

**City of Portage - Historic District Commission**  
**Wednesday, July 6, 2016**  
**Portage City Hall – Conference Room #2**

**MINUTES**

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Called to Order at 8:20 a.m. (Suzanne)

**Present:** Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Jessie Duniphin, Collin Forrest, John Lotz and Erica Eklov (SL). Citizens Mick Lynch, Aaron Seymour (Story Point) and Jose Santamaria.

**Absent:** Russ Randall, Jim Ebert and Marty Maytnier (excused).

**Approval of Minutes:** Suzanne asked members to review the June 1, 2016 Regular Meeting Minutes. She noted a correction was needed with regard to the noted time. Fred motioned to approve the minutes with the one correction; Jessie seconded and the minutes were approved.

**Old/New Business:**

- 1) Suzanne asked Erica to do the update on the current properties and open cases.
  - a. 3221 W. Milham - barn (Nieuwenhuis) ZBA review – Erica noted the barn remains standing and otherwise no new information. Fred questioned on the final size approved by the Zoning Board of Appeals.
  - b. 5720 Oakland - barn (Vergunst) June 3, 2015 application – Erica relayed that Community Development had contact with the current owner of the Smith property on Angling for potential re-use of the outbuilding wood (desired by Mr. Vergunst), that the current owner was amenable to donating wood, but that nothing had been confirmed and phone relay between staff and the owner is ongoing.
  - c. 2663 Mandigo (Kiley) code enforcement – Erica relayed the Community Development update that an RV with a tenant was found on the property running a generator for supposed assistance with property repairs and that additional violation was being addressed by Community Development.
  - d. 1521 E. Centre (Davis) / Selinon Park development – no new information.
  - e. 10234 East Shore (Giem) Train Barn – Erica noted that the City Manager was in ongoing discussions with Peg Giem regarding the future of the site.
  - f. 922 W. Osterhout (Norman) property inspection / exterior work – Erica relayed that she had not heard anything further from the property owner on the noted issues and plans for work. She said she would send a letter requesting an update before the next meeting.
  
- 2) 5830 Portage Road (Beacon Club) application: Katie suggested that business jump ahead to the current applications in light of the citizen attendees and opened the discussion on the Beacon Club application. Jose Santamaria, new General Manager of the Beacon Club, introduced himself and explained that he and his new business partner were performing some much-needed maintenance on the facility during the annual business closure during 4<sup>th</sup> of July week. He explained that the exterior was being repainted white and any damaged wood was also being replaced, but that they desired to repaint the front three doors red instead of black. Erica reviewed pictures provided for the application. Suzanne noted the ongoing improvements to the facility. Fred motioned to approve the application as written; Katie seconded and the application was approved.
  
- 3) 3821 W. Milham (Lynch / Story Point) application: Katie introduced Mick Lynch to discuss the application. Mick relayed that he is requesting location of a temporary sales trailer and associated parking lot on behalf of the adjacent Story Point development, per an existing private party agreement. Mick relayed that Story Point has agreed to fully restore the location after removal of the trailer. Katie inquired on the time table for the plan. Aaron Seymour from Story Point explained that current schedule has completion by early spring and restoration by March or April 2017. Katie inquired on the site plan. Aaron noted that one modification to the November 2015 site plan had been made to relocate

the temporary parking lot entry from direct access to W. Milham to join with the existing Story Point boulevard drive. Discussion followed. Fred asked to include the existing private party agreement as part of the original application. The time table on the trailer has installation by the end of July 2016 – Aaron supplied photos of the trailer appearance. Aaron noted the trailer is needed to quarantine the prospective residents from the active construction site. Katie noted she would abstain from the vote citing a potential conflict of interest. Suzanne motioned to approve the trailer location with noted removal and site restoration by May 2017. Fred seconded; the application was approved.

4) Community Awareness

a. Homeowner Reminders / New Owner Letter / Area Realtor Contact

- i. Members reviewed the draft homeowner welcome letter as revised. Discussion ensued regarding further revisions.
- ii. Discussion followed regarding realtor/property sale notification letters. Collin offered to monitor the MLS system for potential historic property listings and offer guidance. Collin suggested sending an advisement letter to the Greater Kalamazoo Area Realtors office noting the city's historic properties.
- iii. Jessie will draft a current homeowner reminder letter for the next meeting with the aim to send annually in the spring.
- iv. Jessie reminded on the inclusion of reference materials for inclusion in the mailings (history, architectural style, contractors, etc).

b. Sub-Committee Update (Marty, John & Jessie)

- i. No new information.

**Citizen Comments:** Mick provided a progress update on the painting of the Sprinkle Road Queen Anne, as well as the outbuildings on the Sprinkle Road property.

**Member Comments:** None.

**Adjournment:** 9:07 a.m.