

City of Portage – Historic District Commission
Wednesday, September 7th, 2011 @ 8:15 a.m.
Portage City Hall – Conference Room #2

MINUTES

Present: Mark Reile, Katie VanLonkhuyzen, Philip Ellison, Erica Eklov, Tiffany Raynes, Christine Broberg, Dorie Erhig, Michele Carter

Absent: Tyler Harper, Rose Mary Higgenbottom

Called to order at 8:43.

Old Business:

1. Site inspections and modifications:
 - a. Update on 1521 East Centre: The Davis' contractor Mark attended the meeting to explain the application to replace two windows per Portage Community Development Department. When they added a new bedroom, the building inspector raised concerns about the size of the openings in the current windows for fire safety. They were presented with two options: replace the current window with a casement of the same size to increase the area of the opening or replace them with larger double hung windows. Additionally, the homeowner wants to replace the windows with vinyl clad windows. The windows being replaced are not original wood windows. The commission voted to approve the application for the North side windows as requested by community development and give the homeowners the option to also replace the East side top floor bedroom. It is also to be noted that the homeowner relocated the front door on the house without an application or approval from the commission. Mark requested a letter to be sent to the homeowners reviewing the requirements before exterior modifications are made.
 - b. Update on 10234 East Shore Drive: Seth Giem applied to replace the current roof on his house with new black shingles. The commission voted unanimously (with Mr. Ellison abstaining) to approve the application as written.
2. Community awareness:
 - a. Newsletter: Katie shared a Fall newsletter draft with the commission for review.
3. Proposed deadline language for the application for Certificate of Appropriateness for Modifications: Mark took Phillip's suggestions for deadline language to the City Council. It is being reviewed by the City Attorney before becoming an official part of the ordinance regarding the Historic District.
4. Report to City Council: Updated goals and objectives due to City Council in October.

New Business:

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

Member Comments: None