



## **CITY OF LOWELL**

### **HISTORIC DISTRICT COMMISSION AGENDA**

Tuesday April 25, 2023 at 6:00 pm  
City Hall Grand River Conference Room

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. February 28, 2023 – minutes
6. PERMIT APPLICATIONS
  - a. 207 W Main St. – Exterior removal and replacement of signs. New aulpanels
  - b. 317 E Main St. – Exterior painting of building, removal and replacement signage
7. GRANT APPLICATIONS
  - a. 317 E Main St. – Exterior painting of building
8. FINANCIALS
9. PROJECT UPDATES
10. OLD BUSINESS
  - a. HDC Orientation session – postponed till later date
11. NEW BUSINESS
  - a. Grant Application to *Lowell Area* ~~Grand Rapids~~ Community Foundation will be submitted before the deadline of Friday, May 5<sup>th</sup>.
12. ADJOURNMENT

PROCEEDINGS  
OF  
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION  
CITY OF LOWELL  
Tuesday, February 28, 2023 at 6:00 P.M.

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

Chairman Doyle called the meeting to order at 6:00 p.m. and Jenell Veltkamp called roll.

Present: Julie DeVoe, Ardis Barber, Lisa Plank and Steve Doyle

Absent: Jake Davenport

Also Present: Jenell Veltkamp and Craig Fonger

2. APPROVAL OF THE ABSENCES

IT WAS MOVED BY BARBER and seconded by DEVOE to approve the absences of  
DAVENPORT

YES: 4 NO: 0 ABSENT: 1 MOTION: CARRIED

3. APPROVAL OF THE AGENDA

IT WAS MOVED BY PLANK and seconded by DEVOE to approve the agenda as written

YES: 4 NO: 0 ABSENT: 1 MOTION: CARRIED

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

IT WAS MOVED BY BARBER and seconded by PLANK to approve the minutes of  
January 31, 2023 as written.

YES: 4 NO: 0 ABSENT: 1 MOTION: CARRIED

5. PERMIT APPLICATION

- a. City of Lowell, Lowell Area Historical Museum – Removal and replacement of front entry stairway and landing

IT WAS MOVED BY PLANK and seconded by BARBER to approve removal and replacement of the front entry stairway and landing as presented for Lowell Area Historical Museum.

YES: 4 NO: 0 ABSENT: 1 MOTION: CARRIED

1. GRANT APPLICATIONS

- a. City of Lowell, Lowell Area Historical Museum – Removal and replacement of front entry stairway and landing

Dan mentioned he received one bid for \$53,357.82. Doyle noted Historic Committee is working on applying for another grant as total grant money available is below \$53,000.

IT WAS MOVED BY DOYLE and seconded by BARBER to table the grant application until Historic Committee is awarded more grant money.

YES: 4 NO: 0 ABSENT: 1 MOTION: CARRIED

2. PROJECT UPDATES.

Historic Committee will work with Cliff Yankovich to apply for another grant. Cliff Yankovich is a great writer and has written for grants before. Doyle noted that the next grant round for Lowell Area Community Fund has a due date the end of April.

3. OLD BUSINESS.

HDC Orientation session – postponed till later date

4. NEW BUSINESS.

None.

5. PUBLIC COMMENTS

None.

IT WAS MOVED BY BARBER and seconded by DEVOE to adjourn at 6:27 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: 207 W Main St. Lowell, MI 49331 Date: 04/12/2023
2. Applicant's Name and Address: Claire McCready  
4612 44th Street SE, Grand Rapids, MI 49512
3. Applicant's phone: (616) 954-2554
4. Property Owner's Name: Min Han
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) Removal of current wall signs with old business name and installation of new wall signs with updated business name and business logo. New alupanel measure at two feet high and seven feet wide. Attachment method is screws in mortar joints.
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 5/15 Completion 5/15
14. **Additional Local, County, State or Federal permits may be required.**

**Application approvals EXPIRE after 12 months.**

14. Applicant's signature: Claire McCready Date 04/12/2023

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



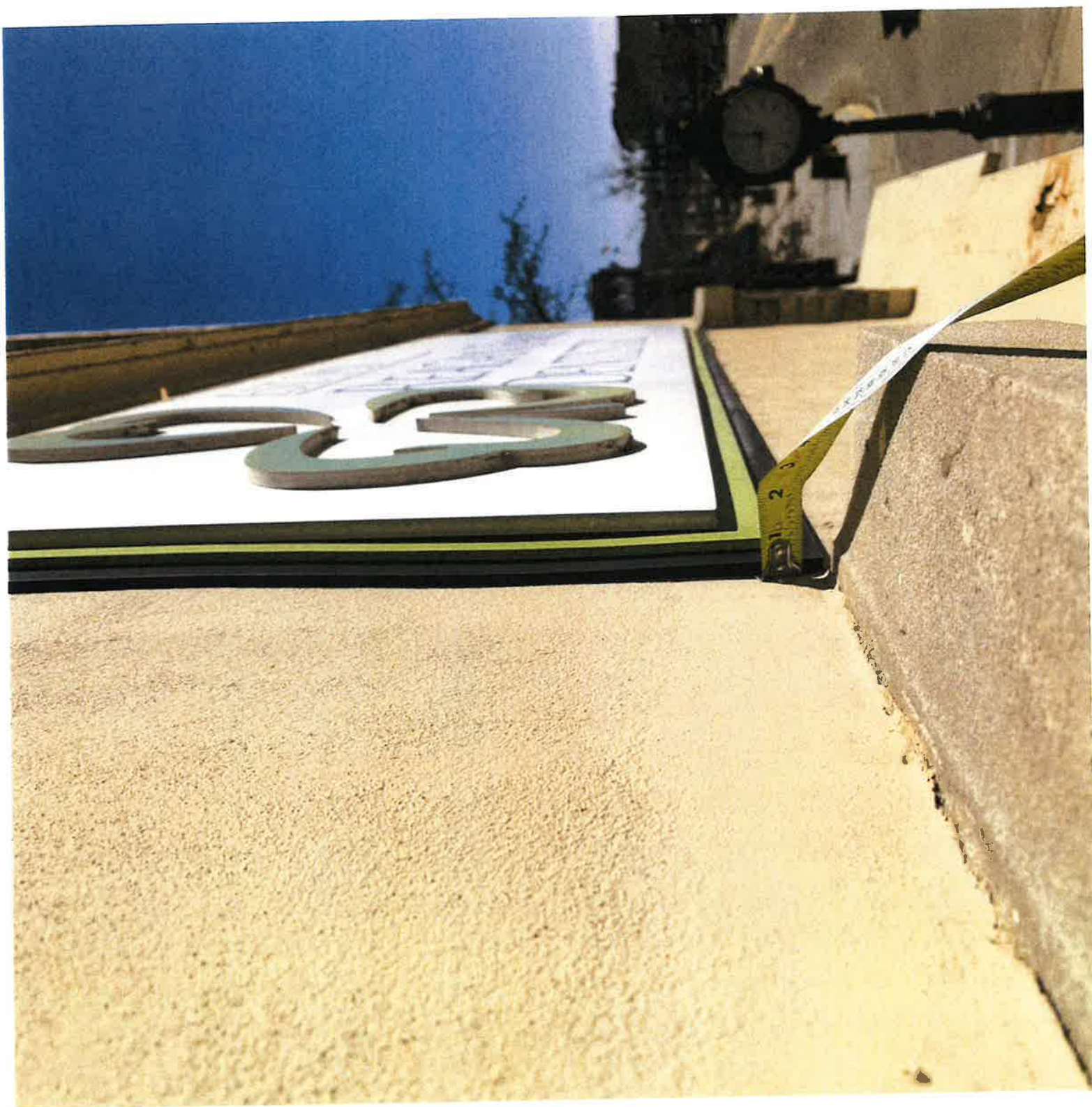
207 W Main Street. Year 2019



EST. 1953  
REAGAN FAMILY  
DENTISTRY









DESIGN VALIDATION

4/14/2023

CLIENT APPROVAL  
(Please Sign and Check Boxes)

☐ COPY

☐ DESIGN

☐ COLOR

Signature \_\_\_\_\_

Date \_\_\_\_\_



EXISTING



PROPOSED

**SIGNWORKS**  
Visual Communication Solutions

Your full service source to deliver your message!

Signworks of Michigan, Inc.

4612 44th Street SE, Grand Rapids, MI 49512  
www.signworksofmi.com • info@signworksofmi.com • Fax: 616-954-2556  
Ph: 616-954-2554 • Muskegon: 231-722-1007 • Grand Haven: 616-850-1007

Job Info:

Riverside Dentistry  
Building Panels v2.fs





Dimensions: 2.5' x 9' (H x L)  
Total Area: 22.5 SF.

Material: Exterior Alupanel

207 W Main St.

Current sign(s) 110" W x 32" H  
9' W x 2'

New sign(s) 9' W x 2.5' H

New material: aluminum (ALU panel)

Hanging device(s): screws

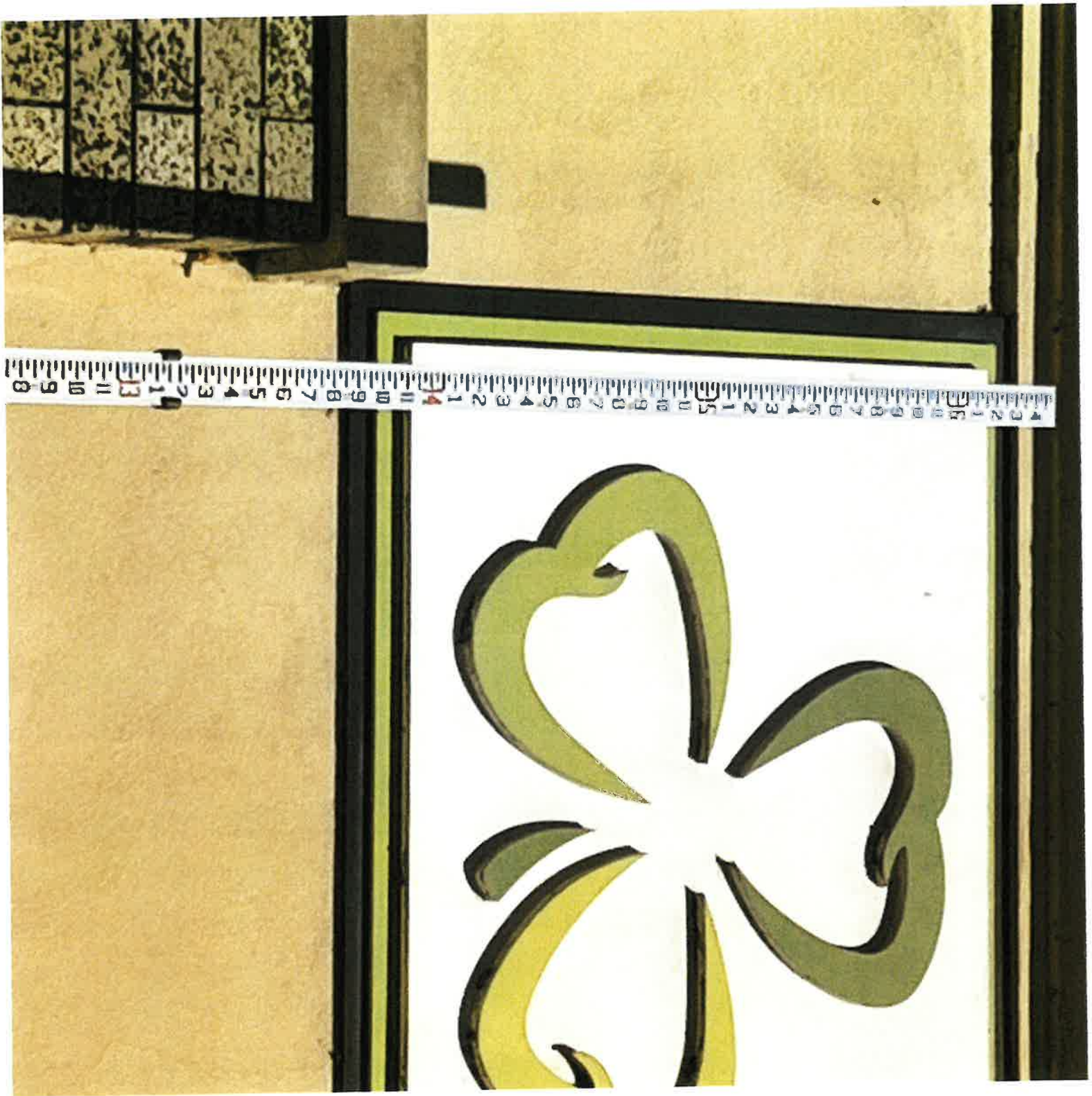






EST. 1953

REAGAN FAMILY  
DENTISTRY





Request Number: \_\_\_\_\_

Filing Fee: \$25



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

## APPLICATION FOR SIGN PERMIT

1. Street Address and/or Location of Request: 207 W. Main St. Lowell, MI 49331
2. Parcel Identification Number (Tax I.D. No.): #41-20-
3. Applicant's Name: Claire McCready Phone Number (616)205-5412  
Address: 4612 44th Street SE Grand Rapids MI 49512  
Street City State Zip  
Fax Number (616)954-2556 Email Address permitting@signworkofmi.com
4. Are You: ☐ Property Owner ☒ Owner's Agent ☐ Contract Purchaser ☐ Option Holder
5. Applicant is being represented by: Signworks of Michigan, Inc. Phone Number (616)954-2554  
Address: 4612 44th Street SE, Grand Rapids, MI 49512
6. Present Zoning of Parcel business, historic Present Use of Parcel updated sign for business rebrand
7. Dimensions of front of building: 30 ft. (width) 15 ft. (height)
8. Number of existing signs: 2 Total area of existing signs 25 sq ft
9. Please indicate the number and type of signs proposed:  
X Wall Sign          Canopy Sign          Ground Sign          Pole Sign  
         Projecting Sign          Painted Window Sign
10. Please indicate the dimensions of the proposed signs: (2) 2' x 7' Exterior Alupanel Signs - 2250 SF each sq ft  
Total area of all signs proposed: 28 SF 45 SF sq ft
11. Please include a scale drawing showing the following: (use a separate sheet and attach to this form)
  - A. The design and layout of the proposed sign (s).
  - B. The exact location of the Sign(s) in relationship to existing buildings, property lines, existing on-site signs and structures.

The facts presented above are true and correct to the best of my knowledge.

Signature: Claire McCready Date: 04/10/2023

Type or Print Your Name Here: Claire McCready

Application Fee \$25.00

Date Paid 4/17

Zoning Official Signature Susan Ullory

Permit(s) Required (if any):

Building ☒

Electrical         

Application Approved: ☒ Yes ☐ No Comments



Request Number: \_\_\_\_\_

Filing Fee: \$25



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

### APPLICATION FOR SIGN PERMIT

1. Street Address and/or Location of Request: 317 E Main Lowell
2. Parcel Identification Number (Tax I.D. No.): #41-20- 02-407-027
3. Applicant's Name: Amanda Rogers Phone Number 616 644 0784  
Address: 1319 Cumberland Lowell Mi 49331  
Street City State Zip  
Fax Number \_\_\_\_\_ Email Address amanda@amandasells  
michigan.com
4. Are You: ☒ Property Owner ☐ Owner's Agent ☐ Contract Purchaser ☐ Option Holder
5. Applicant is being represented by: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address: \_\_\_\_\_
6. Present Zoning of Parcel MU Present Use of Parcel Office
7. Dimensions of front of building: 25 (width) 25 (height)
8. Number of existing signs: 1 Total area of existing signs 24 sq ft
9. Please indicate the number and type of signs proposed:  
1 Wall Sign \_\_\_\_\_ Canopy Sign \_\_\_\_\_ Ground Sign \_\_\_\_\_ Pole Sign  
1 Projecting Sign \_\_\_\_\_ Painted Window Sign \_\_\_\_\_
10. Please indicate the dimensions of the proposed signs: proj = 10 sq ft wall 45 sq ft  
Total area of all signs proposed: 55 sq ft
11. Please include a scale drawing showing the following: (use a separate sheet and attach to this form)
  - A. The design and layout of the proposed sign (s).
  - B. The exact location of the Sign(s) in relationship to existing buildings, property lines, existing on-site signs and structures.

The facts presented above are true and correct to the best of my knowledge.

Signature: [Signature] Date: 3-20-23

Type or Print Your Name Here: Amanda Rogers

Application Fee \$25.00 Date Paid 4/10/23 Zoning Official Signature [Signature]  
Permit(s) Required (if any): Building \_\_\_\_\_ Electrical \_\_\_\_\_  
Application Approved: ☒ Yes ☐ No Comments \_\_\_\_\_

## Downtown Lowell Historic District

### Permit Application for Certificate of Appropriateness

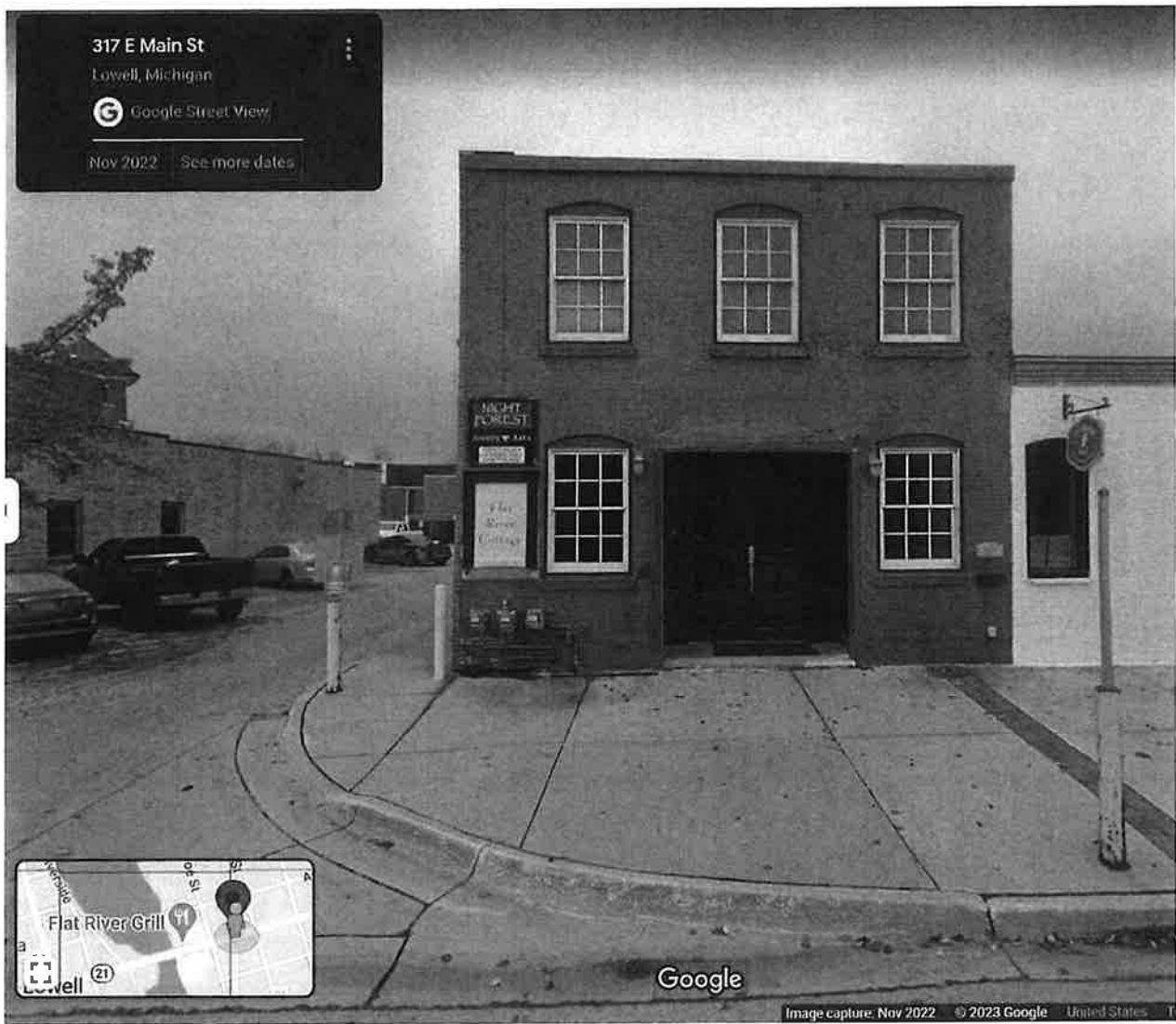
*This Application and any other supporting materials must be submitted to City Hall 10 DAYS prior to Historic District meetings*

1. Property Address: 317 E Main Date: 3.27.23
2. Applicant's Name and Address: Amanda Rogers  
1319 Cumberland
3. Applicant's phone: 616 644 0784
4. Property Owner's Name: Amanda Rogers / Rogers Leasing
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) Paint exterior of building SW0055 Light French Gray  
with Black trim  
Replace signage as attached
9. Will the repair of alteration match existing or original materials and design? Yes X No \_\_\_\_\_
10. If proposed work involves foundation, brick, repointing/tuckpointing, will the new mortar match the original mortar color, joint profile and composition? Yes X 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 4/10 Completion \_\_\_\_\_
14. Additional Local, County, State or Federal permits may be required.

**Application approvals EXPIRE after 12 months.**

14. Applicant's signature: [Signature] Date 3.27.23

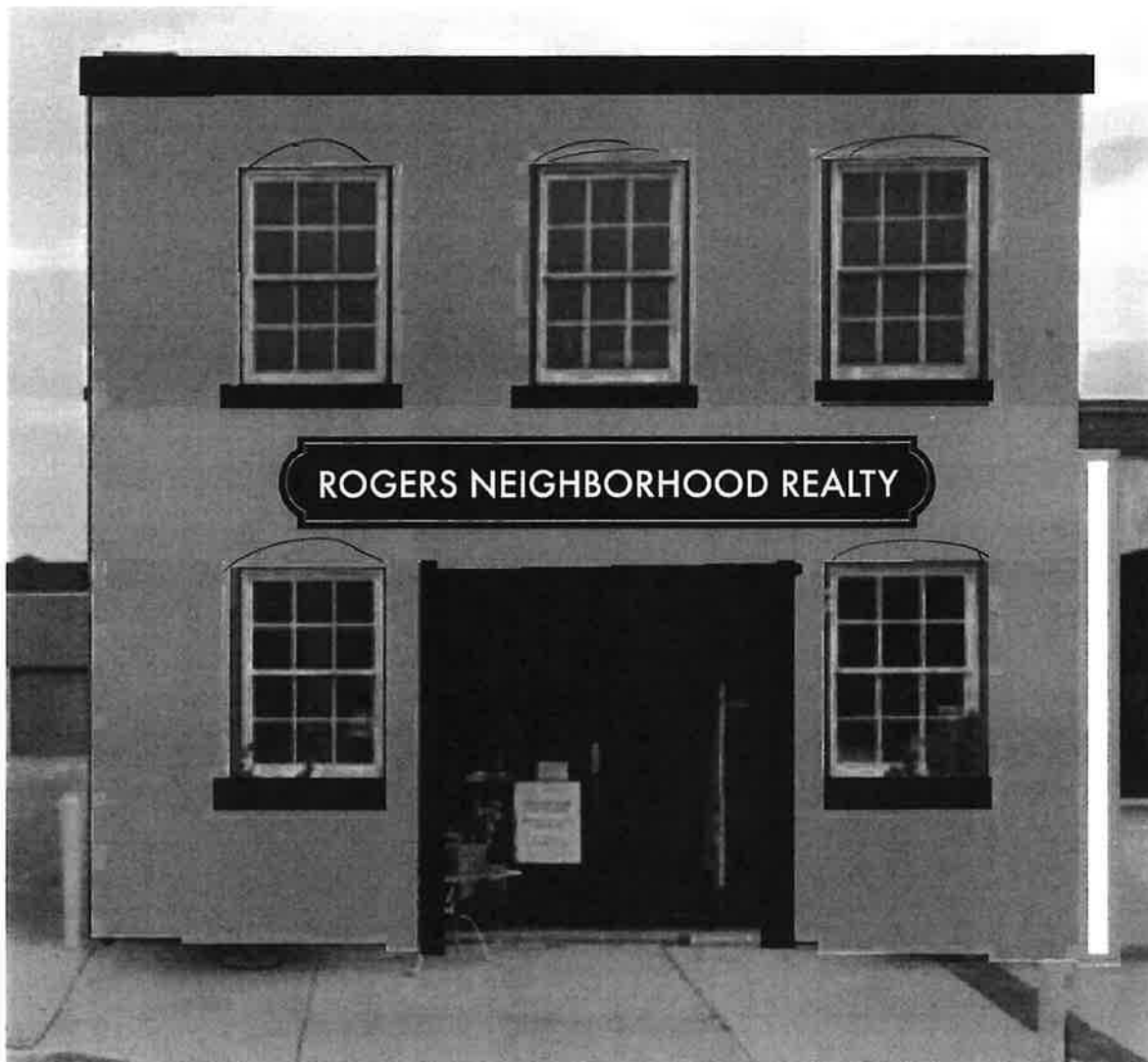
*Note: Attendance at the Historic District Commission meeting is strongly recommended.*



317 E Main St.  
Current photo.







24"  
30" x 18' 6mm black alumilite sign, single sided,  
with laminated, printed vinyl graphics, installed onto building: \$1960.00

Alumilite material is a 2-sided sign panel with high gloss baked enamel finish  
.013 aluminum sheets laminated over a corrugated polyallomer (CPA) core.

Sign will be constructed as 2 pieces:  
one 30" x 8' and one 30" x 10' sign board, held together with metal dowels.



projecting sign on powder coated steel bracket, handpainted sandblasted Signfoam, double sided, installed

48" x 30": \$1850



PHEONIXDESIGNSTUDIO.COM

616.325.6436 | [denise@pheonixdesignstudio.com](mailto:denise@pheonixdesignstudio.com)



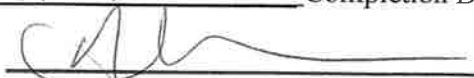
# DOWNTOWN LOWELL HISTORIC DISTRICT

## 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: 317 E Main  
Applicant: Name: Amanda Rogers  
Address: 1319 Cumberland Ave  
Phone: 616 644 0784  
Name of Building Owner: Rogers Leasing LLC  
Date Certificate of Appropriateness issued 3.27.23  
Description of proposed work: Paint exterior of Building  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Project Start Date: ASAP Completion Date: no later than 10.1.23  
Applicant Signature:  Date: 4.18.23  
Sherwin Williams  
Light French Gray

***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 \$ 9253

Name of Contractor(s) Touch of Color

Description of Work Paint exterior

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

Windows	\$ _____	Brickwork	\$ _____
Doors	\$ _____	Metal work	\$ _____
Paint	\$ <u>9253</u>	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.

## 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 #2 Total Cost \$ 4600

Name of Contractor(s) Acts Painting

Description of  
Work Paint exterior

List all individual costs for Bid #2

Windows	\$ _____	Brickwork	\$ _____
Doors	\$ _____	Metal work	\$ _____
Paint	\$ <u>4600</u>	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.



Acts Painting LLC  
5661 Clinton Trail  
Lake Odessa, Mi 48849  
Shayne Postman 616-520-1366

Feb 6, 2023

**Estimate ~~**

Rogers Neighborhood Realty, Inc  
317 E Main  
Lowell, Mi 49331

Scrape peeling paint on painted brick areas of exterior  
Prime bare brick with bonding primer  
Paint all previously painted brick with Sherwin Williams Loxon paint  
and other siding with Sherwin Williams paint  
brick on west side along alley left unpainted

paint, primer and any supplies to complete the work included

Total cost \$4600.00

## 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 meeting
Year end balanced 2022						\$76,594.70 balanced 1/1/2023
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.
Total grants received			\$ 775,000.00			
Total grant money paid		\$ 730,746.97				
Total grant money remaining	\$ 44,253.03					
Interest earned				\$ 7,341.67		
Total Cash on Hand	\$ 51,594.70					

HDC Grant Funds Committed						
Name	Address	Amount	Deadline	Extension	Work	Notes
BGR Investments LLC	101 W. Main St.	\$ 45,000.00	1/31/2024			exterior renovations: windows, brick work, painting. Cof A 1/31/2023 30% grant, Bid was \$148,830.00
Funds Committed		\$ 45,000.00				
Total Cash On hand		\$ 51,594.70				
Less Committed funds		\$ 45,000.00				
Total Available Grant Money		\$ 6,594.70				