1. Call to Order

2. Attendance

3. Approval of Previous Meeting Minutes

4. Public Comment

5. Applications
   
   5A.1 – 136 Delano

6. Staff Approvals

7. Other Business

8. Staff/Commission Comments

9. Adjournment

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.
I. Call to Order by Mike Morton at 7:00pm

II. Attendance

**PRESENT:** Mike Morton, Traci Perrigo, Rob Way, Cassandra Seelhoff

**ABSENT:** Brad Burke, Eddie Quinones-Walker, Jill Bentley

**TARDY:** None

**STAFF:** Jordan Meagher- Community Development Coordinator, Lori Castello- PCI

III. Approval of the Previous Meeting Minutes

Traci Perrigo, supported by Cassandra Seelhoff, made a motion to approve the minutes from the June 3, 2019 meeting. Motion carried 4-0.

IV. Public Comment

None.

V. Applications

1. **529 Trowbridge Street**

Tony Calderona, owner of 529 Trowbridge, had previously requested at the June 3rd meeting to repair/restore his front porch by replacing the concrete structures on which his porch’s support columns set with full wooden columns or with columns of a different material that closely resemble the current ones. He had returned to this meeting with a possible option, but the columns he was proposing were missing an extra ring at the base that can be seen on the home’s current ones.

After some discussion, the Historic District Commission agreed that the proposed columns would still be appropriate for the repair.

**Traci Perrigo, supported by Rob Way, made a motion to approve the repair using the proposed columns that resemble the current ones based on Secretary of Interior Standards 1, 3, 5, 6, and 7. Motion carried 4-0.**
2. 403 N Cedar Street

Fred Jordan, owner of 403 N Cedar, had submitted a request to perform a front porch repair/alteration project. The plan would be to raise the slope of the porch roof by 4-6 inches to improve runoff, replace the rubber roof with the addition of rounded gutters, and expand the roof to cover the entire porch. A portion of the porch is uncovered by roofing, so the plan would be to expand the roof to cover this area by following the floor area of the current porch. The applicant had also requested to repair a set of stairs on the side of the house, along with replacing a side door with a new 9 Lite door.

After some discussion, the Historic District Commission agreed that all of the presented repairs would comply should be approved.

Traci Perrigo, supported by Rob Way, made a motion to approve the application as presented, allowing for raising of the back side of the porch roof by 4-6 inches, replacement of the rubber roof with the addition of rounded gutters, an expansion of the roof to cover the uncovered porch floor area, and replace the side steps and door as presented based on the Secretary of Interior Standards 1, 2, 5, 6, 7, and 8. Motion carried 4-0.

RESULT: Approved (UNANIMOUS)
MOVER: Traci Perrigo
SECONDER: Rob Way
YEAS: Morton, Perrigo, Seelhoff, Way

3. 123 Delano Street

The applicant had requested to put a clear, water proof stain on a fence around the property, as well as re-roof a gazebo that sits on the parcel. The gazebo does not have historical significance, and the newly placed roof would match the materials and color of the house.

Rob Way, supported by Traci Perrigo, made a motion to approve the fence staining and gazebo roof replacement as presented based on Secretary of Interior Standards 1, 2, 6, 8, 9, and 10. Motion carried 4-0.

RESULT: Approved (UNANIMOUS)
MOVER: Rob Way
SECONDER: Traci Perrigo
YEAS: Morton, Perrigo, Seelhoff, Way

VI. Staff Approvals
VII. Other Business

X. Staff/Commission Comment

XI. Adjournment

Meeting was adjourned at 7:38 pm.

Respectfully Submitted

Jordan Meagher
Community Development Coordinator
MEMORANDUM

TO: City of Allegan Historic District Commission
FROM: Lori Castello, Zoning Administrator/ Historic Preservation Coordinator
DATE: July 31, 2019
RE: Application- 136 Delano- Fencing addition

The Historic District Commission is scheduled to hear a request from Kristina and D’Arcy Stone to construct additional fencing at the above mentioned property.

Property Information

This property is located 136 Delano, and is located within the Pritchard’s Outlook Historic District.

Information provided by Applicant

The applicant has completed the application to the Historic District Commission. Included are photos of the property, layout for additional fencing, and a photo of the existing fence that the new proposed fence would match. This would be an administrative decision if this type of fencing were shown in the guidelines. A review of the minutes to approve the horizontal fencing indicated that the Commission allowed some like this but wanted to review after construction prior to additional construction of this style. Therefore, the applicant has been directed to the HDC for review.


While complete privacy is often not possible in densely built urban areas, a fence can mark the boundary between one property and another, or distinguish public places (streets and sidewalks) from semi-public areas (front yards). Fences are often character-defining features and should be treated sensitively. It is important that the fence design harmonize with the character of the historic structure and the surrounding district. Fencing requirements are determined by the city zoning ordinance. It is important to consult with the Historic Preservation Administrator about fence projects to make sure the aesthetic requirements as well as height and setback requirements are met.

B. Side and back yards

1. Privacy fences of standard design constructed of wood with the following board profiles, dog ear (or round), flat top, gothic, or picket are appropriate. The bottom of the fence is to be no more than 6” above ground level and no higher than 6’. Other styles may be approved on a case by case basis.
The proposed fence has horizontal slats and therefore must be reviewed for its particular merit.

The home lies on the southeast corner of Delano and Park within the Pritchards Overlook District. It is surrounded by residential homes.

**Other Information:** The HDC approved identical fencing on this parcel at a previous date. Also included with the application is information for a ‘swim spa’, which is similar to an above ground pool in the sense that it is a temporary change to the property and not under HDC’s jurisdiction.

**Conclusion:** Based on the application submitted, the proposed additional fencing may fit the guidelines for fencing within the Historic District. The HDC may choose to approve or suggest alternative work if it finds the application does not meet historic district guidelines. I have attached the Standards for Approval to this application with my administrative findings based on information available to me as of today, along with a blank form that I would encourage you to consider individually before discussing and making a group determination.

I hope the information provided is helpful to you as you consider this alteration request. If you have any questions or concerns please do not hesitate to contact me and I will assist in any way that I am able. You may reach me by phone at either (616) 877-2000 Ext. 412 or 1-800-628-3335 or email at lcastello@pcimi.com.

Thank you for your time.

Sincerely,

Lori Castello
Zoning Administrator/HDC Preservation Coordinator
Sec. 13-57. - Preservation standards.

The standards (Department of Interior Regulations, 36 CFR 67), pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
   The proposed project ___x___ complies ______ does not comply
   Reasons: Property is historically and will continue to be used for residential purposes.

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 proposed project ___x___ complies ______ does not comply
   Reasons: The proposed fencing will not compromise the original home in any way.

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 of architectural elements from other buildings, shall not be undertaken.
   The proposed project _____ complies ______ does not comply
   Reasons: the proposed fencing will match that which was previously approved.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
   The proposed project _____ complies ______ does not comply
   Reasons: N/a

5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property [that] shall be preserved.
   The proposed project _____ complies ______ does not comply
   Reasons: N/a

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
   The proposed project _____ complies ______ does not comply
   Reasons: N/a. The fence is not replacing any deteriorated features.

7. Chemical and 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.
   The proposed project _____ complies ______ does not comply
   Reasons: N/a
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. 

The proposed project __x__ complies _____ does not comply

Reasons: Not applicable.

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 project __x__ complies _____ does not comply

Reasons: The continuation of previously approved fencing will continue the established 'look' instead of adding potential visual clutter of another shape/texture with vertical fence panels.

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 project __x__ complies _____ does not comply

Reasons: The fence could be removed without damage to the property or historical structures thereon.

11. Every reasonable attempt shall be made to preserve structures in a manner which requires minimal alteration to original building design.

The proposed project __x__ complies _____ does not comply

Reasons: The proposed fence does not interfere with the structure.

12. Construction or modification work shall not, except where necessary for purposes of safety or efficiency, nullify the distinguishing qualities of the property and its environment. The removal or alteration of architectural features of special historical significance shall be held to a minimum.

The proposed project __x__ complies _____ does not comply

Reasons: The proposed fencing will not alter or deter from the architectural features on the parcel.

13. Deteriorated architectural features shall be repaired rather than replaced whenever possible. Repaired or replaced features shall duplicate original features.

The proposed project ____ complies _____ does not comply

Reasons: N/a this is not a replacement.

14. New development, including exterior remodeling, shall:

a. Respect the architectural and structural integrity of the historic district or site in which work is undertaken through sympathetic use of style, material and color;

b. Respect the appearance of the streetscape as a whole by harmonizing the design and appearance of the facades of individual structures within the overall design and appearance of the streetscape.

The proposed project __x__ complies _____ does not comply.

Reasons: The proposed fence matches that of the existing for a compatible presentation.

15. Unpainted aluminum and exposed concrete masonry, other than masonry foundations, which are not characteristic of historic districts and sites identified in this chapter are prohibited.

The proposed project __x__ complies _____ does not comply
Reasons: **N/A**

16. The replacement of lost architectural features with the original feature or features similar to the original shall be strongly encouraged.

   *The proposed project ___x__ complies ______ does not comply.*

   *Reasons: **N/A**.*

17. The height, bulk and character of new structures shall be visually compatible with adjacent structures, as defined by the city zoning ordinance.

   *The proposed project ___x__ complies ______ does not comply*

   *Reasons: **The proposed fencing appears to meet city zoning requirements; formal application, review and approval will follow HDC consideration.***
City of Allegan Historic District Commission

Findings of Fact

All decisions by all bodies of government both elected and appointed are recommended to include findings of fact within their decision making process. The following standards are prescribed by the City of Allegan Historic District Ordinance, Article 13 of the City of Allegan Code of Ordinances. Please consider each standard as a group and include these findings within the minutes for each application.

PROJECT ADDRESS: ____________________________

PROJECT TITLE: ________________________________

Sec. 13-57. - Preservation standards.

The standards (Department of Interior Regulations, 36 CFR 67), pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior related landscape features and the building’s site and environment as well as attached, adjacent, or related new construction. The standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
   The proposed project ______ complies ______ does not comply
   Reasons:_________________________________________________________________________
   ________________________________________________________________________________

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 proposed project ______ complies ______ does not comply
   Reasons:_________________________________________________________________________
   ________________________________________________________________________________

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 of architectural elements from other buildings, shall not be undertaken.
   The proposed project ______ complies ______ does not comply
   Reasons:_________________________________________________________________________
   ________________________________________________________________________________

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
   The proposed project ______ complies ______ does not comply
   Reasons:_________________________________________________________________________
   ________________________________________________________________________________
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property [that] shall be preserved.
   The proposed project ______ complies ______ does not comply
   Reasons: __________________________________________________________

   _________________________________________________________________

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
   The proposed project ______ complies ______ does not comply
   Reasons: __________________________________________________________

   _________________________________________________________________

7. Chemical and 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.
   The proposed project ______ complies ______ does not comply
   Reasons: __________________________________________________________

   _________________________________________________________________

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
   The proposed project ______ complies ______ does not comply
   Reasons: __________________________________________________________

   _________________________________________________________________

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 project ______ complies ______ does not comply
   Reasons: __________________________________________________________

   _________________________________________________________________

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 project ______ complies ______ does not comply
    Reasons: __________________________________________________________

    _________________________________________________________________

11. Every reasonable attempt shall be made to preserve structures in a manner which requires minimal alteration to original building design.
    The proposed project ______ complies ______ does not comply
    Reasons: __________________________________________________________

    _________________________________________________________________
12. Construction or modification work shall not, except where necessary for purposes of safety or efficiency, nullify the distinguishing qualities of the property and its environment. The removal or alteration of architectural features of special historical significance shall be held to a minimum.

The proposed project _____ complies _____ does not comply

Reasons:

13. Deteriorated architectural features shall be repaired rather than replaced whenever possible. Repaired or replaced features shall duplicate original features.

The proposed project _____ complies _____ does not comply

Reasons:

14. New development, including exterior remodeling, shall:
   a. Respect the architectural and structural integrity of the historic district or site in which work is undertaken through sympathetic use of style, material and color;
   b. Respect the appearance of the streetscape as a whole by harmonizing the design and appearance of the facades of individual structures within the overall design and appearance of the streetscape.

The proposed project _____ complies _____ does not comply.

Reasons:

15. Unpainted aluminum and exposed concrete masonry, other than masonry foundations, which are not characteristic of historic districts and sites identified in this chapter are prohibited.

The proposed project _____ complies _____ does not comply

Reasons:

16. The replacement of lost architectural features with the original feature or features similar to the original shall be strongly encouraged.

The proposed project _____ complies _____ does not comply.

Reasons:

17. The height, bulk and character of new structures shall be visually compatible with adjacent structures, as defined by the city zoning ordinance.

The proposed project _____ complies _____ does not comply

Reasons:
1. Address & Parcel # Where Work is to be Performed: 134 Delano St. #03-51-105-283-00

2. Owner/Applicant Information:

<table>
<thead>
<tr>
<th>Property Owner Information</th>
<th>Applicant Information (if different from Property Owner)</th>
</tr>
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<tbody>
<tr>
<td>Owners Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Kristina &amp; D'Arcy Stone</td>
<td>Contact Name:</td>
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<tr>
<td>Contact Name:</td>
<td>Address:</td>
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<tr>
<td>Kristina Stone</td>
<td>134 Delano St.</td>
</tr>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>134 Delano St.</td>
<td>989-213-2814</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td><a href="mailto:ravensstorm712@gmail.com">ravensstorm712@gmail.com</a></td>
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</tbody>
</table>

3. Type of Project:
- Adaptive Use
- Addition
- Alteration
- Maintenance
- Demolition
- New Construction
- Preservation
- Rehabilitation
- Signs

4. Describe Proposed Project: (Add additional pages if necessary)

- 6' fence on west & south side of house. fence on w.side will be 168' from the center of Park St.
- Starting from Driveway, heading south running parallel with house. it will be 38' long.
- Corner of fence will turn east and connect to house. -19' long.
5. Estimated Cost of the Project: (Please attach all estimates for review (if applicable))

6. Documentation: (Please note that all applicable documentation noted below is required before an application will be accepted.)
   - Photographs showing overall front structure/streetscape;
   - Detail photographs of features affected by project;
   - Site plan/floor plan showing existing structure, street locations, and proposed new elements;
   - Appearance of proposed project (including elevations and dimensions);
   - Construction details as needed to explain and clarify the project;
   - Complete materials list/specification (include type of finishes used if applicable—paint, stain, etc.)

7. Certification and Agreement:

   I hereby certify that I will complete the project described herein as approved by Allegan Historic District Commission (AHDC) as required by the Historic Preservation Ordinance (Chapter 13, Allegan Municipal Code). I understand that the AHDC or its Staff will monitor this project to ensure compliance with the approved design. I also authorize the AHDC or its Staff to perform visual inspections as part of the compliance verification process.

   Signature of Owner: __________________________
   Print Name: __________________________
   Date: ________________

8. RETURN THIS FORM AND SUPPORTING MATERIALS ON OR BEFORE APPLICATION DEADLINE TO:

   Professional Code Inspectors – PCI
   Lori Castello
   1575 142nd Ave.
   Dorr, MI 49323
   Ph: 616-877-2000 or 1-800-628-3335 Fax:
   616-877-4455
   E-mail: lori@pcimi.com

<table>
<thead>
<tr>
<th>Month</th>
<th>Application Deadline (Friday Two Weeks Prior)</th>
<th>HDC Meeting Date (First Monday of the Month) (*Except September)</th>
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<td>December 28, 2019</td>
<td>January 7, 2019</td>
</tr>
</tbody>
</table>

Page 2
AHDC Application for Project Review
Anything starred is where we want the new fence.
A Spa is 15' long x 94'' wide x 5' tall.
Anything starred is where we want the new fence.
* Spa is 15' long x 94" wide x 5' tall.
Park St. Side of 136 Delano St.

- The top of the fence that will face Delano St will be 38' from the driveway and extend towards Delano St and be 6' tall.

- The fence will then stop and turn towards the house and span 17'5" to touch the house and be 6' high.

- Along the driveway the fence will span 38'9" and run to the garage and be 4' high.

- The Spa dimensions are:
  - 15' long x 94" wide x 5' high.

- There will be a 3' gap between the Spa and fence on the driveway side and the Park St. side.

- The spa will sit 14'5" from the house and 10'8" from the garage.

- It will be sitting on a concrete pad.

- We will need a fence permit and an electrical permit.

Thank you.