

## MEETING MINUTES

### Jackson Historic District Commission

City Hall | 161 W. Michigan Avenue | 2nd Floor Council chambers  
Monday, May 16, 2016 @ 6:00 PM

MEMBERS PRESENT: Lynn Fessel, Marilyn Guidinger, Ric Scheele, Matt Swartzlander, Jeannette Woodard

MEMBERS ABSENT: John Schaub

GUESTS PRESENT: Lois Fennimore, Laura Schlecte

#### 1. Call to Order

Vice Chair Scheele called the meeting to order at 6:00 PM.

#### 2. Public Comment

None

#### 3. Adoption of Agenda

*Commissioner Fessel moved to approve the agenda, supported by Commissioner Swartzlander.*

***The motion passed unanimously on a voice vote.***

#### 4. Approval of Minutes

*Commissioner Fessel moved, with support from Commissioner Swartzlander, to approve the April 18, 2016 minutes.*

***The motion passed unanimously on a voice vote.***

#### 5. Application(s) for Permission

##### A. Basement window enlargement at 723 W. Washington Ave

Lois Fennimore stated her case for application. She had received violation notice from the City that existing window was too small and was a safety hazard for the basement dwelling unit.

Commissioner Woodard asked if window could be placed elsewhere on the building so the window well would not be as noticeable. Ms. Fennimore said they inquired about the possibility but the only other option near the bedroom would make the wall structurally unsound.

*Commissioner Fessel moved to approve the application as presented per The Secretary of Interior Standards for Rehabilitation #9, support by Commissioner Guidinger. Yeas- 5, Nays-0*

**The motion passed 5-0 on a roll call vote.**

**B. Addition of Deck/Stairs at 217 Third St.**

Commissioner Woodard recused herself from voting due to her involvement as architect on the project

Commissioner Woodard approached the podium to answer questions about the design. She informed the board that the only change from what was previously approved by the Commission was the orientation of the staircase.

*Commissioner Fessel moved to approve the application per the Secretary of Interior Standards for Rehabilitation #9, support by Commissioner Swartzlander. Yeas-4, Nays-0*

**The motion passed 4-0 on a roll call vote.**

**6. Old Business None.**

**6. New Business**

**A. Election of Chair**

*Commissioner Fessel makes a motion that Commissioner Scheele be named Chair for a term of 1 year and Commissioner Swartzlander be named vice-chair for a term of 1 year. Motion seconded by Commissioner Woodard.*

**The motion passed unanimously on a voice vote.**

**7. Final Comments:**

**A. Public Comment.**

Laura Schlecte had comments on the property at 723 W. Washington.

**B. Commissioner Comment.**

Commissioner Woodard comments that some board members have gotten together to form design guidelines and that there will be discussion at the next meeting

Chairperson Scheele publicly thanked Grant Bauman for his years of service to the Commission.

**8. Reminder: Next Regular Meeting**

Chairperson Scheele reminded the Commission that the next regularly scheduled meeting will be Monday, June 20th, 2016 at 6:00 pm.

**9. Adjournment**

Chairperson Scheele adjourned the meeting at 6:28 pm.

**Respectfully submitted,**



Adam East  
Planner/Zoning Enforcement Officer