

**City of Portage – Historic District Commission**  
**Wednesday, October 7, 2009 – 8:15 a.m.**  
**Portage City Hall – Conference Room #2**

**MINUTES**

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**Call to Order:** Meeting was called to order at 8:20 a.m. Mark Reile.

**Members Present:** Michelle Dunlap, Jeanette Field, Kathy Fosmoe, Robert El Henicky, Rose Mary Higginbottom Ann Marie Kreuzer, Amy Noonan, Mark Reile, Katie vanLonkhuyzen and Susan Woerner

**Members Absent:** None

**Guests Present:** Mary Beth Block, City Staff Liaison, Seth Giem, Historic District Homeowner

**Approval of Minutes:** Minutes of the September 2, 2009 meeting were approved by consensus

**Announcements:**

1. Mark Reile introduced Katherine vanLonkhuyzen as the newest member of the Historic District Commission who was sworn in October 7, 2009.
2. HDC Account Balance was \$652.45 as of October 2.

**Old Business:**

1. Project Leader Reports:
  - Archives* – No report.
  - Book Sales* – No report.
  - Oral Histories* – No report.
  - Site Inspections* – Ann Marie Kreuzer reported on the Reaume residence – evidence of insulation activity.
  - Newsletter* – Robert El Henicky distilled ideas for a theme –“Building history” or “Portage remembers – histories and houses” A suggestion for inclusion – Which properties have a plaque? (See September 2, 2009 Old Business item 2 minutes.) Susan Woerner will provide an image of hers. Mark Reile asked for a draft of the newsletter by October 21 so it can be reviewed at the November 4meeting.
2. Architect for 2010 Commission: Mark Reile reported that the City Council waived the term limit for this requirement and he will stay on for one more term.
3. Discussion on the Reaume property approval of materials continued. At the September HDC meeting a stipulation was made regarding materials pending contact from the homeowner. As of this date the homeowner had not contacted Mark Reile. Mark also reported on the Bogema residence at 9426 South Westnedge. Work had started on the siding.

**New Business:**

1. The November 4 PHDC meeting will be at the Portage District Library in the Heritage Room at 9:15 a.m. Time change due to the library hours. Wear old clothing – we will be looking at the archives. Mark Reile will contact Steve Rossio.
2. Application for Certificate of Appropriateness for Modifications: 10234 East Shore Drive (Seth Giem II). The application received September 9, 2009. Reroof the shed behind the historic barn and patch siding Roofing material to match the barn. Fascia work to be completed in wood -- tongue and groove. Recommendation was made to prime all sides of this material. It will be painted white. After discussion approval and support for the work was made. Mary Beth will send a letter of approval.
3. Application for Certificate of Appropriateness for Modifications: 7119 Oakland Drive (Lynn and Corinne Herschleb. The application received October 5, 2009. They would like to replace three windows in one bedroom – 2 on the north side and one on the east. This request was represented by Mary Beth who presented bids for materials from the residents. Discussion followed regarding appropriateness of materials since it will change the appearance of the residence. Katie suggested reglazing versus replacing. Response was that windows are very old – painted shut and have other problems. Insulation was recommended. This is a time sensitive issue so Mark will contact the homeowners.
4. New Historic District Property Owner: 703 East Osterhout Avenue has been purchased by Mark Gerard. Mary Beth sent a welcome letter and a name change will occur on the homeowners property list.
5. Mark distributed a 2009-2010 City Council mission statement and Goals and Objectives from the Portage City Council. Mark requested that commissioners read and prepare for discussion at the November meeting. Mary Beth will distribute the previous year's goals specific to the HDC to members so they will be prepared.

**Citizen Comments:** Seth Giem gave the holiday hours for the Train Barn – Saturday 10 a.m. to 5 p.m. and Sunday Noon to 5 p.m.

**Member Comments:** None

**Adjournment:** Meeting adjourned.

Respectfully submitted,  
Jeanette S. Field

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**Next Meeting: November 4, 2009 at 9:15 a.m. at Portage District Library, Heritage Room**