

City of Portage - Historic District Commission
Wednesday, December 16, 2015
Portage City Hall – Conference Room #1

MINUTES

Called to Order at 8:30 a.m.

Present: Mark Reile, Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Marty Maytnier and Erica Eklov (SL).

Absent: Jessie Duniphin, Christine Broberg, Russ Randall and Jim Ebert (excused).

Old Business:

- 1) The minutes from the regular meeting of November 4 were approved with 2 corrections.
- 2) No update on 5720 Oakland (Vergunst).
- 3) No update on the newsletter.
- 4) New Member appointments:
 - a. Election of Officers: Mark relayed that Christine had relayed her resignation, effective January 7, 2016 prior to today's meeting. As such, he inquired on interest for the Secretary positions. Discussion followed. Marty volunteered and was unanimously appointed. Erica confirmed she would fulfill the recording of minutes for the current meeting if Marty could start with the January meeting. Erica relayed that the City Clerk's Office had a potential candidate slated for the next Board and Commission interviews which could fulfill Christine's vacancy.
 - b. Property Assignments: Due to the number of member absences, Mark suggested tabling this item until the January. It was agreed to resume assignments in January.
 - c. Mark also relayed that Jessie had relayed that her personal circumstances had recently changed and she might not be able to make the Commission meetings. Discussion followed. It was decided to retain her appointment until further information on her future attendance was received.

New Business:

- 1) 8007 Cox's Drive: Erica provided a verbal update regarding recent contact and inquiries from the property owner.
- 2) 1521 E. Centre: Mark asked that Erica provide a verbal update on 1521 E. Centre. Erica conveyed that Community Development had received recent inquiries regarding interest in the property, but that nothing had been received to date. She advised that additional information would be provided to the Commission as it became available.
- 3) Katie noted that development had begun on the recently spilt assisted living facility parcel adjacent to 3821 W. Milham and the visual changes that have resulted. She asked Erica for a reminder on the timeline for completion for the assisted living facility, as well as the tree line replacement plan. Erica relayed that she didn't have that information handy, but would send out a follow-up e-mail after the meeting with the information.
- 4) 3221 W. Milham – December 2, 2015 Supplementary Materials:
 - a. Initial Document Review: Erica invited Zoning and Codes Administrator Jeff Mais to listen to discussion in relation to related code enforcement. Mark stated that the current drawings for the new proposed barn structure need additional details illustrated including the faux door design, trim locations/sizes/scale and roof peak vent was incorrect shape as compared with the existing (hexagon vs. diamond). Mark also stated that upon further review the proposal lacks "cut sheets" noting building material brands, models/makes and material compositions. Mark highlighted Matt's request for a service door and proposed that the south elevation would be the least likely visible location. Members voiced support for this location. Discussion followed regarding the ability of the HDC to vote on the original application and supplementary materials citing the incomplete nature and a lack of comparison quotes to

support the HDC's vote on the application for 3221 W. Milham. Several members conveyed that a special meeting could be set to assist with timely review of the proposed new structure for 3221 W. Milham in light of the pending code enforcement. Erica reminded that the owner requested to be included in a conference call with the Commission before discussion progressed.

- b. Conference Call with owner of 3221 W. Milham: Mark initiated contact with the Mr. Matt Nieuwenhuis. Mark recommended that he contact Community Development to confirm whether a variance would be needed for the proposed new barn structure. Matt relayed that he had not yet conferred but would follow-up shortly. Mark inquired on the proposed siding style. Matt confirmed it was a standard 9-inch center with each panel 3 feet in size. Mark relayed that it would assist the HDC if Matt would provide product "cut sheets" on the proposed building materials. Discussion followed. It was confirmed that the walls would be 12 feet in height with the trusses to be additional footage. Mark asked what the trim would look like. Matt relayed that he could get what the HDC might prefer, citing a lack of cost difference on sizes. Mark relayed that the HDC's preferred location of the service door is on the south side of the barn. Matt preferred the east side and it was agreed that would be amenable. Mark inquired about the design of the corners. Matt relayed that the current barn's corners are 1x4 with 3-inch wide trim. It was agreed to match the current style for the new barn. Mark discussed the faux barn door. Matt relayed the current barn door trim is 5 inches and Mark requested that the scale be mimicked for the new door. Matt offered to re-construct the faux doors out of current salvageable tongue and groove siding and Mark agreed. Mark suggested taking pictures of the current features and barn doors to match for the new barn proposal as part of the application process. Mark then discussed the proposed garage doors for the new barn. He stated that more of a carriage door look was desired by the HDC. Katie offered to provide examples for Matt, via e-mail through Erica, of a vendor she uses for her own residence. Matt expressed concern with the potential increase in cost and Mark agreed to a design that would match Matt's budget. Mark relayed that the HDC would provide all the discussed feedback prior to the January 6th regular meeting to allow Matt ample preparation for attendance. Mark also conveyed that the HDC still need at least two other quotes to understand the estimated costs in repair / demolition and new construction for justification of the final decision. Mark then covered the eave vents with regard to either re-using current materials with 1x4 trim surrounds or in building new, to ensure the proposed design is diamond shaped to match existing and not hexagonal as noted on the proposed drawing. Matt offered to provide paint samples of red and white. Mark agreed and asked for both. Mark reminded that a height variance would be needed and that if both Matt and the HDC could find an agreeable design for a new barn, the HDC would provide support for the variance application. Mark stressed the need for quotes for justification. Mark then asked about the potential application of exterior lights and Matt confirmed no more exterior applications were planned. Mark also inquired whether the proposed new barn would have a poured slab foundation; Matt confirmed that plan. Mark asked if there were any additional questions or comments from the HDC members or Matt. Hearing none, he mentioned that Matt could expect the written follow-up information shortly and before the next regular meeting on January 6th. The call was ended.

Citizen Comments: None.

Member Comments: None.

Adjournment: 10:25 a.m.