



Historic District Commission

June 3, 2020

City of Portage – Historic District Commission
Wednesday, June 3, 2020 @ 8:15 a.m.
WebEx – Virtual Meeting

Call to Order:

Approval of Minutes:

* March 4, 2020 Regular Meeting Minutes.

Announcements:

Historic District Commission Annual Address to City Council: To Be Determined.

Old Business:

Historic District Modification: 8009 Cox's Drive: No update.

New Business:

1. * 6638 Angling Road – Window Replacement.

Citizen Comments:

Member Comments:

Adjournment:

Materials Transmitted:

Asterisk (*) indicates printed material within agenda

Please notify Kyle Mucha at 329-4473 if you are unable to attend.

City of Portage
Historic District Commission
Wednesday, March 4, 2020

Meeting Called to Order: 8:25 a.m.

Members Present: Duniphin, Lopez, Maytnier, vanLonkhuyzen, Grunert, Custer, Barton, Meyle.

Members Absent: Grunert moved, seconded by Duniphin, to excuse Commissioner Nemeth; motion passed 6-0.

Staff: Kyle Mucha, Zoning & Codes Administrator

Guest(s): None.

Approval of Minutes: Grunert moved, seconded by Custer, to approve the November 6, 2019 meeting minutes as submitted; motion approved 8-0.

Announcement: Council Address is scheduled for May 12, 2020 at 7:00 p.m.

Old Business:

New Business:

- a. Staff member Mucha provided a communication from the Portage Youth Advisory Committee to the Commission, indicating that the Historic District Commission has been invited to attend the annual Green-A-Thon event, scheduled for April 19, 2020, as a participant. Mucha informed the Commission that a response to the Portage Youth Advisory Committee is requested by April 8, 2020.
- b. 8009 Coxs Drive – Michael Kasten: Request to Demolish School House. Mucha summarized the application received from Mr. Kasten to demolish the District 6 School House, located at 8009 Coxs Drive. Mr. Kasten indicated the building is no longer rentable as office space and has been unoccupied since 2015. Mr. Kasten also indicated the building is not up to current Building & Fire Codes, nor does it meet standards set forth in the American with Disabilities Act. Mr. Kasten has expressed that the maintenance of the building is no longer financial feasible.

Lopez moved, seconded by Meyle to form a Study Committee to review the application submitted by Mr. Kasten to demolish the District 6 School House. The Study Committee will be made up of all current members of the Historic District Commission. Motion passed 8-0.

Discussion followed regarding a previous application to demolish the school house in 2016 by Mr. Kasten. Commissioners Duniphin, Grunert and vanLonkhuyzen indicated that further information would be needed in order for the Study Committee to fulfil its due diligence prior to a preliminary report being produced in response to Mr. Kasten's application. Grunert moved, seconded by Custer, to request the following information from the applicant: further details regarding the alleged financial hardship of maintaining the school house; quotes/estimates to demolish the school house; and an estimate to move the school house to the Celery Flats Historical Area. In addition, further information is requested from the City of Portage Building & Fire Departments regarding the claim that the building does not meet current Building & Fire Codes. Motion passed 8-0.

Member Comments:

- a. Duniphin provided information for consideration by the Commission as it pertained to the annual Historical Preservation Event. The event is scheduled for May 9, 2020 from 11:00 a.m. to 2:00 p.m. at Portage Celery Flats. Duniphin indicated a partnership will take place with Steve Rossio (local historian) to help promote the unique characteristics of the one-room school house located at Celery Flats. Duniphin indicated this year's event will be smaller than years past in terms of vendors and activities. Duniphin will be working with city staff to invite local food vendors/food trucks to the event.
- b. Commissioner vanLonkhuyzen informed the Commission that a potential application will be forthcoming in late spring or summer regarding a porch remodel at their property.
- c. Commissioner Lopez provided information regarding the statewide preservation conference being held in May in Kalamazoo.
- d. Commissioner Grunert informed the Commission that after June of this year, he will no longer be a resident of the City of Portage. Mucha requested that Commissioner Grunert inform the City Clerk of this change.

Adjournment: There being no further comments or business, vanLonkhuyzen adjourned the Historic District at 9:30 a.m.

Respectfully submitted,

Kyle Mucha

Kyle Mucha
Zoning & Codes Administrator



Department of Community Development

TO: Historic District Commission **DATE:** May 29, 2020
FROM: Terry Novak, ^{Terry Novak} Deputy Director of Building & Housing Services
SUBJECT: 6638 Angling Road – Window Replacement

The applicant, Katie vanLonkhuyzen, has submitted an application to replace the non-original screen porch screens with historically appropriate reproduction windows (wood with restoration glass) on the home located at 6638 Angling Road per the application dated May 22, 2020. The new replacement windows will be more in style and character appropriate for the home. The applicant enclosed documentation depicting the existing screen porch and renderings of the proposed work.

Attachments: Application from Katie vanLonkhuyzen, 6338 Angling Road

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Application for Certificate of Appropriateness for Modifications to Historic District Properties

Before construction, alteration, repair, removal or demolition affecting the exterior of a Historic District property, the property owner or contractor proposing to take such action shall obtain permission from the Portage Historic District Commission (HDC) per PA 169 of 1970.

The property owner must complete the information requested below and submit plans, drawings and pictures sufficient enough to clearly illustrate the proposed action(s).

The HDC will review items at the regularly scheduled meetings held on the first Wednesday of each month. The property owner and/or contractor are requested to attend the meeting. After HDC approval, city staff will issue a "Certificate of Approval." If a building permit is necessary, the property owner is responsible for contacting the Community Development Department.

For assistance in researching appropriate historic modification tips, consult the Secretary of Interior's Standards at www.nps.gov/tps/standards.htm or the National Park Service's *Preservation Briefs* at www.nps.gov/tps/how-to-preserve/briefs.htm. For information on the Portage Historic District, see Chapter 38 of the Portage Code of Ordinances. Questions can be directed to HDC Staff Liaison Kyle Mucha, Zoning & Codes Administrator, at 329-4473 or muchak@portagemi.gov.

Applicant Name(s) _____ Date _____

Telephone Number(s) _____

Address of Historic Property _____

Description of Proposed Action _____

Reason for Proposed Action _____

Materials to be Used (be as descriptive as possible) _____

****Attach all plans, drawings, and photos to clearly illustrate the proposed action(s).****

Signature of Property Owner













