

Portage Historic District Commission  
March 2011 Meeting Minutes

Meeting called to order at 9:17

In attendance: Mark Reile, Phil Ellison, Tyler Harper, Christine Broberg, Tiffany Raynes, Rose Mary Higginbottom, Katie vanLonkhuyzen, staff liaison Erica Eklov.

Absent: Michele Carter, Dorie Erhig.

The March meeting was held at the Portage District Library to orient the group with the Heritage room and the Historic District files. Chairperson Mark Reile led a tour of the Heritage room and files.

Old business:

1. The Reaume home on Forest Drive was approved for an exterior veneer stone project over a year ago, and the project has not been completed. Mark is attempting to contact the homeowners. Katie proposed a time limit on approvals for exterior modification projects.
2. Mark reminds the commission that the updates to our goals and objectives are due by April 15. Mark will be taking them before the City Council on May 10. May 4 is the last planned Commission meeting before Mark's meeting with the City Council.
3. May is National Preservation Month. The Commission discussed planning for the Annual May Gathering. A target date of May 19th was planned.
4. The Commission also discussed the Preservation Award. The Award is usually given at the Annual Gathering. Phil raised questions about the criteria for the award. The Criteria list was shared. The Award can go to homeowners of District properties, or people who influenced preservation in Portage. A bus tour in partnership with the Portage Senior Center was again recommended in effort to identify possible candidates among the homeowners.
5. Book sales were discussed and our locations where they are available for sale were discussed with new Commissioners. Erica suggested selling books at Kalamazoo Historic District Commission events.
6. Mark reviewed Project Leader Assignments and the Commission decided to remove Oral Histories from the list.
7. Site inspection assignments were reviewed and reassigned due to the large amount of new Commissioners.

New business:

No new business.