



CITY OF LOWELL

HISTORIC DISTRICT COMMISSION AGENDA

TUESDAY, JANUARY 23, 2018 at 6:00 pm

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF ABSENCES
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. October 24, 2017 – minutes of regular meeting
5. PERMIT APPLICATIONS
 - a. 312 E. Main – Hometown Furnishing - signage
6. GRANT APPLICATIONS
7. PROJECT UPDATES
 - a. 198-212 W. Main – AKM LLC – progress report
 - b. 301 W. Main – Larkin's – progress report
 - c. 215 W. Main – Ability Weavers – progress report
 - d. 106 W. Main – Rookies – progress report
 - e. 101 W Main – David Reed
 - f. 312 E Main – Greg Canfield
 - g. 216 E Main – Michael Bryan
8. OLD BUSINESS
9. NEW BUSINESS
 - a. Approval of 2018 HDC meeting dates
10. ADJOURNMENT

HDC MEETING HELD IN 1ST FLOOR FLAT RIVER ROOM AT CITY HALL

PROCEEDINGS
OF
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION
CITY OF LOWELL
Tuesday, October 24, 2017 at 6:00 P.M.

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

The Meeting was called to order at 6:00 p.m. by Nancy Wood and Lori Gerard called the roll.

Present: Ardis Barber, Todd Cooper, Brian McLane and Nancy Wood

Absent: Chairman Steve Doyle

Also Present: Michael & Lindsay Bryan, Greg Canfield, Council member Jeff Phillips and Lori Gerard

2. APPROVAL OF THE ABSENCES

IT WAS BY MOVED MCLANE and seconded by COOPER to approve the absence of Chairman Doyle.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

3. APPROVAL OF THE AGENDA

IT WAS BY MOVED BY COOPER and seconded by MCLANE to approve the agenda as written

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY BARBER and seconded by MCLANE to approve the minutes of September 26, 2017 as written.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

5. PERMIT APPLICATION

a. 218 E Main – door replacement

Permit application was presented to replace a third floor rear door on the south side of the building. Door is a full light six pane door that opens out to a balcony.

IT WAS MOVED BY BARBER and seconded by COOPER to approve the south side door replacement as presented for 218 E Main.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

b. 216 E Main – window replacement

Michael & Lindsay Bryan presented their permit application to replace the two second story windows on the north side of their building. Lindsay noted that the current windows do not fit in the openings properly and this has become a safety issue. The windows are a one over one as the arch part of the widow had been replaced with a decorative panel. Michael noted that they are currently working with the State on the Community Revitalization Program and would also like to remove the front first floor facade. Barber noted that that was added in 1966.

IT WAS MOVED BY COOPER and seconded by MCLANE to approve the replacement of two second floor front windows at 216 E Main as presented.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

c. 312 E Main – window replacement

Greg Canfield was present to explain his permit application for the replacement of 8 windows on the west side of 312 E Main. Canfield reminded the board that the 8 front windows were installed before it was realized that the muntin bars were between the glass instead of on the exterior. His plan is to install the correct windows on the front to match 318 E Main (Big Boiler Brewery) and move the front windows to the west side along the alley between him and the Granite Company.

IT WAS MOVED BY MCLANE and seconded by BARBER to approve replacement of the 8 North side windows with exterior muntin bars. Existing widows (muntin bars between glass) will be used to replace 8 west side windows as submitted.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

6. GRANT APPLICATIONS

It was noted that the HDC received a \$25,000 grant from the Lowell Area Community Fund last week. The board is continually thankful for these grants.

IT WAS MOVED BY MCLANE and seconded by BARBER to approve the following 30% grants for approved work for the following 5 grant applications:

Address	Owner	Project Amount	Grant	Work
101 W Main	David Reed	\$10,500	\$3150	Brick work
218 E Main	Doug Smith	\$1940	\$582	Door replacement
216 E Main	Michael Bryan	\$2960	\$888	Window replacement
312 E Main	Greg Canfield	\$16,000	\$4800	8 window replacement
106 W Main	Rookies	\$29,561	\$2213	Additional grant money

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

7. PROJECT UPDATES.

- a. 198-212 W Main – Richard Craig
- b. 301 W Main – Larkin’s
- c. 217 W Main – Marty Chambers
- d. 219 W Main – Carolyn Price
- e. 215 W Main – Ability Weavers
- f. 106 W Main – Rookies

It was noted that the balance of available funds would now be \$13,460.89.

8. OLD BUSINESS.

Wood apologized for not being able to attend the last meeting.

9. NEW BUSINESS.

No comments received.

10. PUBLIC COMMENTS

No comments received.

IT WAS MOVED BY MCLANE and seconded COOPER by to adjourn at 6:36 p.m.

Respectfully submitted
Lori A. Gerard

Request Number: _____

Filing Fee: \$25



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

APPLICATION FOR SIGN PERMIT

1. Street Address and/or Location of Request: 312 E Main (Hometown Furnishing)
2. Parcel Identification Number (Tax I.D. No.): #41-20- 02-02-430-014
3. Applicant's Name: Chris Marshall United Sign Phone Number 616-642-0200
Address: 4821 Bluewater Hwy Saranac MI 48881
Street City State Zip
Fax Number _____ Email Address Chris@unitedsignco.com
4. Are You: Property Owner Owner's Agent Contract Purchaser Option Holder
5. Applicant is being represented by: _____ Phone Number _____
Address: _____
6. Present Zoning of Parcel _____ Present Use of Parcel _____
7. Dimensions of front of building: 1227" (width) 300" (height)
8. Number of existing signs: 1 Total area of existing signs 13.18 sq ft
9. Please indicate the number and type of signs proposed:
1 Wall Sign _____ Canopy Sign _____ Ground Sign _____ Pole Sign
_____ Projecting Sign _____ Painted Window Sign
10. Please indicate the dimensions of the proposed signs: 2.5' x 20' sq ft
Total area of all signs proposed: _____ sq ft
11. Please include a scale drawing showing the following: (use a separate sheet and attach to this form)
 - A. The design and layout of the proposed sign (s).
 - B. The exact location of the Sign(s) in relationship to existing buildings, property lines, existing on-site signs and structures.

The facts presented above are true and correct to the best of my knowledge.

Signature: [Signature] Date: 12/11/17

Type or Print Your Name Here: Chris Marshall

Application Fee \$25.00	Date Paid _____	Zoning Official Signature _____
Permit(s) Required (if any):	Building _____	Electrical _____
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments _____		

DOWNTOWN LOWELL HISTORIC DISTRICT

Permit Application for Certificate of Appropriateness

This Application and any other supporting materials must be submitted to City Hall 10 DAYS prior to Historic District meetings

1. Property Address: 312 E Main Date: 12/11/17

2. Applicant's Name and Address: Chris Marshall United Sign Co.
4821 Bluewater Hwy Searanac MI 49815

3. Applicant's phone: 616 642-0200

4. Property Owner's Name: Hometown Furnishings

- 5. Provide a scale drawing(s) showing the existing and proposed exterior elevation(s).
- 6. If signage is changed show to scale and include material, colors, letter style, hanging device and illumination method. (see Historic District Ordinance and reverse of this form)
- 7. Provided the following photographs labeled to indicate the direction of view:
 - A. Current photo of the structure as seen from the street.
 - B. close-up of existing detail where proposed change or work will occur.

8. Describe in detail each proposed exterior alteration, improvement or repair. (use additional paper if necessary)

9. Will the repair of alteration match existing or original materials and design? Yes No

10. If proposed work involves foundation, brick, repointing/tuckpointing, will the new mortar match the original mortar color, joint profile and composition? Yes No
Note: Applicant should obtain and refer to Preservation Brief #2 when masonry alterations are proposed.

11. If proposed work is for a sign, note that two separate sign permits are required, this one and one issued by the City of Lowell that is submitted directly to the Building Inspector for approval.

12. I certify that on or before the date of the completion of proposed work to property there will be a code compliant smoke detector or fire alarm system installed. Yes No

13. What are approximate start and completion dates of the work? Start _____ Completion _____

14. **Additional Local, County, State or Federal permits may be required.**

Application approvals EXPIRE after 12 months.

14. Applicant's signature: [Signature] Date 12/11/17

Note: Attendance at the Historic District Commission meeting is strongly recommended.



2.5' x 20' 6mm aluminum sign with printed vinyl graphic with painted wooden frame



SIGNS. SERVICE. INSTALLATION.
www.unitedsignco.com



25'

20'

FURNITURE & MATTRESS

30"

155" from ground

HDC Grant Monies

<u>Business</u>	<u>Address</u>	<u>Amount Paid</u>	<u>Amount Received</u>	<u>Interest</u>	<u>Date</u>	<u>Grant Description</u>
HDC Grant Monies						
interest			\$ 25,000.00		11/21/2016	LACF
Lowell Arts	221 & 223 W Main	\$ 6,000.00		\$ 17.09	9/30/2016	brick replacement, repair, painting balance due from C of A 4/282/15
year end balance						
\$82,924.09 12/31/2016						
Lowell Arts	221 & 223 W Main	\$ 6,210.00			Ck#69103 1/27/2017	C of A 9/27/16 for work - redirected grant approved by LACF -work \$23,220 windows/door
Greg Canfield	312 E Main	\$5,420.00			Ck# 69364 3/30/17	C of A 12/20/16 work \$17,465, 30%grant 8 windows and 1 door replacement
Kristine Gault A Charmed Life	216 W Main	\$ 1,011.00			Ck#69542 5/12/2017	C of A 1/24/17 work \$3,371 30% grant paint & awning
Eric & Beryl Barkus (Ability Weavers)	215 W Main	\$ 2,250.00			Ck#69544 5/12/17	C of A 1/24/2017 work \$7,544 30% grant 3 upper windows on back
BGR Investments	318 E Main	\$ 24,071.00			Ck#69769 6/29/17	C of A 7/12/16 work \$82,037 30% grant exterior renovation
interest			\$ 28.56		1/31/2017	
HDC Grant Monies						
interest			\$ 25,000.00			awarded June 2017 application LACF
Interest				\$ 59.13	6/30/2017	
				\$ 6.11	6/30/2017	
BGR Investments	318 E Main	\$ 12,000.00			Ck#070003 8/15/2017	C of A 5/17/17 work \$24,000 50% grant - 12 window replacements
Judd Carroll	103 E Main	\$ 2,915.00			Ck#70198 9/28/2017	work of \$5830 50% grant painting
Doug & Laura Smith	218 E Main	\$ 4,271.00			CK#70217 9/28/17	work \$8543 50% grant paint & brickwork
HDC Grant Monies						
			\$ 25,000.00		11/6/2017	awarded August 2017 application LACF
Jill Greenop	214 E Main	\$ 683.00			Ck#70343 11/3/2017	C of A 6/27/2017 work \$2277 30% grant window replacement
King Milling	120 W Main	\$ 28,684.00			Ck#70350 11/3/2017	Cof A 1/24/17 work \$95,612 30% grant exterior renovations
Carolyn Price	219 W Main	\$ 1,325.00			Ck#70427 11/16/2017	work of \$2650 50% grantfor painting
Marty Chambers	217 W Main	\$ 837.00			Ck#70406 11/16/2017	work \$1675 50% grant painting
Interest		\$ -		\$ 54.26		
year end balance						
\$43,395.15 balanced 12/31/2017						

**Downtown Lowell Historic District
Grant Program
Work Progress Report**

Grant Recipient: Lowell Main Street Condo Association Date: 11-17-17
Property Address: 198-212 Main Street Lowell MA 01454
Grant Award Amount: \$5,000⁰⁰ Project deadline date: 2017

Work to be done: Power wash, scrape, paint East + North Elevations' masonry + trim to match existing colors. Touch-up glazing + paint window trim - upper floor to match existing colors.
Certificate of Appropriateness issued: N/A - Repair Project

1. Project is Complete: (Yes or No) If yes, submit this form with work receipts for payment of grant.
2. Project is in progress: (Yes or No) If yes, will project be completed by the above deadline 2017. If no, describe status of project, give projected completion date and why project has not been completed by the above deadline date. Project started middle of October 2017. North elevation was power washed + repainted from lower dentil to sidewalk. Weather turned cold + wet. Per paint specification: For proper adhesion outdoor temperature needs to be 40 degrees or warmer with no rain or dew for a minimum of 24 hours after application. Balance of project to be completed spring 2018.
3. Project has not started: (Yes) Describe status of project, give projected start date and/or why project has not been completed by the above deadline date.

N/A

Please submit this report to Lowell City Hall, 301 East Main St. by 11-22-17 to be reviewed at the upcoming HDC meeting, which will be held on

Failure to submit this Progress Report by the above date may result in the forfeiture of your Grant Award.

Grantee Name Lowell Main Street Condo Assoc. Date 11-17-17
Beanda Thomas, Administrative Asst.

**Downtown Lowell Historic District
Grant Program
Work Progress Report**

Grant Recipient: Mike Larkin

Date: 11/15/2017

Property Address: 301 W Main

Grant Award Amount: \$5000

Project deadline date: 11/15/2017

Work to be done: painting

Certificate of Appropriateness issued: n/a repairing what was there

1. Project is Complete: (Yes or No) If yes, submit this form with work receipts for payment of grant.
2. Project is in progress: (Yes or No) If yes, will project be completed by the above deadline _____. If no, describe status of project, give projected completion date and why project has not been completed by the above deadline date.

I WAS never notified that I had received A GRANT!
NOT A CALL NOT A LETTER ON TEXT OR EMAIL, I WASN'T
NOTIFIED MY APP WAS ON AN AGENDA. I ASSUMED
YOU HAD USED ALL YOUR AVAILABLE FUNDS FOR
OTHER PROJECTS.

3. Project has not started: (Yes) Describe status of project, give projected start date and/or why project has not been completed by the above deadline date.

I would like to do this in 2018 but
Timing would depend ON STREET AND ELECTRICAL
WORK ON North Broadway

Please submit this report to Lowell City Hall, 301 East Main St. by _____
to be reviewed at the upcoming HDC meeting, which will be held on _____

Failure to submit this Progress Report by the above date may result in the forfeiture of your Grant Award.

Grantee Name Mike Larkin Date Nov 19 2017

**Downtown Lowell Historic District
Grant Program
Work Progress Report**

Grant Recipient: **Ability Weavers** Date: **11/15/2017**
Property Address: **215 W Main**
Grant Award Amount: **\$975** Project deadline date: **11/15/2017**
Work to be done: **painting**

Certificate of Appropriateness issued:

1. Project is Complete: (Yes or No) If yes, submit this form with work receipts for payment of grant.
2. Project is in progress: (Yes or No) If yes, will project be completed by the above deadline NO. If no, describe status of project, give projected completion date and why project has not been completed by the above deadline date.

The painting of the building front is about half complete. Hopefully it will be finished in two weeks. I don't know why this has taken so long. Contractor hasn't kept us informed.

3. Project has not started: (Yes) Describe status of project, give projected start date and/or why project has not been completed by the above deadline date.

Please submit this report to Lowell City Hall, 301 East Main St. by 11-22-17
to be reviewed at the upcoming HDC meeting, which will be held on

Failure to submit this Progress Report by the above date may result in the forfeiture of your Grant Award.

Grantee Name Beryl + Eric Bartkus Date 11-21-17

**Downtown Lowell Historic District
Grant Program
Work Progress Report**

Grant Recipient: **Rookies**

Date: **11/15/2017**

Property Address: **106 W Main**

Grant Award Amount: **\$6655**
Additional grant \$2213

Project deadline date: **11/15/2017**

Work to be done: **exterior storefront renovations**

Certificate of Appropriateness issued:

1. Project is Complete: (Yes or No) If yes, submit this form with work receipts for payment of grant.
2. Project is in progress: (Yes or No) If yes, will project be completed by the above deadline: NO. If no, describe status of project, give projected completion date and why project has not been completed by the above deadline date.

EXTERIOR SIDING, PAINTING AND AWNING ARE COMPLETED.

SEEKING ADDITIONAL DOOR QUOTES - QUOTED DOOR COSTS HAVE EXCEEDED EXPECTATIONS

PROJECTED COMPLETION: JAN 15, 2018

3. Project has not started: (Yes) Describe status of project, give projected start date and/or why project has not been completed by the above deadline date.

Please submit this report to Lowell City Hall, 301 East Main St. by _____ to be reviewed at the upcoming HDC meeting, which will be held on _____

Failure to submit this Progress Report by the above date may result in the forfeiture of your Grant Award.

Grantee Name ROOKIES SPORTSCARDS Date 11/20/17



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085
www.ci.lowell.mi.us

Lowell Historic District Commission

2018 Schedule

Meetings will be held on the fourth Tuesday of each month at 6:00 pm
City Hall, Flat River conference room.

Regular Meeting Dates

January	23
February	27
March	27
April	24
May	22
June	26
July	24
August	28
September	25
October	23
November	27
December	No Meeting