



**CITY OF LOWELL**  
**HISTORIC DISTRICT COMMISSION AGENDA**

TUESDAY, October 25, 2016 at 6:00 pm

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. September 27, 2016 – minutes of regular meeting
4. PERMIT APPLICATIONS
  - a. 204 W Main - signage
5. PROJECT UPDATES
  - a. 221 & 223 W Main- painting & windows
  - b. 219 E Main – door replacement
  - c. 211 W Main – door replacement
  - d. 318 E Main – exterior renovations
6. OLD BUSINESS
7. NEW BUSINESS
8. ADJOURNMENT

HDC MEETING HELD IN 1<sup>ST</sup> FLOOR FLAT RIVER ROOM AT CITY HALL

PROCEEDINGS  
OF  
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION  
CITY OF LOWELL  
Tuesday, September 27, 2016 at 6:00 P.M.

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

The Meeting was called to order at 6:03 p.m. by Steve Doyle and Lori Gerard called the roll.

Present: Todd Cooper, Brian McLane, Nancy Wood and Chairman Steve Doyle

Absent: Ardis Barber

Also Present: Jeff Phillips, Lorain Smalligan and Lori Gerard

2. APPROVAL OF THE AGENDA

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

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY WOOD and supported by MCLANE to approve the minutes of August 30, 2016 as written.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

4. PERMIT APPLICATION:

a. 221 & 223 W Main – window & door replacement

Lorain Smalligan director of LowellArts explained that the \$6210 grant approved March 33, 2016 for second floor replacement windows needed to be redirected to other work. The windows for that project ended up being donated. Contact was made with Lowell Area Community Fund and they approved that the \$6210 grant could be used for another project for LowellArts. Smalligan presented a permit application for front window replacement, trim, replacement of west facing door, back door and windows. Since these items were already ordered no other bid was sought. Cost of this project will be \$23,220.

IT WAS MOVED BY MCLANE and supported by COOPER to approve front and back lower level window replacement, trim, replacement of west and north facing doors as presented for 221 & 223 W Main.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

IT WAS MOVED BY WOOD and supported by COOPER to redirect grant of \$6210 to lower level front and back window replacement, trim and west and back door replacement. Grant is 30% based on bid of \$23,220.00.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

5. PROJECT UPDATES.

a. 212 & 223 W Main – paint and roof

Smalligan stated that painting still needs to be completed on the cornice work. The contractor is still working to find bricks to match the broken ones on the front of the building. She also presented a progress report and copies of payments made to contractor for \$60,000. Since all work has not been completed some grant money would be withheld until project is completed.

IT WAS MOVED BY WOOD and supported by MCLANE to approve that \$12,000 (of \$18,000 grant) be paid to LowellArts for work completed as of 9/27/16 progress report.

YES: 4 NO: 0 ABSENT: 1 MOTION CARRIED

b. 219 E Main – door replacement

Deadline for project is 4/15/2016. A progress report will be sent.

c. 211 W Main – door replacement

Deadline was 9/1/2016. It is believed that door has been installed. Progress report will be sent.

d. 220 W Main – window replacement & painting

Painting has begun on building. Deadline is 10/1/2016 and progress report will be sent.

e. 318 E Main – exterior renovations

It does not appear that work has started. A progress report will be sent.

6. OLD BUSINESS.

None.

Cooper questioned if anything is happening with the old school building along the river. No one seemed to know status of that building.

7. NEW BUSINESS.

Doyle commented that Jeff Wilterink of Lowell Granite approached him about wanting to put an addition on the block storage building on the back of 306 E Main. Wilterink wants to enlarge the building and put in an overhead door. It was noted that this is a non-contributing resource in the historic district. More information will follow.

8. PUBLIC COMMENTS.

None.

IT WAS MOVED BY MCLANE and supported by COOPER to adjourn at 6:50 p.m.

Respectfully submitted  
Lori A. Gerard

# 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: 204 W. Main St. Lowell Date: 10-21-16
2. Applicant's Name and Address: Tenneile Petersen  
6845 Brewer Ave. NE Rockford, MI
3. Applicant's phone: 616-238-5009
4. Property Owner's Name: A.K.M LLC
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) it will be a 3.5 x 3.5 square wood sign. White washed with my logo (attached) in black. It will be hung with a black piping and will be secure to the building offering no possibility of falling to injure anyone or anything.
9. Will the repair of alteration match existing or original materials and design? Yes 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 N/A 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 Yes No \_\_\_\_\_
13. What are approximate start and completion dates of the work? Start \_\_\_\_\_ Completion ASAP
14. Additional Local, County, State or Federal permits may be required.

**Application approvals EXPIRE after 12 months.**

14. Applicant's signature: Tenneile Petersen Date 10-21-16

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

## Lori Gerard

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**From:** Tenneile Petersen <lennonandwillow@gmail.com>  
**Sent:** Friday, October 21, 2016 1:28 PM  
**To:** Lori Gerard  
**Subject:** Re: Store Signage  
**Attachments:** Permit Application for C of A -blank.pdf; L&W-WM-Irg-blk.png

Hi Lori,

I'm sorry this has taken so long and I hope you're able to squeeze me in this next week for the meeting. I'd love to have this sign up by Christmas Through Lowell.

Some additional information will be sent in a separate email due to the pictures being on my phone. I'm attaching my logo again. It will be super simple, professional and nice looking. I am going to use a square 3.5 x 3.5 wood sign that will be white washed and my logo will be black.

The rest of the pictures will be in another email...

Thanks!

Tenneile

On Thu, Oct 13, 2016 at 12:25 PM, Lori Gerard <[lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)> wrote:

Tenneile,

You will need to complete the same form you did for applying the signage to your window for the Historic District commission. Please take a photo of you building so we can see where the sign is to be placed, what the signage is made of and how it will be hung.

**Next HDC meeting is Tuesday Oct 25, at 6:00 pm** in the first floor conference room of city hall (where we met before). I will need your paperwork prior to Friday 10/21 at noon for the agenda packets. Please contact me with any questions.

*Lori Gerard*

City of Lowell

Deputy Treasurer

(p)[616.897.8457](tel:616.897.8457)

(f)[616-897-4085](tel:616-897-4085)

[lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)

*Le Mon & Mignon*

BOUTIQUE



## Lori Gerard

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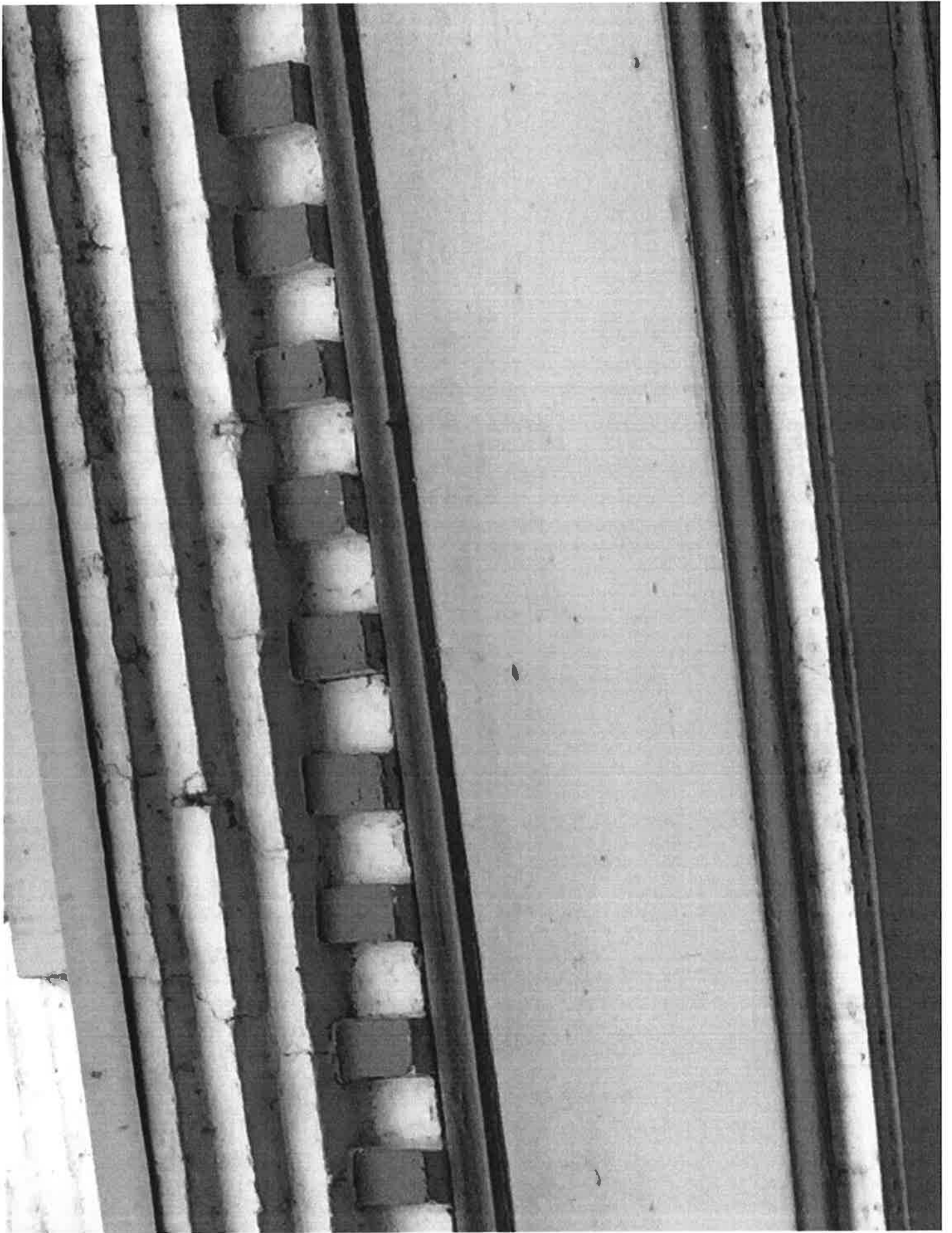
**From:** Tenneile Petersen <lennonandwillow@gmail.com>  
**Sent:** Friday, October 21, 2016 1:35 PM  
**To:** Lori Gerard  
**Subject:** Photos of front of the building.

Here's the front of the building. I will be hanging inbetween the windows (graded windows) hoping this makes sense.

Tenneile











## HDC Grant Funds Committed

Name	Address	Amount	Deadline	Extension	Work	Notes
Lowell Arts	221 & 223 W Main	\$ 6,000.00	10/1/2015	6/1/2016	brick replacement, repair, paint	balance still due on grant
Fiat River Development Properties	219 E Main	\$ 420.00	4/15/2016		door replacement	C of A 1/26/16 for work \$1400 30% grant
Lowell Arts	221 & 223 W Main	\$ 6,210.00			window & door replacement	C of A 9/27/16 for work -redirected grant approved by LACF -work \$23,220
James Reagan	211 W Main	\$ 520.00	9/1/2016		door replacement	C of A 7/12/16 for work of \$1735 30% grant
BGR Investments	318 E Main	\$ 24,071.00	12/31/2016		exterior renovation	C of A 7/12/16 work \$82,037 30% grant
Funds Committed		\$ 37,221.00				
<b>Total Cash On hand</b>		<b>\$ 64,827.07</b>				
<b>Less Committed funds</b>		<b>\$ 37,221.00</b>				
<b>Total Available Grant Money</b>		<b>\$ 27,606.07</b>				

## Lori Gerard

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**From:** Brent Slagell <brentslagell@sbcglobal.net>  
**Sent:** Friday, October 21, 2016 10:51 AM  
**To:** Lori Gerard  
**Subject:** Re: 318 E Main *Progress Report*

Lori,

I haven't received anything in the mail from you yet but maybe you just sent it. I'll just update you in this email per your instructions.

The status of the project is that the loan is re-approved, for the 4th time. The approvals are only good for 90 days at a time but it is currently approved. The MCRP grant is also approved at the initial level and that is sufficient to close the loan and move forward. It still needs final approval from the MSF board but I'm told that is a formality at this point. Most of the closing checklist has been completed for the bank but we hit a snag with environmental. The phase I review found some old gas stations in the east part of town that trigger additional due diligence on my part to ensure no contamination from the old gas stations has leaked onto my property. My attorney and the SBA are discussing how to proceed now. I'm hoping for an answer by end of day today but it will likely drift into next week before I have an answer. If I don't get the answer I want, I will have to do a phase II environmental study which calls for the drilling of three holes for soil and water samples. This will delay the project further. Even if that delay happens I'm still hopeful that we will close yet this year and get the project going for a spring opening. I guess the bottom line is the project is still moving forward with the full force that I can give it but due to compliance issues with the SBA we are having some delays. Please let me know if you need any further information or continued updates. Thanks.

Brent

On Friday, October 21, 2016 9:34 AM, Lori Gerard <[lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)> wrote:

Brent,

I mailed you a progress report for the HDC regarding your grant. Can you either complete that or send me a paragraph via email on where you are on this. We meet on Tuesday Oct 25 so will need to update the board.

Thanks,

## Lori Gerard

City of Lowell  
Deputy Treasurer  
(p)616.897.8457  
(f)616-897-4085  
[lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)

**Lori Gerard**

Submitted 8/23/2016

**From:** Sue Olin  
**Sent:** Monday, October 17, 2016 2:44 PM  
**To:** Lori Gerard  
**Subject:** FW: Grant Award Information from Lowell Area Community Fund

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**From:** grantcentral@grfoundation.org [mailto:grantcentral@grfoundation.org]  
**Sent:** Monday, October 17, 2016 2:40 PM  
**To:** Sue Olin  
**Subject:** Grant Award Information from Lowell Area Community Fund

Dear Suzanne ,

Congratulations! City of Lowell has been awarded a grant in the amount of \$25,000.00 for Historic Grant Money. This grant has been awarded from the Lowell Area Community Fund.

**Please note the Special Terms of the grant:**

None.

The grant award documents are now available online through Grant Central, the Community Foundation's online application system. Please note that payment for this grant is requested when the agreement is accepted online. Please allow for at least 2 - 3 business weeks for payment processing.

**To Accept the Grant Agreement:**

1. Go to <http://grantcentral.smartsimple.com>
2. Sign in using your login (email address) and password.
3. Click on **My Applications**, then click on **Open** next to the corresponding grant application.
4. Follow the instructions to accept the grant agreement.

If you have any questions, please email [grantcentral@grfoundation.org](mailto:grantcentral@grfoundation.org) or call Community Foundation staff at (616) 454-1751.

Sincerely,  
Grand Rapids Community Foundation Staff

**From:** Janean Couch <jcouch@grfoundation.org>  
**Sent:** Tuesday, October 18, 2016 2:38 PM  
**To:** Lori Gerard  
**Subject:** Historic Grant Money Progress Report

Hi Lori,

Thank you for submitting your progress report for the Historic District grant. As the new program officer working with the LACF I am impressed to see the success you've been able to have re-granting for the purposes of preservation of historic downtown Lowell. It's nice to see that the matching/supporting funds you provide serve as a catalyst for business owners to improve and update their facilities. The funds you provide are critical to protecting the historic look, feel, and value of downtown Lowell. I look forward to keeping in touch and seeing the continued progress of this program. Thanks again and have a good day!

--Janean

**Janean Couch** | Program Officer  
Grand Rapids Community Foundation | 185 Oakes St SW, Grand Rapids MI 49503  
PH 616.284.4904 | FX 616.454.6455  
[www.grfoundation.org](http://www.grfoundation.org) | [Twitter](#) | [Facebook](#) | [Enews](#)

Office Hours:  
M-F: 8:30 a.m. - 5:00 p.m.



*"Wealth is not to feed our egos, but to feed the hungry and to help people help themselves." [Andrew Carnegie]*

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