



**CITY OF LOWELL**  
**HISTORIC DISTRICT COMMISSION AGENDA**  
TUESDAY, AUGUST 27, 2019 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. July 23, 2019 – minutes of regular meeting
5. PERMIT APPLICATIONS
  - a.
6. GRANT APPLICATIONS
  - a. 307 E. Main – storefront repairs
7. FINANCIALS
8. PROJECT UPDATES
9. OLD BUSINESS
10. NEW BUSINESS
11. 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, July 23, 2019 at 6:00 P.M.

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

The Meeting was called to order at 6:01 p.m. by Chairman Doyle and Lori Gerard called the roll.

Present: Ardis Barber, Nancy Wood and Steve Doyle

Absent: None (2 vacant seats)

Also Present: Ashley Dunn, Cliff Yankovich and Lori Gerard

2. APPROVAL OF THE ABSENCES

None.

3. APPROVAL OF THE AGENDA

IT WAS BY MOVED BY WOOD and seconded by BARBER to approve the agenda as written

YES: 3 NO: 0 ABSENT: 0 MOTION: CARRIED

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY BARBER and seconded by WOOD to approve the minutes of March 26, 2019 as written.

YES: 3 NO: 0 ABSENT: 0 MOTION: CARRIED

5. PERMIT APPLICATION

a. 102 W Main - signage

Ashley Dunn new tenant at 102 W Main is proposing 3' x 5' signage to be centered over the space with metal rods attached to the lower awning roof. Signage will be very similar to neighboring business Holly's Critter Care at 104 W Main. Vinyl signage will also be applied on the inside glass of the storefront windows.

Chairman Doyle noted that signage seems appropriate in the district. Dunn stated her business will be called Creative Party Bug which will focus on event planning and parties.

IT WAS MOVED BY WOOD and seconded by BARBER to approve the signage as presented for 102 W Main.

YES: 3 NO: 0 ABSENT: 0 MOTION: CARRIED

6. GRANT APPLICATIONS

None

7. PROJECT UPDATES.

- a. 219 W Main – prism glass repairs have been completed. Check will be sent for \$720 for grant.

8. OLD BUSINESS.

The HDC received \$25,000 in the last awards round from the Lowell Area Community Fund. The commissioners thanked Cliff for putting together the information for the grant proposal.

9. NEW BUSINESS.

None

10. PUBLIC COMMENTS

None

IT WAS MOVED BY WOOD and seconded by BARBER to adjourn at 6:26 p.m.

Respectfully submitted  
Lori A. Gerard

# Downtown Lowell Historic District

## Permit Application for Certificate of Appropriateness

1. Property Address: 307 E Main Lowell ME Date: 8/27/19
2. Applicant's Name and Address: Mark Batchelor  
2775 Tyler Trail Lowell ME 04331
3. Applicant's Telephone Number(s): 616-293-2581
4. Property Owner's Name: Same as Applicant  
Property Owner's Mailing Address \_\_\_\_\_

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 Rotten wood around store front windows  
South elev. - Replace w/ Boral wood TRIM to match  
existing

Repaint Lower front, same color

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 N/A No N/A

*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 9/15/19 Completion 10/31/19

Application approvals EXPIRE after 12 months.

13. Applicant's Signature: Mark Batchelor Date 8/27/19

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 307 E. Main ST Lowell MI

Applicant: Name Mark Batchelor  
Address 2775 TYLER TRAIL LOWELL MI 49331  
Telephone Number(s) 616-293-2581

Name of Building Owner MARK BATCHELOR

Date Certificate of Appropriateness issued: \_\_\_\_\_

Description of proposed work: Replace Lower Rotten Wood With  
Boral Wood (see sample) Design to match existing.

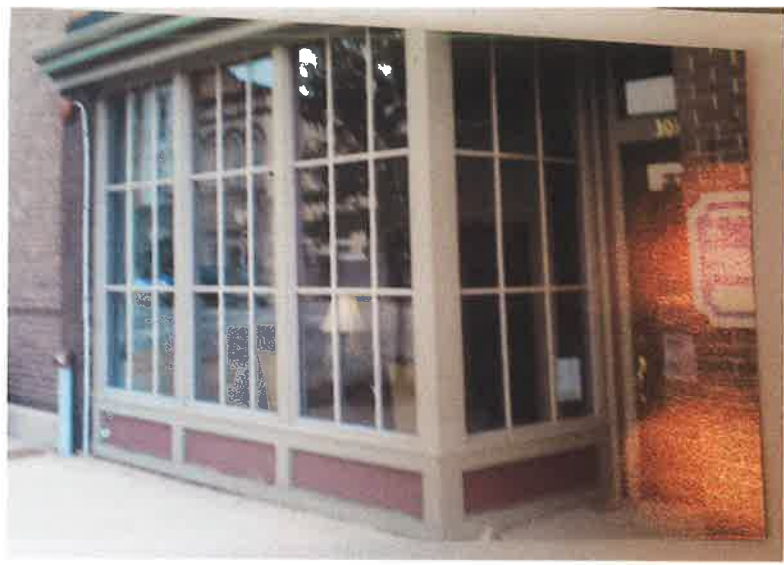
Repaint lower floor wood after replacement.  
Same color

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

Project Start Date: 9/15/19 Completion Date 10/31/19

Applicant Signature Mark Batchelor Date 8/27/19

See Conditions on the reverse side of this form.



Lowell Downtown Historic District Commission

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 \$ 8900<sup>00</sup>

Name of Contractor(s) Architectural Building Restoration Inc. / Quote Attached

Description of Work SOUTH Store front, wood Replacement and Painting

List all individual costs for Bid #1

Table with 2 columns listing costs for various items: Windows, Doors, Paint, Woodwork, Awning work, Lighting, Other, Brickwork, Metal work, Glass work, Roof work, Concrete work, Structural work, Other.

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 0 Location of Doors circle: North - South - East - West.

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

Door Manufacturer N/A Door Model number N/A

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

# ARCHITECTURAL BUILDING RESTORATION, INC.

8/10/19

Mr. Mark Batchelor  
Flat River Development Properties LLC  
2775 Tyler Trail  
Lowell, MI 49331  
Fax: (616) 897-8880

Subject: 307 E. Main Street Storefront Wood Replacement and Painting.

Dear Mr. Batchelor,  
For your approval Architectural Building Restoration is pleased to offer the following recommendation and quotation for the 307 E. Main Street storefront wood replacement and painting project.

**Step 1:** Replace rotted wood panels with new wood with the same design.

**Step 2:** Scrape and caulk as needed.

**Step 3:** Repaint using the same colors to protect the wood surfaces.

Labor and Materials: \$9000.00

Flat River Development Properties to supply dumpster for debris, 110 volt electrical supply.  
Payment terms are 20 days from project completion. A purchase order is required prior to project commencement.

Mr. Batchelor, thank you for the opportunity to quote this project. We hope that it meets with your approval and that we can be of service to you in the near future. Should you have any questions or concerns please don't hesitate to contact me at (616) 897-0222.

Respectfully Submitted,



Shawn Batchelor  
Owner  
BR



Lowell Downtown Historic District Commission

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 #2 Total Cost \$ 8900.00

Name of Contractor(s) Bencker - Post / Quote Attached

Description of Work South Store Front, wood Replacement and Painting

List all individual costs for Bid #1

Table with 2 columns: Item Name and Cost. Rows include Windows, Doors, Paint, Woodwork, Awning work, Lighting, Other, Brickwork, Metal work, Glass work, Roof work, Concrete work, Structural work, and Other.

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 0 Location of Doors circle: North - South - East - West. Location by floor circle: First Floor - Second Floor - Third Floor. Door Manufacturer N/A Door Model number N/A

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

# Bencker Construction, LLC

P.O. Box 92,  
Alto, MI 49302  
Pete Bencker  
616-318-2858

Date: 5-27-2019 QUOTE  
Customer: MARK BATCHELDER  
Phone:  
Address: 307 ~~FRANKS~~ MAIN ST LOWELL  
*COFFEE SHOP*

## JOB DETAILS: STORE FRONT

MISC.

COSTS

-Remove old exterior wood from side of windows to side walk

-install water barrier

-Install 1"x6" boral boards and pvc raised panel to match old

-Repair front over hang rot

MATERIALS & LABOR

SUBTOTAL

\$7400.00

*Painting.*

1500<sup>00</sup>

TOTAL

**\$8900.<sup>00</sup>**

## NOTES:

- NET - DUE UPON RECEIPT
- CUSTOMER SIGNATURE BELOW TO ACCEPT SERVICES RENDERED.

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THANK-YOU FOR YOUR BUSINESS, PLEASE CALL US AGAIN!

## 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>
<b>year end balance</b>						
						<b>\$43,395.15 balanced 12/31/2017</b>
Doug Smith	218 E Main	\$ 391.00			Ck#70670 1/11/2018	C of A 10/24/2017 door replacement 30% grant
Greg Canfield	312 E Main	\$ 4,500.00			Ck#70737 2/1/2018	C of A 10/24/2017 grant 30% based on \$16,000, window replacement
Rookies	106 W Main	\$ 6,655.00			Ck#70737 2/1/2018	C of A 7/18/2017 work \$29,561 22.5% grant - due to lack of funds available, storefront renovations
Rookies	106 W Main	\$ 2,213.00			Ck#70883 3/1/2018	additional grant money to make 30%
Interest				\$ 42.52	5/31/2018	
AKM LLC	198 -212 W main	\$ 5,617.00			Ck#71354 6/15/18	work \$18,723 50% grant painting
Michael Bryan	216 E Main	\$ 888.00			Ck#71339 6/15/18	C of A 10/24/2017 grant 30% based on \$2960 window replacement
Dr James Reagan	211 W Main	\$ 2,482.00			Ck#71397 6/28/2018	roof 15% based on work of \$17,050
Interest				\$ 8.80		
Eric Bartkus (Ability Weavers)	215 W Main	\$ 2,426.00			Ck#71440 7/6/2018	roof 15% based on work of \$17,050
Ability Weavers	215 W Main	\$ 975.00			Ck#71540 7/26/18	work of \$1950 50% grant for painting
Fans In the Stands	207 E Main	\$ 331.00			Ck#71714 8/30/18	C of A 6/26/2018 30% grant (\$1103.24) for awning over back door
David Reed	101 W Main	\$ 3,150.00			Ck#71756 9/4/2018	C of A 9/26/17 30% based on \$10,500 for brick work on front cornice (code violation)
Interest				\$ 12.21		
Ability Weavers	215 W Main	\$ 2,167.00			Ck#72016 11/2/2018	C of A 3/27/2018 grant windows 30% (7224) for windows
<b>year end balance</b>						
						<b>\$11,663.68 balanced 12/31/2018</b>
Interest				\$ 31.30		
Larkins	301 W Main					painting for work \$12,800, 50% grant up to \$5000. deadline 11/17/17 extension 5/1/18. Board withdrew grant at HDC meeting 3/26/2019
Interest				\$ 33.96		
Interest				\$ 53.80		
Carolyn Price	219 W Main	\$ 720.00			Ck# 73149 8/2/2019	grant 30% based on work of \$2400 at 3/26/19 meeting - Luxfer Prism glass repairs
<b>Total grants received</b>			\$ 590,000.00			
<b>Total grant money paid</b>		\$ 585,699.97				
<b>Total grant money remaining</b>	\$ 4,300.03					
<b>Interest earned</b>				\$ 6,762.71		
<b>Total Available Hand</b>	\$ 11,062.74				8/27/2019	

