



CITY OF LOWELL

HISTORIC DISTRICT COMMISSION AGENDA

Tuesday November 28, 2023 at 6:00 pm
City Hall Grand River Conference Room – 2nd floor

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL
2. APPROVAL OF ABSENCES
3. APPROVAL OF THE AGENDA
4. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
5. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
 - a. August 22, 2023 – minutes
6. PERMIT APPLICATIONS
 - a. 101 W. Main St. – Exterior projecting wall sign graphic replacement
7. GRANT APPLICATIONS
8. FINANCIALS
9. PROJECT UPDATES
 - a. 301 W Main – BGR Investments LLC - exterior renovation
10. OLD BUSINESS
 - a. HDC Orientation session – postponed till later date
11. NEW BUSINESS
12. ADJOURNMENT

PROCEEDINGS
OF
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION
CITY OF LOWELL
Tuesday, August 22, 2023 at 6:00 P.M.

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

Chairman Doyle called the meeting to order at 6:09 p.m. and Jenell Veltkamp called roll.

Present: Julie DeVoe, Lisa Plank and Steve Doyle

Absent: Ardis Barber, Jake Davenport

Also Present: Jenell Veltkamp

2. APPROVAL OF THE ABSENCES

IT WAS MOVED BY DOYLE and seconded by PLANK to approve the absences of DAVENPORT AND BARBER.

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

3. APPROVAL OF THE AGENDA

IT WAS MOVED BY PLANK and seconded by DEVOE 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 PLANK and seconded by DEVOE to approve the minutes of May 23, 2023 as written.

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

5. PERMIT APPLICATION

a. 325 W Main – Exterior renovations; tuck pointing and painting

IT WAS MOVED BY DEVOE and seconded by DOYLE to approve painting and tuck-pointing the Lowell Area Historical Museum.

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

1. GRANT APPLICATIONS

a. 325 W. Main St. – Exterior renovations; tuck-pointing and painting

IT WAS MOVED BY DEVOE and seconded by DOYLE to approve a 30% grant for tuck-pointing where needed and exterior painting.

Grant not to exceed \$9,200. Deadline is August 22, 2024.

YES: 5 NO: 0 ABSENT: 0 MOTION: CARRIED

2. PROJECT UPDATES

301 W Main – BGR Investments LLC completed a progress report. The work is not in process and will likely not be completed by the deadline of 01/31/23.

The project has been submitted to Michigan Economic Development Corporation. An email correspondence from MEDC states they lost a couple staff recently and their review time is a little slower than normal. They are waiting to hear back on staff assignment for this project. Once they have an assignment, they review typically takes a couple weeks and then the project goes to leadership asking for a letter of interest. MEDC will provide Brent Slagell with an update once it's been formally assigned.

3. OLD BUSINESS

HDC Orientation session – postponed till later date

4. NEW BUSINESS

Second progress report to be sent to BGR Investments LCC October 2nd for 301 W. Main.

5. PUBLIC COMMENTS

None.

IT WAS MOVED BY DOYLE and seconded by DEVOE to adjourn at 6:33 p.m.

Respectfully submitted
Jenell Veltkamp

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: 101 W. Main St., Lowell, MI 49331 Date: 11/2/23
2. Applicant's Name and Address: Ben McLeskey - Legend Sign Co.
5120 Plainfield Ave. NE Suite A, Grand Rapids, MI 49525
3. Applicant's phone: 616-447-7446
4. Property Owner's Name: BGR Investments, 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) Updating Graphics on Existing Projecting Wall Sign

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: Ben McLeskey Date 11/2/23

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

Before



After



Please check for any errors (i.e. Spelling, Logos, Phone Numbers, etc.).
 Legend Sign Co. is not responsible for any errors in artwork after proof is approved.
 If changes are made after this proof is approved there will be additional cost on final invoice.

Project Name: Los Portales - Lowell - Projecting Sign Graphics

Date: 11.2.23 **Contact:** Ben



5120 Plainfield Ave NE Suite A Grand Rapids, MI 49525
 616.447.7446

Workmanship of installation is guaranteed for 6 months. Most vinyl graphics are meant to be viewed from 5-10ft away. Vinyl installations may result in small imperfections/variations including but not limited to: color variations from design layout, bubbles, wrinkles, strains, alignment and patches. ALL SALES ARE FINAL. All original designs, details and plans represented herein are the property of Legend Sign Company, specifically developed for your personal use in connection with the project being planned for you by Legend Sign Company. It is not to be shown to anyone outside of your organization, nor are they to be used, reproduced, exhibited or copied in any fashion whatsoever. All or any part of this design (except registered trademarks) remains the property of Legend Sign Company.

36"

not to scale



48"

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**Downtown Lowell Historic District
Grant Program
Work Progress Report (2nd)**

Grant Recipient: BGR Investments LLC
Property Address: 301 W. Main

Date: 8/18/23

Grant Award Amount: \$45,000

Project deadline date: 01/31/2024

Work to be done: exterior renovations: windows, brick work, 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? _____ . If no, describe status of project, give projected completion date and why project has not been completed by the above deadline date.

Getting grant approval from MEDC is taking longer than usual. They have had staff turnover and the hotel aspect of the project is slowing things a bit.

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.

Waiting for Grant approval.

Please submit this report to Lowell City Hall, 301 East Main St. by **November 20, 2023** to be reviewed at the upcoming HDC meeting on November 28, 2023.

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

Grantee Name _____

Date 11-19-23

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>
Main Street Development of Lowell	123 W Main	\$ 5,531.00			Ck#76741 1/28/2022	Cof A 9/28/2021 - replace and add windows and doors based on work of \$18439.00
King Milling	222 W Main	\$ 37,125.00			Ck# 77045 4/22/2022	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 work of \$165,835. - paid 75% grant
Scott Brown	96-100 W Main	\$ 2,395.00			Ck# 77149 5/27/2022	rubberize roof - repairs- no C of A needed for meeting 2/25/2020 10% grant of work. Project completed - waiting till property owners pays in full to contractor and submits receipt to city. Original bid was \$30,750 but final bill came in as \$23,950
HDC Grant Monies			\$ 50,000.00		6/30/2022	
King Milling	222 W Main	\$ 12,375.00			Ck# 77608 9/15/2022	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 - 2nd grant portion approved at 3/22/2022 meetine
Year end balanced 2022						
BGR Investments LLC	101 W Main	\$ 25,000.00			CK #78073 1/04/2023	exterior renovations: windows, roof, brick work, painting. Cof A 2/23/2021 12% grant Original bid was \$221,387.04 but final bill came in as \$234,457.44.
Rogers Neighborhood Realty	317 E. Main St.	\$ 1,380.00			CK #78687 06/09/23	exterior painting. Cof A 4/25/2023 30% grant. Bid was \$4,600. Final bill came in at \$4,700. Paid \$1,380
HDC Grant Monies			\$ 20,000.00		6/21/2023	
Total grants received						
		\$ 732,126.97	\$ 795,000.00			
Total grant money paid						
		\$ 62,873.03				
Total grant money remaining						
				\$ 7,341.67		
Interest earned						
Total Cash on Hand						
		\$ 70,214.70				

HDC Grant Funds Committed

Name	Address	Amount	Deadline	Extension	Work	Notes
BGR Investments LLC	301 W. Main St.	\$ 45,000.00	1/31/2024			exterior renovations: windows, brick work, painting. C of A 1/31/2023 30% grant, Bid was \$148,830.00
Lowell Area Historical Museum	325 W. Main St.	\$ 9,200.00	8/22/2024			exterior renovations: brick work, and painting. C of A 8/22/2023 30% grant, Bid was \$30,642.00
Funds Committed		\$ 54,200.00				
Total Cash On hand		\$ 70,214.70				
Less Committed funds		\$ 54,200.00				
Total Available Grant Money		\$ 16,014.70				