

# Agenda

## Historic District Commission

City of Kalamazoo



Tuesday, December 16, 2025

5:00 PM

Community Room at City Hall – 241 West South Street

### A. CALL TO ORDER/ROLL CALL

1. Kristi Breisach
2. Katie Boertman
3. James Johnson
4. Dan Kastner - Chair
5. Dana Underwood - Vice-Chair

### B. ADOPTION OF FORMAL AGENDA

### C. APPROVAL OF MINUTES

1. Approval of the minutes from the Historic District Commission meeting on 21 October 2025

### D. PUBLIC COMMENTS

### E. APPLICATION REVIEWS

1. 224 E Michigan - Alteration (Installation of two signs) PHDC25-006  
*Year Built:* N/A  
*Style:* Commercial  
*Historic District:* Haymarket

### F. COORDINATOR'S REPORT

1. 2026 Historic District Commission Meeting Schedule
2. IK 2035 Partners Catchup

### G. ADJOURNMENT

### **DISCLAIMER**

Chapter 16, Section 22 of the City of Kalamazoo Code of Ordinance states:

Historical preservation is a public purpose. To serve that purpose, the Historic District Commission is hereby charged with the following responsibilities:

- a) The Kalamazoo Historic District Commission is empowered to regulate Work on the exterior of historic resources and non-historic resources in historic districts in the City of Kalamazoo and shall otherwise have all powers invested in Historic District Commissions pursuant to the Local Historic Districts Act, MCLA § 399.201 et seq. 1970 PA 169, as Amended 1992.
- b) To regulate Work on resources which, by City ordinance, are historic or non-historic resources located within local historic districts, including but not limited to the moving of any structure into or out of, or the building of any structure in, an historic district.

The following documents are available in the Community Planning and Economic Development Department located at 245 North Rose Street. These documents will help assist property owners in understanding the responsibilities of owning property in a local historic district: MCLA § 399.201 et seq. 1970 PA 169 as Amended 1992 (Michigan Local Historic District Act); Code of Ordinances City of Kalamazoo, Michigan (Chapter 16 - Historic District); Secretary of the Interiors Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings, 1990; Standards and Guidelines for Kalamazoo Historic Districts, and maps of Kalamazoo Local Historic Districts. These documents and maps are also available on the city of Kalamazoo website at [www.kalamazoocity.org/historicpreservation](http://www.kalamazoocity.org/historicpreservation).

### **GUIDELINES FOR PUBLIC PARTICIPATION AT HDC MEETINGS**

The Historic District Commission recognizes that citizens who make the effort to attend a Commission meeting often feel passionately about an issue. The following guidelines are not meant to discourage individual expression; rather, they exist to facilitate the orderly conduct of business and to ensure that all citizens who wish to address the Historic District Commission are able to do so in an atmosphere of civility and respect.

- Out of respect for business being conducted during the meeting, turn off all cell phones and pagers prior to the meeting.
- Citizens have opportunities to address the Historic District Commission at the following times during a meeting:
  - Address Non-agenda items at the beginning of the meeting. If you wish to speak about a specific review, please wait until that review comes to the commission.
  - Consideration of Regular Agenda items. Citizens are permitted to speak to the Commission on project reviews after the applicant has made their presentation and prior to the Historic District Commission discussion. The Chair will call for comments from the public.

### **A Note on Quorum and Historic District Commission Decisions**

City of Kalamazoo Code of Ordinance – Chapter 16 – Historic District Commission – section 19 states: “A majority of the members of the Commission shall constitute a quorum. A majority of the appointed members is required to take action on all matters not of an administrative nature, but a majority of a quorum may deal with administrative matters.” All applicants should be aware that the minimum of four of the commissioners must vote for a motion for a decision to be made in all actions. Applicants may choose to postpone their review to the next regularly scheduled meeting of the commission before the commission begins their deliberations if fewer than seven commissioners are present. The postponement form is available from the coordinator and must be filled out and signed before the applicant leaves the meeting.