

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: Commerical
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.

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.

KALAMAZOO HISTORIC DISTRICT COMMISSION

Agenda – Tuesday, October 21st, 2025

5:00 pm

241 W. South St. Kalamazoo, MI 49007

I. Call to Order: Mr. Kastner called the meeting to order at 5:04 PM

II. Roll Call & Approval of Absences:

Katie Boertman- Present
Dana Underwood – Present
James Johnson-Present
Dan Kastner- Present
Kristi Breisach- Absent

Ms. Boertman made a motion to approve the absence of Ms. Breisach with a second from Ms. Underwood. All commissioners approve.

Mr. Pena read the disclaimer on record at 5:05 PM.

III. Approval of Agenda:

Motion made to approve agenda by Ms. Boertman with a 2nd by Mr. Johnson. All commissioners approve.

IV. Approval of Minutes: September 15th, 2025

Motion made to approve by Ms. Boertman with a 2nd by Mr. Johnson

V. Public Comment on non-agenda items: None

VI. OLD BUSINESS: None

NEW BUSINESS:

A)	602 W Walnut	5:07 PM	Alteration- Removal of balcony, Installation of hipped roof Style: Colonial Revival Historic District: South St -Vine
	Year Built: 1903		

Mr. Hunsinger is the owner of the property and is working with the contractor Mr. Berrigan. Mr. Hunsinger wants to remove the balcony and replace it with a hipped roof. The balcony is leaking, and the railing is not up to code. They have removed the asbestos siding. Once the siding was removed, they learned that the this had turned into dirt and had water damage and termite damage. They will be replacing the rotted wood. The doors will be replaced with wood windows, and they are hoping to leave

the current windows and maybe just reframe from rotted damage. The new roof will not cover the third story windows. Ms. Boertman makes motion to approve a Certificate of Appropriateness for the work as described in the application, the proposed work complies with the Secretary of the Interior standards 2, 9 and 10 with a second from Ms. Underwood. All commissioners approve.

**B) 1623 Grand
Year Built: 1915**

5:20 PM

**Alteration- Rear porch enclosure
Style: Prairie
Historic District: West Main Hill**

Mr. and Mrs. Robertson are the current owners of 1623 Grand and want to enclose the rear porch to make into a mudroom to go along with a kitchen renovation project and will include a coat closet. The proposed window is off center due to wanting a closet in the interior. They are planning to stud out and insulate the inside and will be open to the interior of the home. They will be filling in the openings and not changing the brick. The siding will match the other parts of the home. What is being done could be undone in the future. Mr. Kastner did want to add to make sure under the floor is insulated. Ms. Robertson did state that they did have a fire on the porch recently and did sustain some damage. Mr. Johnson makes a motion to approve a Certificate of Appropriateness for the work as described in the application, the proposed work complies with the Secretary of the Interior standards 2, 9 and 10 with a second from Ms. Boertman. All commissioners approve.

VII. Coordinator’s Report

- Discussed Stuart home tours that just took place.
- Spoke about needing additional commissioners

VIII. Adjournment

Ms. Kastner adjourned the meeting at 5:38 PM.

Chairperson

Date

Historic Preservation Coordinator

Date

Recording secretary

Date



Historic District Commission Staff Report

City of Kalamazoo

TO: The Kalamazoo Historic District Commission

FROM: Luis Pena, Historic Preservation Coordinator

DATE: December 16, 2025

SUBJECT: 1. 224 E Michigan - Alteration (Installation of two signs) PHDC25-006

PROPOSED WORK:

From the Description of Work Supplied by the Applicant: Installation of 2 Signs. Both signs will be constructed of plastic and metal with metal brackets. The (front) sign will be 4'x4' and hang from the side of the building. In the rear of the building another 2'x2' sign will be lit by offset spotlights.

EVALUATION:

Project Details

Installation of 2 signs on the property (one in the front of the building, one in the rear). The sign in the front will be a 4'x4' internally illuminated projecting sign, the rear sign will be a 2'x2' projecting sign that is externally illuminated. The bracket for the rear sign will hang from a projecting bracket.

Applicable Criteria

Secretary of the Interior's Standards for Rehabilitation

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

The installation of signs will not destroy historic materials that characterize the property. (the sign in the front can be mounted into wood that can be repaired, and the sign on the rear of the building can be installed into mortar joints). The use of new materials and technologies and materials, such as internal illumination and plastic, will differentiate the the historic building from the proposed signs. The proposed signs will, however, also be compatible with the massing, size, scale and features of the existing building.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its

environment would be unimpaired.

Both proposed signs can be installed in such a way that their future removal would not impair the essential form and integrity of the historic property.

Local Historic District Standards and Guidelines

Signs and Awnings

- Signs shall not be placed so as to conceal or disfigure any architectural feature of a building. The style and size of all signs shall be visually compatible with the buildings on which they are placed.

The proposed signs are not obscuring any character defining features of the building. As noted above, the style and size of the signs are visually compatible.

Discussion

POTENTIAL ACTIONS:

1. The proposed work complies with the Secretary of the Interior standards 9 and 10. **Action: Motion to approve a Certificate of Appropriateness for the work as described in the application.**
2. More information is needed. **Action: Motion to postpone until the HDC meeting on 20 January 2026 and direct the applicant to provide the requested materials and information to the Historic Preservation Coordinator by noon on 13 January 2026.**
3. Denial of the application. **Action: Motion to deny the application based on Secretary of the Interior Standards 9 and 10.**



Community Planning and Economic Development
 Historic District Commission
 245 N. Rose Street
 Kalamazoo, MI 49007
 Telephone: (269) 337-8804; FAX (269) 337-8513
Penal@kalamazoo.org

APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

COMPLETE Applications for review at the Historic District Commission meeting including payment of the \$85 hearing fee must be received by NOON on the 2nd Tuesday of the month- the meeting is on the 3rd Tuesday of the month.

(PLEASE PRINT CLEARLY - See instructions on reverse side)

Property Address: 224 E. Michigan Ave

Historic District: South/Vine Stuart West Main Hill Rose Place Haymarket

Applicant: Winstons LLC Owner: Peregrine Company

Mailing Add: 224 E. Michigan Ave Mailing Add: 336 S Kalamazoo Mall

City State & Zip: Kalamazoo, MI 49007 City, State Zip: Kalamazoo, MI 49007

Phone: 2693520201 Phone: 6336269226

Email: info@principlekzoo.com Email: ryan@peregrinecompany.com

Contractor _____

Work to be done by owner

Proposed Work: Use additional sheets to describe work if necessary

Both signs will be constructed of plastic and metal with metal brackets.

To hang an internally lit business name sign centered at 224 E. Michigan

The sign will be 4ft x 4ft and hang from the side of the building. In the rear of the building another 2ft x 2ft sign will be lit by offset spot lights.

(RN) This property has at least one working smoke detector for each dwelling unit.

(Owner or applicant's initials) (Required) * see back

Applicant's Signature: _____ Date: 12/10/25

Owner's Signature: _____ Date: _____
 (if different)

APPLICATION CHECKLIST:
Include all these items in your submission. Incomplete applications will be held until the next review hearing.

- Drawings 11x17 or smaller with dimensions
- Materials list
- Site plan including north arrow
- Other:
- \$85 for HDC hearing & review fee – must be paid in advance to be placed on agenda – include WITH application – Check payable to: City of Kalamazoo

-For Historic Preservation Coordinator's Use Only-

Case Number: ~~PHDC~~ PHDC25-006 Date Received*: 12/10/2025

Zoning D1 Year built N/A Complete application Yes

Owned since 21/01/2016

COMMISSION

Meeting Date 12/16/2025

Hearing fee paid \$85 _____

Check # _____

COMMENTS _____

Approve in Concept Date _____ Letter mailed _____

FINAL ACTION

Approve Site Visit Approve w/Conditions Deny Postpone Withdrawn

ACTION DATE _____

Certificate of Appropriateness Issued _____

Notice of Denial with appeals information _____

Notice to Proceed _____ Comments _____

APPLICATION FOR PROJECT REVIEW – Historic District Commission Hearing

COMPLETE Applications for review at the Historic District Commission meeting including payment of the \$85 hearing fee must be received by NOON on the 2nd Tuesday of the month- the meeting is on the 3rd Tuesday of the month. Incomplete applications will be postponed until the next meeting.

Filling out the application – instructions and tips – PLEASE PRINT.

Property address: street address of the property where the work will be done

Applicant: Owner or the owner's contractor.

Mailing Address: Applicant's address

City, State & Zip:

Phone: Specify home or work

Email

Historic district: Stuart, South Street/Vine Area, Haymarket, West Main Hill or Rose Place

Owner: Legal owner of property

Mailing Address: Owner's address

City, State & Zip:

Phone: Specify home or work

Email

Name of the contractor if this project requires a building permit Or indicate work done by owner

Proposed Work: What work do you plan to do? Please be as specific as possible including a complete description of the part of the structure where work will be done.

Example #1: Rather than "Build new garage"

Say "Build new two car garage near northeast corner of lot, wooden frame with clapboard siding, paneled metal overhead door, service door on the north side and one window at the rear. "

Example #2: Instead of "New front door"

Say "Install a new wooden front door to fit original opening in width and height, to replace the existing metal paneled door. See drawing/photo for appearance" Specify the measurements of the width and height of the original opening. Include a storm door if that is part of the project

For more complex projects, please include as many **continuation or illustration sheets** as you need to present a clear picture to the commission of your proposed work.

- Drawings – black or blue black ink on white paper. Electronic submissions are encouraged. Drawings should include dimensions of the existing part of the building and the proposed work.
- You need submit only one set of drawings; city staff will make the necessary copies.
- Use the checklist to be sure you have supplied all the important information.
- For new construction) exterior stairs, new garage, reconstructing a porch, etc) a site plan WITH a north arrow is required.

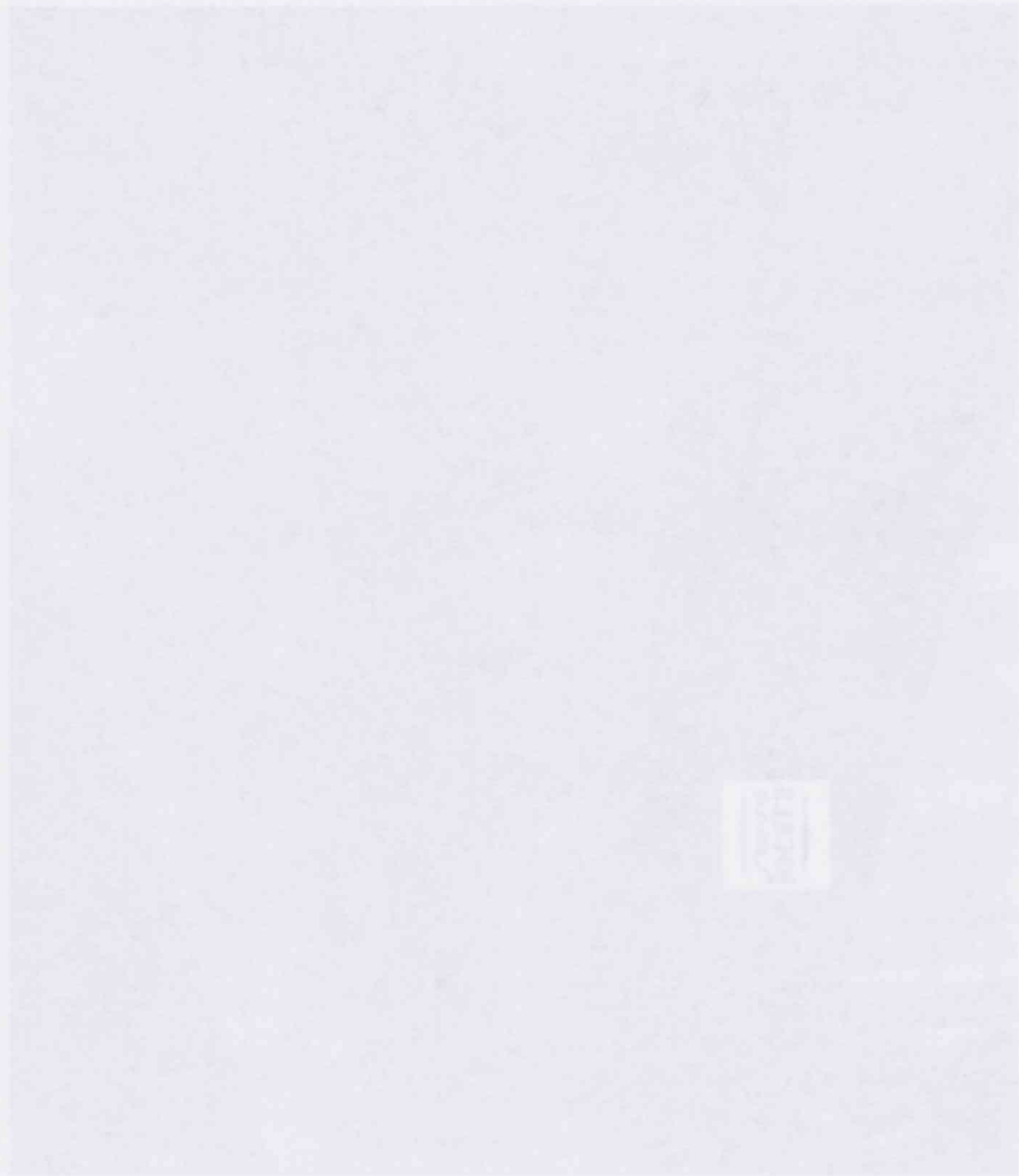
*() This property has at least one working smoke detector for each dwelling unit. Please initial to verify at least one working smoke detector in each dwelling unit. This is REQUIRED by state law or the application will be considered incomplete.

PHOTOS: The historic preservation coordinator is responsible for taking photographs of the proposed work and the structure. If you wish to take additional photos, one set is usually adequate for the commissioners to examine. You may also bring photos on a USB drive to share with the commission.

Emergency repairs: If damage occurs to a structure in a historic district, which requires emergency repairs, steps may be taken to secure the structure without the approval of the commission or the coordinator. Cover damaged windows or holes in a roof with tarps or wood to prevent further damage. Support dangling or loose elements or remove and store them. Notify the Coordinator of the damage to the structure on the first weekday available after the damage occurs and the coordinator will visit the structure as well as arranging a site visit by commission members to approve repairs if necessary. **THIS WILL BE DONE AS QUICKLY AS POSSIBLE IN ORDER TO FACILITATE REPAIRS OF THE STRUCTURE IN A TIMELY MANNER.**

If you have questions about completing this application for project review, please call the Historic Preservation Coordinator at: (269) 337-8804 or by email at Penal@kalamazoo-city.org





From: [Casey Longton](#)
To: [Pena, Luis](#); OFFICE@SALTOFTHEEARTHFENNVILLE.COM
Subject: RE: Sign at 224 e Michigan
Date: Thursday, December 11, 2025 3:48:00 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Luis,

The front sign will be a 4X4 lighted. We are working hard to bring back the building to its original era. The mount will be connected directly to the side of the sign and directly to the building.

The Bates Alley sign will be like what I sent that said Royal, and yes it will say Locals Bar on it. This is a very common sign in our community.

Please let us know if you have any further questions.



This is what I want for the front sign. It will say Locals Bar in an older font and be back lite. The brackets would be on the left side of this photo so its double sided.

Casey Longton
Owner
ROCA rocakzoo.com
Principle Food & Drink principlekzoo.com
The Waiting Room twrnow.com
Salt of the Earth saltoftheearthfennville.com
Be Inspired. Go Explore.

From: Pena, Luis <penal@kalamazoocity.org>
Sent: Thursday, December 11, 2025 2:44 PM
To: Casey Longton <casey@saltoftheearthfennville.com>; Office Salt of the Earth <office@saltoftheearthfennville.com>
Subject: RE: Sign at 224 e Michigan

Hello to both of you,

Just to be clear:

- Which sign mount will be used, or will the front and back be different sign mounts
- What will the sign look like? Will it say Local's Bar? Will the design on the front and back be the same?

Best,

Luis Peña
Historic Preservation Coordinator
Community Planning and Economic Development
245 North Rose Street
Kalamazoo MI 49007
(I may occasionally be working from home with work calls forwarded to a cell phone.)
269-337-8804 desk phone
269-330-5557 cell phone
PenalL@kalamazoocity.org

From: Casey Longton <casey@saltoftheearthfennville.com>
Sent: Wednesday, December 10, 2025 5:40 PM
To: Pena, Luis <penal@kalamazoocity.org>; OFFICE@SALTOFTHEEARTHFENNVILLE.COM
Subject: RE: Sign at 224 e Michigan

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks Luis,

I have attached a blueprint of 224 E. MI where we would like our sign placement in the rear of the building. Just above the new door that was approved a few months back in Bates Alley that is now installed. I have also attached a photo of a similar sign that we would like to use for the rear entrance of 224.

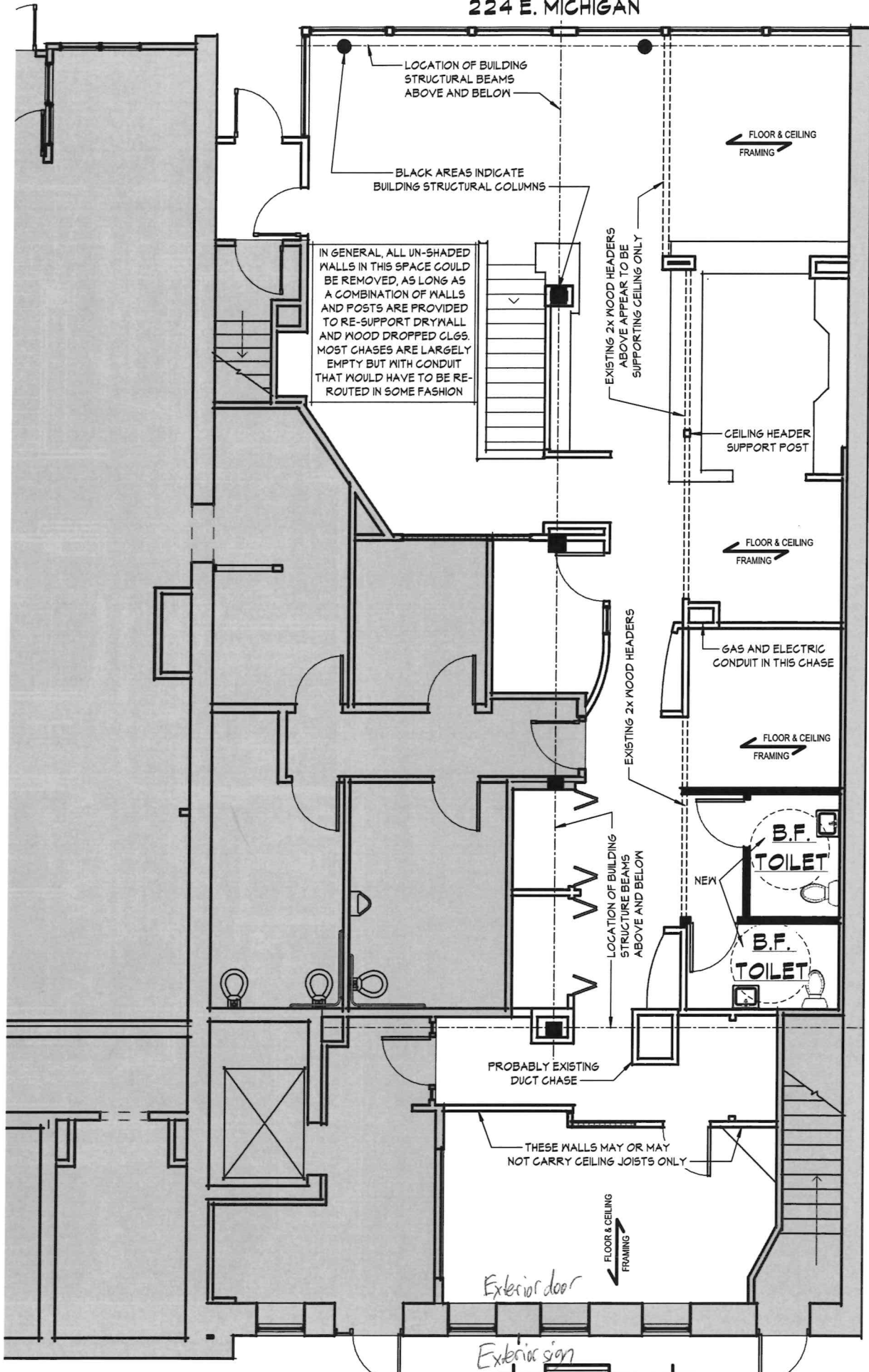
Thanks,

Casey Longton
Owner
ROCA rocakzoo.com
Principle Food & Drink principlekzoo.com
The Waiting Room twrnow.com
Salt of the Earth saltoftheearthfennville.com
Be Inspired. Go Explore.

From: Pena, Luis <penal@kalamazoocity.org>
Sent: Wednesday, December 10, 2025 4:59 PM
To: Office Salt of the Earth <office@saltoftheearthfennville.com>; Casey Longton <casey@saltoftheearthfennville.com>
Subject: RE: Sign at 224 e Michigan

Casey and Rob,

You can just submit some blueprint style drawings that show the approximate location of the proposed rear sign. Please submit the additional information by the end of the day (midnight).



IN GENERAL, ALL UN-SHADED WALLS IN THIS SPACE COULD BE REMOVED, AS LONG AS A COMBINATION OF WALLS AND POSTS ARE PROVIDED TO RE-SUPPORT DRYWALL AND WOOD DROPPED CLGS. MOST CHASES ARE LARGELY EMPTY BUT WITH CONDUIT THAT WOULD HAVE TO BE RE-ROUTED IN SOME FASHION

Exterior door

Exterior sign



FIRST FLOOR

Rab's Allow



Historic District Commission Meeting Schedule

Third Tuesday of each month, 5pm, City Commission Chambers

- January 20 5pm, City Commission Chambers
- February 17 5pm, City Commission Chambers
- March 17 5pm, City Commission Chambers
- April 21 5pm, City Commission Chambers
- May 19 5pm, City Commission Chambers
- June 16 5pm, City Commission Chambers
- July 21 5pm, City Commission Chambers
- August 18 5pm, City Commission Chambers
- September 15 5pm, City Commission Chambers
- October 20 5pm, City Commission Chambers
- November 17 5pm, City Commission Chambers
- December 15 5pm, City Commission Chambers

IK2035

Strategic Vision Draft!

Fall 2025



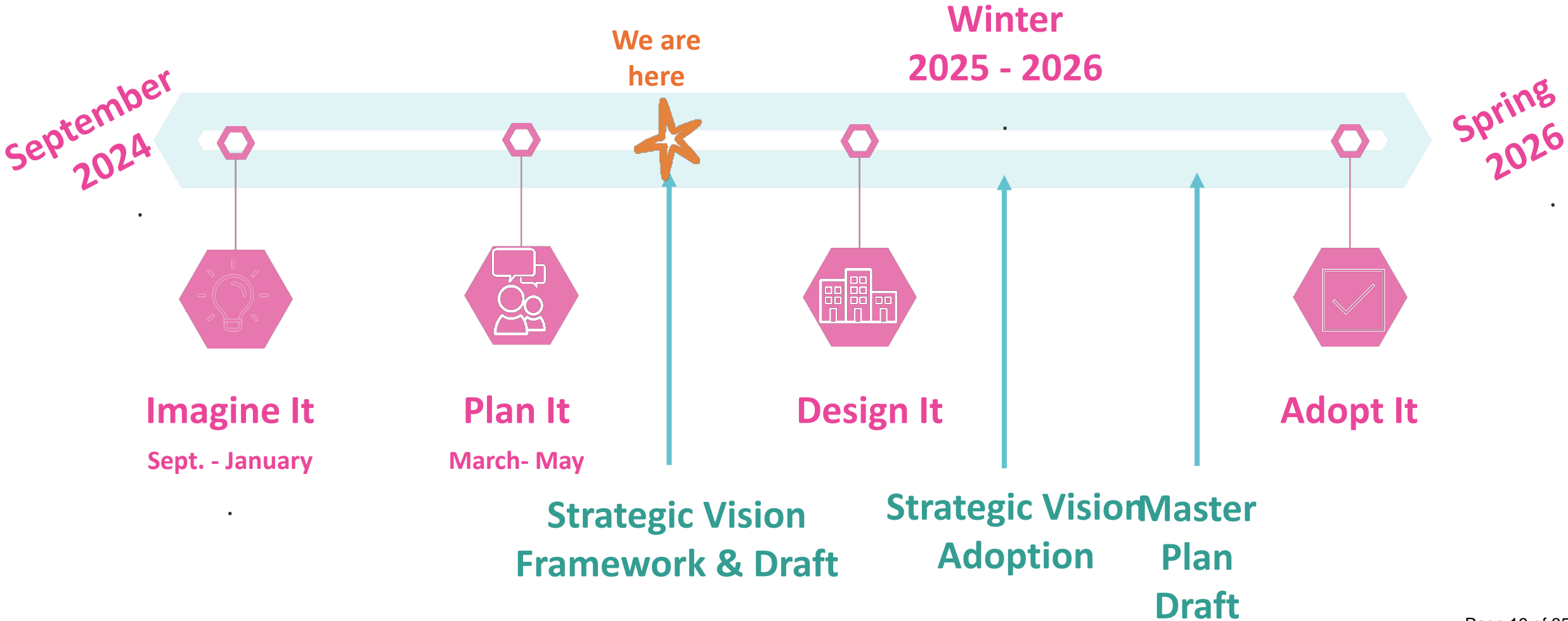
imagine
kalamazoo
2035



Agenda

- IK2035 Engagement & Outreach
- Analysis & Initial Results of the Input Received
- Strategic Framework: A Happy, Healthy City
- Next Steps

Imagine Kalamazoo



Imagine It!



**Meetings on the
Go!**



IK Reads!



**Community-wide Survey &
Virtual/In-person Input
Activities**



**Community
Roadshow**

Plan It!

Public Meetings



- 5 Public Meetings in March & April
- All were welcome!
- Small group discussions focusing on goals & outcomes
- **ONLINE COMPANION SURVEY**

Focus Groups



- 8 topic-specific focus groups with community subject matter experts
- 1 meeting with staff experts discussing goals & outcomes
- Report out summary: What we heard
- Peer-facilitated exercises



735

Meeting on the Go Participants



256

Pop Up Engagement Participants



199

Presentation Attendees



565

Public Meeting Attendees



1434

Surveys Completed



50

Partner Meeting Attendees



942

Happy City Book Read Participants



118

Youth Art Projects

=

4,299

Points of Contact



Impactful Data



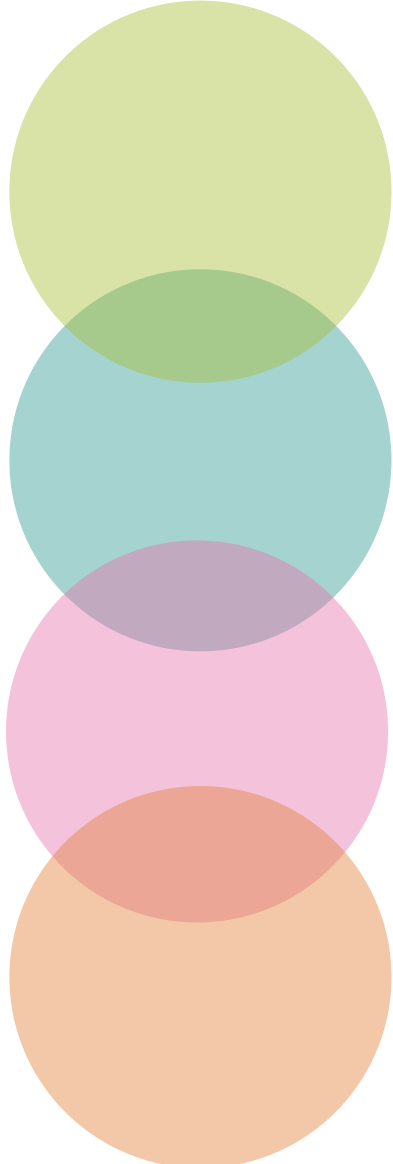
**Best Practice
& Staff Expertise**

Analyzing & Reviewing Input

Every process starts with balancing what we know (data/staff) with what we want to learn (community).

**Community
Voices**

VISION, PURPOSE, VALUES, GOALS



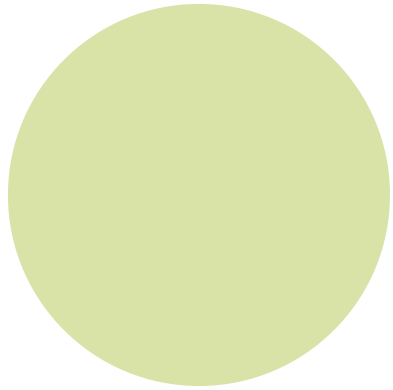
COMMUNITY VISION Describes what the community will look and feel like in the future. (City Staff & Community Collaboration)

ORG. PURPOSE It's WHY we do what we DO. (City Staff)

ORG. VALUES Shared expectations of ourselves and others; how we operationalize our purpose and implement the Community's Goals. (City Staff)

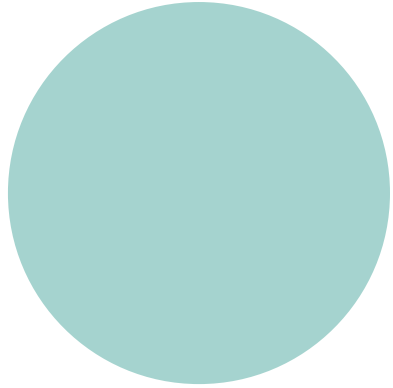
GUIDING PRINCIPLES & GOALS Define our future direction; direct resources and projects for the next 10 years. (City Staff & Community Collaboration)

Vision Statement



In 2035, all Kalamazoo neighborhoods are supported by sustainable, responsive, and accessible services that lift people up and bring our community together at every stage of life.

Organizational Purpose



Our purpose is to provide essential resources, services, and exceptional customer service to ensure the wellbeing of our residents and the sustainable growth of our city.

Org. Values

Integrity – Do the right thing, even when no one is looking.

Learning – A genuine desire to become better, recognizing growth comes from actively seeking improvement.

Inclusion – Ensure that everyone's voice is heard and actively included in decision-making.

Customer Service – Center our work on our customers, both internal and external, to ensure our actions align with their needs and expectations.

Accountability – Stand firm behind our work, embrace responsibility, and acknowledge accolades and consequences.

Teamwork – Combine individual capabilities and work harmoniously to achieve common objectives.

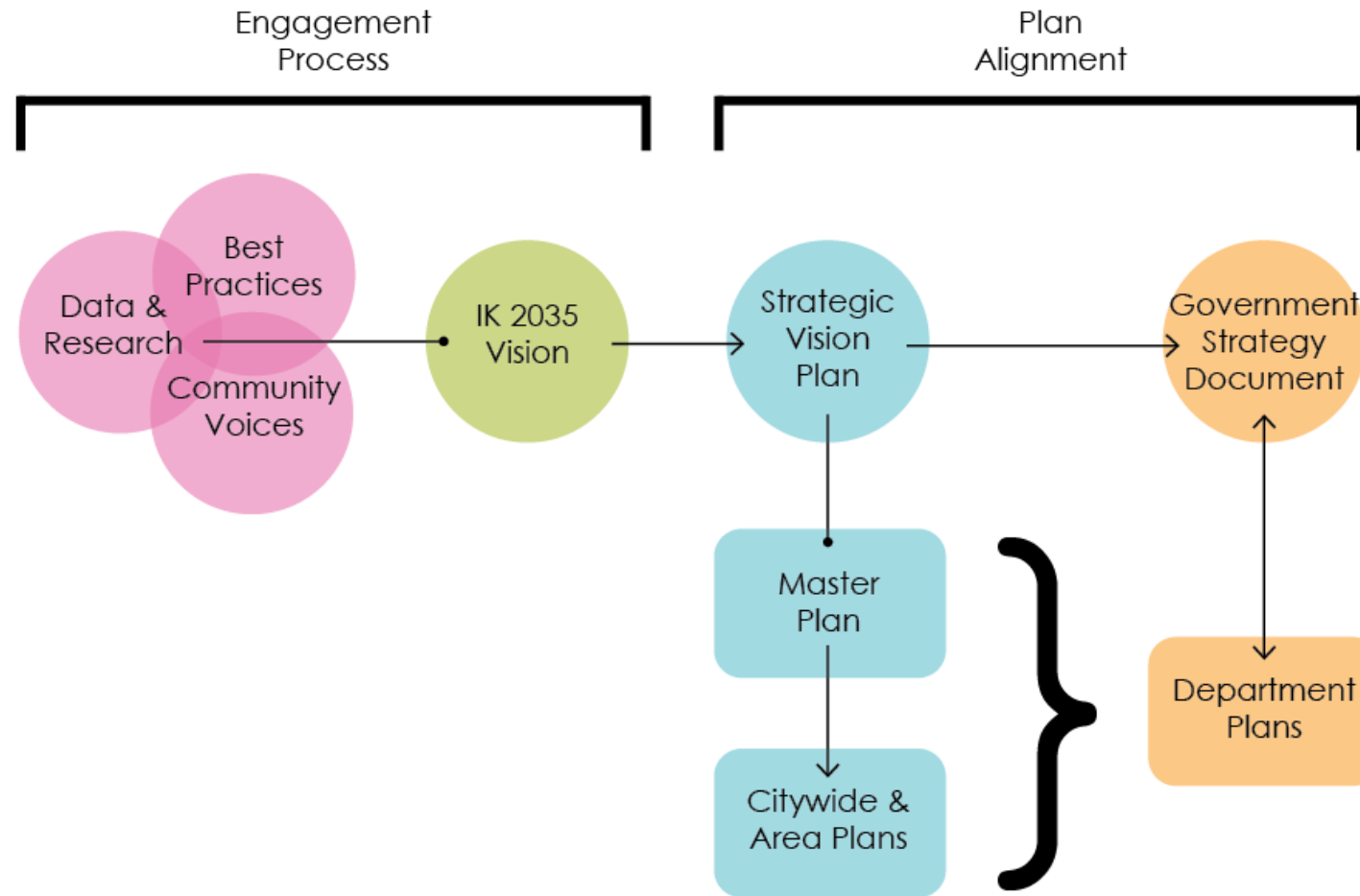
Safety – Look out for one another, intervene when someone is about to engage in actions to harm themselves or others.

Strategic Vision Framework

A Happy, Healthy City

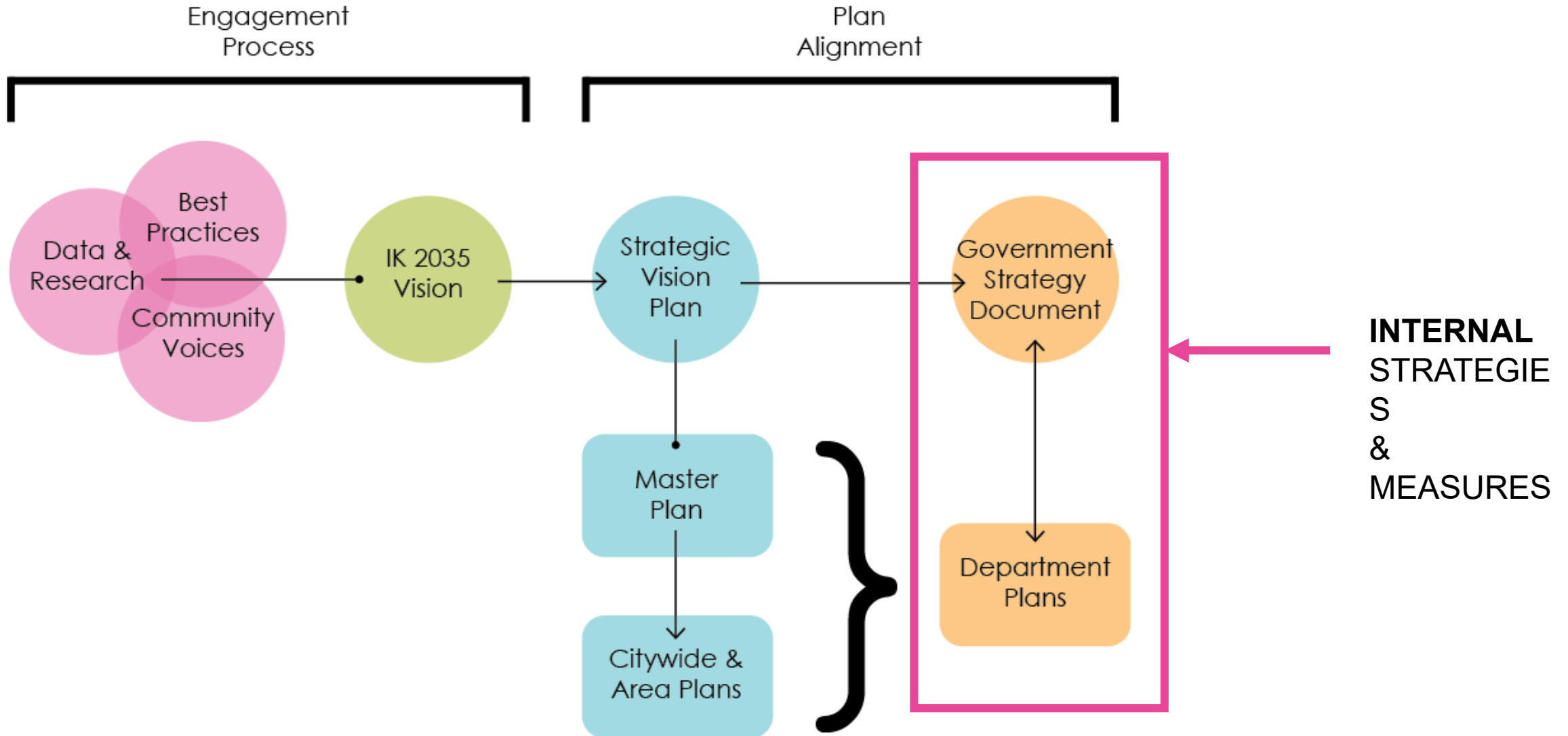


Aligning IK2035: Engagement to Plan Implementation



Aligning IK 2035

Engagement to plan implementation



Guiding Principles



**The City of Kalamazoo
is committed to:**

Diversity, Equity, Inclusion and Accessibility:

Advancing diversity, equity, inclusion, and accessibility (DEIA) through planning, services, and decision-making.

Economic Mobility:

Expanding access to pathways that lead to stability, opportunity, and prosperity for all residents.

Sustainability:

Supporting the long-term health and resiliency of community and environment.

Operational Excellence:

City services, amenities, and places that excel at compassionate customer service and delivery.

Continuous Engagement:

Prioritizing meaningful engagement with residents and community members in decisions that affect their lives.

Strategic Goals

Arts, Culture & Placemaking

Vibrant public spaces, arts, and culture create belonging and vitality making Kalamazoo a regional destination.

Community Trust & Safety

Everyone is safe and supported by the services they depend on and the community around them.

Economic Vitality

A thriving business ecosystem that advances economic growth and equitable community wealth building.

Effective City Operations

Ensure transparent, responsive and accountable City operations through internal collaboration, strategic resource management and consistent community engagement.

Environment

A healthy environment sustains community well-being today and for generations to come.

Housing

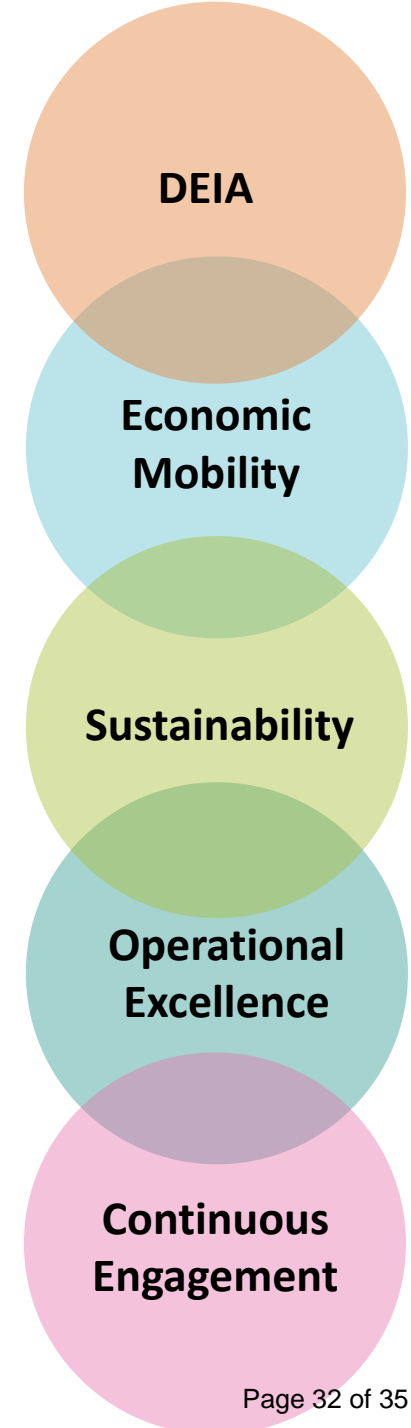
Accessible and affordable housing for all strengthens families, neighborhoods and community life.

Transportation

Safe, connected travel supports year-round and equitable mobility for all travelers.

Youth & Family

All young people and families have what they need to be healthy, to grow and to succeed.



Strategic Vision

Citywide guiding
document

Adopting the Strategic Vision

- Presentation of draft at City Commission
- Planning Commission presentation
- February approval of final document

Design It!

Starts this
winter



**13 to 15
Neighborhood
Meetings**



**IK Reads! Keep
growing and
learning with us!**



Online Activities



Focus Groups

Imagine Kalamazoo

