



HISTORIC DISTRICT COMMISSION
Griswold Auditorium – 401 Hubbard Street, Allegan, MI 49010
Thursday, January 4, 2018 7:01pm

MINUTES

Prior to the meeting's call to order, the Historic District Commission selected Jill Bentley as their Chair and Mike Morton and their Vice Chair, both by unanimous decision.

I. Call to Order by Chair Jill Bentley at 7:05.

II. Attendance

Present: Jill Bentley, Traci Perrigo, Mike Morton, Eddie Quinones-Walker

Absent: Brad Burke

Also Present: Jordan Meagher, Community Development Coordinator

III. Approval of the Previous Meeting Minutes 11/6/17

Traci Perrigo, supported by Eddie Quinones- Walker, made a motion to approve the previous minutes. Motion passed 4-0.

IV. Public Comment

None

V. Applications

a. 136 Brady

Ben Otis, the owner of 136 Brady, is looking to make some improvements to the building. One of his plans is to remove sheet metal that is covering the rear façade facing Hubbard Street. He believes that underneath this sheet metal are 4 wood double hung windows. If this is the case, he will be restoring these windows with matching wood. If it is revealed that the windows are fixed, Ben will be restoring them to match whatever material was originally used.

Along with the removal of the sheet metal, Ben will be replacing two second floor windows on the side of the building with matching wood hung windows. The wall of stucco that is attached to this side of the building will also be repaired.

The Commission questioned what would be done if it was revealed that there were no wood double hung windows beneath the sheet metal facing Hubbard Street, but

decided that Ben Otis would apply for another certificate of appropriateness if any further exterior work would need to be done.

Traci Perrigo, supported by Eddie Quinones-Walker, made a motion to approve the requested improvements. Motion passed 4-0.

VI. Staff Approvals

None.

VII. Other Business

a. Michigan Historic Preservation Tax Credit Handout-

Community Development Coordinator Jordan Meagher explained that the Michigan Historic Preservation Network is working to have the Michigan Historic Preservation Tax Credit reinstated. Jordan provided forms to the Commission members that could be completed to show support for the cause in various ways. These forms were not mandatory for commissioners to sign.

b. City of Allegan staff has been working with the Michigan Historic Preservation Network to set up a commissioner training for Allegan's Historic District Commission. Jordan confirmed that the time for the training would take place from 5:30pm-8:30pm during either the upcoming February or March meeting.

VIII. Staff/Commission Comments

a. Jordan explained that Lori Castello of PCI would be following up with three different property owners at the beginning of next week. One would be 303 Pine Street, where a shed was built on the property without first receiving a certificate of appropriateness. Another is 223 Hubbard, where new windows were placed on the top floor of the building that didn't meet historical standards. Lori would also be following up with the owner of 118 Locust, who had agreed to bring documentation from SHPO to be reviewed by the HDC as a condition of a certificate of appropriateness that was approved in 2017. These documents have not yet been brought to the HDC.

IX. Adjournment

Jill Bentley, supported by Mike Morton, made a motion to adjourn. Meeting was adjourned at 7:51pm.

Respectfully Submitted,

Jordan Meagher
Community Development Coordinator



HISTORIC DISTRICT COMMISSION
Griswold Auditorium – 401 Hubbard Street, Allegan, MI 49010
Monday February 5th, 2018 7:00pm

MINUTES

I. Call to Order by Chair Jill Bentley at 7:14.

II. Attendance

Present: Jill Bentley, Traci Perrigo, Mike Morton, Eddie Quinones-Walker, Brad Burke

Absent: None

Also Present: Lori Castello of PCI, and Jordan Meagher, Community Development Coordinator for the City of Allegan

III. Approval of the Previous Meeting Minutes 1//18

Mike Morton, supported by Traci Perrigo, made a motion to approve the previous minutes. Motion passed 5-0.

IV. Public Comment

None

V. Applications

a. 303 Pine

In the past, the owners of this property had constructed a non-permanent shed located in their side yard, but had not known that they would need a certificate of approval for it to be built. The applicant is now seeking this certificate of approval.

After some discussion, the Historic District Commission agreed that the shed did not meet the aesthetic criteria that is defined in the City's Historic District Handbook. The Commission agreed to allow the applicant to submit a new application within 30 days if they would like to remodel their shed to meet these requirements.

Traci Perrigo, supported by Eddie Quinones-Walker, made a motion to reject the application, giving the applicant 30 days to re-apply to meet Allegan's Historic District criteria. Motion carried 5-0.

b. 218 Ely

The owners of this property had applied to make alterations to their home. One of these changes was to remove a window located on the front of the house with an interior fire place. The other was to install a new window on the North side of the home.

For the first request, the Historic District Commission agreed that removing a window from the front of a house without replacing it did not meet Allegan's Historic District guidelines, but wondered if the applicants would be willing to place a new window somewhere else along the front of the house. The applicants agreed to consider placing a new window, and would bring a new plan to the HDC's March meeting.

Eddie Quinones-Walker, supported by Brad Burke, made a motion to table the decision concerning the removal of the window on the front side of the house to the March meeting. Motion carried 5-0.

For the second request, Brad Burke, supported by Eddie Quinones-Walker, made a motion to approve the placement of the window on the North side of the home. Motion carried 5-0.

VI. Staff Approvals

Lori Castello of PCI updated the HDC on two cases that she was working on. One of the cases concerned 118 Locust, who was granted a certificate of approval pending information from SHPO in August of 2017. Lori was able to confirm that 118 Locust's proposed plans met the requirements of SHPO.

Lori also updated the HDC on 235 Hubbard, a building that replaced their windows improperly without first seeking HDC approval. The owner of record was given a 30 day notice to apply for a certificate of approval, but failed to do so. Lori will be sending out another letter to the owner of record, giving them 10 more days to submit an application. If an application is not received, the owner of record will receive a ticket.

VII. Other Business

a. Michigan Historic Preservation Tax Credit Resolution

Community Development Coordinator Jordan Meagher explained that the Michigan Historic Preservation Network is reaching out to cities across Michigan to pass a resolution in support of the Michigan Historic Preservation Tax Credit. It was recommended by staff that the Historic District Commission make a recommendation to City Council to pass a resolution in support of the tax credit reinstatement.

Brad Burke, supported by Eddie Quinones-Walker, made a motion to recommend that City Council make a resolution in support of the historic tax credit reinstatement. Motion carried 4-0. Traci Perrigo abstained since she would be voting on the item at the next City Council meeting.

VIII. Staff/Commission Comments

None

IX. Adjournment

Eddie Quinones-Walker, supported by Brad Burke, made a motion to adjourn. Meeting was adjourned at 8:10pm.

Respectfully Submitted,

Jordan Meagher

Community Development Coordinator



HISTORIC DISTRICT COMMISSION
Griswold Auditorium – 401 Hubbard Street, Allegan, MI 49010
Monday March 5th, 2018 7:00pm

MINUTES

I. Call to Order by Chair Jill Bentley at 7:03

II. Attendance

Present: Jill Bentley, Traci Perrigo, Eddie Quinones-Walker, Brad Burke

Absent: Mike Morton

Also Present: Lori Castello of PCI, and Jordan Meagher, Community Development Coordinator for the City of Allegan

III. Approval of the Previous Meeting Minutes 2/5/18

Brad Burke, supported by Traci Perrigo, made a motion to approve the previous minutes, with the amendment of changing the address listed under staff approvals from 223 Hubbard to 235 Hubbard. Motion passed 4-0.

IV. Public Comment

Peter Hanse of 235 Hubbard had concerns regarding a request from PCI to apply for a certificate of approval for making adjustments to his third story windows.

V. Applications

a. 303 Pine

At the previous meeting, the owners of 303 Pine had submitted an application to receive a certificate of approval for a shed that they had previously built on their property. The shed did not meet historic design requirements, so they were asked to make adjustments. The HDC had requested that the shed's exterior match the home's exterior.

The residents were looking to possibly reside and repaint their house, so they were undecided upon what type of siding or color to paint the shed. The owners were also interested in making changes to exterior lighting on the house.

Since the owners did not have specific plans for the lighting, the Commission decided to table that portion of the application for a later date.

Motion by Eddie Quinones-Walker, supported by Traci Perrigo, to approve the exterior of the shed as long as it matches the future exterior of the house. The work must be completed by June 1, 2018. Motion passed 4-0.

b. 218 Ely

The property owners had applied to remove a window on the front of the home, and replace it with a fireplace on the interior. The owners would also add two new 36"x 12" windows within this space. If these windows are not approved, the applicants would like to close off the window on the interior and leave the window exposed on the exterior.

After reviewing the application, the HDC agreed that they could not support the installation of the 36" x 12" windows. However, they were open to exploring the possibility of closing the window on the exterior, but leaving it exposed on the outside.

Lori Castello of PCI explained that she would need to check with a building official to see if the HDC has authority to prevent a window from being covered up in such a way.

Motion by Brad Burke, supported by Traci Perrigo, to approve closing off the window to allow a fireplace on the interior of the home, while leaving the exterior of the window exposed with the condition of receiving an approval from a building official. Motion passed 4-0.

VI. Staff Approvals

Lori Castello of PCI had served 235 Hubbard with a ticket for replacing windows on their building that did not meet HDC guidelines without first receiving the approval of the HDC. The owner of record was contacted in December, January, and February, but did not respond nor apply to receive a certificate of approval.

Lori also extended a certificate of approval that was approved on August 5th, 2016 for 509 Trowbridge. The certificate was extended until October 5, 2018. The owner of record had removed aluminum siding with wood, and had made various improvements regarding the property's porch.

VII. Other Business

None

VIII. Staff/Commission Comments

Lori Castello is looking to incorporate a new due process system with the HDC that involved recording a set of findings of facts for each application during future meetings. In this system, staff will review each application and give a recommendation for the HDC to consider in their judgement.

IX. Adjournment

Brad Burke, supported by Traci Perrigo, made a motion to adjourn. Meeting was adjourned at 8:01pm.

Respectfully Submitted,

Jordan Meagher

Community Development Coordinator



HISTORIC DISTRICT COMMISSION
Griswold Auditorium – 401 Hubbard Street, Allegan, MI 49010
Monday April 2nd, 2018 5:30pm

MINUTES

I. Call to Order by Chair Jill Bentley at 5:30pm.

II. Attendance

Present: Jill Bentley, Traci Perrigo, Eddie Quinones-Walker, Mike Morton, Rob Schmidt

Absent: Brad Burke

Also Present: Lori Castello of PCI, Jordan Meagher, Community Development Coordinator for the City of Allegan, Joel Dye- City Manager of Allegan, Sharon Ferraro- City of Kalamazoo Historic Preservation Office, Amanda Reintjes- Michigan Historic Preservation Network, and Mallory Bower- Michigan Historic Preservation Network

III. Approval of the Previous Meeting Minutes 3/5/18

Eddie Quinones-Walker, supported by Rob Schmidt, made a motion to approve the previous minutes from March 5th, 2018. Motion carried 4-0. Mike Morton abstained.

IV. Historic District Commissioner Training

Sharon Ferraro from the City of Kalamazoo's Historic Preservation Office, and Amanda Reintjes and Mallory Bower of the Michigan Historic Preservation Network provided a training for the Allegan Historic District Commissioners regarding Commissioner roles and responsibilities, along with information on making sound a defensible decisions. The training paused at 7:00pm to allow the Commission to hear applications for certificates of appropriateness.

V. Public Comment

None were heard.

VI. Applications

a. 248 Marshall

Applicant applied to build a new garage. The structure would be 24x32 feet and would have vinyl siding that matched the house and a dimensional shingled roof. Along with the garage, the applicant also planned to re-roof his home with dimensional shingles to match the new garage.

The Commission agreed with the concept of the actions, but wanted further information and photographs of the materials that would be used.

Motion by Mike Morton, supported by Rob Schmidt, to postpone the decision until further information and photos of materials are reviewed. Motion passed 5-0.

b. 235 Hubbard

Applicant applied to replace windows located on the 3rd floor of the façade facing Hubbard Street. Faux 3x3 foot window mullions that matched the 2nd floor windows would be added as well.

Motion by Rob Schmidt, supported by Mike Morton, to approve the replacement of the 3rd story windows facing Hubbard Street, along with the addition of faux 3x3 foot window mullions to match those of the 2nd story facing Hubbard Street. Motion passed 5-0.

VII. Staff Approvals

None

VIII. Other Business

None

IX. Staff/Commission Comments

None

X. Adjournment

Eddie Quinones-Walker, supported by Rob Schmidt, made a motion to adjourn. Motion passed 5-0.

Meeting was adjourned at 8:01pm.

Respectfully Submitted,

**Jordan Meagher
Community Development Coordinator**



HISTORIC DISTRICT COMMISSION
Griswold Auditorium – 401 Hubbard Street, Allegan, MI 49010
Monday, May 7th, 2018 7:00PM
MINUTES

I. Call to Order by Chair Jill Bentley at 7:01p.m.

II. Attendance

Present: Jill Bentley, Eddie Quinones-Walker, Mike Morton, Rob Schmidt, Brad Burke

Absent: Traci Perrigo (with notice)

Also Present: Lori Castello of PCI

III. Approval of Previous Meeting Minutes 4/2/2018

IV. Public Comment- none

V. Applications

a. – 118 Brady- Kayak and Bike Rental Sign

Applicant was not present for discussion. Per application, they are seeking to install a rack consisting of eyehooks and wire to hang rental kayaks on the west side of the building on a seasonal basis. A bike rack would also be placed on the property for same use. Signage as presented was too large for zoning ordinance, but basic design was still considered. Font as shown is acceptable. Motion to approve with following conditions:

- Materials used for rack must match building**
- Kayaks and bikes must be stored off site in off season**
- Sign must meet zoning requirements and be constructed from wood or non-glare material.**
- Signage and racks to be removed and building repaired appropriately upon cessation of rental business venture.**

Motion to approve as above by Mike Morton, Support by Rob Schmidt, passed unanimously.

- b. – 121 Crescent- Roof Repair
(*Recusal due to conflict of interest (financial) for Rob Schmidt and Eddie Quinones-Walker. Both excused themselves from the table for this discussion.*)

Applicant presented proposal to replace roof with raised seam steel. Discussion about age of home, likelihood that a metal roof was original to the structure, which was constructed circa 1872, prior to widespread use of shingles. Current roof is older flat diamond shingles. Roof is damaged and requires repair.

Applicant is potential buyer who is investigating options prior to purchasing home. Previous application to replace existing shingles with new shingles was approved administratively as it is like materials. HDC would prefer to see the roof returned to metal. Jill Bentley expressed concern that reparations must be made with care to preserve character of home.

Motion to approve replacement/repair of current roofing with raised seam metal. Note that this approval is for roof decking only; should repairs be required for soffits or other features on the house a second application will be required.

Motion to approve by Mike Morton, with support by Brad Burke; passed unanimously.

(*Recused members returned to seats for following discussion*)

- c. – 123 Delano- Deck Alterations: Applicant discussed proposal to replace some existing deck rails on back deck and add gates with same rails- gate height is to be 5', new rails to be 48" high. Look will be identical but will offer safety for pets and children. Motion to approve as presented by Eddie Quinones-Walker, with support from Rob Schmidt; passed unanimously.
- d. -- 248 Marshall- New accessory structure: Applicant returned to HDC with photos of proposed overhead doors, man door and style of structure. Motion to approve as presented by Eddie Quinones-Walker, with support from Rob Schmidt; passed unanimously.

VI. Staff Approvals

- a. 121 Crescent- repair/replace shingled roof with like materials.
- b. 123 Delano- privacy fence addition

VII. Other Business

VIII. Staff/Commission Comments:

- i. Lori asked if new reports for applications were helpful; commissioners were positive in return comments; Lori asked for continuing feedback should the HDC like to see additional/different information included moving forward.
- ii. Eddie Quinones-Walker commented that it appears some work has taken place at 133 Crescent that does not meet HDC expectations. Lori will investigate.
- iii. Mike Morton commented that he is interested in seeing how the Allen House was permitted, whether through SUP or Variance, and if the city could revoke the permit to require a return to single family residential use.
- iv. Eddie Quinones-Walker asked about progress on 509 Trowbridge; it is a slow

going process as the owner is working to eventually remove all the siding and rehab the wood siding.

- v. Mike Morton Commented that the painting of the house on the corner of Cedar and Cutler has been finished and it looks very nice.**

IX. Adjournment- Motion by Eddie Quinones-Walker, with support by Rob Schmidt. Motion passed unanimously.

Meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

**Lori Castello
Zoning Administrator/Historic District Preservation Coordinator**

The minutes of this meeting will be available at City Hall, 112 Locust Street, and Allegan MI 49010 (269) 673-5511.
The City of Allegan is an equal opportunity provider and employer.



**HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street, Allegan MI 49010
Monday, June 4, 2018
7:00pm**

The meeting scheduled for Monday, June 4, 2018 at 7:00pm has been cancelled. If anyone has immediate concerns that need to be addressed please contact Jordan Meagher, Community Development Coordinator at (269) 673-5511 ext. 231. The next meeting is scheduled for Monday, July 2, 2018 at 7:00pm.



**HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
July 2, 2018**

- I. Call to Order by Vice Chair Mike Morton at 7:02pm
- II. Attendance
Present: Mike Morton, Brad Burke, Traci Perrigo, Rob Way, Cassandra Howard

Absent: Jill Bentley, Eddie Quinones-Walker

Also Present: Jordan Meagher, Community Development Coordinator, Lori Castello, PCI
- III. Approval of the Previous Meeting Minutes
Brad Burke, supported by Rob Way, made a motion to approve the minutes of May 7, 2018. Motion passed 5-0.
- IV. Public Comment
- V. Applications
 1. **201 Race Street**

The property owner wished to install vinyl siding on the exterior of her home. This includes repairing the ceiling of the home's porch as well.

The Historic District Commission explained to the applicant that vinyl siding is usually not acceptable in a historic district, and suggested that the siding could be painted instead with some laps being replaced with new ones if needed. Also, the Commission agreed that since vinyl siding was not used on surrounding homes near 201 Race, vinyl siding would not be consistent aesthetically with the rest of the neighborhood. The applicant chose not to go the route of painting the house, because they thought that it would be more expensive than residing it with vinyl siding.

The HDC suggested that the applicant return to a future meeting with few more quotes on the cost of painting the home so that the Commission could compare the cost with the cost of putting up vinyl siding.

Motion by Rob Way, supported by Brad Burke, to postpone the decision until more painting quotes are presented. Motion Carried 5-0.

2. **516 Trowbridge**

The applicant of 516 Trowbridge wanted to repair and restore the front and rear/side porches of the home. The applicant had proposed to use original materials where possible, but proposed using like materials where originals weren't possible. Replacement materials will be needed to repair rotted portions of the porch.

Due to a misunderstanding, the applicant had already gone ahead to make the repairs. As a result, the members of the HDC wanted to get a chance to see the changes that were made to ensure that they aligned with historic guidelines.

Motion by Brad Burke, supported by Traci Perrigo, to postpone the decision until the Commissioners had more time to review the improvements that were made to check for historical accuracy. Motion passed 5-0.

VI. Staff Approvals

1. **231 Monroe**

Lori Castello of PCI explained that this staff approval also required a vote from the HDC. The owner of the home was requesting to put up a fence around the property, which is usually subject to a staff approval. However, the applicant wanted to put up a chain link fence, which is not normally permitted in a historic district. The HDC suggested putting up a picket fence around the chain link fence, which would aesthetically meet historic guidelines. The applicant agreed to do so.

Rob Way, supported by Brad Burke, made a motion to approve the placement of the chain link fence, surrounded by a new picket fence. Motion passed 5-0.

VII. Other Business

1. **152 Mill District**

Jordan Meagher, Community Development Coordinator for the City, explained that the City had authorized PCI to perform a building inspection of 152 Mill District towards the end of April of 2018. After performing the inspection, PCI found that the building was dilapidated, insanitary, unsafe, unfit for human occupancy, and beyond reasonable repair due to its exterior's and interior's exposure to the elements over the years. Due to these conditions, PCI ordered the building to be demolished within 120 days.

The owner of 152 Mill District had submitted an appeal, which was heard at a Construction Board of Appeals meeting on June 26, 2018. During the meeting, the group was able to take a tour of the building. After the tour, the board voted unanimously to deny the appeal. However, the board also voted to extend the deadline to demolish to 180

days, and gave the possibility of further extension if the applicant was actively partnering with the City to sell the building to a developer. The applicant would also need secure the exterior of the building and remove all hazards inside of the building to ensure that it did not collapse on its own over the next 180 days. The CBA also required that a progress report be submitted to the City within 90 days illustrating the status of these repairs, along with proof of actively marketing the building with a list of potential developers. If these steps were not followed within the 180 days given, the City would have the power to demolish.

Before the 180 timer would start, the Historic District Commission would need to take a vote on whether or not the decision of the CBA should be upheld. After some discussion, the HDC decided to uphold the decision of the CBA, since the building inspector had deemed the structure to be a hazard to public safety, the structure would be a deterrent to future developments, the structure would not be in the interest of the community as a whole, and the structure would cause undue financial hardship on the owner to repair and upkeep.

Motion by Rob Way, supported by Traci Perrigo, made a motion to uphold the decision of the Allegan Construction Board of Appeals to order 152 Mill District to be demolished after 180 of the HDC's decision. Motion passed 4-0, with Brad Burke abstaining since he is a member of the Construction Board of Appeals.

- X. Staff/Commission Comments
- XI. Adjournment
Meeting was adjourned at 8:15 pm.

Respectfully Submitted

Jordan Meagher
Community Development Coordinator



HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
August 8, 2018

- I. Call to Order by Chair Jill Bentley at 7:05pm
- II. Attendance
Present: Chair Jill Bentley, Rob Way, Cassandra Howard, Eddie Quinones-Walker

Absent: Brad Burke, Mike Morton, Traci Perrigo

Also Present: Jordan Meagher, Community Development Coordinator, Lori Castello, PCI
- III. Approval of the Previous Meeting Minutes

Jill Bentley and Eddie Quinones-Walker were both absent from the previous meeting and chose to abstain from the vote. The vote to pass the minutes from the July 2nd meeting will be postponed to the next meeting if a quorum is present.
- IV. Public Comment

None.
- V. Applications
 1. **121 Locust**

The property owner of 121 Locust had applied to place signage decals on the front windows and front and back doors of the building. The decals would be white vinyl print and would be applied to the exterior side of the glass windows and doors.

The print was of a traditional script, and was not outlined by any shapes, which met Allegan's historic district standards.

Motion by Rob Way, supported by Eddie Quinones-Walker to approve a COA for the application of the agreed upon decals on the windows and doors of 121 Locust. Motion passed 4-0.

2. **124 Delano Street**

The applicant at 124 Delano Street had applied to replace a section of metal roof on his home with shingles that matched the rest of the roof. This was approved by Lori Castello as a staff approval since roof repair does not require HDC approval. However, during the replacement of these shingles, it was found that the crown molding and drip edge that were lining the roof would need to be replaced. These would be replaced with like materials.

Motion to approve the plan for replacing the crown molding and drip edge made by Rob Way, supported by Eddie Quinones-Walker. Motion carried 4-0.

VI. Staff Approvals

None.

VII. Other Business

1. **516 Trowbridge Street**

At their July, 2018 meeting, the HDC heard a request from 516 Trowbridge, where the owners had applied to repair and restore the front and rear/side porches of the home. The work had been completed prior to the approval of a COA, so the Allegan HDC voted in a 5-0 vote to postpone the decision to a later meeting after each member had a chance to inspect the work that was performed on the home.

Since the July meeting, each member was able to inspect the improvements that had been made. All improvements had followed the plan submitted in the application, as well as meeting the City of Allegan HDC guidelines.

Motion by Eddie Quinones-Walker, supported by Rob Way, to approve the front and rear/side porch repairs that were made at 516 Trowbridge in the form of a COA. Motion passed 4-0.

2. **201 Race Street**

At the July, 2018 meeting, the HDC heard a request from 201 Race Street to install vinyl siding on the exterior on the home, along with some repairs to the ceiling of the home's porch as well. Vinyl siding was requested to be used instead of painting the already installed wood, because the applicant had claimed that the cost for painting the entire home would create an undue financial hardship on the owner. This claim was not backed by cost estimates for painting the house. As a result, the HDC in a unanimous 5-0 vote chose to postpone the decision until the applicant could submit a few cost estimates to support their claim.

Since the July meeting, no effort had been made by the applicant to submit cost estimates for painting the house. The HDC also had concerns with the current and future conditions of the house if the applicant was unwilling to paint the siding.

Motion by Rob Way, supported by Cassandra Howard, to deny the request to place vinyl siding on the home and make alterations to the porch at 201 Race Street, as the project would not comply with standards 2, 3, 6, and 9 of the Secretary of Interior's Standards (36 CFR 67), along with standards 11, 12, 13, 14, and 16 of the City of Allegan's Preservation Standards (Sec. 13-57). Motion passed 4-0.

3. **SHPO CLG Re-Certification**

In 1996, the City of Allegan became certified by the State Historic Preservation Office as a Certified Local Government, which has allowed the City to be able to obtain grant funding for various important historic and cultural resources over the years, such as for the Old Regent Theatre and the Griswold Auditorium. In July of 2018, SHPO performed an evaluation of Allegan's historic preservation practices, and provided staff with a list of recommendations that needed to be met within 90 days in order to maintain CLG status. Recommendations included using Secretary of Interior standards to back COA approvals and denials, holding a three-year goal setting session for historic preservation, and passing a conflict of interest policy that aligned with the Secretary of Interior's standards.

Lori Castello provided a "finding of facts" sheet that will be used moving forward to make decisions concerning COA applications. This sheet uses secretary of interior standards, along with further standards that were adopted by the City of Allegan in their Code of Ordinances.

A goal setting session for the HDC will be scheduled in October of 2018 to plan for the following three years.

A conflict of interest policy was introduced by staff that met the requirements of the SOI. This would be placed on the September, 2018 agenda for a possible decision.

X. Staff/Commission Comments

XI. Adjournment

Motion by Eddie Quinones-Walker, supported by Rob Way, to adjourn. Motion passed 4-0.

Meeting was adjourned at 8:38 pm.

Respectfully Submitted

Jordan Meagher
Community Development Coordinator



**HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
September 4, 2018**

I. Call to Order by Chair Jill Bentley at 7:00pm

II. Attendance

Present: Chair Jill Bentley, Rob Way, Cassandra Howard, Brad Burke

Absent: Mike Morton, Traci Perrigo, Eddie Quinones-Walker

Also Present: Jordan Meagher, Community Development Coordinator, Lori Castello, PCI

It was stated by Jordan Meagher that all city boards and commissions are being asked to begin voting to excuse absences at the beginning of future meetings. For the Historic District Commission, a commissioner who has three or more unexcused absences over the course of a calendar year may be removed from the HDC by City Council at the recommendation of the HDC. If staff is made aware ahead of time that a commissioner will not be in attendance, the absence may then be excused through a motion and approval.

Rob Way, supported by Brad Burke, made a motion to excuse Mike Morton, Traci Perrigo, and Eddie Quinones-Walker from being absent from the September 4, 2018 meeting. Motion passed 4-0.

III. Approval of the Previous Meeting Minutes

Rob Way, supported by Brad Burke, made a motion to approve the minutes from the July 2, 2018 meeting. Motion passed 4-0.

Cassandra Howard, supported by Rob Way, made a motion to approve the minutes from the August 8, 2018 meeting. Motion passed 4-0.

IV. Public Comment

None.

V. Applications

None.

VI. Staff Approvals

None.

VII. Other Business

1. HDC Conflict of Interest Policy

Jordan Meagher explained that at the last meeting, it was discussed that the Michigan State Historic Preservation Office (SHPO) recommended that if the City of Allegan wished to retain status as a Certified Local Government, the Historic District Commission would need to adopt a conflict of interest policy. This policy would need to reflect a specific set of standards that were set forth by the National Parks Service.

Based on these recommendations, City Staff put together a conflict of interest policy based off of a policy that had been adopted by the City of Ann Arbor. The City of Ann Arbor currently holds CLG status. The new policy for the City of Allegan would ensure that any commissioner that may have involvement with an application that has been submitted to the board must not participate in a discussion or vote concerning the application.

Motion by Rob Way, supported by Brad Burke, to approve the Historic District Commission bylaws to include the proposed conflict of interest policy. Motion passed 4-0.

2. HDC Vacancy Notice Review

Jordan Meagher explained that another requirement for becoming certified as a CLG included creating an HDC board member application form that included a list of preferred qualifications for meeting Secretary of Interior standards. City Staff had put together an application that reflected this requirement and presented it to the HDC. A formal vote was not taken, but the HDC formed a consensus to direct staff to use this design and layout.

3. HDC Goal Setting Session

Jordan Meagher presented a third recommendation from SHPO for meeting CLG requirements, which involved holding an HDC goal setting session. SHPO suggested that the goals be set to be met within three years. For the remainder of the meeting, the Allegan HDC developed a set of five goals, with the intention of completing each of them between the years 2019 and 2022.

The first goal included creating a stronger media presence for the Historic District Commission within the greater Allegan area. Staff was directed to begin researching different social media platforms that could be used to help develop a brand for Allegan's Historic Districts throughout West Michigan. It was also suggested that staff look into creating a walking tour as a way to promote Allegan's many historic homes through tourism. Along with creating a larger media presence, staff was also directed to begin working with the Michigan Historic Preservation Network to become more connected with other historic district commissions

throughout the area as a way of generating exposure within other communities.

A second goal that was set by the HDC was to create more educational opportunities for historic district residents. This included sending a notice in the mail to historic district residents, making them aware of their residency and responsibility for preserving each building and home. The mailing would also include information concerning the HDC and their procedures for making exterior improvements. The HDC also directed staff to begin looking into holding trainings for residents interested in how they can better preserve their homes.

The third goal created by the Historic District Commission involved the creation of a plaque program for residents living within a historic district. These plaques would be used to help create awareness of each historic resource and district.

The fourth goal set by the Allegan Historic District Commission was to direct staff to re-survey each historic district to determine which resources are contributing and non-contributing. Allegan's current survey uses outdated terminology to define each resource's significance, so an updated survey would help the HDC set a foundation for making future decisions concerning the level of preservation for resources in Allegan.

The fifth and final decision made by the HDC was to identify new training opportunities for HDC members.

The Allegan HDC reached a consensus for establishing these five goals and are expecting to meet each of them by the year 2022.

X. Adjournment

Motion by Rob Way, supported by Cassandra Walker, to adjourn. Motion passed 4- 0.
Meeting was adjourned at 8:42 pm.

Respectfully Submitted

Jordan Meagher
Community Development Coordinator



HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
October 1, 2018

I. Call to Order by Chair Jill Bentley at 7:01pm

II. Attendance

<p>PRESENT: Chair Jill Bentley, Vice Chair Mike Morton, Traci Perrigo, Brad Burke, Rob Way, Cassandra Howard</p> <p>ABSENT: None</p> <p>TARDY: Eddie Quinones-Walker (arrived at 7:22pm)</p> <p>STAFF: Jordan Meagher- Community Development Coordinator Lori Castello- Zoning Administrator/Historic District Coordinator (PCI)</p>
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III. Approval of the Previous Meeting Minutes

Rob Way, supported by Brad Burke, made a motion to approve the minutes from the September 4, 2018 meeting. Motion passed 4-0. Mike Morton and Traci Perrigo abstained due to absence. Eddie Quinones-Walker was not present for the vote.

IV. Public Comment

None.

V. Applications

1. 434 Hastings Street

A request was heard from Brian Wott of 434 concerning a project that would include the demolition of a garage located near the northwest corner of the property. The structure is in poor condition and would not be feasible to rehab. The structure did not appear to be an original structure, and lacked an historical architecture worth preserving. The garage door is set too low to where a truck or van could not fit into the garage. If approved for demolition, Wott had proposed to build a 10'x16' shed out of finished wood with a steel roof, which would be located near the location of the current garage.

Jill Bentley asked if a color scheme had been decided for the shed. Wott had not picked out a color scheme, but suggested that it would complement the color of the home. Wott also agreed to follow R-2 zoning regulations for the placement of the shed.

After the applicant's presentation, the HDC discussed the project. It was suggested by Rob Way that the project aligned with Secretary of Interior standards 9 and 10, because the new structure would not destroy the historic features, materials, or integrity of the adjacent home. The project also met Allegan Historical Preservation standards 14 and 17, because the new structure would respect the design and appearance of adjacent facades and streetscapes, and would also be compatible with the City's zoning ordinance.

Rob Way, supported by Brad Burke, made a motion to award a certificate of appropriateness for the demolition of the 434 Hasting's garage, and allow for the construction of the proposed shed based on Secretary of Interior standards 9 and 10, and Allegan Historic Preservation Standards 14 and 17.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Rob Way
SECONDER:	Brad Burke
YEAS:	Way, Burke, Bentley, Morton, Perrigo, Howard
ABSENT:	Quinones-Walker

2. 331 Hubbard Street

A representative from Valley City Sign was in attendance to present for 331 Hubbard Street, also known as the Allegan District Library. The Library submitted a plan to place new lettering that spelled "Allegan District Library" on the expansion wing of the library that is currently under construction. The letters would be located on the North elevation of the building, and would use 18.5"x18" Baskerville Bold font lettering.

Lori Castello of PCI stated that the sign meets Allegan zoning regulations for sign dimensions and would not require any building or sign permits.

Rob Way stated that placing the new sign would meet both Secretary of Interior standards 9 and 10, because the placing or removal of the signage would not affect the historic section of the library, as well as Allegan Historic Preservation standards 14 and 17, because the sign respects the historic integrity of the library by not replicating any of its historic features, as well as meeting City zoning regulations.

Brad Burke, supported by Rob Way, made a motion to approve a certificate of appropriateness for the placement of the proposed sign at 331 Hubbard Street based on Secretary of Interior standards 9 and 10, along with Allegan Historic Preservation standards 14 and 17. Motion passed 7-0

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Brad Burke
SECONDER:	Rob Way
YEAS:	Way, Burke, Bentley, Morton, Perrigo, Howard
ABSENT:	Quinones-Walker

3. 237 Monroe Street

Heather Wesler of 237 Monroe Street presented a proposal to the HDC concerning a project that would replace the home's current second story brown asphalt roof with painted metal. The first story roof would remain asphalt.

Chair Jill Bentley had asked if any leaking from the second story roof. Wesler stated that some leaking was beginning to occur. Bentley also asked what color the new metal roof would be. Wesler stated that the roof would be painted a dark color to match the first story roof, most likely a brown.

Rob Way had asked why the applicant was using metal, and why only on the second story. Wesler said that she intends to live in the house for the next 20 years, and that metal roofing lasts longer than other materials. She currently doesn't have the budget to update the first story roof, nor is it necessary at the time, because it is in good condition.

Brad Burke had asked if there were any intentions to alter the roofline, to which Wesler responded with having no intentions to alter.

After the applicant had presented their proposal, the HDC held a discussion. Rob Way thought that Secretary of Interior Standard 2 was met, because the altering of the roof would not affect any distinctive features of the property. He also stated that standard 9 would also be supported, because replacing the roof would not destroy and of the historic materials or features of the home.

It was suggested by staff that Allegan Historic Preservation standard 16 would be supported, because at the time of when the home was originally built, some form of metal roofing would have been used. While we can't be sure what type of metal was used, replacing the current asphalt with metal would be a step towards a more accurate historical depiction of the resource.

Traci Perrigo thought that because the roof would be painted to match the asphalt of the first story that standard 14 of the Allegan Historic Preservation Standards would be met, because the two roofs would become aesthetically harmonized.

However, Eddie Quinones-Walker disagreed on the basis of standard 14, and thought that roof replacement would not be appropriate since the two levels of roofing would not harmonize in material.

Motion by Rob Way, supported by Brad Burke, to approve a certificate of appropriateness for the proposed roof replacement project at 237 Monroe Street based on Secretary of Interior Standards 2 and 9, and Allegan Historic Preservation standards 14 and 16. Motion carried 6-1.

RESULT:	APPROVED (6-1)
MOVER:	Rob Way
SECONDER:	Brad Burke
YEAS:	Way, Burke, Bentley, Morton, Perrigo, Howard
NAYS:	Quinones-Walker

4. 147 Park Drive

An application was submitted to the Historic District Commission from Eric Trevan 147 Park Drive with a request to install vinyl windows on the entire house. Trevan also requested to make repairs to his deck, siding, and fencing with like materials, which were approved administratively by staff. Trevan was not present at the meeting.

Brad Burke stated that while vinyl windows were proposed to be installed, the detail of the trim around the windows would not be altered.

After some further discussion, Rob Way stated that the window replacement project would be appropriate under standards 2 and 9 of the Secretary of Interior standards, because the historic character of the trim and shape of the windows would be retained.

Cassandra Howard thought that Secretary of Interior Standards 5, because the craftsmanship of the trim would be preserved.

Eddie Quinones-Walker asked staff if there was a way to ensure that the project would be carried out as described, since an applicant was not present to verify. Lori Castello suggested that a conditional approval could be made, with the condition requiring that Mr. Trevan provide before and after photo documentation to the HDC to verify that the windows were installed appropriately, and to indicate the measurement of the trim width and depth prior to the project.

Motion made by Brad Burke, supported by Mike Morton, to approve the installation of the vinyl windows at 147 Park Drive with the condition that the owner of record would provide before and after photos to verify that the windows were installed appropriately without altering the windows' trim width and depth, in accordance with Secretary of Interior Standards 2, 5, and 9. Motion passed 7-0.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Brad Burke
SECONDER:	Mike Morton
YEAS:	Way, Burke, Bentley, Morton, Perrigo, Howard, Quinones-Walker

VI. Staff Approvals

1. 145 Brady

Owner of record removed a set of non-contributing and damaged window awnings that were added to the property in the past. Replacement awnings must be presented for approval prior to installation. The owner also removed non-contributing plywood window coverings that were located on the front-facing façade.

2. 242 Cutler Street

The property owner repaired the top of their porch using membrane and removed aluminum siding on the home to be replaced with wood siding. Porch rafters will also be repaired as needed, pending the building official's verification for whether

or not a building permit is necessary.

3. 212 Trowbridge Street

Owner planned to remove a non-contributing accessibility ramp that was added to the building's side entrance. ADA accessibility is already available through the front door, so further accommodated entrances are not needed.

4. 228 Trowbridge Street

Owner proposed to replace shingles and fascia with like materials.

VII. Other Business

1. Historic District Commission Goal Setting Deadlines

Jordan Meagher, Community Development Coordinator for the City of Allegan, explained that he has been in contact with the State Historic Preservation Office (SHPO) concerning Allegan's CLG status, and was given the suggestion that the Allegan HDC building off of the goal setting session that was held at their last meeting in September to set specific deadlines for achieving these goals. After some discussion, the following goal deadlines were established by general consensus of the Commission:

- Historic District Survey Update- Must be started by 5/1/2019.
- Historic District Plaque Program- Established by 9/1/2019.
- Educational Opportunities for Historic District Residents- Determined by 12/31/2019.
- Training Opportunities for HDC Members- Determined by 12/31/2018.
- HDC Social Media Plan- Must be presented for approval by 3/1/2019.

X. Adjournment

Motion by Brad Burke, supported by Rob Way, to adjourn. Motion passed 7- 0.
Meeting was adjourned at 8:42 pm.

Respectfully Submitted

**Jordan Meagher
Community Development Coordinator**



**HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
November 5, 2018**

- I. Call to Order by Chair Jill Bentley at 7:00pm
- II. Attendance

PRESENT: Chair Jill Bentley, Eddie Quinones-Walker, Traci Perrigo, Brad Burke, Rob Way
ABSENT: Vice Chair- Mike Morton, Cassandra Howard
TARDY: None
STAFF: Lori Castello- Zoning Administrator/Historic District Coordinator (PCI)

Traci Perrigo, supported by Brad Burke, made a motion to excuse Mike Morton and Cassandra Howard from the meeting. Motion passed 5-0.

- III. Approval of the Previous Meeting Minutes

Eddie Quinones-Walker, supported by Rob Way, made a motion to approve the minutes from the October 1, 2018 meeting. Motion passed 5-0.

- IV. Public Comment

None.

- V. Applications

1. 212 Trowbridge

Joe Tamandl of SOHA Properties submitted an application to alter/repair the side entrance at 212 Trowbridge, which is currently occupied by Countryhouse Furniture. The alteration would include the addition of new cement steps with a black steel hand rail.

Traci Perrigo, supported by Rob Way, made a motion to approve the addition of the concrete steps with a black metal hand rail based on Secretary of Interior Standards 1, 2, and 4, as well as City of Allegan Preservation Standard 17. Motion passed 5-0.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Traci Perrigo

SECONDER:	Rob Way
YEAS:	Bentley, Burke, Quinones-Walker, Perrigo, Way

2. 701 Marshall

Jim Ludema of 701 Marshall Street had submitted an application to make multiple alterations to the building. Multiple renovations were approved by the HDC in 2017, but since the time of approval, construction code requirements and other changes in plans have created a need for HDC review of revised plans for the second story railings on the front and rear decks, and the use of treated lumber decking and staircase on the rear of the building. Ludema also requested that a new sign be placed on the existing pedestal in front of the building.

The second floor railings were proposed to be 36' per architect drawing, and they would be made of white painted wood. A 2x6 rail would be placed at a height of 36", or at a height as needed to meet code, with pieces of 2x6 wood being placed as supports between the existing rail and the raised rail top. This would differ from the first floor railings, which would be able to be maintained as original.

The HDC discussed the plan for the second level railings, and found that the project, as presented, took away from the historic accuracy of the structure and negatively impacted the property.

Rob Way, supported by Eddie Quinones-Walker, made a motion to deny the request as presented to install new 2nd floor railings based on Secretary of Interior Standards 5, 6, and 9, as well as City of Allegan Preservation Standards 11, 13, and 16, but would approve the installation of railings if taller square spindles were included, or if all new wooden materials with taller square spindles were installed that replicated the existing railings. Motion passed 5-0.

RESULT:	Denied (UNANIMOUS)
MOVER:	Rob Way
SECONDER:	Eddie Quinones-Walker
YEAS:	Way, Burke, Bentley, Quinones-Walker, Perrigo

For the rear kitchen deck, it was proposed that a new treated wood deck with either steel pipe or wood hand rails be installed to help accommodate distribution trucks for delivering shipments for catered events. This would differ from the original request, which planned for the rear kitchen deck to be comprised of poured concrete with a black hand rail.

For the rear exterior stair case, it was originally proposed that a metal spiral stair case be installed, but the proposed staircase did not meet egress code requirements. With the new plan, the rear staircase would be made from treated lumber with either wood or steel pipe hand rails. This new staircase would be designed to meet egress requirements.

After some discussion from the HDC, it was decided that since the structure would be used as a community building, cohesive appearance is most important.

Motion by Rob Way, supported by Traci Perrigo, to approve the proposed plans for a new rear kitchen deck and rear exterior stair case with the condition that all rails must be made with wood and vertical spindles. The rails and spindles must also either match or exhibit a similar decorative form as the existing front and back porch railings. Motion passed 5-0.

RESULT:	Approved (UNANIMOUS)
MOVER:	Rob Way
SECONDER:	Traci Perrigo
YEAS:	Way, Burke, Bentley, Quinones-Walker, Perrigo

For the final item in the application, a new business sign was proposed to be placed on the front lawn pedestal where the current sign presently sits. The sign will include a new logo, vinyl lettering on both sides, and an aluminum composite backer.

After some discussion, the HDC agreed that the sign displayed a classic design, and they were happy to see the incorporation of the existing monument. While it was left up for the applicant to decide on color, the HDC did recommend using a black and white sign color combination.

A Motion to approve the proposed sign was made by Eddie Quinones-Walker and supported by Rob Way, based on all Secretary of Interior and City of Allegan Preservation Standards. Motion passed 5-0.

RESULT:	Approved (UNANIMOUS)
MOVER:	Eddie Quinones-Walker
SECONDER:	Rob Way
YEAS:	Way, Burke, Bentley, Quinones-Walker, Perrigo

VI. Staff Approvals

1. 419 Cedar

Lori Castello of PCI had administratively approved the repair of the home's siding with like materials, along with a rubber roofing repair project that also utilized like materials.

VII. Other Business

None.

X. Staff/Commission Comments

Jill Bentley had asked about the status of 411 Cutler, to which Lori Castello replied that she would be sending out a letter to make the owner aware that the new railings that were installed did not meet historic preservation standards.

Eddie Quinones-Walker had asked if staff had received any news concerning 201 Race Street, who had been denied of receiving a Certificate of Appropriateness from the HDC for wanting to place vinyl siding on one of the few historically contributing homes in its respective neighborhood. Castello would also be sending out a letter to the owners of the property, asking them to respond with their plan for maintenance. This case would be revisited in 30 days, most likely at the January meeting.

Castello also mentioned that she had been working with the owner of 133 Crescent Street to find solutions for the exterior of his carriage house.

XI. Adjournment

Motion by Brad Burke, supported by Rob Way, to adjourn. Motion passed 5- 0.
Meeting was adjourned at 7:45 pm.

Respectfully Submitted

Jordan Meagher
Community Development Coordinator



**HISTORIC DISTRICT COMMISSION
Griswold Auditorium
401 Hubbard Street
Allegan MI 49010
December 3, 2018**

- I. Call to Order by Chair Jill Bentley at 7:00pm
- II. Attendance

PRESENT: Chair Jill Bentley, Eddie Quinones-Walker, Traci Perrigo, Cassandra Howard
ABSENT: Vice Chair- Mike Morton, Rob Way, Brad Burke
TARDY: None
STAFF: Lori Castello- Zoning Administrator/Historic District Coordinator (PCI)

Eddie Quinones-Walker, supported by Traci Perrigo, made a motion to excuse Mike Morton, Rob Way, and Brad Burke from the meeting. Motion passed 4-0.

- III. Approval of the Previous Meeting Minutes

Eddie Quinones-Walker, supported by Traci Perrigo, made a motion to approve the minutes from the November 5, 2018 meeting. Motion passed 4-0.

- IV. Public Comment

None.

- V. Applications

1. 229 Hubbard Street

Lou Thierwechter, presented to the HDC, requesting for an approval for a partial replacement of windows on the second story of the Hubbard Street face of his building. Thierwechter proposed installing double hung vinyl windows for the bottom portion of three second story windows. The top halves would be preserved.

After some discussion, the HDC reached a general consensus that vinyl windows would not be appropriate for the building. They would prefer to see wood windows instead, with a total of two panes to mirror the windows seen on the other downtown buildings in town.

Eddie Quinones-Walker, supported by Traci Perrigo, made a motion to deny the

request to install vinyl double hung windows at 229 Hubbard Street based on Secretary of Interior Standards 4, 5, and 6, as well as City of Allegan Preservation Standards 14 and 16. Motion carried 4-0.

RESULT:	Denied (UNANIMOUS)
MOVER:	Eddie Quinones-Walker
SECONDER:	Traci Perrigo
YEAS:	Bentley, Quinones-Walker, Perrigo, Howard

VI. Staff Approvals

-None.

VII. Other Business

-None.

X. Staff/Commission Comments

Lori Castello of PCI explained that 411 Cutler Street had changed hands. She has sent a letter letting the property owners know that they are in a regulated district. An application was also included in the letter in case they are interested in making any improvements.

Castello is also working on sending a letter to 201 Race Street.

Castello also mentioned that Community Development Coordinator Jordan Meagher is working with the MHPN to identify new training opportunities for 2019.

Jill Bentley mentioned that she would be absent from the January meeting if it occurs.

XI. Adjournment

Motion by Cassandra Howard, supported by Eddie Quinones-Walker, to adjourn. Motion passed 4- 0.

Meeting was adjourned at 7:45 pm.

Respectfully Submitted

**Jordan Meagher
Community Development Coordinator**