



# **PONTIAC HISTORIC DISTRICT COMMISSION SPECIAL MEETING**

**October 18, 2023, 6:00PM**

**CITY HALL – 2<sup>ND</sup> FLOOR – COUNCIL CHAMBERS**

**47450 WOODWARD AVENUE – PONTIAC, MICHIGAN**

## Agenda

1. CALL TO ORDER:
2. ROLL CALL:
3. OFFICIAL COMMUNICATIONS:
4. MINUTES FOR REVIEW: September 13, 2023
5. APPROVAL OF THE AGENDA:
6. UNFINISHED BUSINESS:
  - A. Election of Vice Chair
7. NEW BUSINESS:
  - A. Application #: HDC 23-041
  - Applicant: Brett Mahaffey, Renewal by Anderson
  - Address: 161 E Iroquois Rd.
  - Request: Replace Sixteen Windows
8. PUBLIC COMMENT:
9. STAFF COMMUNICATIONS:
  - A. Next Meeting: November 8
10. ADJOURNMENT:

## CITY OF PONTIAC, MI

### HISTORIC COMMISSION MINUTES

Wednesday, September 13, 2023 –

6:00 P.M.

*City of Pontiac City Council Chambers*

#### **I. CALL TO ORDER: (6:05pm)**

#### **II. ATTENDANCE**

Present: Chair Rick David, Ken Burch, Regina Campbell, Fernando Bales, Jen Burk, Jim Allen, Rachael Clark  
(Quorum Reached)

Staff Members: Mark Yandrick, Planning Manager

#### **III. OFFICIAL COMMUNICATIONS**

Planning Manager Yandrick welcomed the new members to the board and thanked Kathy Henke and Linda Porter for their service on the board.

#### **IV. AMENDMENTS TO & APPROVAL OF THE AGENDA**

Planning Manager requested the commission add the selection of the Vice Chair under new business. Commissioner Burch made a motion to approve the agenda as amended. The motion was seconded by Commissioner Burk.

#### **V. ADOPTION OF MINUTES:**

A motion was made by Commissioner Burch and seconded by Commissioner Burk to adopt the minutes from August 16, 2023. Motion passed 6-0.

#### **VI. OLD BUSINESS:**

The commission discussed the appropriateness of electing a vice-chair at this meeting. Planning Manager explained the duty of the vice-chair is to perform the duties of the chair in his or her absence and to assist the chair in running the meeting by performing tasks such as timing public comments. The commission decided not to elect a vice-chair at this meeting so as to give the new commissioners time to adjust to the role of being on a historic commission. The commission determined that a vice chair should be elected at the October meeting.

#### **VII. NEW BUSINESS:**

A. Application #: HDC 23-026  
Applicant: Kyle Westburg, West Construction Services  
Request: Repairs and Improvements

**CITY OF PONTIAC, MI**  
**HISTORIC DISTRICT COMMISSION MINUTES**

*September 13, 2023*

*Page 2 of 6*

Address: 79 Oliver St.

Planning Manager Mark Yandrick gave a presentation on the applicant's request. The applicant is requesting a Certificate of Appropriateness for the renovation of 79 Oliver St. The applicant is proposing a new roof, new windows, a replacement front door and a new front porch. City records indicate the HDC denied a request to demolish the structure on July 24, 2013. Staff's presentation went over the details of the proposed work and compared it to the Secretary of the Interior's standards of approval. Staff made a recommendation to approve the repairs and exterior alterations for 79 Oliver St. without conditions.

Kyle Westburg, owner of West Construction, spoke in regards to the application. The applicant gave an overview of the history of his company. His company did the historic renovation of the Sears building at 154 Lafayette Street. His company renovated the Strand Theatre in 2016. The applicant expanded on the poor condition of the home and the need to repair and renovate as much of the structure as possible. The proposed shingles are architectural shingles. The front porch was enclosed at some point in the 1950s and 1960s. The dormer extends over the porch, there is actual floor space above the porch. The decking is new within the last 40 or 50 years. The applicant is proposing a new porch that is consistent with the design of porches elsewhere on Oliver St. The front windows will be wood clad. The applicant is proposing 4 by 4 posts for the front porch.

Commissioner Allen asked if the windows are six over one. The applicant replied that that is what was there historically. Commissioner Allen stated that six over one are common in this area. The applicant replied they can consider this. Commissioner Allen noted that the proposed door is good.

Commissioner Bales asked if an additional beam is needed above the porch to hold the roof. The applicant replied that it is possible but such a beam would be hidden.

Commissioner David asked the applicant to elaborate on the Land Bank's role. The applicant replied that the property is owned by the Oakland County Land Bank. The Land Bank received a grant from the state that will be funding this and other projects. Commissioner David asked what the applicant's schedule is. The applicant replied that the dollars must be spent by the end of the year. His intention is to have the project done in November or December. The applicant hopes the home will be owner occupied once complete.

Commissioner Allen stated that this project will be the poster child for the neighborhood and therefore the standards that are set for this house will impact the rest of the neighborhood. The applicant agreed and stated he hopes to do a quality and historically sensitive renovation for that very reason.

Commissioner Burch explained that affordability has always been an issue in historic districts. The commission seeks to strike a balance between historic accuracy and providing affordable options for applicants. The goal of this is to entice property owners to get their proper approvals. If the process is too expensive or cumbersome it is more likely that property owners will ignore the process or avoid getting proper permits.

Commissioner Allen complimented the applicant and stated the project is stellar. Commissioner Allen asked about the cedar shake on the dormers. The applicant will be removing the aluminum from the

**CITY OF PONTIAC, MI**  
**HISTORIC DISTRICT COMMISSION MINUTES**

*September 13, 2023*

*Page 3 of 6*

dormer and revealing the cedar shake underneath.

Planning Manager Yandrick explained the process for making a motion and the applicant's process for getting a building permit.

Commissioner Bales asked if the proposed front steps would be open faced as is existing or if it will be closed. The applicant stated he is unsure; they have not made that decision yet. Commissioner Bales expressed his desire to see risers added.

Commissioner Clark expressed concern that requiring the applicant to install six over one windows might be financially prohibitive for the project and as a result she would like to allow the applicant to choose for himself whether to use six over six or six over one. Commissioner Allen replied that the cost difference between the two designs should be negligible and for that reason it would make sense for the commission to require six over one. The applicant stated he wants to go with six over one anyway. Commissioner Burch stated his desire to leave the option open to the applicant so as not to set a precedent that is difficult for other property owners to meet.

**Commissioner Burch made a motion and Commissioner Burk seconded to approve case HDC 23-026 to repair and alter the exterior of 79 Oliver with one condition:**

- 1. The front porch stairs shall have risers.**

**Yes: 7**

**No: 0**

The motion passed unanimously.

|    |                |                                    |
|----|----------------|------------------------------------|
| B. | Application #: | HDC 23-035                         |
|    | Applicant:     | Walter Thomason                    |
|    | Request:       | Replacement Windows and Front Door |
|    | Address        | 359 W. Iroquois Rd.                |

Planning Manager Yandrick gave an overview of the applicant's request to replace their windows and the front door at 359 W. Iroquois. There are 15 windows in total in need of being replaced. One bedroom window that faces W. Iroquois Road is proposed to be expanded to allow for more light into the bedroom. Staff is recommending the applicant offer historic material for the windows facing the road. Planning Manager Yandrick clarified that the commission has the authority to issue a split approval with conditions. For example, the windows facing away from the road be approved will the windows facing the road be approved on condition they are composed of a historic material.

The applicant, Walter Thomason, spoke regarding his application. He stated he's lived in the house for 38 years. The applicant stated the house was built in 1931 and the windows have never been replaced. The windows are in poor condition and he needs to repair or replace them to stabilize and weatherize the structure. The existing windows are not energy efficient and the design requires the windows to open by pulling the pane down into the wall. Nine of the 16 windows proposed for replacement are on the second



**CITY OF PONTIAC, MI**  
**HISTORIC DISTRICT COMMISSION MINUTES**

*September 13, 2023*

*Page 4 of 6*

floor patio. The applicant clarified that the one window on the first floor that was replaced previously was replaced in 2017.

Commissioner Burch asked if any of the windows were storm windows. The applicant replied that there are some on the second floor.

Commissioner Allen explained that all the windows were most likely storm windows originally with many of the storm windows replaced in the 1960s or 1970s. Commissioner Allen asked if the porch on the second floor is enclosed. The applicant replied that it is a seasonal room. The room is heated. Commissioner Burk clarified that this room was historically used as a sleeping room and the windows were for circulation.

Commissioner Burch asked if the applicant has gotten prices for wood clad windows. The applicant replied that he's called around and is having difficulty finding someone who will do all wood windows.

Commissioner Burk expressed concern about pricing the applicant out of replacing his windows. She stated that there are 11 street facing windows that she's comfortable requiring to be wood but that the windows not facing the street may be a vinyl material designed to appear like wood.

The applicant explained there is a large screen across the back that covers five windows.

Commissioner Allen explained that contractors should know that vinyl windows are not appropriate in historic districts.

Commissioner Burk elaborated on her concern about the cost of requiring wood windows. She explained that there are wood wrapped windows that provide a wood look.

Commissioner David asked about the applicant's preferred timeline for getting the windows replaced. The applicant's microphone was not turned on and his response is inaudible.

The applicant explained that there is a side door going into the kitchen that has a security screen door.

Commissioner Campbell asked if the proposed motions are for the door and windows or if they are separate for the door and for the windows. Planning Manager Yandrick replied that it is up to the commission. They can approve the windows and table the windows or vice versa.

Commissioner Campbell asked if the applicant would like more time to find resources for more appropriate windows or if he would like a decision tonight. The applicant replied he would like to comply with whatever the rules are.

The applicant asked if the five windows on the porch facing to the rear of the property can be vinyl since they are not facing the street and then go with wood materials for the windows facing the streets.

Commissioner Bales asked where the standard that vinyl is inappropriate for historic districts has come from. He explained that vinyl has come a long way and can be done to appear historically accurate.

**CITY OF PONTIAC, MI**  
**HISTORIC DISTRICT COMMISSION MINUTES**

*September 13, 2023*

*Page 5 of 6*

Commissioner Bales concern is with the color of the windows and requests that what is installed to the rear of the property appear consistent with the windows facing the streets. He expressed that using vinyl on the rear of the property is fine in his opinion.

Commissioner Allen clarified that any portion of the exterior that is visible from the street is under the commission's jurisdiction. Staff clarified that everything on the exterior of the home is under the jurisdiction of the home.

**Commissioner Burch made a motion and Commissioner Campbell seconded to approve the doors as presented and the windows that do not face the street as presented, while the windows facing the street must be wood with aluminum clad.**

Commissioner Clark asked about the window in the bedroom proposed to be expanded. The applicant replied that it would be centered over the larger window on the first floor.

Commissioner Burk expanded on her earlier comments and explained that there are modern materials such as vinyl and hardie board that have advanced to the point where they can be designed to appear like wood, with the same texture and coloring, but are much cheaper and last much longer. She would like the commission to keep this in consideration moving forward.

Commissioner Bales asked if enlarging the window is part of the motion. Planning Manager explained that this is part of the application and so is covered by the motion. Commissioner Bales asked for the reason for expanding the window. The applicant replied that it is the bedroom window and he would like more light.

Commissioner Campbell wants to make sure the applicant is furnished with appropriate resources to help him find a contractor.

Commissioner Burk stated that wood windows are roughly double the cost of vinyl windows. Commissioner Campbell asked how many companies the applicant has called. The applicant replied that he tried three companies and ran into difficulties finding a company that would work in the Pontiac area.

The commission voted on the motion.

**Yes: 7**  
**No: 0**

**VIII. PUBLIC COMMENT:**

There was no public comment.

**IX. STAFF COMMUNICATIONS**

Planning Manager Yandrick told the commission that the meeting for October will be pushed back a week to allow for Planning Staff to attend a conference.

**CITY OF PONTIAC, MI**  
**HISTORIC DISTRICT COMMISSION MINUTES**

*September 13, 2023*

*Page 6 of 6*

Mr. Yandrick asked if the board was interested in pursuing further education.

**X.     Adjournment**

Commissioner Clark made the motion to adjourn the meeting, Commissioner Campbell seconded. Motion passed 7-0

*Respectfully Submitted,*  
*Corey Christensen, Senior Planner Community*  
*Development Department*

## **Community Development Department**

Rachel Loughrin, Director  
Larry Domski, Building Official  
Jack McIntyre, Code Enforcement Manager  
Deborah Younger, Economic Development Manager  
Mark Yandrick, Planning Manager



**TO:** Historic District Commission

**FROM:** Corey Christensen, Senior Planner

**DATE:** October 12, 2023

**RE:** Staff Report: 161 E Iroquois Road (HDC 23-041)

---

### **Executive Summary:**

The applicant, Brett Mahaffey on behalf of Renewal by Andersen, requests to replace sixteen (16) windows on a single-family residential home with casement windows. The existing windows are in disrepair and need to be replaced.

Staff recommends approval of this application.

### **Overview:**

The applicant requests to replace every window on the structure due to age and disrepair. The existing windows are primarily white doublehung windows. The applicant is proposing windows from Renewal by Andersen that will be of a fiberglass material and painted black as presented in the application packet.



*Figure 1: Location of the Subject Property*

The proposed replacements will be primarily casement windows in black with some gliding windows included (one will be at the back of the house and one will be at the front of the house). The two double hung units on the side of the house will become one gliding window.

The existing windows are primarily double hung and are not the original historic windows and do not maintain the historic aesthetic of the property. The second-floor window at the rear of the home appears to be made of wood. This window may possibly be the original.

The house was built in 1941 and is located in the Seminole Hills Historic Neighborhood. There is no record of any previous HDC approval for this property. In 2023 the applicant applied for a building permit to replace sixteen windows, this approval is pending HDC approval. There is no record of any major code violations or enforcement issues on the property. In 2020 there was a complaint regarding tall grass that was resolved promptly.

### **Standards of Approval:**

The secretary of the interior Standards for Treatment of Historic Properties define four types of projects and certain types of considerations as shown below.

### **Using the Standards and Guidelines for Preservation, Rehabilitation, Restoration, & Reconstruction**

- **Preservation** is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment. The Standards for Preservation require retention of the greatest amount of historic fabric along with the building's historic form.
- **Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.
- **Restoration** is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.
- **Reconstruction** is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

### **Choosing an Appropriate Treatment for the Historic Property**

Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well as taking into account a number of other considerations.

- **Level of Significance.** National Historic Landmarks, designated for their "exceptional significance in American history," and other properties important for their interpretive value may be

candidates for Preservation or Restoration. Rehabilitation, however, is the most commonly used treatment for the majority of historic buildings. Reconstruction has the most limited application because so few resources that are no longer extant can be documented to the degree necessary to accurately recreate the property in a manner that conveys its appearance at a particular point in history.

- **Physical condition.** Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or a new addition are necessary for a new use, then Rehabilitation is probably the most appropriate treatment.
- **Proposed use.** Many historic buildings can be adapted for a new use or updated for a continuing use without seriously impacting their historic character. However, it may be very difficult or impossible to convert some special-use properties for new uses without major alterations, resulting in loss of historic character and even integrity.
- **Code and other regulations.** Regardless of the treatment, regulatory requirements must be addressed. But without a sensitive design approach such work may damage a building's historic materials and negatively impact its character. Therefore, because the ultimate use of the building determines what requirements will have to be met, some potential uses of a historic building may not be appropriate if the necessary modifications would not preserve the building's historic character. This includes adaptations to address natural hazards as well as sustainability.



*Figure 2: Streetview of 161 E Iroquois from August 2018*

### **Analysis:**

This replacement is considered rehabilitation according to the Secretary of the Interior's standards. While it is important to repair historic windows to keep the integrity of the home, sometimes the cost and



feasibility are greater than what is possible to treat or repair to maintain the existing window. In this instance, the existing windows are not historically accurate and thus are not one of the elements of the resource that convey essential historic and aesthetic qualities needing protection. The replacement windows will allow the resource to continue its use as a single-family home while providing an upgrade to the windows. Approval will further protect the historic resource by weatherizing the structure. The proposed fiberglass material is different from the existing vinyl but is more durable and aesthetically similar. The proposed windows will be black and maintain a historic appearance, while not being specifically made of wood as can be seen in Figure 3.

The commission should keep in mind that in the past they've approved vinyl windows on the sides of homes not facing the street while requiring wood on the side facing the street. The commission has the option to make a conditional approval that maintains this standard.

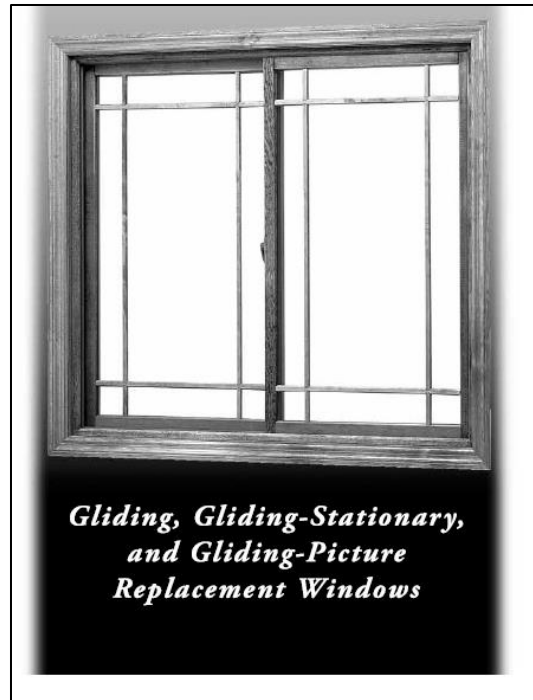


Figure 3: Example of Proposed Window

The home is part of the Seminole Hills Neighborhood and while the home is part of a local Historic District, this home is not specifically significant as it is not part of the National Register of Historic Places. Approving this request will protect the historic nature of the neighborhood while allowing the applicant to improve their property.

#### **Recommendation:**

Staff recommends APPROVAL of this request to replace 16 windows at 161 E Iroquois Ave as presented.

#### **Motions**

I make a motion to approve case HDC 23-041 to replace the sixteen windows as presented.

I make a motion to approve case HDC 23-041 to replace the sixteen windows as presented with the following conditions of approval:

1. Those windows that face E Iroquois St must be of a wood material.

I make a motion to DENY case HDC 23-041 to replace the sixteen windows as presented because it does not comply with the following standard of approval \_\_\_\_\_.

I make a motion to POSTPONE case HDC 23-041 to replace the sixteen windows as presented to give time for the applicant to provide the following additional information \_\_\_\_\_.



# Application for Historic District Commission

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address:

161 E Iroquois Rd

Sidwell Number:

Office Use Only

PF Number:

Date: 8/22/2023

**Instructions:** Complete the application and submit it to the Office of Land Use and Strategic Planning. Received applications will be processed and put on the next available Historic District Commission meeting. The Historic District Commission meets the second Tuesday of the month. Incomplete applications will delay the review process.

**Applicant (please print or type)**

|           |   |       |      |
|-----------|---|-------|------|
| Name      | Renewal by Andersen - Brett Mahaffey (permit coordinator) |       |      |
| Address   | 37720 Amrhein   |       |      |
| City      | Livonia   |       |      |
| State     | MI  |       |      |
| ZIP Code  | 48150   |       |      |
| Telephone | Main: 734-237-1065  | Cell: | Fax: |
| E-Mail    | Brett.Mahaffey@AndersenCorp.com                           |       |      |

**Property Owner (please print or type)**

|           |                         |       |      |
|-----------|-------------------------|-------|------|
| Name      | Dean & Melissa Bevacqua |       |      |
| Address   | 161 E Iroquois Road     |       |      |
| City      | Pontiac                 |       |      |
| State     | MI                      |       |      |
| ZIP Code  | 48341                   |       |      |
| Telephone | Main: 586-360-6572      | Cell: | Fax: |
| E-Mail    |                         |       |      |

**Project and Property Information**

Describe in detail all intended work, specifying dimensions, textures, color and materials. Provide samples and/or brochures describing substitute materials. Include other appropriate descriptions, plans, and/or drawings as specified below and on reverse side. (Check appropriate activity.)



☒ Exterior Alterations, ☐ Additions, ☐ New Construction, and/or ☐ Signs require:

- Scale drawings showing, all exterior elevations visible from a public street and to be affected by intended work are required when there are:
  - Any changes in dimensions, material, or detailing.
  - Any new additions or signs to any building.
- Consideration of signs also requires provision of:
  - A sample of proposed style of lettering and colors.
  - A description of frame and installation

☒ Repairs:

- Any repairs using original dimensions, type of material and details would both require a scale drawing; only a written description is needed.

☐ Demolition:

- State reasons for demolition
- State why you believe it is not feasible to put the structure in acceptable condition for reuse.

☐ Moving:

- State reasons for moving
- State proposed location

Description:

Replacing 16 windows in residential house.

Windows have been replaced with white vinyl windows (except one window on back of house)

Replacement windows will be Renewal by Andersen - Fibrex Material

New windows will be black exterior. Double Hungs to be changed to Casement windows

New windows will have grilles (G-B-G) between the glass (most 2w x 2h will become 3w x 4h)

202 - Casement on back of house will become a gliding window / 111 - Double Hung on front of house will become a gliding

triple window unit / 108 - Currently two double hung units will become one gliding window. Attached contract and pictures of the house.

(Attach additional pages as necessary)

\_\_\_\_\_  
Signature of Owner

Brett Mahaffey  
\_\_\_\_\_  
Signature of Applicant

State of Michigan  
County of Oakland

On this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

\_\_\_\_\_  
Notary Public, Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_



## Agreement Document and Payment Terms

DBA: RENEWAL BY ANDERSEN OF DETROIT

Legal Name: Renewal By Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-6041 | rbasalesdetroit@andersencorp.com

Dean & Melissa Bevacqua

161 E Iroquois Rd

Pontiac, MI 48341

H: (586)360-6572

Dean & Melissa Bevacqua

08/02/23

### BUYER(S) NAME

161 E Iroquois Rd, Pontiac, MI 48341

(586)360-6572

### CONTRACT DATE

### BUYER(S) STREET ADDRESS

logan\_48080@yahoo.com

### PRIMARY NUMBER

### SECONDARY NUMBER

### PRIMARY EMAIL

### SECONDARY EMAIL

### NOTES:

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Renewal By Andersen LLC d/b/a Renewal By Andersen of Detroit ("Contractor"), in accordance with the terms and conditions described in this Agreement Document and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Agreement Document, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

**TOTAL JOB AMOUNT:** \$40,895 By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.

**DEPOSIT RECEIVED:** \$20,447

**BALANCE DUE:** \$20,448

Estimated Start:  
16-20 weeks

Estimated Completion:  
1-2 days

**AMOUNT FINANCED:** \$0

**METHOD OF PAYMENT:** Credit Card

We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.

### NOTES:

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

**YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 08/07/2023 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.**

SIGNATURE OF SALES PERSON

Michael Christopher

PRINT NAME OF SALES PERSON

SIGNATURE

Dean Bevacqua

PRINT NAME

SIGNATURE

Melissa Bevacqua

PRINT NAME



## Itemized Order Receipt

DBA: RENEWAL BY ANDERSEN OF DETROIT

Legal Name: Renewal By Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-6041 | rbasalesdetroit@andersencorp.com

Dean & Melissa Bevacqua

161 E Iroquois Rd

Pontiac, MI 48341

H: (586)360-6572

| ID#:   | ROOM:   | SIZE:        | DETAILS:   | PRICE: |
|--|---------|--------------|--|--------|
| 101  | Kitchen | 37 W<br>38 H | <b>Window</b> Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 3h, <b>Misc</b> , None , |        |
| Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |         |              |  |        |
| 102  | Kitchen | 37 W<br>38 H | <b>Window</b> Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 3h, <b>Misc</b> , None , |        |
| Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |         |              |  |        |
| 103  | Bath    | 38 W<br>39 H | <b>Window</b> Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, Obscure, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 3h, <b>Misc</b> , None ,    |        |
| Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |         |              |  |        |
| 104  | Bed 1   | 37 W<br>51 H | <b>Window</b> Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None , |        |
| Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |         |              |  |        |
| 105  | Bed 1   | 37 W<br>51 H | <b>Window</b>  |        |





## Itemized Order Receipt

**DBA: RENEWAL BY ANDERSEN OF DETROIT**

Legal Name: Renewal By Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-6041 | [rbasalesdetroit@andersencorp.com](mailto:rbasalesdetroit@andersencorp.com)

**Dean & Melissa Bevacqua**

161 E Iroquois Rd

Pontiac, MI 48341

H: (586)360-6572

| ID#: | ROOM:  | SIZE:        | DETAILS:  | PRICE: |
|------|--|--------------|---|--------|
|      |  |              | Casement Single Right, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None ,                             |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |              |   |        |
| 106  | Bed 2  | 37 W<br>51 H | <b>Window</b> Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None ,                |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |              |   |        |
| 107  | Bed 2  | 37 W<br>51 H | <b>Window</b> Casement Single Right, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None ,               |        |
| 108  | Dining room  | 56 W<br>51 H | <b>Window</b> Gliding Double 1:1 Active / Passive, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 30   DP Rating: + 30 / - 30 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 2w x 4h, <b>Misc</b> , None , |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash) |              |   |        |
| 109  | Living room  | 37 W<br>39 H | <b>Window</b>   |        |



## Itemized Order Receipt

DBA: RENEWAL BY ANDERSEN OF DETROIT

Legal Name: Renewal By Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-6041 | rbasalesdetroit@andersencorp.com

Dean & Melissa Bevacqua

161 E Iroquois Rd

Pontiac, MI 48341

H: (586)360-6572

| ID#: | ROOM:   | SIZE:        | DETAILS:   | PRICE: |
|------|---|--------------|--|--------|
|      |   |              | Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 3h, <b>Misc</b> , None ,   |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash)                        |              |  |        |
| 110  | Living room   | 37 W<br>39 H | <b>Window</b> Casement Single Right, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 3h, <b>Misc</b> , None ,  |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash)                        |              |  |        |
| 111  | Living room   | 74 W<br>63 H | <b>Window</b> Gliding Triple 1:2:1 Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 35   DP Rating: + 35 / - 35 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, Standard Color Extra Lock, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , Sash 1: Colonial 2w x 4h, Sash 2: Colonial 3w x 4h, Sash 3: Colonial 2w x 4h, <b>Misc</b> , None , |        |
|      | Currently: Picture center / double hung sides<br>Grilles: 2w x 5h (each sash) |              |  |        |
| 201  | Stairs  | 36 W<br>49 H | <b>Window</b> Casement Single Right, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None ,  |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash)                        |              |  |        |
| 202  | Pool room   | 56 W<br>51 H | <b>Window</b>  |        |





## Itemized Order Receipt

DBA: RENEWAL BY ANDERSEN OF DETROIT

Legal Name: Renewal By Andersen LLC

2102215127

37720 Amrhein Road | Livonia, MI 48150

Phone: 734-237-1052 | Fax: 651-275-6041 | rbasalesdetroit@andersencorp.com

Dean & Melissa Bevacqua

161 E Iroquois Rd

Pontiac, MI 48341

H: (586)360-6572

| ID#: | ROOM:  | SIZE:        | DETAILS:  | PRICE: |
|------|--|--------------|---|--------|
|      |  |              | Gliding Double 1:1 Active / Passive, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 30   DP Rating: + 30 / - 30 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 2w x 4h, <b>Misc</b> , None , |        |
|      | Currently: Casements with stationary glass on top<br>Grilles: 3w x 4h (total unit) |              |   |        |
| 203  | Bar  | 36 W<br>49 H | <b>Window</b> Casement Single Right, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None , |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash)                             |              |   |        |
| 204  | Front  | 36 W<br>49 H | <b>Window</b> Casement Single Right, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None , |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash)                             |              |   |        |
| 205  | Closet   | 36 W<br>49 H | <b>Window</b> Casement Single Left, Base Frame, Exterior Black, Interior White, <b>Performance Calculator</b> PG Rating: 40   DP Rating: + 40 / - 40 <b>Glass</b> , All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware</b> , White, <b>Screen</b> , Fiberglass, Full Screen, <b>Grille Style</b> , Grilles Between Glass (GBG), <b>Grille Pattern</b> , All Sash: Colonial 3w x 4h, <b>Misc</b> , None ,  |        |
|      | Currently: Double Hung<br>Grilles: 2w x 2h (each sash)                             |              |   |        |

WINDOWS: 16 PATIO DOORS: 0 ENTRY DOORS: 0 SPECIALTY: 0 MISC: 0 TOTAL \$40,895



Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.











**UNIT 101:**



**UNIT 102:**





**UNIT 103:**



**UNIT 104:**

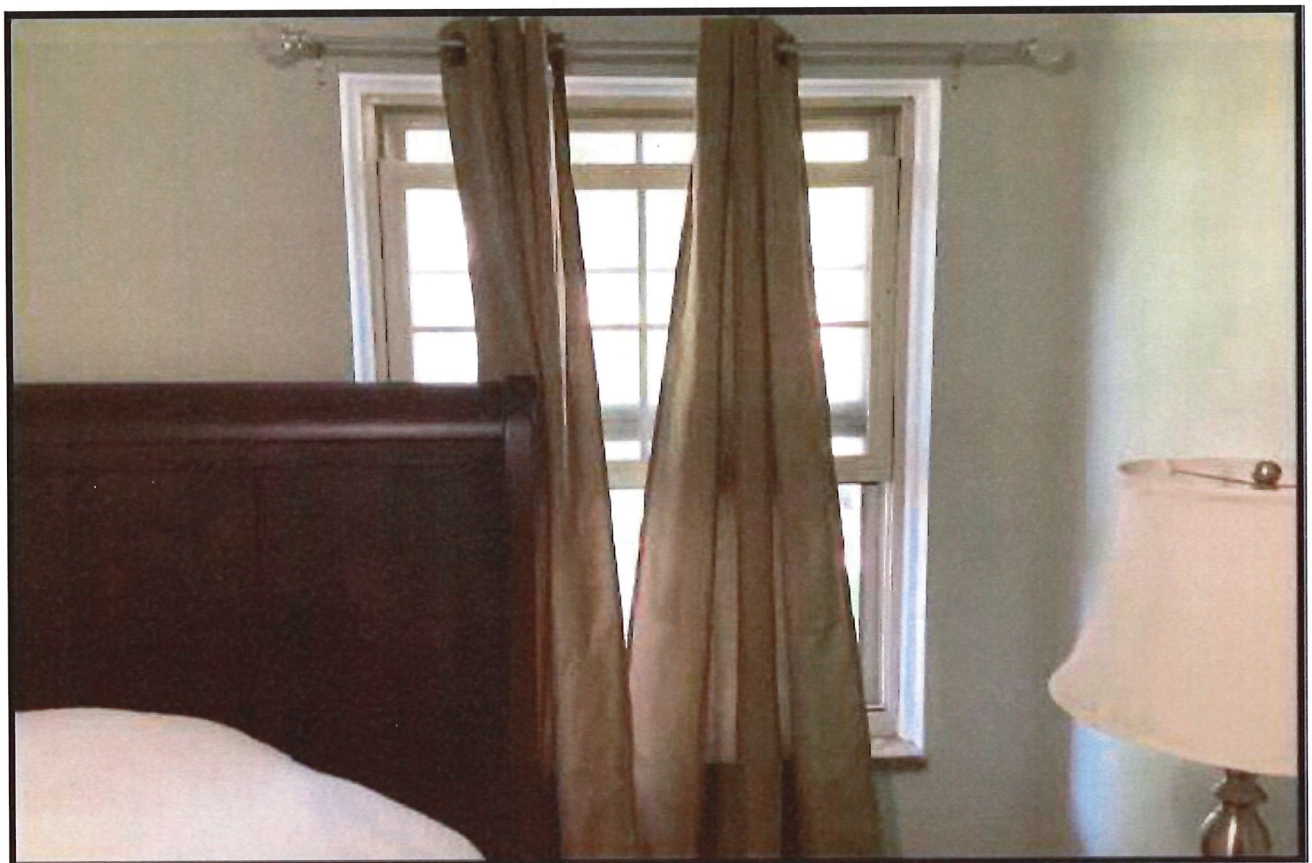




**UNIT 105:**



**UNIT 106:**





**UNIT 107:**



**UNIT 108:**





**UNIT 109:**

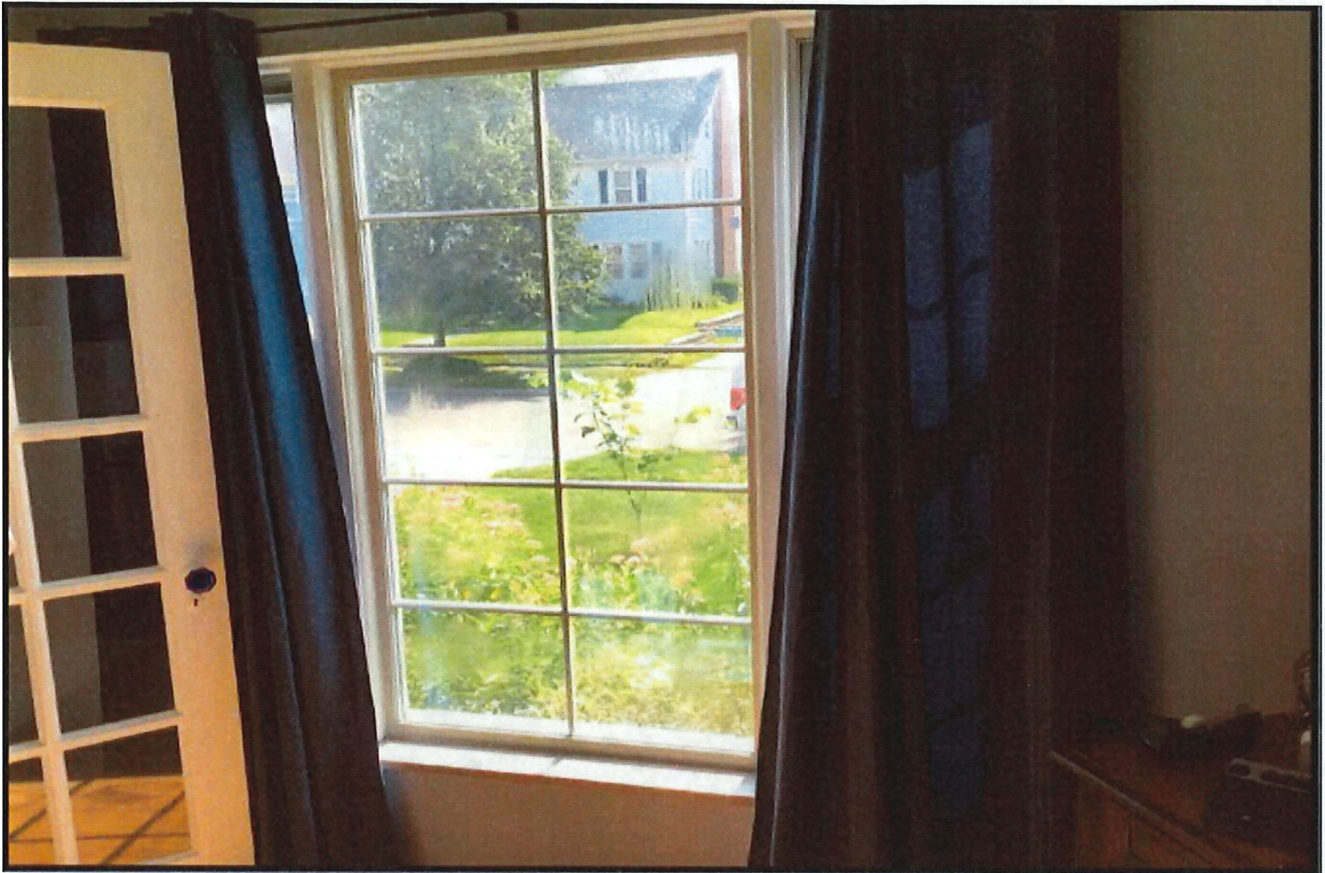


**UNIT 110:**

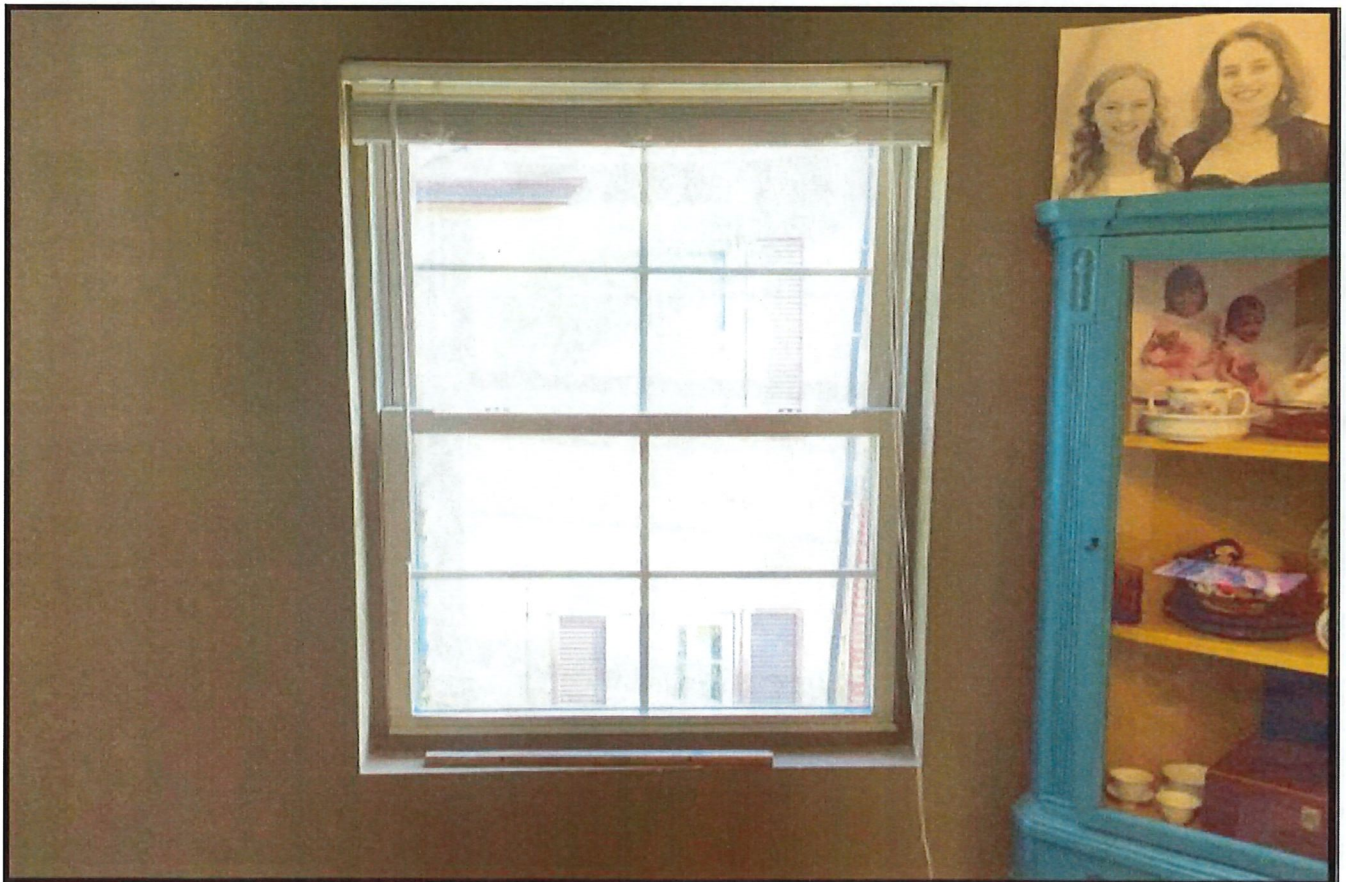




**UNIT 111:**



**UNIT 201:**





**UNIT 202:**



**UNIT 203:**

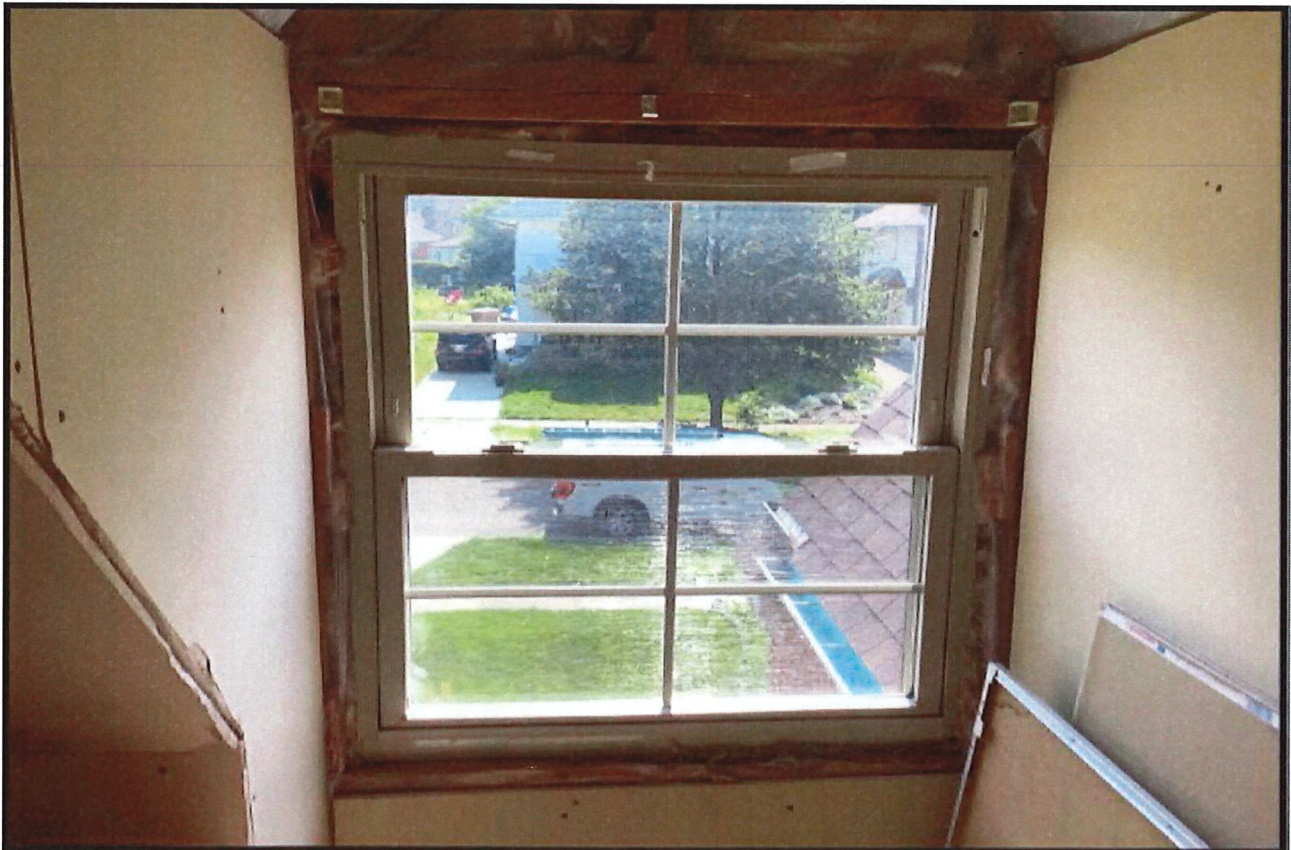




**UNIT 204:**



**UNIT 205:**







**CASEMENT WINDOW**

## ADVANTAGES AND APPLICATIONS

The Renewal by Andersen® casement window consists of one or multiple sashes in a single frame. The sash can be hinged on the right or left side and pivots outward. Sash opening is controlled by a roto gear operator on the sill. A single sash lock lever activates multiple lock points to enhance security, and pulls the sash in tightly against the weatherstrip on the sash and frame. Insect screens are installed on the interior of the frame.

***Casement  
Replacement Windows*****ADVANTAGES**

- Allows the most ventilation of any window type.
- Open sash can “catch” breezes from multiple directions.
- Multiple weatherstrips provide a weather tight seal when sash is closed and locked.
- Patented Fibrex® material is more rigid than vinyl, allowing more glass area.
- Fibrex material with low-maintenance capstock gives a rich, low-luster finish to sash and frame, similar to painted wood.
- Smooth radius surfaces on frame and sash are pleasing to the eye and easier to clean.
- Mortise and tenon appearance on the interior and exterior sash and frame corners give a traditional hand-crafted look.

**APPLICATIONS**

- Widely used to replace other styles of windows.
- Offers dramatic design accents when combined with fixed windows.
- Recommended for use over countertops and other wide obstructions because operation is controlled by turning a handle—an easier motion than lifting or sliding sash.
- Should not be used in areas where the projecting sash could obstruct outside walkways.
- Visually compatible with other Renewal by Andersen products.
- Corrosion-resistant casement hardware is available for use in harsh and corrosive environments such as heavy industrial or coastal areas.

# WINDOW OPENING AND DIMENSIONAL SPECIFICATIONS

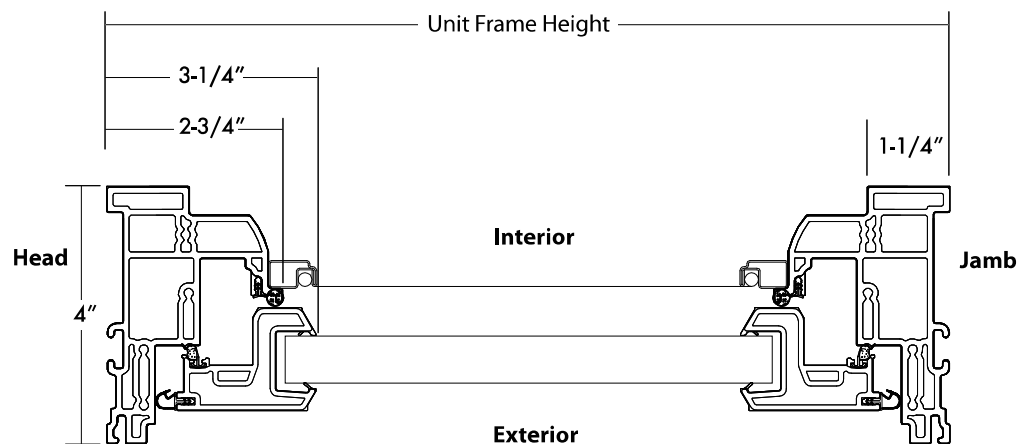
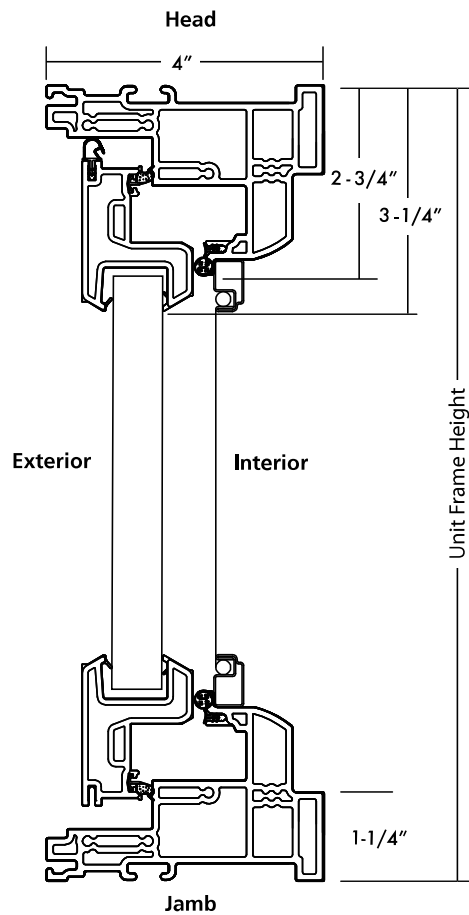
## CASEMENT SINGLE WINDOW (CS)



Window profiles shown for measurement purposes.



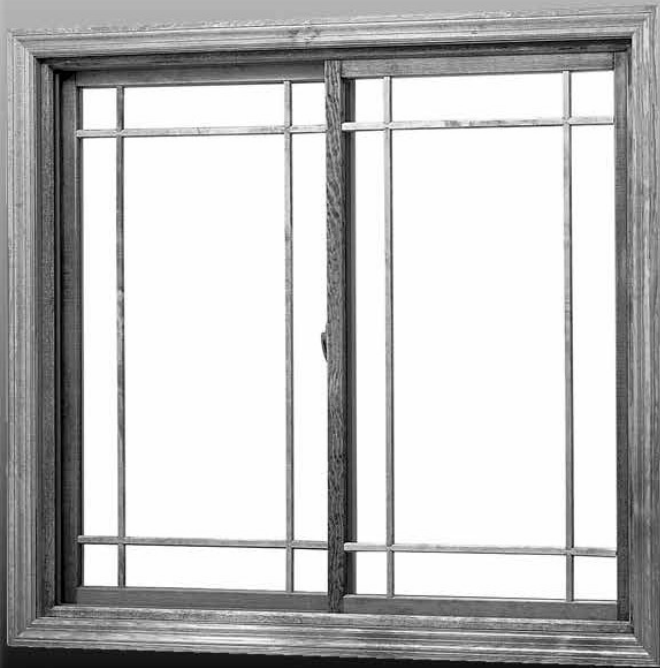
All dimensions shown are approximate.  
For precise clear opening and clear glass dimensions, refer to the Clear Opening, Clear Glass, and Vent Opening Dimensions charts on the 1-15.



**GLIDING WINDOW**

## ADVANTAGES AND APPLICATIONS

The Renewal by Andersen® gliding window has a pleasing contemporary appearance that blends well with any decor. A gliding window consists of two or more sash in a single frame. A gliding-stationary window consists of one operating and one stationary sash in a single frame. A gliding-picture window has two operating sash, one on each side of a stationary center sash, all contained within one frame. Operating sash can be secured by a dual cam-type sash lock, and a removable insect screen is installed on the exterior of the operating sash.



*Gliding, Gliding-Stationary,  
and Gliding-Picture  
Replacement Windows*

**ADVANTAGES**

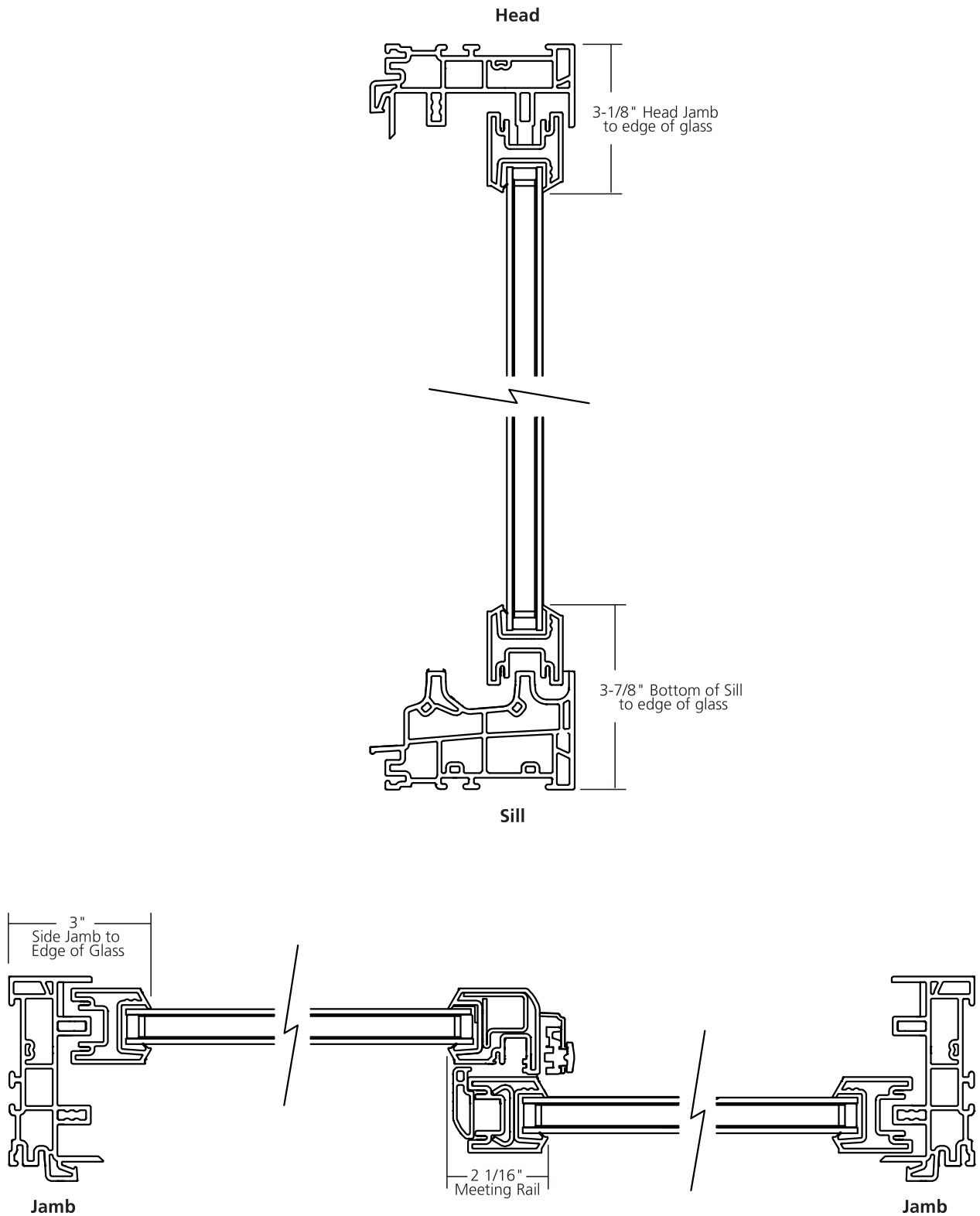
- Viewing area is large because there are no horizontal sight line interruptions.
- Sash do not project outward when opened for ventilation.
- Strong, patented Fibrex® material allows more glass area.
- Fibrex material with low-maintenance capstock gives a rich, low-luster finish to sash and frame, similar to painted wood.
- Smooth radius surfaces on frame and sash are pleasing to the eye and easier to clean.
- Mortise-and-tenon appearance on interior and exterior sash and frame corners gives a handcrafted traditional look.

**APPLICATIONS**

- Suitable in areas facing walkways, decks and other traffic areas outside the window because sash do not project outward.
- Visually compatible with other Renewal by Andersen products.

**CLEAR GLASS DIMENSIONS**

GLIDING WINDOW





## CITY OF PONTIAC HISTORIC DISTRICT COMMISSION CONFLICT-OF-INTEREST POLICY AND DISCLOSURE CERTIFICATION

### **Article I: Purpose**

The purpose of this conflict-of-interest policy is to protect the integrity and transparency of the City of Pontiac Historic District Commission (the “Commission”) proceedings when it is reviewing a recommendation or determination in which a member may have a potential or actual conflict-of-interest and to comply with Article VI of the Charter of the City of Pontiac.

### **Article II: Definitions**

#### **1. Interested Person**

Any Commission member, who has a direct or indirect financial interest, as defined below, is an interested person (“Interested Person”).

#### **2. Financial Interest**

A Commission member has a “Financial Interest” if the member or the member’s family member has, directly or indirectly:

- a. An ownership or investment interest with a person, business or other organization that is seeking action by the Commission or that would benefit by action by the Commission (an “Organization”).
- b. An ownership or investment interest in any entity with which the Organization seeking action by the Commission, or that would benefit by action by the Commission, has a transaction or arrangement.
- c. A compensation arrangement with the Organization or with any entity or person with which the Organization seeking action by the Commission, or that would benefit by action by the Commission, has a transaction or arrangement.
- d. A potential ownership or investment interest in, or compensation arrangement with, any entity or person with which the Organization is negotiating a transaction or arrangement.
- e. Any other arrangement, contract, or agreement by which a Commission member or a Commission member’s family member stands to receive a financial benefit directly or indirectly from the approval or denial of the Organization’s request before the Commission, or from a matter before the Commission which may benefit the Organization.

“Compensation” and/or “financial benefit” include direct and indirect remuneration as well as gifts or favors that are not insubstantial.



A “family member” includes a spouse, partner, brother, sister, in-law, parent, grandparent, great-grandparent, child, grandchild, or great-grandchild.

### **Article III: Procedures**

#### **1. Duty-to-Disclose**

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of their Financial Interest, together with all material facts, both to the City Attorney within 3 business days and publicly on the record at the Commission meeting relating to the Organization with which their Financial Interest is connected.

#### **2. Determining Whether a Conflict-of-Interest Exists**

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the City Attorney shall determine whether a conflict-of-interest exists.

#### **3. Conflicts-of-Interest**

If the City Attorney determines that the Interested Person has a conflict of interest, that Interested Person shall abstain from commenting and voting on matters before the Commission related to the conflict-of-interest.

#### **4. Violations of this Conflict-of-Interest Policy**

Any violations by a Commission member of this Conflict-of-Interest Policy, including but not limited to failures to disclose, as determined by the City Attorney, may result in recommended removal of the Commission member and review for potential criminal prosecution.

### **ACKNOWLEDGMENT**

I have reviewed, understand, and affirm to uphold this Conflict-of-Interest Policy.

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **DISCLOSURE CERTIFICATION**

Please disclose and describe any direct or indirect Financial Interest you or your family members have as defined in Article II-Definitions, Section 2-Financial Interest, subparagraphs (a)(b)(c)(d) and (e) of this Conflict of Interest Policy. If you have no such Financial Interest, then indicate “Not applicable”.



---

---

---

---

---

---

---

If you have a Financial Interest, or Financial Interests, for each Financial Interest please provide the name, address, email address and telephone number of the affiliated persons or entities:

---

---

---

---

---

**CERTIFICATION**

I certify to the best of my knowledge, information and belief that my disclosures are true and accurate.

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_