

City of Portage – Historic District Commission
Wednesday, August 3rd, 2011 @ 8:15 a.m.
Portage City Hall – Conference Room #2

MINUTES

Present: Mark Reile, Katie VanLonkhuyzen, Philip Ellison, Erica Eklov, Rose Mary Higginbottom, Tiffany Raynes, Christine Broberg

Absent: Tyler Harper, Dorie Erhig, Michele Carter

Old Business:

1. Site inspections and modifications:
 - a. Update on 2106 Forest Dive: Mark says there has been no recent contact with the Reaume's.
 - b. Update on 1521 East Centre: Mark and Mick Lynch did a barn visit. Mick is doing a price estimate and recommendation to stabilize and work towards restoring the barn. Community development felt a window needed to be widened as part of the current modifications. Erica let the contractor know all modifications to district properties need approved applications to move forward.
2. Community awareness:
 - a. Book sales: Mark sold one book.
 - b. Newsletter: Katie is planning on sending out the next newsletter in October.
3. Proposed deadline language for the application for Certificate of Appropriateness for Modifications: Philip brought information he prepared based on his research regarding time limits for approvals for applications. Katie and Christine both felt six months would be an appropriate time frame for approvals Erica mentioned the Kalamazoo Historic District Commission uses six months. Erica planned on researching the best process for City Council review.

New Business:

1. Results of individual property check ups: no one had news to share about their individual property check ups.

Citizen Comments: District property owner Seth Giem wanted to know what buildings of historic district properties are included in the application process for approvals. Mark explained that all buildings of district properties are included.

Member Comments: None