

City of Portage – Historic District Commission
Wednesday, April 06, 2022 @ 8:30 a.m.
City Hall Conference Room 2

Call to Order:

Approval of Minutes:

- * March 02, 2022 Regular Meeting Minutes.

Discussion:

- * Draft sample letter to HD property owners

HDC Annual Report discussion for City Council: May 24th, 2022 City Council Meeting

Old Business:

New Business:

Citizen Comments:

Member Comments:

Adjournment:

Materials Transmitted:

Please notify Biqi Zhao at 329-4475 or zhaob@portagemi.gov if you are unable to attend.

* Printed items within the agenda

City of Portage
Historic District Commission
Wednesday, March 2, 2022
City Hall Conference Room 2

Meeting Called to Order: 8:30 a.m. Chair Katie VanLonkhuyzen called the meeting to order.

Members Present: Jessie Duniphin, Katie VanLonkhuyzen, Martha Deming Maytnier, Nick Meyle, Laura Glass, Becky Lopez, and Suzanne M. Nemeth

Members Absent (unexcused): Anthony Amarasinghe

Members Absent (excused): Jeremy P. Custer

Staff: Biqi Zhao, Deputy Director of Planning and Zoning

Approval of Minutes: Becky Lopez made the motion, seconded by Jessie Duniphin, to approve the January 5, 2022 meeting minutes as submitted; motion approved 7-0.

Discussion:

- Event Planning to highlight Historic Preservation month - May 2022
 - Historic Preservation Lecture: Jessie Duniphin stated that the Grain Elevator and other facilities of Celery Flats Historical Park were not available on the proposed date of May 14th. Therefore, the lecture from Steve Rossio was set up on 2:00pm. Saturday, May 21st at Grain Elevator of Celery Flats Historical Park and the event application was submitted to the City's Parks and Recreations. Jessie Duniphin also discussed with the commission the questions that the Parks and Recreations asked. HDC agreed Jessie Duniphin's suggestion keeping the lecture event casual with minimum staff support from Parks and Recreations, setting up at 1:30pm, advertising to bring own lawn chair and blanket on the event day. Suzanne M. Nemeth mentioned to check with her daughter as volunteer for the event. HDC inquired if Parks and Recreations could open other historical buildings in Celery Flats Historical Park for public during the event and also asked for the event notice on Portager, City's social media site, and the recording of the lecture. Staff Biqi Zhao responded to check with the City.
 - HDC Annual Report to City Council: Staff Biqi Zhao mentioned the annual report to City Council in May. Katie VanLonkhuyzen and Jessie Duniphin responded to attend the City Council meeting to present HDC and will pick one of the City Council May's meetings.
 - City Hall Spring Exhibits: Staff Biqi Zhao reminded HDC of the deadline March 2nd to deliver the slides to Parks and Recreations. Martha Deming Maytnier presented her draft PPT slides, showed the sample poster boards' of other city's historical exhibits she compiled, asked HDC to identify pictures for this exhibits. HDC agreed on telling the stories of pioneer families during the 1800's by starting with the historical background how the founding families settled in the Northwest corner of Portage, introducing the history of Portage, and family trees of the Brooks and Howard families, ending with the slide of their burying places. HDC worked extensively together in the meeting and selected/identified the photos for each slide in detail including the original land patents, the historic map of 1861, 1870, and 1910, Howard's residence' and Brook's residence, their next generations' stories/photos/houses, Brook's school, Dry Prairie Cemetery, etc. Katie VanLonkhuyzen presented her in-depth knowledge of the area and the pioneer families' history, contribution, and relations in very detail. Other commissioners contributed their efforts in

the discussion. Martha Deming Maytnier stated to incorporate the group’s discussion to create a final product, take more current pictures of the selected historical homes, and request for Parks and Recreations to extend the deadline to next week. Staff Biqi Zhao responded to relay the request to Parks and Recreations. Jessie Duniphin and Laura Glass left the meeting after this item at 9:50am.

- Draft sample letter with Martha Deming Maytnier’s revision to HD property owners - this item is continued to April HDC’s meeting due to meeting time consumed upon the above discussion items.

New Business:

Public Comments:

Member Comments:

- HDC regular meeting start time change from 8:15am to 8:30am
Staff Biqi Zhao stated Jeremy P. Custer’s request to consider after 5:30pm any day of the week. HDC didn’t think the proposed alternative time feasible. Nick Meyle made the motion, seconded by Becky Lopez, to approve HDC regular meeting start time change from 8:15am to 8:30am; motion approved 5-0.

Adjournment: There being no further comments or business, Suzanne M. Nemeth moved, seconded by Nick Meyle, to adjourn the Historic District at 10:00 a.m.

Respectfully submitted,

Biqi Zhao AICP, Ph.D.
Deputy Director of Planning and Zoning

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REVISED DRAFT January 30, 2022

Greetings from the Portage Historic District Commission

Your home has a history. In 1991, to safeguard and maintain the cultural history of the City of Portage, (#?) historic properties within the City of Portage received an historic district designation from **the State of Michigan Historic Preservation Office**.

The Portage Code of Ordinances, **Chapter 34**, https://library.municode.com/wi/portage/codes/code_of_ordinances?nodeId=PTIICOOR_CH34HIPR, explains and defines ownership responsibilities for the preservation and maintenance of historic properties in the City of Portage.

To help guide owners through the process of making any exterior changes to their properties, the City of Portage established the Portage Historic District Commission.

The Commission consists of nine Portage residents appointed by the City Council. *(how often?)* Members of the Commission are owners of historic properties and volunteers interested in the importance of maintaining our cultural heritage.

The Commission meets the first Wednesday of each month at 8:15 at Portage City Hall. All owners of designated historic properties and any interested Portage residents are welcome to attend Commission meetings.

Rehabilitation projects for designated historic properties may qualify for tax incentives from both the state and federal governments. Tax incentives are determined by adherence to the Secretary of the Interior's Standards of Rehabilitation. <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

The first step in the process of making any exterior changes to your designated historic property is to request a "Certificate of Appropriateness" from the Department of Community Development. <https://www.portagemi.gov/DocumentCenter/View/468/Application-for-Certificate-of-Appropriateness-PDF>

The Commission congratulates you on being one of the few to own one of Portage's historic district properties.

We are looking forward to working together with you to preserve our city's history.