

4:00 p.m. Call to Order.

Roll Call.

Board & Commission Overview:

1. Interviews Outline
2. Vacancies and Expiring Terms
- A. Board of Review - 6 Open Positions
 1. Vacancies and Expiring Terms
 2. Attendance Summary
 3. Applications
- B. Environmental Board - 4 Open Positions
 1. Vacancies and Expiring Terms
 2. Applications
- C. Historic District Commission - 4 Open Positions
 1. Vacancies and Expiring Terms
 2. Attendance Summary
 3. Applications
- D. Zoning Board of Appeals - 4 Open Positions
 1. Vacancies and Expiring Terms
 2. Attendance Summary
 3. Applications
- E. Public Comment
- F. City Council Discussion
 1. Appointment Discussion

Adjournment.



QR Code to Access the Agenda & Agenda Packet

Use the camera on your phone or mobile device to scan the QR Code and then follow the instructions that appear on your screen.

The link will take you to <https://portagemi.portal.civicclerk.com/> where you can view the meeting agendas and agenda packets.

There is one opportunity for public comment during meetings. Each comment is limited to 3 minutes. The Americans with Disabilities Act (ADA) requires reasonable accommodations for participation. Please contact the City Clerk regarding accommodations.

Attending	Interested, Not Attending	No Reply	Applicant Preferences Preferred board: 1; Second choice: 2; Third choice: 3
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RSVP	January 13, 2026 Citizen Advisory Board Interview				
4:00 p.m.	Board of Review			6 Expiring Terms	Appointed?
	Amanda	Bengtson	<i>member since 2023</i>		
	Patrick	Buckley	<i>member since 2016</i>		
	Carol	Eddy	<i>member since 2016</i>		
	Charlie	Eldred	<i>member since 2025</i>		
	Orville	Smith	<i>member since 2022</i>		
	Justin	Gish	<i>Applicant (BOR: 1)</i>		
4:15 p.m.	Environmental Board			4 Vacancies	Appointed?
arriving late	Tapas	Acharjee	<i>Applicant (EB: 1)</i>		
4:30 p.m.	Historic District Commission			3 Vacancies, 1 Expiring Term	Appointed?
	Carol	Dunleavy-Chandler	<i>member since 2023</i>		
	Christina	Sampson	<i>Applicant (PC: 1; HDC: 2; ZBA: 3)</i>		
4:45 p.m.	Zoning Board of Appeals			2 Vacancies, 2 Expiring Terms	Appointed?
	James	Eichstaedt	<i>member since 2016 (10 yr term limit)</i>		
	Aimee	Potts	<i>member since 2023</i>		
	Charley	Coss	<i>Applicant (PC: 1; HSB: 2; ZBA: 3)</i>		
	Mark	Martin	<i>Applicant (ZBA: 1)</i>		
	Dan	Merkle	<i>Applicant (ZBA: 1)</i>		
	Christina	Sampson	<i>Applicant (PC: 1; HDC: 2; ZBA: 3)</i>		
	Hillary	Taylor	<i>Applicant (ZBA: 1; PC: 2)</i>		
TBD	Adjournment				

Vacancies & Expiring Terms

Board of Review		Current Term
Amanda	Bengtson	01/2025-01/2026
Patrick	Buckley	01/2025-01/2026
Carol	Eddy	01/2025-01/2026
Keith	Hearit	01/2025-01/2026
Charlie	Eldred	01/2025-01/2026
Orville	Smith	01/2025-01/2026

*Not seeking
reappointment*

Environmental Board	Current Term
VACANT	10/2023-10/2026
VACANT	10/2024-10/2027
VACANT	10/2024-10/2027
VACANT	10/2025-10/2028

Historic District Commission		Current Term
VACANT		12/2024-12/2027
VACANT		12/2025-12/2028
Jessie	Duniphein	12/2023-12/2026
Carol	Dunleavy-Chandler	12/2023-12/2025

Exceeded absences

Zoning Board of Appeals		Current Term
VACANT		02/2026-01/2029
James	Eichstaedt	01/2023-02/2026
Aimee	Potts	01/2023-02/2026
John	Sloan	01/2024-02/2026

*Not seeking
reappointment*

Board of Review

6 open seats

The **Board of Review** hears valuation disputes related to the assessment of property. The Board may correct any assessment as it seems just if any property appears to be wrongfully assessed or omitted from the roll. Poverty exemptions and personal property late filing requests are also considered.

Meetings: March to review disputes; July and December to correct clerical errors

Staff Liaison: Aaron Powers, City Assessor (WCA)

Current Board

Amanda Bengtson* member since 2023	Patrick Buckley* member since 2016
Carol Eddy* member since 2016	Keith Hearit* <i>not seeking reappointment</i> member since 2016
Charlie Eldred* member since 2025	Orville Smith* member since 2022

* *Members currently up for reappointment*

New Applicants

Justin Gish BOR: 1

First Name	Last Name	Mar 4	Mar 10 AM	Mar 10 PM	Mar 11 AM	Mar 11 PM	Mar 12 PM	Mar 12 Eve.	Mar 13 AM	Mar 13PM	Mar 25	Jul 22	Dec 9
Amanda	Bengtson	A	X	X	X	X	X	X	X	X	A	X	A
Patrick J.	Buckley	A	A	A	X	A	A	X	X	A	A	X	A
Carol	Eddy, Vice Chr.	A	A	A	A	X	X	A	A	X	A	A	X
Charlie	Eldred	A	X	X	A	A	A	A	X	A	X	A	X
Keith M.	Hearit	X	X	X	A	A	A	X	X	A	A	X	A
Orville	Smith, Chr.	A	A	A	X	X	X	A	A	X	A	A	X

A=Attended

X=Excused

Environmental Board

4 open seats for partial terms

The **Environmental Board** is a nine-member board tasked with advising the City Council on environmental matters and the protection and enhancement of the city's groundwater resources. The Environmental Board ensures the appropriate consideration of environmental and groundwater issues as determined necessary by the City Council.

Meetings: 2nd Wednesday each month at City Hall

Staff Liaison: Michael Smoter, Department of Public Works

Current Board

Chase Dechnik member since 2025	VACANT* exp. Oct. 2027
VACANT* exp. Oct. 2028	David Lancaser member since 2016
David Moe member since 2023	VACANT* exp. Oct. 2027
Wendy Pennell member since 2023	Lauren Tompkins member since 2025
VACANT* exp. Oct. 2026	

* Members currently up for reappointment

New Applicants

Tapas Acharjee EB: 1

Historic District Commission

4 open seats (3 vacancies, 1 expiring term)

The **Historic District Commission** is charged with reviewing plans and applications for the construction, alteration, repair of historic properties. In addition, the commission maintains the roster of established and potential districts, may initiate district modification procedures and reviews proposed exterior changes to properties within the Portage Historic District.

Meetings: 2nd Wednesday of the month at the Portage District Library

Staff Liaison: Alex Johnson, Department of Community Development

Current Board

Martha Deming-Maytnier member since 2015	Carol Dunleavy Chandler* member since 2023
VACANT* exp. Dec. 2028	Nick Meyle member since 2019
VACANT* exp. Dec. 2027	Steven Rice member since 2023
Katie VonLonkhuyzen member since 2024	Jessie Duniphin** member since 2015, exp. 12/2026

* Members currently up for reappointment

** Exceeded permitted number of absences per Alex Johnson

New Applicants

Christina Sampson PC: 1 HDC: 2 ZBA: 3

HISTORIC DISTRICT COMMISSION ATTENDANCE 12/2024-12/2025

Commission Member	12/4/2024	1/1/2025	2/5/2025	3/5/2025	4/2/2025	5/7/2025	6/4/2025	7/2/2025	8/6/2025	9/3/2025	10/1/2025	11/5/2025	12/3/2025	total absences
Steve Rice	y	cancelled	y	y	y	n	y	y	y	y	y	y	y	1
Martha Deming-Maytnier	y		y	y	y	y	y	y	y	y	y	y	y	0
Becky Lopez	y		y	y	n	y	y	y	n	y	n/a	n/a	n/a	2
Chair Katie VanLonkhuyzen	y		y	y	y	y	y	y	y	y	y	y	y	0
Carol Dunleavy-Chandler	y		n	y	y	y	n	n	y	y	y	y	y	3
Vice Chair Suzanne M. Nemeth	y		y	y	n	n	y	y	n	n	n	y	y	5
Nick Meyle	y		y	y	n	y	y	n	y	y	y	n	y	3
Dusti Morton	n/a		n	y	y	n	n	y	n	y	y	y	y	4
Jessie Duniphin	n/a		y	y	y	y	y	y	y	n	n	n	n	4

Zoning Board of Appeals

4 open seats (2 vacancies, 2 expiring term)

The **Zoning Board of Appeals** is authorized by Michigan statute and helps ensure that the objectives of the Zoning Ordinance are met, public safety is secured, and substantial justice is done. All meetings are open to the public and public notices are completed prior to a public hearing. The powers and jurisdiction of the ZBA are specified in the City of Portage Zoning Ordinance (Section 42-620 to 42-623) and include the granting of variances, interpretations, temporary uses, and other appeals as authorized in the ordinance.

When board vacancies occur, it is recommended that current Alternates be promoted to fill the vacancy, leaving the Alternate position to be filled.

Meetings: 2nd Monday of the month at Portage City Hall

Staff Liaison: Jeff Mais, Department of Community Development

Current Board

David Bergher alternate since 2024, exp. 2027	James Eichstaedt* <i>10-year term limit</i> member since 2016
Linda Fry member since 2017	VACANT* exp. Feb. 2029
Aimee Potts* member since 2023	Ken Seybold member since 2028
VACANT* exp. Feb. 2029	Michael Stempihar alternate since 2025, exp. 2028

* Members currently up for reappointment

New Applicants

Charley Coss PC: 1 HSB: 2 ZBA: 3	Mark Martin ZBA: 1
Hillary Taylor ZBA: 1 PC: 2 ZBA: 3	Christina Sampson PC: 1 HDC: 2 ZBA: 3
Dan Merkle ZBA: 1	

2025 ZONING BOARD OF APPEALS ATTENDANCE

	Jan 13 2025	Feb 11 2025	March 10 2025	April 14 2025	May 12 2025	Jun 9 2025	July 14 2025	Aug 11 2025	Sep 8 2025	Oct 13 2025	Nov 10 2025	Dec 8 2025
	Canceled	Canceled	Canceled	Canceled		Canceled		Canceled	Canceled			Canceled
Jay Eichstaedt					Present					Present	Present	
Lena Jomaa					Present					Present	Resigned	
Aimee Potts					Not Appointed					Excused	Resigned	
Michael Reedy					Resigned					Present	Present	
Linda Fry					Present					Present	Resigned	
Ken Seybold					Present					Present	Excused	
Michael Stempihar					Excused					Present	Present	
John Sloan					Present					Present	Unexcused	
David Bergher					Present					Present	Unexcused	
											Present	

TO: Honorable Mayor and City Council

FROM: Pat McGinnis, City Manager

SUBJECT: Appointments to Citizen Advisory Boards

SUPPORTING PERSONNEL: Erica Eklov, City Clerk
Aaron Thiel, City Council & Records Coordinator

ACTION RECOMMENDED: Appoint individuals to the Board of Review, Environmental Board, Historic District Commission, and Zoning Board of Appeals.

This evening, January 13, 2026, the Portage City Council interviewed applicants to serve on the Board of Review, Environmental Board, Historic District Commission, and Zoning Board of Appeals. The following actions are recommended:

Appoint _____, _____, _____, _____, _____, _____, and _____ to the with terms ending January 31, 2027, to the **Board of Review**.

Appoint _____ to a partial term ending October 1, 2026, appoint _____ and _____ to partial terms ending October 1, 2027, and appoint _____ to a term ending October 1, 2028, to the **Environmental Board**.

Appoint _____, with a term ending December 31, 2027, and appoint _____ and _____ with terms ending December 31, 2029, to the **Historic District Commission**.

Appoint David Bergher, Michael Stempihar, and _____, with terms ending February 28, 2029, appoint _____ as an alternate with a partial term ending February 28, 2027, and appoint _____ as an alternate with a partial term ending February 28, 2028, to the **Zoning Board of Appeals**.

FUNDING: N/A

Attachments: None