



CITY OF LOWELL
HISTORIC DISTRICT COMMISSION AGENDA
TUESDAY, JANUARY 26, 2016

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL; ELECTION OF CHAIRMAN
2. APPROVAL OF THE AGENDA
3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. November 24, 2015 – minutes of regular meeting
4. PERMIT APPLICATIONS
 - a. 210 E Main – Main Street Development of Lowell – grant application
 - b. 219 E Main – Flat River Development Property – door replacement
5. PROJECT UPDATES
 - a. 221 & 223 W Main- painting
 - b. 207-209-211 W Main – painting
 - c. 106 W Main – structural repairs
6. OLD BUSINESS
7. NEW BUSINESS
 - a. 318 E. Main – Brent Slagell – renovation project discussion
8. ADJOURNMENT

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

**PROCEEDINGS
OF
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION
CITY OF LOWELL
Tuesday, November 24, 2015 at 6:00 P.M.**

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

The Meeting was called to order at 7:03 p.m. by Steve Doyle and Lori Gerard called the roll.

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

Absent: None.

Also Present: Jack & Angie Reedy, Lorain Smalligan and Lori Gerard

2. APPROVAL OF THE AGENDA

IT WAS MOVED WOOD and supported by MCLANE to approve the agenda as submitted.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY MCLANE and supported by BARBER to approve the minutes of October 27, 2015 as written.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

4. PERMIT APPLICATION:

a. 210 E Main – Main Street Development of Lowell – grant application

IT WAS MOVED BY MCLANE and supported by COOPER to table the item until the next meeting so that more information could be obtained.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

b. 106 W Main – Rookies – structural repairs

Jack Reedy presented an application for work for repairs supporting structural post of building and replacement of deck on rear of building. A grant application with two bids was also submitted.

IT WAS MOVED BY MCLANE and supported by WOOD to approve permit application for 106 W Main for structural repairs and deck replacement.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

IT WAS MOVED BY COOPER and supported by MCLANE to approve a grant for 30% based on work for \$32,467 for structural repairs at 106 W Main. Grant not to exceed \$9740. Deadline will be May 15, 2016.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

5. **PROJECT UPDATES.**

a. **212 & 223 W Main – paint and roof**

Loraine Smalligan of LOWELLARTS! had submitted a progress report to the commission with an updated invoice for work. Due to the extreme deterioration of the roof the bill was \$9000 more than originally thought. Original grant was for 5% and since money has been received from Lowell Area Community Fund the board approved an increase in grant from 5% to 20%.

IT WAS MOVED BY WOOD and supported by BARBER to approved additional roof work at 212 & 213 W Main. Total work is now \$56,739 with 20% grant. Grant payment not to exceed \$11,347.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

b. **210 E Main – painting and glass work**

Contact has been made with Greg Canfield regarding this project.

c. **207-209-211 W Main – painting**

Chairman Doyle commented that he thought the painting has been completed but no paid receipts have been submitted. Dr. Reagan will be contacted on status of project.

IT WAS MOVED BY MCLANE and supported by COOPER to grant deadline extensions until 1/26/2016 for the following project: 212 & 213 W Main, 210 E Main and 207 & 209 W Main.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

6. **OLD BUSINESS.**

None.

7. **NEW BUSINESS.**

IT WAS MOVED BY COOPER and supported by BARBER to approve the 2016 Historic District Commission meeting dates.

YES: 5 NO: 0 ABSENT: 0 MOTION CARRIED

8. **PUBLIC COMMENTS.**

None.

IT WAS MOVED BY COOPER and supported by BARBER to adjourn at 6:48 p.m.

DOWNTOWN HISTORIC DISTRICT COMMISSION

The Downtown Historic District Commission is responsible to oversee the management, operation and use of the Downtown Historic District Commission. It is also responsible for advising and making recommendations to the City Council and City Manager.

Organized by ordinance adopted November 4, 1996.

Meets usually the fourth Tuesday of the month, as needed (Check City Calendar).

		<u>First Appointed</u>	<u>Expires</u>
Brian McLane	420 Kent St.	05/06/2013	01/01/2019
Nancy Wood	760 Grindle	06/04/2012	01/01/2018
Todd Cooper	514 N. Monroe	03/03/2014	01/01/2017
Ardis Barber	430 N. Washington	08/18/2014	01/01/2017
Stephen Doyle*	706 Riverside Dr.	11/04/1996	01/01/2018

The Historic District Commission is established by Section 11.5-4 of the Code of Ordinances.

The Board consists of five members who shall be residents of the city. There is no requirement that councilmember serve as a member.

There has been a councilmember liaison and for the purpose of this discussion we assume the liaison serves for a two-year term. That would leave a vacancy to be appointed for a term to expire 1/1/2018.

DOWNTOWN LOWELL HISTORIC DISTRICT

Grant Application Form

Only rehabilitation projects that have received a Certificate of Appropriateness (work approval process by the Historic District Commission) are eligible for a grant. See reverse of this form for conditions and requirements for grants. *Grant recipients may be subject to State and Federal taxation and will be subject to applicable reporting requirements. Recipients should consult their tax adviser.*

Property Address: 210 E. MAIN

Applicant: Name: GREG CANFIELD

Address: 403 N. WASHINGTON

Phone: 292-4948

Name of Building Owner: MAIN STREET DEVELOPMENT OF LOWELL LLC

Date Certificate of Appropriateness issued _____

Description of proposed work: _____

REMOVE EXISTING STEPS

ADD BARRIER FREE RAMPS

Note: If project includes exterior painting, paint colors shall be submitted for approval.

Project Start Date: ~~9-31~~ Completion Date: 9-31-15

Applicant Signature: Greg Canfield Date: 8-25-15

See Conditions on the reverse side of this form.

Grant Application Bid Sheet

The following must be completed in full. Fill out all items that are applicable to your work. Approved exterior work only.

BID #1

Bid #1 Total Cost \$ 3300

Name of Contractor(s) CENTRIE CONCRETE CUTTING

Description of Work REMOVE STEPS
INSTALL BARRIER FREE RAMPS - 2

List all individual costs for **Bid #1**

Windows	\$ _____	Brickwork	\$ _____
Doors	\$ _____	Metal work	\$ _____
Paint	\$ _____	Glass work	\$ _____
Woodwork	\$ _____	Roof work	\$ _____
Awning work	\$ _____	Concrete work	\$ _____
Lighting	\$ _____	Structural work	\$ _____
Other	\$ _____	Other	\$ _____

Quantity of Windows _____ Location of Windows circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Window Manufacturer _____ Window Model number _____

Quantity of Doors _____ Location of Doors circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Door Manufacturer _____ Door Model number _____

Include with **Bid #1** all quotes, drawings, photos, manufacturer's specification sheets, and/or any other supporting documents.

616-262-1235 / centriecut@gmail.com

Thank You

All claims and returned goods **MUST** be accompanied by this bill.



Huisman Builders

4300 Maple Run
Lowell, MI 49331

616.437.3863

Jay@huismanbuilders.com

Estimate

Estimate No:

3060

Date:

August 24, 2015

For:

Greg Canfield
210 E. Main
Lowell, MI 49331

Description	Quantity	Rate	Amount
Form, pour, and finish two handicap ramps at the old Moose Lodge. Light broom finish. Per owners/architects specs.	1	\$2,400.00	\$2,400.00*

* Indicates non-taxable item

Subtotal	\$2,400.00
SALES TAX (6.00%)	\$0.00
Total	\$2,400.00

Grant Application Bid Sheet

The following must be completed in full. Fill out all items that are applicable to your work. Approved exterior work only.

BID #2

Bid #1 Total Cost \$ _____

Name of Contractor(s) _____

Description of Work _____

List all individual costs for Bid #2

Windows	\$ _____	Brickwork	\$ _____
Doors	\$ _____	Metal work	\$ _____
Paint	\$ _____	Glass work	\$ _____
Woodwork	\$ _____	Roof work	\$ _____
Awning work	\$ _____	Concrete work	\$ _____
Lighting	\$ _____	Structural work	\$ _____
Other	\$ _____	Other	\$ _____

Quantity of Windows _____ Location of Windows circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Window Manufacturer _____ Window Model number _____

Quantity of Doors _____ Location of Doors circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Door Manufacturer _____ Door Model number _____

Include with **Bid #2** all quotes, drawings, photos, manufacturer's specification sheets, and/or any other supporting documents.

Downtown Lowell Historic District

Permit Application for Certificate of Appropriateness

1. Property Address: 219 E. Main ST Date: 1/19/2016
2. Applicant's Name and Address: Flat River Dev. Prop. / Mark Batchelor
3. Applicant's Telephone Number(s): 616-293-2581
4. Property Owner's Name: Mark Batchelor
Property Owner's Mailing Address 2775 Tyler TR Lowell MA 01831
5. Provide 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. Provide 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) Replace N. Entr dr to 2nd floor Apts in Alley
N. of Building w/ 6 panel steel door and frame
* The Current steel dr has wood frame and is in need
of repair often. This new door has a steel frame.
Door to be painted a wood color brown.
9. Will the repair or 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. What are the approximate start and completion dates of the work? Start ASAP Completion 3/1/16

Application approvals EXPIRE after 12 months.

13. Applicant's Signature: Mark Batchelor Date 1/19/2016

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

Downtown Lowell Historic District

Grant Application Form

Only rehabilitation projects that have received a Certificate of Appropriateness (work approval process by the Historic District Commission) are eligible for a grant. See reverse of this form for conditions and requirements of grants.

Property Address 219 E Main ST

Applicant: Name Flat River Dev. Prep. / Mark Batchelor

Address 2775 Tyler Trail Lowell MA 01851

Telephone Number(s) 616-293-2581

Name of Building Owner Mark Batchelor

Date Certificate of Appropriateness issued: _____

Description of proposed work: Replace N. ENT dr to 2nd floor apt in alley w/ new steel door and frame.

Existing steel door w/ wood frame does not hold up to the constant traffic and is need of repair often. Door and frame to be painted Brown.

Note: If project includes exterior painting, paint colors shall be submitted for approval.

Project Start Date: ASAP Completion Date 3/1/2016

Applicant Signature Mark Batchelor Date 1/19/2016

See Conditions on the reverse side of this form.

Grant Application Bid Sheet

The following must be completed in full. Fill out all items that are applicable to your work. Approved exterior work only.

BID #1

Bid #1 Total Cost \$ 1300.00

Name of Contractor(s) Architectural Building Restoration Inc

Description of

Work Remove existing steel door and wood frame and
install New Hollow Metal Door, frame and new
hardware.

List all individual costs for **Bid #1**

Windows	\$ _____	Brickwork	\$ _____
Doors	\$ <u>1100.00</u>	Metal work	\$ _____
Paint	\$ _____	Glass work	\$ _____
Woodwork	\$ _____	Roof work	\$ _____
Awning work	\$ _____	Concrete work	\$ _____
Lighting	\$ _____	Structural work	\$ _____
Other	\$ _____	Other Labor	\$ <u>300.00</u>

Quantity of Windows 0 Location of Windows circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Window Manufacturer N/A Window Model number N/A

Quantity of Doors 1 Location of Doors circle: North – South – East – West.

Location by floor circle: First Floor – Second Floor – Third Floor.

Door Manufacturer SA Moen Door Model number Hollow Metal E6 panel Door

Include with **Bid #1** all quotes, drawings, photos, manufacturer's specification sheets, and/or any other supporting documents.

S.A. Morman & Co.

Architectural Building
Materials

1100 Gezon Parkway SW
Grand Rapids, MI 49509-9582
(616) 245-0583
MI Wats: (800) 968-8012
Fax: (616) 245-9275

Mailing Address:
P.O. Box 2182
Grand Rapids, MI 49501-2182

TO: ARCHITECTURAL BUILDING & RESTORATION
ATTN: MARK

DATE: 1/15/2015
BUILDING: 219 EAST MAIN STREET
ARCHITECT: N/A
PLANS AND SPECS: N/A
DATED:

We are pleased to submit our proposal on the following:

ADDENDUM: N/A

Hollow Metal **\$675.00 Tax Included**
1 ea. 3068 16 gauge, welded hollow metal frame. With 3" jamb face & 2" head. Based on 5 3/4" frame depth.
1 ea. 3068 18 gauge, hollow metal 6 panel door.

Finish Hardware **\$425.00 Tax Included**
3 ea. Butt hinges NRP. (Dull chrome finish)
1 ea. Hager grade 1 lever lockset. (Dull chrome finish)
1 ea. Hager grade 1 door closer. (Aluminum powder coat finish)
1 ea. Threshold, Door sweep, Weather strip.
4 ea. NP1 Urethane caulk. (Dark bronze)

Add For Exit Device In Lieu Of Lockset **\$315.00 Tax Included**
1 ea. Sargent Rim exit device. (Aluminum powder coat finish)
1 ea. Sargent exterior lever trim. (Dull chrome finish)

Notes:

- Delivery of material will be 3-4 weeks after order is placed.
- Door & frame to be supplied prime painted grey.
- Exact dimensions of frame will be 42"x82" ***Existing 2x4 jambs will have to be removed for frame to fit. Any required interior or exterior trim to be supplied by others. Existing exterior head detail will have to be addressed by others.
- Installation by others.
- This quote is based on 1 shipments to the jobsite.

General Notes

- These prices are only good for 30 days.

S.A. Morman & Co.

ACCEPTED _____ DATE _____

CELL LINE

616-291-8974

By _____

SALESMAN

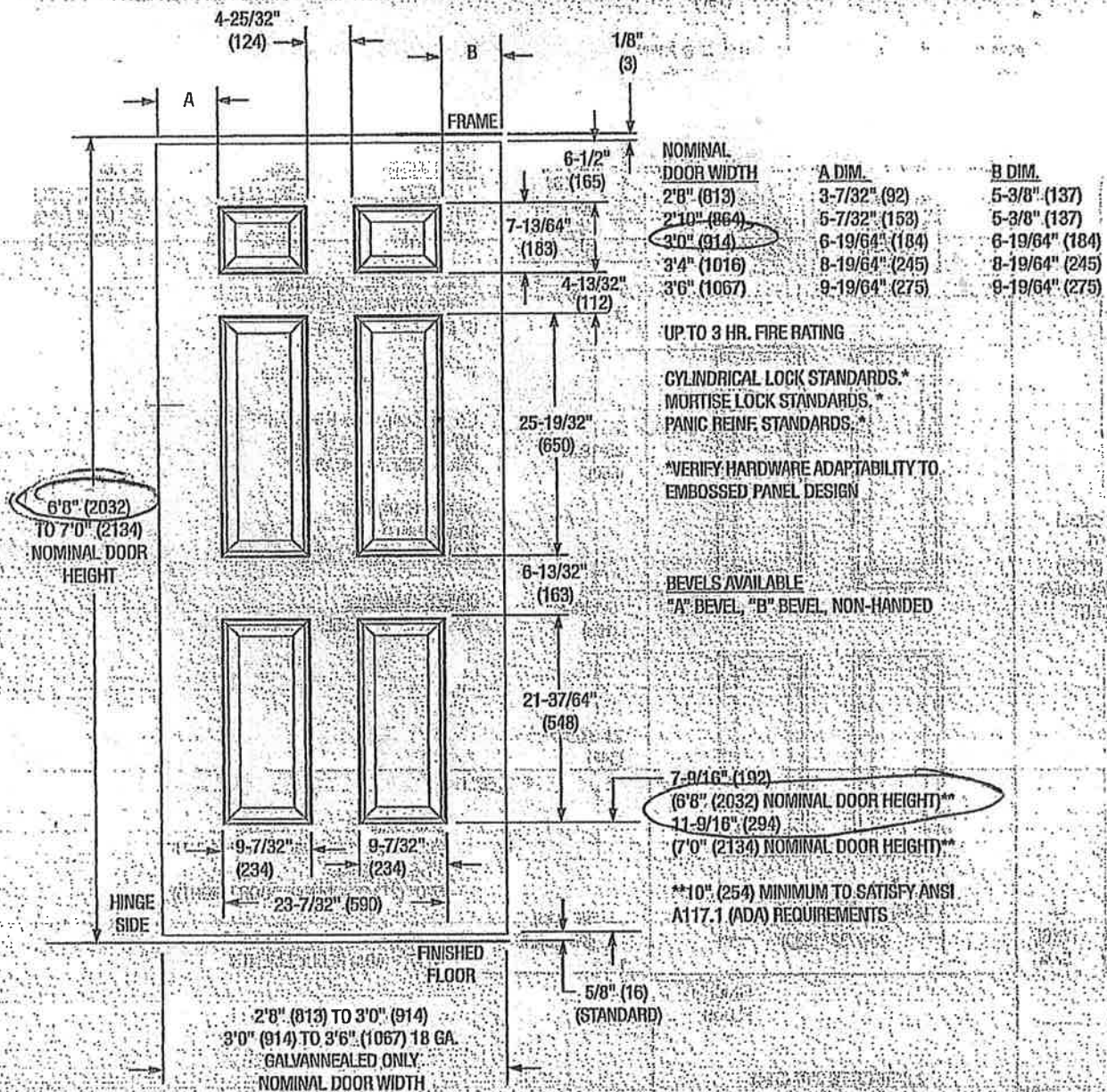
Brandon McGladdery

Unless otherwise stated, prices are for material only. Seller does not become a subcontractor within the meaning of any laws. Unless otherwise indicated, Michigan State sales or use tax is not included. Delivery as agreed unless accident or delay beyond our control. All purchases must be accepted by the Purchaser within six (6) months from the date of Purchase Order. In the event of defect in materials or delivery of material which does not conform to Purchaser's order, the Seller must be notified at once and given reasonable opportunity to correct same. Unless otherwise stated, the terms of sale are net 30 days with approved credit. Seller does not assume responsibility for loss or damage of material in transit when quoting material F.O.B. jobsite. The Cosignee-Purchaser must make all claims against carrier. When order is confirmed by Purchaser, some cancellations may be accepted for a service fee. Prices quoted are subject to change after 30 days. Finance charges on past due accounts.

BM: 219 EAST MAIN ITEMIZED



16 GA. (1.2) and 18 GA. (1.2) GALVANNEALED
18 GA. (1.2) COLD ROLLED STEEL
(POLYSTYRENE CORE)



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>
All Weather Seal	319 E Main	\$ 1,542.00			Clk #62611 1/30/2013	C of A 10/23/2012 work of \$5141 30% grant - 2 window & 1 door awning
interest				\$ 4.63	4/30/2013	
interest				\$ 8.19	2/28/2014	
HDC Grant Monies			\$ 50,000.00		6/20/2014	LACF
Architectural Building Resoration	219 & 307 E Main	\$ 2,100.00			Clk#65337 10/28/2014	C of A 6/26/12 work or \$7000 30% grant- extensions 5/1/14 & 9/23/14 painting
Doug Folsom	216 E Main	\$ 1,723.00			1/12/2015 Clk# 65690	C of A 9/23/2014 for work \$5742 30% grant - repair on east brick wall
interest				\$ 31.05	1/31/2015	
CW Pals Inc. DBA Larkins Restaurant	315 W. Main	\$ 9,700.00			clk# 66161 4/30/15	CofA 1/6/205 for work \$32,138 30% grant brick repair, mortar, roof
City of Lowell	301 E. Main	\$ 9,200.00			Clk#66238 5/28/2015	C of A 7/22/2014 for work \$11,500 80% grant-wood repair & replacement , could scrape & paint 1st floor
interest				\$ 9.01	5/31/2015	
interest				\$ 16.05	6/30/2015	
City of Lowell - Historic Museum	325 W Main	\$ 157.00			CK#66504 7/23/15	glass replacement 3 windows Work \$525 on public museum bldg
Main St Development of Lowell	210 E Main	\$ 3,750.00			Clk#66704 9/2/2015	CofA 6/25/15 - 50% grant of \$7500 painting 3 colors
City of Lowell	301 E Main	\$ 516.00			Clk#66946 10/29/2015	30% grant for awning replacement work of \$1720
Sue Pixley	206 E Main	\$ 900.00			Clk#66972 10/29/2015	CofA 6/25/15 - 50% grant of \$4750 (final work only \$1800) painting
Lowell Main Street Condo Assoc	198-212 W Main	\$ 5,000.00			Clk# 66968 10/29/2015	Cof A 6/25/15 - 50% grant of \$13,910 max of \$5000- tuckpointing
HDC Grant Monies			\$ 50,000.00		11/23/2015	LACF
Lowell Arts	221& 223 W Main	\$ 11,347.00			Clk #67278 1/8/16	Cof A 6/25/15 5% grant of \$53,482 changed to 20% of \$56730 11/2015 - roof
Main St Development of Lowell	210 E Main	\$ 1,754.00			Clk #67281 1/8/16	CofA 6/25/15 - 30% grant of \$5847- stone front & glass removal

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>
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[illegible]

[illegible]

	Hungington National Bank Loan SBA 7(a) Term Loan	Hungington National Bank SBA Express Line of Credit	Community Development Funds	Local Contribution (City of Lowell)	Total Project
Down Payment					
Building Improvements	\$ 249,284		\$ 132,514	\$ 37,520	\$ 419,318
Contingency	\$ 20,520		\$ 9,480		\$ 30,000
Architecture and MEP	\$ 20,520		\$ 9,480		\$ 30,000
Fire Suppression	\$ 44,460		\$ 20,540		\$ 65,000
Environmental Fees	\$ 820		\$ 380		\$ 1,200
New Equipment	\$ 41,844		\$ 36,658		\$ 116,002
Furniture and Fixtures	\$ 2,052		\$ 948		\$ 3,000
Interest Carry	\$ 3,000				\$ 11,000
Property Taxes During Proj.	\$ 4,000				\$ 4,000
Working Capital	\$ 65,000	\$ 25,000			\$ 90,000
Inventory	\$ 12,000				\$ 12,000
Developmental Liquor License	\$ 20,000				\$ 20,000
Refinance Real Estate Debt	\$ 170,000				\$ 170,000
Estimated Guaranty Fee	\$ 15,000				\$ 15,000
Estimated Loan Fee	\$ 6,500				\$ 6,500
Totals:	\$ 45,500	\$ 675,000	\$ 210,000	\$ 37,520	\$ 993,020
Percent of Total Project	4.58%	67.97%	21.15%	3.78%	100.00%

Eligible Expenses

\$ 664,520

*State grant based on up to \$664,520 of eligible expenses and a maximum \$210,000 grant or 31.6% of eligible expenses.