

Traverse City Historic Districts Commission Regular Meeting

Thursday, April 30, 2026
12:00 PM



2nd Floor Committee Room, Governmental Center
400 Boardman Avenue
Traverse City, Michigan 49684
Posted: Thursday, April 23, 2026 3:40 PM

The City of Traverse City does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Deb Allen, Assistant City Manager, 400 Boardman Avenue, Traverse City, Michigan 49684, phone 231-922-4440, TDD/TTY 231-922-4412, VRS 231-421-7008, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City is committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with the Commission honor these values.

Historic Districts Commission:
c/o Dave Weston, Zoning Administrator
(231) 922-4464
Web: www.traversecitymi.gov
400 Boardman Avenue
Traverse City, MI 49684

**Welcome to the Traverse City Historic Districts Commission
meeting!**

Agenda

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	
A. Approval of the March 26, 2026 meeting minutes Historic Districts Commission - 26 Mar 2026 - Minutes - Pdf	3 - 4
4. REQUEST 26-HDC-02 FROM ALEYA AND JUSTIN SALGAL, 9320 E. CHERRY BEND ROAD, TRAVERSE CITY, MICHIGAN FOR:	
A. Approval of plans for the demolition of an existing detached garage and the construction of a 2-story detached garage with living above located at the property commonly known as 622 Webster Street, Traverse City, Michigan. <i>Boardman Neighborhood Historic District</i> 622 Webster - Application and Drawings	5 - 10
5. OTHER BUSINESS	
6. ADJOURNMENT	



**Minutes of the
Historic Districts Commission
for the City of Traverse City
Regular Meeting
Thursday, March 26, 2026**

A regular meeting of the Historic Districts Commission of the City of Traverse City was called to order at the 2nd Floor Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 12 p.m.

(a) **CALL TO ORDER**

(1) The meeting was called to order at 12:01 p.m.

(b) **ROLL CALL**

(1) Visual roll was taken. Commissioners MacLeod, Shannon, Shinnars, Mansuy, Siciliano, Vice Chairperson Twietmeyer, and Chairperson Loup were all in attendance.

(c) **APPROVAL OF MINUTES**

(1) Discussion and approval of the January 29, 2026 Regular meeting minutes

City Attorney Lauren Triple-Laucht addressed the commission and answered questions from the Board.

Motion by Vice-Chairperson Twietmeyer, seconded by Chairperson Loup to approve the January 29, 2026 minutes as presented. Upon vote the motion carried 7-0.

(d) **REQUEST 26-HDC-01 FROM COLLEEN SHANNON, 821 S. ELMWOOD AVENUE, TRAVERSE CITY, MICHIGAN for:**

(1) Approval of plans for an exterior renovation, removal of an existing bathroom and deck expansion located at the property commonly known as 161 East Front Street, Traverse City, Michigan.

Downtown Historic District

Colleen Shannon presented drawings and answered questions from the Commission.

Motion by Commissioner Twietmeyer, seconded by Commissioner Mansuy to approve the drawings as presented. Upon vote the motion carried 6-0 with Commissioner Shannon abstaining Commissioner Mansuy will serve as the project liaison.

(e) **OTHER BUSINESS**

(1) None.

(f) **ADJOURNMENT**

(1) Chairperson Loup adjourned the meeting at 12:12 p.m.

David Weston, Secretary

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TRAVERSE CITY HISTORIC DISTRICTS COMMISSION
APPLICATION FOR

HISTORICAL PRESERVATION PERMIT

Date of Application: 4-10-2020

Property Address: 622 Webster St.

Local Historic District: _____

Existing Zoning Classification: _____

Architectural / Design Firm: Jessica VanHouzen Stroud, RA Leadap LLC

Address: 1007 Orchard Dr. Traverse City, MI 49680

Description of Plans: Demolish existing garage - rebuild new
Garage structure - roughly 17x26 with studio space above -
All exterior features to match existing home: siding,
roofing and windows.

THE COMPLETED APPLICATION SHALL BE SUBMITTED TO THE CITY PLANNING DEPARTMENT A MINIMUM OF 10 DAYS PRIOR TO THE MEETING AT WHICH THE REQUEST WILL BE CONSIDERED AND SHALL MEET ALL REQUIREMENTS LISTED ON THE REVERSE SIDE.

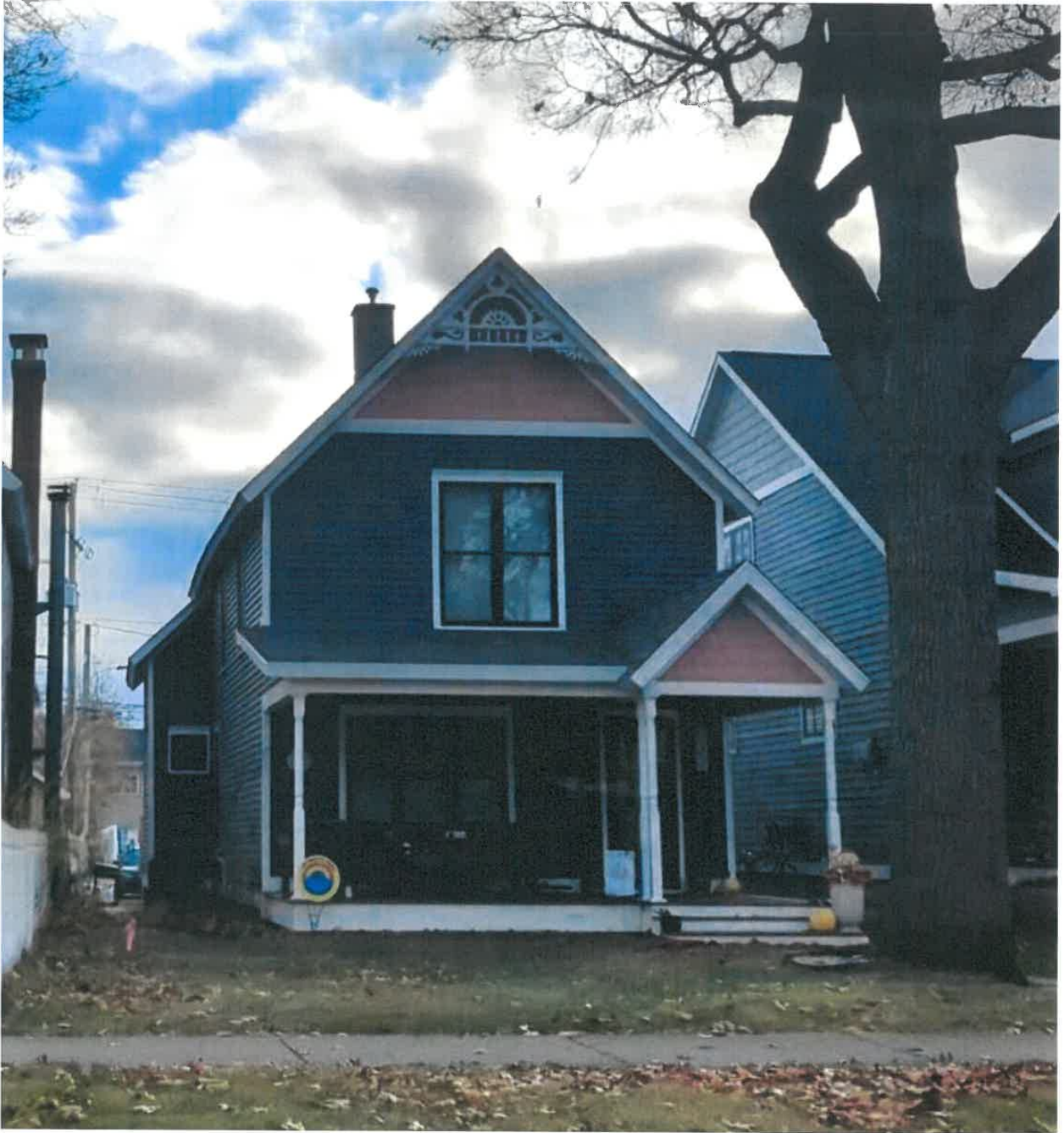
Owner Name: Thomas Clark Phone: 517-242-0388 Fax: _____

Address: 622 Webster St., Traverse City, MI 49680

Signature of Owner: _____

Signature of Applicant (if different): Ally Stagal & Justin

Relationship of Applicant to Owner: Contractor



28-51-634-041-00

622 WEBSTER ST

2024 NOV 27



28-51-634-041-00

622 WEBSTER ST

2021 DEC 22_4

GENERAL CONSTRUCTION AND SAFETY

1. ARCHITECT/ENGINEER SHALL NOT BE RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OF CONSTRUCTION SELECTED BY CONTRACTOR.
2. THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE ARCHITECT/ENGINEER HAS NO RESPONSIBILITY FOR THE SAFETY OF PERSONNEL OR SAFETY CONDITIONS AT THE SITE.
3. CONTRACTOR AND HIS AGENT(S) SHALL VERIFY ALL INFORMATION AND DIMENSIONS CONTAINED WITHIN THESE CONSTRUCTION DOCUMENTS. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS, INCLUDING BUILDINGS, SITE CONDITIONS, AND SOIL BEARING PRESSURE. ALL ERRORS, OMISSIONS, AND INCONSISTENCIES ARE TO BE REPORTED TO THE ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK. FAILURE TO DO SO WILL RELEASE THE ARCHITECT/ENGINEER OF ALL RESPONSIBILITY. ANY CHANGES FROM THESE DOCUMENTS IS THE RESPONSIBILITY OF THE CONTRACTOR. THESE DRAWINGS ARE NOT TO BE SCALED. IF INSUFFICIENT INFORMATION EXISTS, CONTACT THE ARCHITECT/ENGINEER FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
4. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. SHOULD ANY DISCREPANCY BE FOUND, CONTRACTOR SHALL NOTIFY ARCHITECT/ENGINEER IMMEDIATELY OF THE CONDITION.
5. VERIFY LOCATIONS AND ACCESS OF ALL UTILITIES ON SITE WITH ARCHITECT AND OWNER.
6. CLEAR ALL TREES AND OTHER VEGETATION WITHIN BUILDING AREA. CLEAN OUT ALL ROOTS 1" AND LARGER TO 12" BELOW EXISTING GRADE OF SUB-GRADE OF NEW GRADED SURFACE.
7. STOCKPILE AND REUSE ALL TOPSOIL SUITABLE FOR FINISH GRADING. MAINTAIN STOCKPILE IN A MANNER WHICH WILL NOT OBSTRUCT NATURAL FLOW OF DRAINAGE.
8. FINISH GRADING: 6" MIN. TOPSOIL ('BLACK DIRT') HAND RAKED.

GENERAL NOTES

1. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS AT THE SITE PRIOR TO SUBMITTING A BID OR PROCEEDING WITH ANY PORTION OF WORK.
2. WHENEVER QUESTIONS ARISE OR CONDITIONS ARE ENCOUNTERED WHICH ARE NOT COVERED OR ARE IN CONFLICT WITH THE CONTRACT DOCUMENTS, CONSULT WITH THE ARCHITECT PRIOR TO TAKING ANY FURTHER ACTION.
3. ALL DIMENSIONS ARE FACE OF STUD TO FACE OF STUD OR FACE OF MASONRY TO FACE OF MASONRY UNLESS NOTED OTHERWISE.
4. ALL CMU AND MASONRY DIMENSIONS ARE BASED ON NOMINAL SIZES TYPICAL UNLESS NOTED OTHERWISE.

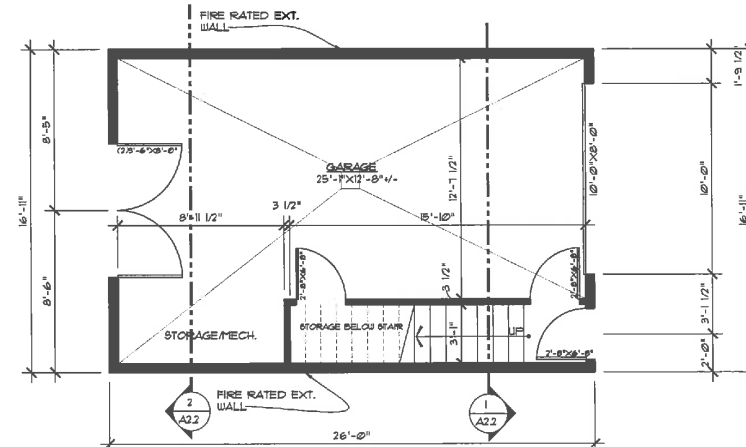
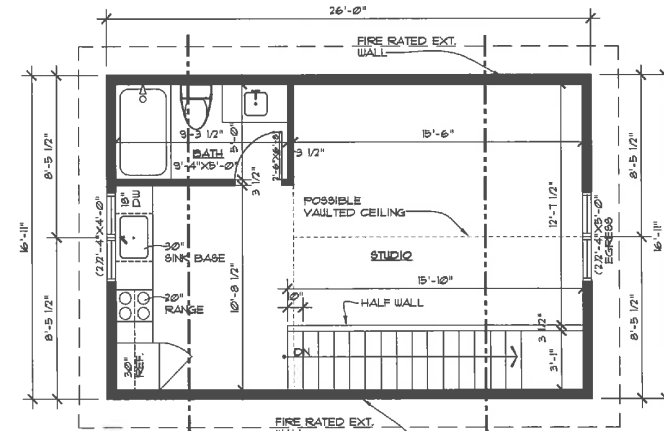
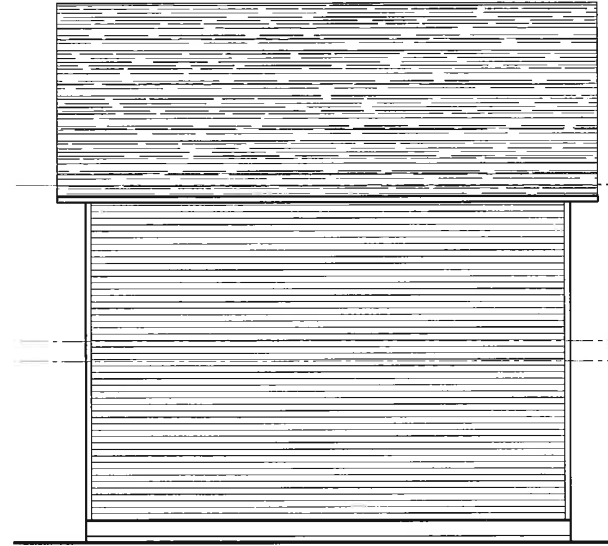
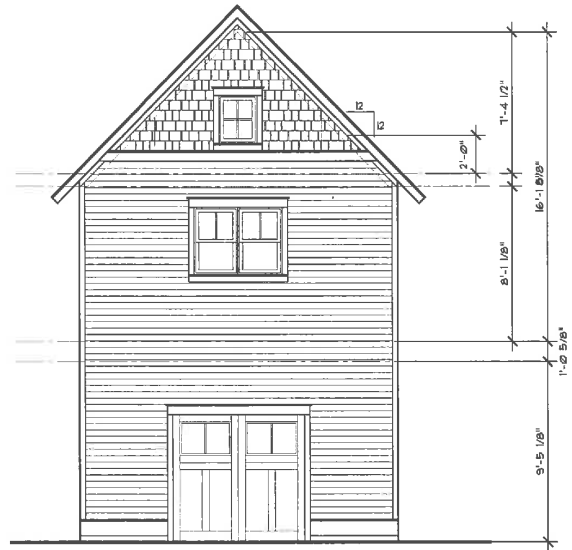
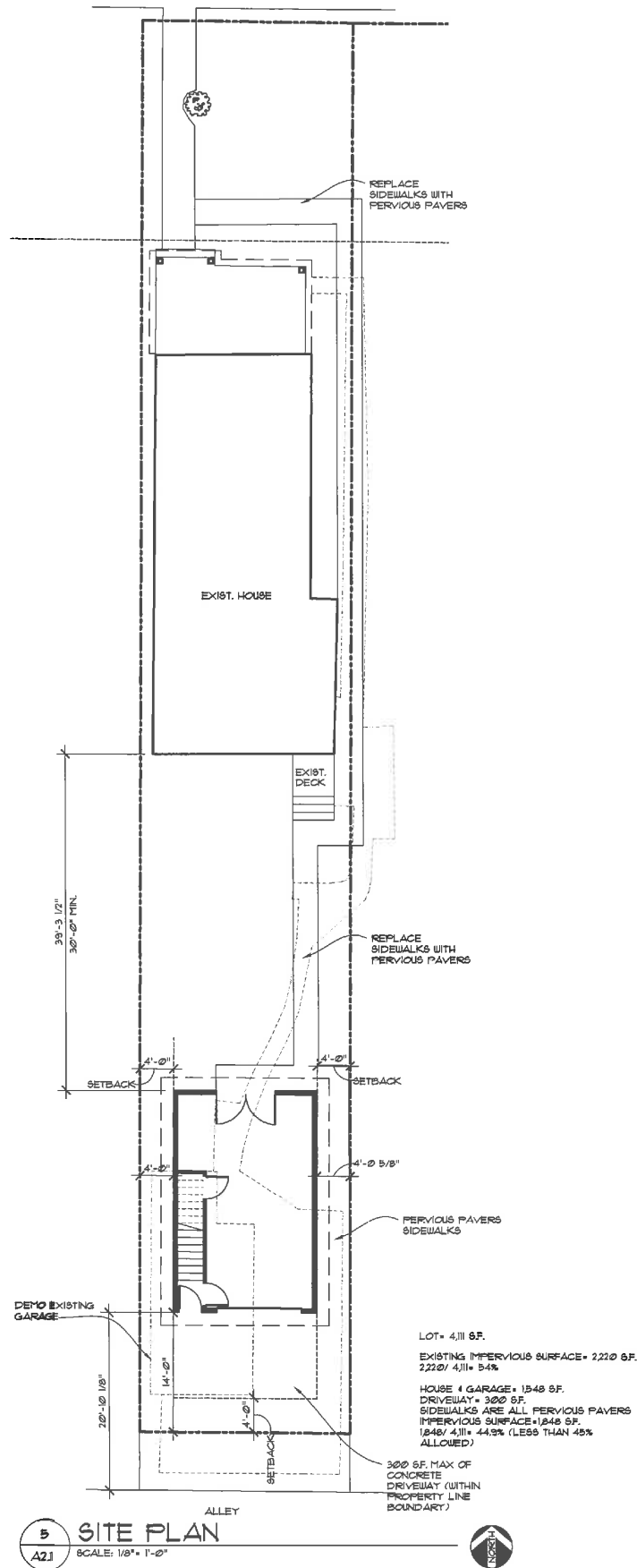
INDEX OF DRAWINGS

- COVER SHEET & STRUCTURAL NOTES
- A2.1 SITE PLAN, FLOOR PLANS, & ELEVATIONS
 - A2.2 BUILDING SECTIONS & WALL SECTION
 - S1.1 GENERAL STRUCTURAL NOTES & DETAILS
 - S2.1 FOUNDATION & FRAMING PLANS

New Garage/Studio for the Tom Clark 622 Webster St. Traverse City, MI

ARCHITECT

JESSICA VAN HOUZEN STROUD, RA LEEDAP LLC
607 W. ORCHARD DR.
Traverse City, Michigan 49686
231-631-4376



ARCHITECT:
Jessica VanHouzen Stroud
 607 W. Orchard Dr.
 Traverse City, MI
 231-631-4376
 jvanhou@gmail.com

PROJECT NAME/ADDRESS:
 NEW GARAGE/STUDIO FOR
 TOM CLARK
 622 WEBSTER ST.
 TRAVERSE CITY, MI

ISSUE DATES:

DATE	ISSUED FOR
4-9-25	CONSTRUCTION

SHEET TITLE:
**SITE PLAN,
 PLANS & ELEVATIONS**

SHEET NO:
A2.1

