



**CITY OF LOWELL**

**HISTORIC DISTRICT COMMISSION AGENDA**

TUESDAY, SEPTEMBER 28, 2021 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 27, 2021 – minutes
5. PERMIT APPLICATIONS
  - a. 309 E Main - signage
6. GRANT APPLICATIONS
  - a. 123 W Main – window and doors
7. FINANCIALS
8. PROJECT UPDATES
  - a. 96-100 W Main – Scott Brown - roof completed
  - b. 222 W Main – King Milling – exterior
  - c. 101 W Main – BGR Investments LLC – exterior renovations
  - d. 214 E Main – Dan Laverty – exterior renovation, and roof
  - e. 309 E Main – exterior renovations
9. OLD BUSINESS
  - a. HDC Orientation session – postponed till later date
10. NEW BUSINESS
11. ADJOURNMENT

**HDC MEETING HELD IN 2<sup>nd</sup> FLOOR GRAND RIVER ROOM AT CITY HALL**

PROCEEDINGS  
OF  
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION  
CITY OF LOWELL  
Tuesday, July 27, 2021 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 roll.

Present: Steve Doyle, Ardis Barber and Jake Davenport

Absent: Nancy Wood, Julie DeVoe and Cliff Yankovich (council rep)

Also Present: Dan & Jessica Laverty, Nicole Crocker, Eric Springer and Lori Gerard

2. APPROVAL OF THE ABSENCES

IT WAS MOVED BY BARBER and seconded by DAVENPORT to approve the absences of Commissioner Wood and Commissioner DeVoe.

YES: 3 NO: ABSENT: 2 MOTION: CARRIED

3. APPROVAL OF THE AGENDA

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

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY BARBER and seconded by DAVENPORT to approve the minutes of June 22, 2021 as written.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

5. PERMIT APPLICATION

- a. 96 W Main – Nicole Crocker presented an application for an 8' x 4" aluminum composite sign to be mounted to the roof facing Main Street, using the existing metal brackets. It was noted that signage has met City approval also.

IT WAS MOVED BY BARBER and seconded by DAVENPORT to approved signage as submitted for 96 W Main.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

- b. 214 E Main – Dan Laverty stated that they are experiencing some leaking water from some roof seams that are breaking down in 5 or 6 different spots. Roof otherwise is in good shape. He plans to make repairs himself.

IT WAS MOVED BY BARBER and seconded by DAVENPORT to approve roof repairs at 214 E Main.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

- c. 309 E Main - Eric Springer new owner of 309 E Main presented his application for repairing trim, replacing front door, roof replacement, painting exterior front and replacing the awning.

IT WAS MOVED BY BARBER and seconded by DAVENPORT to approve painting exterior, doors and trim. Building body will be BM Amber Slate, doors will be BM Mopboard Black and trim will be BM Grant Beige.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

IT WAS MOVED BY DAVENPORT and seconded by BARBER to approve the removal of rotten wood trim, and door replacement.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

IT WAS MOVED BY DAVENPORT and seconded by BARBER to replace the awning with a black fabric awning.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

IT WAS MOVED BY DAVENPORT and seconded by BARBER to approve the removal of roof and replace with new one.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

6. GRANT APPLICATIONS

- a. 214 E Main – Laverty stated he is planning to do the roof repairs himself using professional grade materials. Two bids for materials were presented.

IT WAS MOVED BY BARBER and seconded by DAVENPORT to approve a 30% grant for roofing materials based on bid of \$1534.19. Grant not to exceed \$460.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

- b. 309 E Main – Springer presented bids for each of the work he has proposed to do.

IT WAS MOVED BY DAVENPORT and seconded by BARBER to approve a 30% grant based of repairs, painting and awning work total of \$6261 and 15% grant for roof based on work of \$20,656. Total grant not to exceed \$4976. Deadline for grant is October 1, 2021.

YES: 3 NO: 0 ABSENT: 2 MOTION: CARRIED

7. PROJECT UPDATES.

- a. 96-100 W main – Scott Brown - roof completed, waiting for paid invoice
- b. 222 W Main – King Milling – exterior renovations
- c. 101 W Main – BGR Investments LLC - exterior renovation
- d. 123 W Main – Greg Canfield – exterior renovation, no grant approval yet

8. OLD BUSINESS.

None.

9. NEW BUSINESS.

None.

10. PUBLIC COMMENTS

None

IT WAS MOVED BY DAVENPORT and seconded by BARBER 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: 309 E MAIN Date: 9/20/21
2. Applicant's Name and Address: ERIC SPRINGER  
BROOKSTONE INVESTMENTS
3. Applicant's phone: 616 970 4386
4. Property Owner's Name: ERIC SPRINGER
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) BROOKSTONE INVESTMENTS  
SIGN INSTALLED ON FRONT EXTERIOR  
PAINTED DIMENSIONAL ACRYLIC LETTERS  
FLUSH MOUNTED TO BUILDING
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 10/1/21 Completion 10/1/21
14. Additional Local, County, State or Federal permits may be required.

**Application approvals EXPIRE after 12 months.**

14. Applicant's signature:  Date 9/20/21

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



# Brookstone Investments

Painted dimensional acrylic letters flush mounted to building.



Allowed: 50 SF. As drawn: 9.2 SF.

SIGNATURE:	DATE:	DRAWING: Wall sign	MANAGER: K. Alexander	DATE:	
		PROJECT: Brookstone Investments	DESIGN BY: T. Panehal	8/26/2021	0.5

# 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: 123 W. MAIN ST.

Applicant: Name: GREG CANFIELD

Address: 403 N. WASHINGTON

Phone: 616 292 4948

Name of Building Owner: MAIN ST DEVELOPMENT OF LOWELL INC

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

Description of proposed work: REPLACE & ADDED  
WINDOWS & DOORS

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

Project Start Date: 9-30-21 Completion Date: 10-30-21

Applicant Signature: Greg Canfield Date: 9-17-21

**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 #2**

Bid #1 Total Cost \$ 24,560

Name of Contractor(s) VOS GLASS

Description of Work INSTALL REPLACEMENT & ADDED WINDOWS & DOORS.

List all individual costs for **Bid #2**

<u>Windows</u>	\$ <u>24,560</u>	Brickwork	\$ _____
<u>Doors</u>	\$ _____	Metal work	\$ _____
Paint	\$ _____	Glass work	\$ _____
Woodwork	\$ _____	Roof work	\$ _____
Awning work	\$ _____	Concrete work	\$ _____
Lighting	\$ _____	Structural work	\$ _____
Other	\$ _____	Other	\$ _____

Quantity of Windows 22 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 2 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.



902 Scribner Avenue, N.W.  
Grand Rapids, MI 49504  
P: (616) 458-1535  
F: (616) 458-3320

Date:  
08 / 30 / 21  
Project Name:  
123 W. Main St

Project Location:  
123 W. Main St  
Lowell, MI 49331

Customer/Bill to:  
Greg Canfield

Contact:  
Greg Canfield  
Phone: 616-292-4948  
Fax:  
Email:  
gregcanfield@aol.com

Architect:  
N/A

Plans Dated:  
N/A

File Name:

Your Vos Glass Contact Is:  
Dan Scholten  
dscholten@vosglass.com  
616.458.1535

Notes:  
If you do not have an active account, a 50% deposit is required at time of order, balance due at completion. 3% processing fee for credit card payments.

**ALUMINUM ENTRIES AND INSULATED GLASS**

Furnish and install two (2) aluminum entry systems and twenty-two (22) insulated units  
New openings for storefront openings by others  
Wood openings for insulated units by others

- ENTRY OPENINGS: One (1) 80" x 113" (main entry), One (1) 40 1/2" x 156" (side entry)
- DOORS: Two (2) 3'-0" x 7'-0" Tubelite aluminum entry doors;
  - Standard "narrow-stile" design w/ 10" A.D.A. bottom rails
- DOOR HARDWARE: Manufacturer-standard package
  - Rim panic exit devices
  - Butt hinges with intermediate, pull handles, LCN closers, sweeps and thresholds
- ENTRY FRAMING: 2" x 4 1/2" Tubelite T14000 series center set alum. storefront
- FINISH: Standard black anodized aluminum finish
- INSULATED UNITS: Fourteen (14) 4'-0" x 8'-0", Seven (7) 5'-0" x 7'-0", One (1) 6'-0" x 7'-0"
- GLAZING: 1" standard clear w/ low-e tempered insulated units (entries and wood openings)
- JOINT SEALANTS: Perimeter sealants and caulking included (entries only)

**MATERIALS FURNISHED AND INSTALLED**

**BASE BID.....\$24,560**

**QUALIFICATIONS AND EXCLUSIONS:**

- Michigan sales tax is included.
- Construction permits and licenses are NOT included.
- Final cleaning of glass and related aluminum is NOT included.
- Stamped certified structural calculations are NOT included.
- Testing, special samples or mock-ups are NOT included.
- Historic certification and compliance responsibilities by others.
- Lead and asbestos free requirements, documentation and compliance by others.
- Manufacturers' standard warranties, terms and conditions apply.
- Any scope not specifically detailed above is to be considered an exclusion.
- A 3% processing fee will be added to any credit card payment

***We propose to furnish materials and labor in accordance with above specifications for the sum of: SEE ABOVE***

**PAYMENT TERMS**

Progressive monthly billing at NET 30 days for authorized accounts. If you do not have an account with Vos Glass, a completed and approved credit application or payment may be required before commencement of work. Vos proposal conditions apply. A copy of which will be provided if not attached. This proposal may be withdrawn by Vos Glass if not accepted within Thirty (30) Days.

Authorized Signature—VOS GLASS, LLC

*Dan Scholten*

Contact Info dscholten@vosglass.com

Date 08 / 30 / 21

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions as they appear on both pages of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature

Contact Info

Date

Printed Name

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 \$ 18,439

Name of Contractor(s) GLASS DESIGN

Description of Work INSTALL REPLACEMENT & ADDED WINDOWS & DOORS.

List all individual costs for Bid #1

Windows	\$ <u>18,439</u>	Brickwork	\$ <u>— 0 —</u>
Doors	\$ _____	Metal work	\$ _____
Paint	\$ _____	Glass work	\$ _____
Woodwork	\$ _____	Roof work	\$ _____
Awning work	\$ _____	Concrete work	\$ _____
Lighting	\$ _____	Structural work	\$ _____
Other	\$ _____	Other	\$ _____

Quantity of Windows 22 Location of Windows circle: North  South  East  West   
Location by floor circle: First Floor  Second Floor  Third Floor   
Window Manufacturer CUSTOM Window Model number \_\_\_\_\_

Quantity of Doors 2 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.



# Glass Design Inc

123 W. Main Street – Lowell, MI

**Date:** Wednesday, September 1, 2021

**Submitted By:** Patty Karr

**Submitted To:** Greg Canfield

**Firm:** Canfield Plumbing

**Email:** gregcanfield@aol.com

**Location:** 123 W. Main Street – Lowell, MI

**We propose to furnish and install the following:**

**Glass**

Insulated: 1" OA, 1/4" Clear with SN68 LowE #2 Surface, 1/2" Air, 1/4" Clear Tempered

Location: Exterior Glazing in wood framing with wood stops by others

Quantity: Approx. 750sf

**Quote includes all labor and insurance.** We hereby propose to furnish labor and materials - complete in accordance with the above specifications for the cost of:

\$13,107.00

(Thirteen Thousand One Hundred Seven Dollars)

**Alternate 01** – Supply and install 2 thus 36" x 84" doors ADD \$5,332.00

**Exclusions and Clarifications:** Off hours labor, demo, interior caulking, power supplies for electrified hardware, mirrors, overhead door glass, window film, final cleaning of glass & aluminum, protection of glass and aluminum, self-cleaning glass, final cylinders & keying, misc. break metal not related to storefront & curtainwall, mockups, maintenance services and tools, extended warranties, testing, point to point wiring of electrical & security hardware, delegated design fees, costs associated with bonding, prevailing wage, engineering or stamped drawings, NFRC CMA product certification, any and all blocking, flashing or building wrap, external muntins, internal muntins, costs associated with road or sidewalk closures, and anything not specifically listed above is also excluded. In the event of conflicts or discrepancies among specifications and plans, Glass Design's proposal document serves as the defining document. Glass Design will not pay for liquidated damages for failure to meet customer's delivery or construction schedules. In the event legal action is necessary to enforce the payment terms of this Agreement, Glass Design shall be entitled to collect from the Client any judgment or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by Glass Design for such collection action, and, in addition, the reasonable value of Glass Design's time and expenses spent for such collection action, computed according to Glass Design's fee schedule and expense policies. Any material stored at Glass Design's facility for greater than one week will incur a storage fee of \$250.00 per week.

All material is guaranteed to be as specified above. All work to be completed in a workman like manner according to standard practice. Any alteration or deviation from the above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accident, or delays beyond our control. This proposal subject to acceptance within 30 days and void thereafter.

**Authorized Signature:**

COULD WE CONFIRM  
14 - 4'x8' windows  
1 - 4x4 transom  
8 - 5x7 windows

Glass Design, Inc.  
8235 Belding Road  
Rockford, MI 49341

THANKS

O: 616.874.9549  
F: 616.874.9585



## HDC Grant Funds Committed

Name	Address	Amount	Deadline	Extension	Work	Notes
Scott Brown	96-100 W Main	\$ 3,075.00			\$ 30,750.00	rubberize roof - repairs- no C of A needed for meeting 2/25/2020 10% grant of work
King Milling	222 W Main	\$ 20,000.00	3/1/2022		\$ 165,835.02	exterior renovations for windows, masonry and paint to connect 222 W Main to 115 S Broadway CofA 9/1/2020, \$20,000 given and another \$29,500 to be added pending LACF funds
BGR Investments LLC	101 W Main	\$ 25,000.00	12/1/2021		\$ 221,387.04	exterior renovations : windows, roof, brick work, painting. Cof A 2/23/2021 12% grant
Dan & Jessica Lavery <i>Alpha GR Rentals</i>	214 E Main	\$ 10,048.00	10/1/2021		\$ 26,829.39	C of A 5/25/2021 -remove fire escape, add Juliet balcony on back, 4 windows (lower1) add window above door on back 30% + \$2000
Dan & Jessica Lavery <i>Alpha GR Rentals</i>	214 E Main	\$ 460.00	9/1/2021		\$ 1,534.00	CofA 7/27/2021 roof repair materials - work being done by owner
Eric Springer	309 E Main	\$ 4,976.00	10/1/2021		\$ 26,917.00	CofA 7/27/2021 - roof 15% grant based on work of \$20656 repairs, 30% grant for painting, awning work based on work of \$6261
<b>Funds Committed</b>		\$ 63,559.00				
<b>Total Cash On hand</b>		\$ 97,095.69				
<b>Less Committed funds</b>		\$ 63,559.00				
<b>Total Available Grant Money</b>		\$ 33,536.69				

## 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			\$ 25,000.00		12/4/2019	April grant 2019
Interest				\$ 33.03	10/31/2019	
Springrove Variety	123 W Main	\$ 645.00			Ck# 73816 12/20/2019	recover awning to be on existing brackets. Work of \$2150.52 approved 11/26/19
Interest				\$ 119.06		
HDC Grant Monies			\$ 50,000.00		4/30/2020	December grant 2019
Interest				\$ 323.86		
Jill Greenop	214 E Main	\$ 105.00			Ck # 74880 10/16/2020	deck not completed in 2019 with project. Partial payment of \$1023 paid 11/22/19
Brent Slagell - Superior Lofts	312 - 314 E Main	\$ 20,000.00			Ck # 75030 11/13/2020	C of A 11/26/19 - 9 windows front, 41 other windows,galvanized metal on upper back, board & batten, metal roof awning, 2 over door awnings, door to replace window on front, new roof and brick replacement based on \$274,500.00 of work
Brent Slagell - Superior Lofts	312 - 314 E Main	\$ 20,000.00			Ck # 75030 11/13/2020	gave extra money as promised if we received a LACE grant. Total grant is 16% of work 2/25/2020
Year end balanced 2020						
TAK Main Street LLC /Dollar General	413 E Main	\$ -				\$42,095.69 balanced 1/22/2021
HDC Grant Monies			\$ 60,000.00		2/28/2021	December 2020 gant award
Mark Batchelor Flat River Dev Properties	219 E Main	\$ 5,000.00			Ck# 75865 6/29/2021	2900 sf East addition - doesn't qualify for grant 2/23/2021 HDC meeting roof replacement C of A 4/13/2021 total work \$33,700
Total grants received						
			\$ 725,000.00			
Total grant money paid						
		\$ 635,142.97				
Total grant money remaining						
		\$ 89,857.03				
Interest earned						
				\$ 7,238.66		
Total Cash on Hand						
		\$ 97,095.69				