\*  
DATA RETRIEVED FROM KALAMAZOO  
COUNTY PARCEL VIEWER, 10/13/2025

**ROBERTSON RESIDENCE — PORCH ENCLOSURE**  
1623 GRAND AVE., KALAMAZOO, MI 49006  
DRAWINGS 10/14/2025 (NOT FOR CONSTRUCTION)

SHEET  
1 of 5



THIS IS THE EXISTING COVERED REAR ENTRY PORCH. IT IS LOCATED DIRECTLY BELOW A FINISHED BEDROOM ON THE SECOND FLOOR.

WE PROPOSE TO ENCLOSE TWO EXISTING BRICK OPENINGS ON THIS PORCH. THE EXISTING EXTERIOR (AND INTERIOR) BRICK WILL NOT BE CONCEALED, DAMAGED, OR REMOVED. THE TWO OPENINGS WILL BE FRAMED FOR ONE DOOR AND ONE WINDOW. THE REMAINING OPENINGS WILL BE SIDED WITH WOOD-LAP SIDING.

THE DESIGN IS INTENDED TO BE BOTH COMPATIBLE AND REVERSIBLE. THE MATERIALS (DESCRIBED ON SHEET 5) WERE SELECTED TO ALIGN WITH THE STYLE OF THE HOME IN TERMS OF SCALE AND COLOR, BUT ALSO DIFFERENTIATE THE TIME PERIOD OF CONSTRUCTION BY UTILIZING UPDATED, LONGER-LASTING BUILDING MATERIALS SUCH AS FIBERGLASS, ALUMINUM CLADDING, AND COMPOSITE DECKING. ADDITIONALLY, SINCE THE BRICK WILL BE INTACT, FUTURE REMOVAL OF THE PROPOSED ENCLOSURES WILL RESTORE THE PORCH TO ITS ORIGINAL STATE.

THIS BRICK OPENING WILL BECOME AN ENTRY DOOR (WOOD SIDING TO FILL ANY ADDITIONAL GAPS)



OPENING #1

THIS BRICK OPENING WILL BECOME A WINDOW (WOOD SIDING TO FILL ANY ADDITIONAL GAPS)



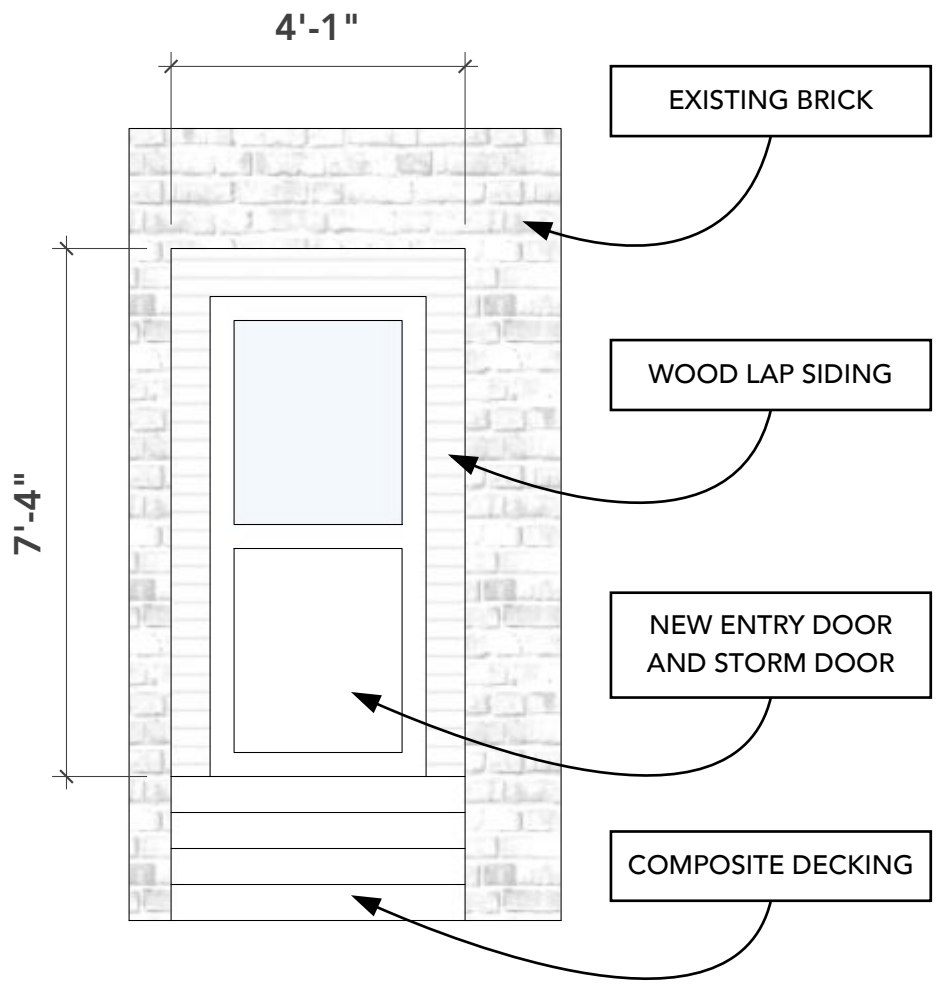
OPENING #2

**ROBERTSON RESIDENCE — PORCH ENCLOSURE**  
 1623 GRAND AVE., KALAMAZOO, MI 49006  
 DRAWINGS 10/14/2025 (NOT FOR CONSTRUCTION)

SHEET  
2 of 5

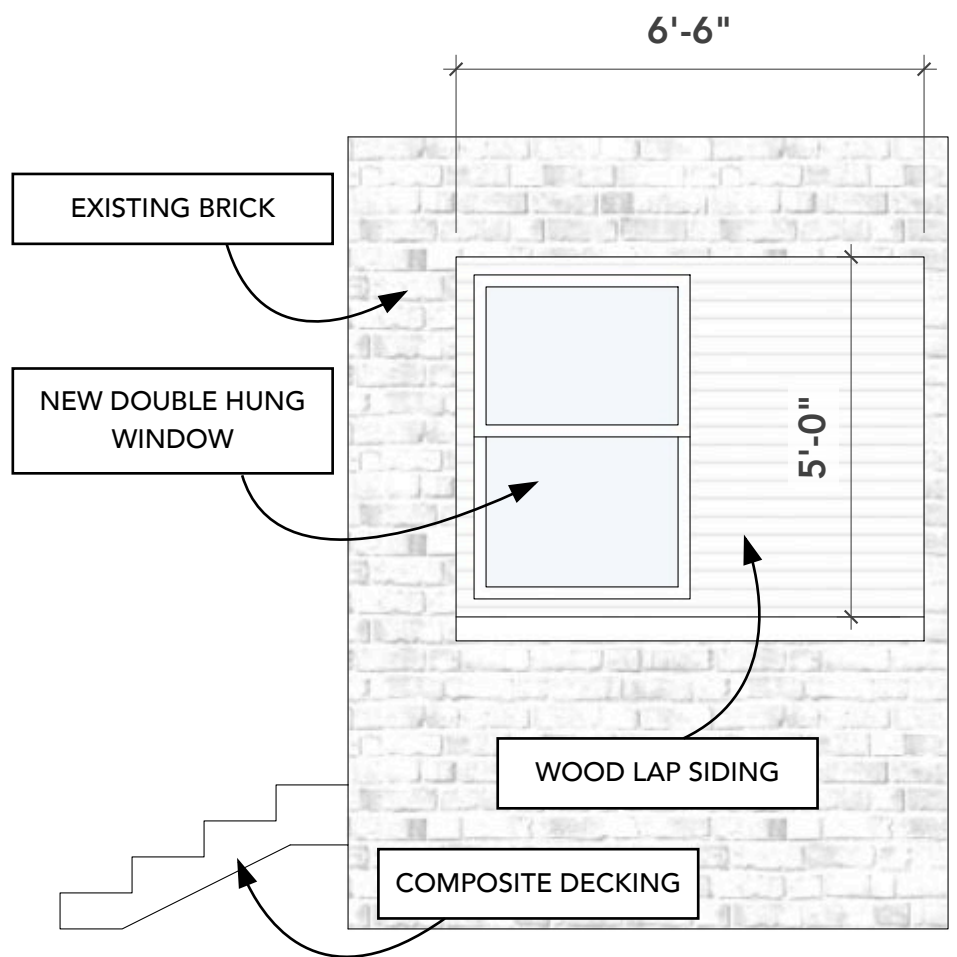
NO EXISTING BRICK OR SIDING ON EXTERIOR OR INTERIOR OF THE ENCLOSED PORCH IS TO BE REMOVED

SEE MATERIAL LIST ON SHEET 5 FOR WINDOW, ENTRY DOOR, AND STORM DOOR DETAILS AND SPECIFICATIONS



**OPENING #1**

**SCALE: 3/8" = 1'**



**OPENING #2**

**SCALE: 3/8" = 1'**

**ROBERTSON RESIDENCE — PORCH ENCLOSURE**

1623 GRAND AVE., KALAMAZOO, MI 49006  
DRAWINGS 10/14/2025 (NOT FOR CONSTRUCTION)

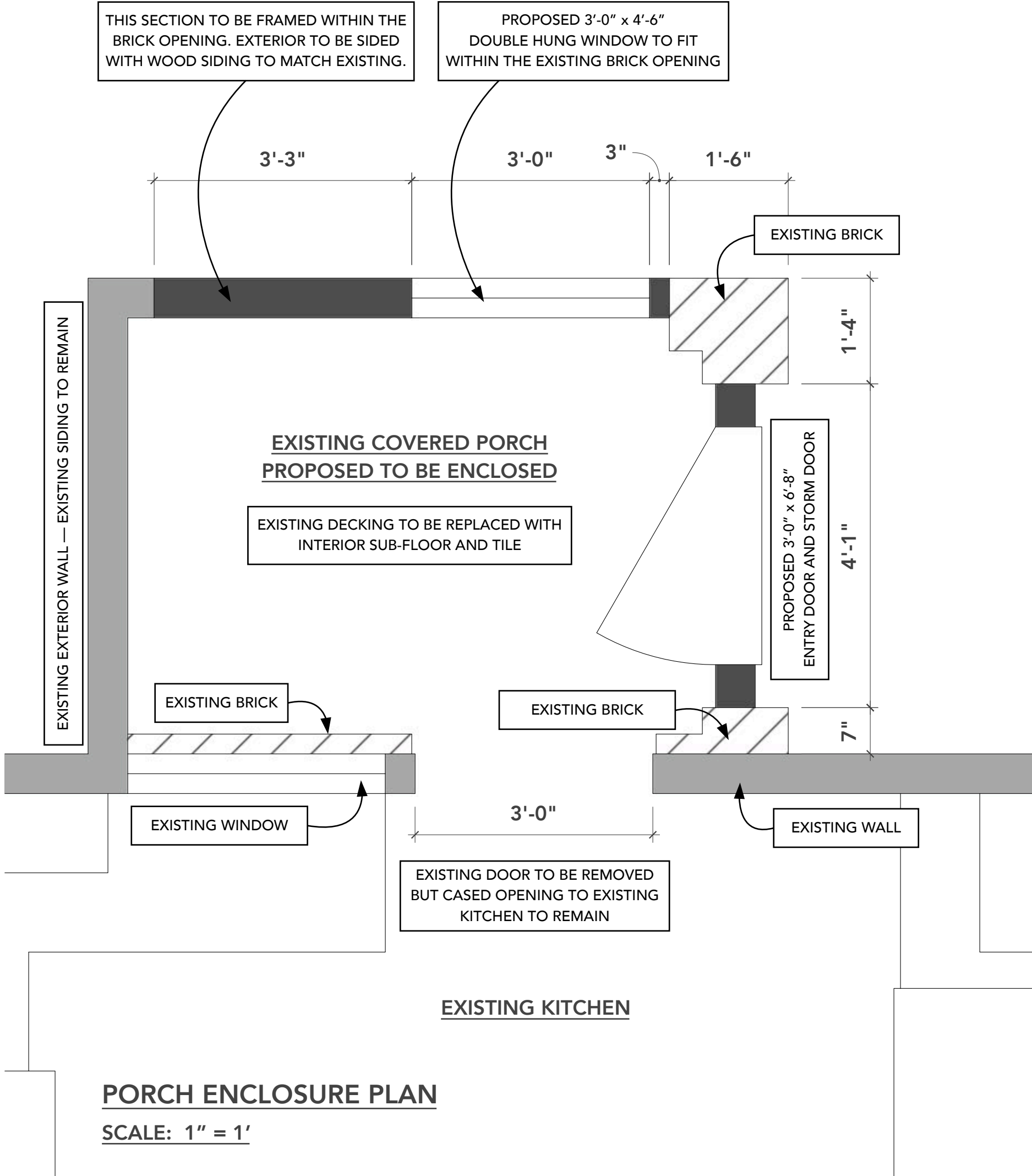
SHEET  
2 of 5

NO EXISTING BRICK OR SIDING ON EXTERIOR OR INTERIOR OF THE ENCLOSED PORCH IS TO BE REMOVED

SEE MATERIAL LIST ON SHEET 5 FOR WINDOW, ENTRY DOOR, AND STORM DOOR DETAILS AND SPECIFICATIONS

THIS SECTION TO BE FRAMED WITHIN THE BRICK OPENING. EXTERIOR TO BE SIDED WITH WOOD SIDING TO MATCH EXISTING.

PROPOSED 3'-0" x 4'-6" DOUBLE HUNG WINDOW TO FIT WITHIN THE EXISTING BRICK OPENING



**PORCH ENCLOSURE PLAN**

SCALE: 1" = 1'

<p><b>ROBERTSON RESIDENCE — PORCH ENCLOSURE</b> 1623 GRAND AVE., KALAMAZOO, MI 49006 DRAWINGS 10/14/2025 (NOT FOR CONSTRUCTION)</p>	<p>SHEET <u>4</u> of 5</p>
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# MATERIALS LIST

WINDOW



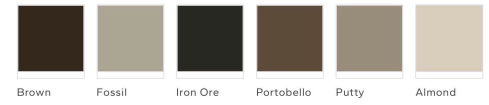
## PELLA® LIFESTYLE SERIES Wood Double-Hung Window

4.14 ★★★★★ 2001 Reviews  
Pella Lifestyle Series aluminum-clad wood double-hung windows have two sashes that raise and lower for ventilation. This classic style is a great option for nearly any home – from traditional to modern. With the natural beauty of wood and the most desired features and options, double-hung windows can be customized to meet your home's unique needs.

- Dual-pane glass for excellent energy efficiency.
- Available Hidden Screen provides easy and convenient access to fresh air and natural light without compromising your view.
- Style solutions for every home with our most popular features and options, including paints, stains, grilles and more.
- Product #300001

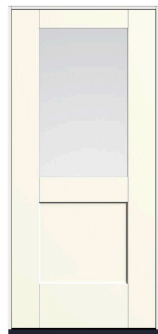
PROPOSED 3'-0" x 4'-6"  
DOUBLE HUNG WINDOW  
WOOD W/ ALUMINUM CLADDING

MANUFACTURED FINISH IN COLOR  
CHOSEN BY HOMEOWNER



## Smooth-Star®

Style No. S3200 | Half Lite 1 Panel Shaker - FG | Glass Name: Clear 1 Lite No Grid



### PAINT OPTIONS

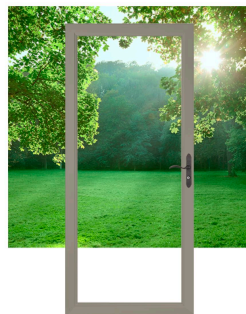


ENTRY DOOR

PROPOSED 3'-0" x 6'-8"  
HALF LITE FIBERGLASS ENTRY DOOR

MANUFACTURED FINISH IN COLOR  
CHOSEN BY HOMEOWNER

STORM DOOR



## Elegant Selection

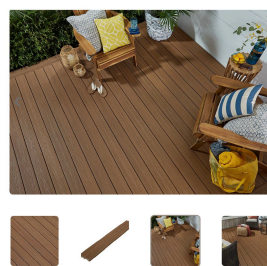
★★★★★ 4.8 (212)  
Our best and most beautiful full glass doors offer the widest selection of color options to give your home a personalized look.

- Where to Buy
- Premium frame design available in five colors
- Full glass design allows maximum natural light into home
- Interchangeable screen included for seasonal ventilation
- Decorative lever handle includes a built-in keyed deadbolt lock
- Maintenance-free aluminum frame and overlapping edge seal out weather
- Double weatherstripping delivers superior weather protection

PROPOSED 3'-0" x 6'-8"  
FULL LITE ALUMINUM STORM DOOR

MANUFACTURED FINISH IN  
ALMOND COLOR

DECKING



## Good Life Decking

Product Details  
Priced closer to wood, Good Life decking includes classic multi-tonal and solid hues, perfect for creating a casual outdoor living space with an authentic wood look.

- The Escapes Collection features multi-tonal colors that resemble exotic hardwoods.
- The Weekender Collection features solid colors for a traditional stained deck look.
- Durable composite core resists splintering, rotting, cracking, insects and decay.
- Three-sided cap layer helps resist staining and fading.
- Boards never need sanding, staining or painting. Simply clean with soap and water or a mild cleaner.
- Good Life contains 90% recycled material, combining recycled wood with the long-lasting resilience of recycled plastic.
- A Fire-rated version of Good Life decking is available, which helps resist damage from fire and reduce flame spread, providing added protection for the deck and home (excluding Cabana).
- The Escapes Collection is backed by a 30-year performance, stain and fade warranty.
- The Weekender Collection is backed by a 25-year performance, stain and fade warranty.



PROPOSED DECKING TO REPLACE  
EXISTING COMPOSITE DECKING

MANUFACTURED FINISH IN  
WOOD TONE

SIDING



PROPOSED WOOD LAP SIDING

PAINTED TO MATCH  
EXISTING SIDING

## ROBERTSON RESIDENCE — PORCH ENCLOSURE

1623 GRAND AVE., KALAMAZOO, MI 49006  
DRAWINGS 10/14/2025 (NOT FOR CONSTRUCTION)

SHEET  
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# Historic District Commission Staff Report

City of Kalamazoo

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**TO:** The Kalamazoo Historic District Commission  
**FROM:** Luis Pena, Historic Preservation Coordinator  
**DATE:** October 21, 2025  
**SUBJECT:** Coordinator's Report

## **PROPOSED WORK:**

## **EVALUATION:**

### Project Details

### Applicable Criteria

#### **Secretary of the Interior's Standards for Rehabilitation**

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

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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.

### Discussion

#### **POTENTIAL ACTIONS:**

1. The proposed work complies with the Secretary of the Interior standards [enter #'s]. **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 [date] and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on [enter due date].**

3. Denial of the application. **Action: Motion to deny the application based on Secretary of the Interior Standards [enter #'s].**



# Historic District Commission Staff Report

City of Kalamazoo

**TO:** The Kalamazoo Historic District Commission  
**FROM:** Luis Pena, Historic Preservation Coordinator  
**DATE:** 21 October 2025  
**SUBJECT:** Historic Preservation Coordinator's Report

## Historic District Reviews

Review Type	Cost	Number of Reviews	Totals
Administrative	\$35	66	\$2310
Hearing	\$85	15	\$1275
		81	\$3585

### Administrative Reviews:

1011 Davis Roof  
1423 W South St Roof  
512 Oak St Roof  
913 Osborne Roof  
421 Douglas Roof  
711 W South Roof  
619 Pearl Porch

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](http://www.kalamazoocity.org)