1. Call to Order

2. Attendance

3. Approval of Previous Meeting Minutes

4. Public Comment

5. Applications

   5A – 155 Brady Street
   5B - 209 Locust Street

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 Jill Bentley at 7:00pm

II. Attendance

| PRESENT:          | Jill Bentley, Traci Perrigo, Mike Morton, Cassandra Seelhoff, and Brad Burke |
| ABSENT:           | Rob Way and Eddie Quinones-Walker                                         |
| TARDY:            | None                                                                       |
| STAFF:            | Lori Castello - PCI                                                        |
|                   | Joel Dye – City Manager                                                    |

Motion by Mike Morton, supported by Traci Perrigo to approve the absences of Rob Way and Eddie Quinones-Walker. Motion Carried 5-0.

III. Approval of the Previous Meeting Minutes

Motion by Traci Perrigo, supported by Brad Burke, to approve the minutes from the October 11, 2019 meeting. Motion carried 5-0.

IV. Public Comment

No comments were received.

V. Applications

1. **235 Hubbard Street**

Applicants were requesting to replace two (2) sets of exterior wood double doors on the upper two stories with two (2) sets of exterior steel double doors. These doors are located on the back of the building facing the Allegan Riverfront Park.

Motion by Brad Burke, supported by Traci Perrigo, to approve the replacement of two (2) sets of exterior wood double doors on the upper two stories with two (2) sets of exterior steel double doors based on Secretary of Interior Standards 1-5 and 8-16. Motion carried 5-0.
RESULT: Approved (UNANIMOUS)
MOVER: Brad Burke
SECONDER: Traci Perrigo
YEAS: Bentley, Burke, Perrigo, Seelhoff, and Morton

VI. Staff Approvals
No staff approvals were presented.

VII. Other Business
None

X. Staff/Commission Comment

Several items were discussed by the Commission, including the status of the city’s status as a Certified Local Government through the State of Michigan Historic Preservation Office, physical condition of 317 N. Cedar Street and work going on at 120 and 218 Cutler Street.

XI. Adjournment

Motion by Brad Burke, supported by Traci Perrigo to adjourn the meeting at 7:27 pm.

Respectfully Submitted

Joel Dye
City Manager
MEMORANDUM

TO: City of Allegan Historic District Commission
FROM: Eric Thompson, Zoning Administrator
DATE: November 27, 2019
RE: Application- 155 Brady St. - Business Sign

The Historic District Commission is scheduled to hear a request from KD Lake of Hartmen Ellis Agency. The applicant is asking for review of proposed project that would consist of the following:

1) Installation of new signage in the existing location on the building

The applicant is proposing to install an acrylic business sign that will consist of a business name, address and company logo. The materials used will be 1/2” acrylic. The applicant has stated that the proposed signage will flush mounted to the wall.

Property Information

The subject proper is located at 155 Brady St, PPN – 51-305-017-00 and is located within the Old Town Allegan Historic District.

Information provided by Applicant

The applicant has completed the application to the Historic District Commission and included are photos of the proposed signage on building face, street view of the current storefront and quote identifying signage details.

Historic District Handbook Design Guidelines for Signs

Signs are one of the most prominent visual elements on a street. Well-designed signs add interest, color, and variety to building facades and streetscapes; poorly designed signs can cause visual clutter and be a major distraction from a well-designed storefront or converted residential building. The AHDC only reviews the “design” of the proposed sign for its appropriateness in the historic district. A separate sign permit application will need to be submitted to the city building official for compliance review with the city zoning/sign ordinance before application is made with the AHDC. Contact the Historic Preservation Administrator at Allegan City Hall for further details. This proposal meets zoning requirements. No building permit is required for this project.

1. The following types of signs may be acceptable: painted or applied wall signs, projecting signs, signs on awning or canopies and freestanding signs. The proposed signage will be applied to the exterior of the storefront on each of the corners fronting on Brady St. and Hubbard St.
2. *Shapes include the rectangle, square and oval. The proposed signage is ½” acrylic and contains traditional lettering and custom business logo.*

3. *Lettering on inside of windows or door glass and interior window signs are permitted without design review. The signage will be applied to the exterior of the building on each of the street fronts and entrance door.*

4. *Wood is the most traditional sign material, but a variety of other material may be approved on a case by case basis. The proposed sign will be ½” acrylic material.*

5. *Lettering may be carved, applied or painted. Lettering applied to building surface.*

6. *The font style will be reviewed as to its appropriateness to the surrounding streetscape and neighborhood. The font style is traditional and compatible with area aesthetics.*

7. *Colors should be compatible with the building and the surrounding buildings- a sign is more easily read when the letters or graphics contrast with the background color. The lettering and logo will be white over a black building exterior.*

8. *Signs may be lighted indirectly with exterior fixtures, however internally light signs (back-lit plastic) are generally not approved. No lighting is proposed.*

**Surrounding Area:** The storefront lies on Brady Street in the heart of the downtown area. It is surrounded by a mix of commercial uses.

**Conclusion:** Based on the application submitted, the proposed signage may fit the guidelines for signs 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 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 or email at ethompson@pcimi.com.

Eric Thompson

Zoning Administrator
HDC Preservation Coordinator (Interim)
Professional Code Inspections of Michigan Inc.
# Allegan Historic District Application for Project Review

## Part 1: Address & Parcel Information

1. Address & Parcel #: Where Work is to be Performed
   - **155 Brady St.** #03-51-305-017-00

## Part 2: Owner Applicant Information

<table>
<thead>
<tr>
<th>Property Owner Information</th>
<th>Applicant Information (if different from Property Owner)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners Name:</td>
<td>Name: Kugelard Construction</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Contact Name: Kugelard</td>
</tr>
<tr>
<td>Address: 155 Brady St., Allegan</td>
<td>Address: 38169 Monroe Rd., Allegan</td>
</tr>
<tr>
<td>Phone: 269-673-4956</td>
<td>Phone: 269-673-5258</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax: 171a</td>
</tr>
<tr>
<td>Email Address:</td>
<td>E-mail Address: <a href="mailto:kalla@hartmanellis.com">kalla@hartmanellis.com</a>, <a href="mailto:kuggelard@yahoo.com">kuggelard@yahoo.com</a></td>
</tr>
</tbody>
</table>

## Part 3: Type of Project

- [ ] Adaptive Use
- [ ] Addition
- [ ] Alteration
- [ ] Maintenance
- [ ] Demolition
- [ ] New Construction
- [ ] Preservation
- [ ] Rehabilitation
- [ ] Signs

## Part 4: Description of Proposed Project

Install new sign where previous bank sign was, near the existing clocks on the building. Sign will be made of non-lit dimensional letters flush mounted on the building.
Case #

Meeting Date ______ / ______ / ______

Estimated Cost of the Project: (Please attach all estimates for review if applicable)

Documentation: (Please note that all applicable documentation noted below is required before an application will be accepted)

- Photographs showing overall and from structure street view;
- Color 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.)

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 inspect 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 __________________________ Date ______ / ______ / ______
Print Name __________________________

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

Professional Code Inspectors – PCI

305 E. 14th St.
Ann Arbor, MI 48103
Ph: 734-769-2000 or 1-800-628-3335 Fax:
734-769-4455
E-mail: landdept@annarbor.com

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Hartman-Ellis Agency

51" x 99" dimensional acrylic logo and lettering, painted white, stud mounted. 35 sf (max allowable as per ordinance)

155 Brady

21" x 45" dimensional acrylic logo, painted white, stud mounted. 6.6 sf (allowable as per ordinance)

Signature: ______________________ Date: ________________

Midwest Sign Company

Drawing exterior lettering revC
Project: Hartman-Ellis
Date: 11/10/2019
MEMORANDUM

TO: City of Allegan Historic District Commission

FROM: Eric Thompson, Zoning Administrator

DATE: November 19, 2019

RE: Application- 209 Locust St- Business Sign

The Historic District Commission is scheduled to hear a request from Michael VanderBok or Bok’s Ink Bazaar. The applicant is asking for review of proposed project that would consist of the following:

1) Painting of a business sign on the edifice of the 209 Locust St.

The applicant is proposing to paint a business sign that will consist of a business name, address and company logo. The materials used will be all weather exterior black and white paint. The applicant has stated that the proposed signage will compliment the building and be aesthetically compatible with the area.

Property Information

The subject proper is located at 209 Locust St, PPN – 51-105-200-00 and is located within the Old Town Allegan Historic District.

Information provided by Applicant

The applicant has completed the application to the Historic District Commission and included are photos of the building face in its current state as well as a rendering of proposed signage on the building.

Historic District Handbook Design Guidelines for Signs

Signs are one of the most prominent visual elements on a street. Well-designed signs add interest, color, and variety to building facades and streetscapes; poorly designed signs can cause visual clutter and be a major distraction from a well-designed storefront or converted residential building. The AHDC only reviews the “design” of the proposed sign for its appropriateness in the historic district. A separate sign permit application will need to be submitted to the city building official for compliance review with the city zoning/sign ordinance before application is made with the AHDC. Contact the Historic Preservation Administrator at Allegan City Hall for further details. This proposal meets zoning requirements. No building permit is required for this project.

1. The following types of signs may be acceptable: painted or applied wall signs, projecting signs, signs on awning or canopies and freestanding signs. The proposed signage will be applied to the exterior of the storefront above a prominent window in building and the main entrance to the building.
2. Shapes include the rectangle, square and oval. The proposed signage is hand painted and contains custom lettering and custom business logo.

3. Lettering on inside of windows or door glass and interior window signs are permitted without design review. The lettering will be applied to the exterior of the building above the main windows and building entrance.

4. Wood is the most traditional sign material, but a variety of other material may be approved on a case by case basis. The proposed sign will be hand painted on the building.

5. Lettering may be carved, applied or painted. Lettering will be painted.

6. The font style will be reviewed as to its appropriateness to the surrounding streetscape and neighborhood. Lettering is a custom font style and it is believed that the intention is to correlate with the artistic nature of the business.

7. Colors should be compatible with the building and the surrounding buildings- a sign is more easily read when the letters or graphics contrast with the background color. The lettering will be black over a white background.

8. Signs may be lighted indirectly with exterior fixtures, however internally light signs (back-lit plastic) are generally not approved. No lighting is proposed.

**Surrounding Area:** The storefront lies on Locust Street in the heart of the downtown area. It is surrounded by a mix of commercial uses.

**Conclusion:** Based on the application submitted, the proposed signage may fit the guidelines for signs 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 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 or email at ethompson@pcimi.com.

Eric Thompson

Zoning Administrator
HDC Preservation Coordinator (Interim)
Professional Code Inspections of Michigan Inc.
1. Address & Parcel # Where Work is to be Performed: 309 Locust Street #03-51-105-200-00

2. Owner/Applicant Information:

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<tr>
<td>Owners Name:</td>
<td>Name: Bok's Ink Bazaar</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Contact Name: Michael Vander Fak</td>
</tr>
<tr>
<td>Address:</td>
<td>Address: 309 Locust Street Allegan MI</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone: (313) 706-4931</td>
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<tr>
<td>Fax:</td>
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<tr>
<td>E-mail Address:</td>
<td>E-mail Address: Bok's Ink Bazaar@gmail</td>
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3. Type of Project:  □ Adaptive Use  □ Addition  □ Alteration  □ Maintenance  □ Demolition  □ New Construction  □ Preservation  □ Rehabilitation  □ Signs

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

- Painting a business sign with name, address, and logo on facade of 309 Locust Street.
- Using securely placed scaffolding to paint sign with outdoor all-weather paint in a style that complements the building.
5. Estimated Cost of the Project: (Please attach all estimates for review if applicable) $100,000

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: ________________________________  Date: ____________

   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
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Painting a business sign with name, address and logo on the edifice of 209 locust.

Materials:
- Scaffold
- Outdoor all weather paint
  - Black
  - White
- Paint Brushes

Work to be done:
Use securely placed and steady scaffolding to paint business sign with outdoor all weather paint in a style that complements the building and town aesthetic.