

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

Call to Order:

Approval of Minutes:

*May 04, 2022 Regular Meeting Minutes

Discussion:

- Frame of rewriting the book “*Where the Trails Cross*”
- Any other materials to be included in the resident letter to be sent out
- Cooperation with Park Board to include historical information for monthly bike ride on the Portage bikeway system

Old Business:

New Business:

*Draft FY 2022-2023 Historic District Commission Goals and Objectives

Citizen Comments:

Member Comments:

Adjournment:

Materials Transmitted:

*Draft FY 2022-2023 Historic District Commission Goals and Objectives

Please notify Eric Feldt at 329-4471 or feldte@portagemi.gov if you are unable to attend.

* Printed items within the agenda

City of Portage
Historic District Commission
Wednesday, May 4, 2022
City Hall Conference Room 2

Meeting Called to Order: 8:35am Chair Katie VanLonkhuyzen called the meeting to order.

Members Present: Nick Meyle, Laura Glass, Katie VanLonkhuyzen, Becky Lopez, and Suzanne M. Nemeth

Members Absent (excused): Jessie Duniphin and Martha Deming Maytnier

Staff: Biqi Zhao, Deputy Director of Planning and Zoning, and Daniel Harrington, City Planner-GIS

Approval of Minutes: Nick Meyle made the motion, seconded by Laura Glass, to approve the April 6, 2022, meeting minutes as submitted; motion approved 5-0.

Discussion:

- Draft sample letter to HD property owners: HDC had a brief discussion and confirmed the Portage Historic District was created in 1991. Becky Lopez made the motion, seconded by Laura Glass, to approve the sample letter to HD property owners, and HDC & staff will sign each letter in next (June 1st) HDC meeting. Motion approved 5-0.
- Draft HDC Annual Report to City Council: May 24th, 2022, City Council meeting: HDC reviewed and approved the annual report to be submitted to May 24th City Council Meeting. Chair Katie VanLonkhuyzen will attend the City Council meeting to present the annual report. Katie VanLonkhuyzen suggested updating *Where the Trails Crossed* book and draft design guidelines for HD. Staff responded to add these to FY 2022-2023 HDC Goals and Objectives. HDC brainstormed on how to update *Where the Trails Crossed* book and how to sell/donate the current version hard copies of the book. HDC inquired if the City can pay the cost of printing hard copies of new version of the book and hiring a graphic designer. Staff responded to check with the City.
- Historic Preservation Presentation: Staff Biqi Zhao asked HDC to contribute pictures for the flyer in Portager for Historic Preservation presentation on May 21st as staff couldn't get Steve Rossio's response. Martha Deming Maytnier presented her slide of Steve Rossio's photo published on the cover of *Encore Magazine*, and HDC decided to use this slide for the flyer of Historic Preservation presentation to be published on Portager.

New Business:

Public Comments:

Member Comments:

- Laura Glass reported to HDC of the participation of May 1st Green-A-Thon Event and stated that HDC handed out the flyers for May 21st presentation, made good connections, and received an inquiry from Parks & Recreation's staff for bike trail program connecting Historic District. HDC opposed to have bike trails through Historic District homes since most of them are private residences. HDC would support bike trails to connect the City's historical cemeteries and other historical sites.
- Katie VanLonkhuyzen read Jessie Duniphin's email for May 21st event preparation and to support Parks & Recreation Fall Festival on September 18th. HDC requested the City for video recording Steve's presentation as HDC document on the City's website. HDC also requested to open the historical buildings

in Celery Flats Park after the presentation for this event. HDC volunteers will be present for each building that is available to tour. Staff Biqi Zhao responded to check with the City for these requests.

- Nick Meyle inquired on the rehabilitation of 1521 East Centre Avenue. Staff Biqi Zhao will check the record if the rehabilitation has no change to the original materials and design/appearance of the building.
- Staff Biqi Zhao circulated the information on Historic Preservation Network annual statewide conference on May 11-14, 2022, Holly, Michigan, Michigan Historic Network 2020 Annual report, and Historic Resource Council 2021 directory and this information can be obtained from their website.
- Staff Daniel Harrington mentioned CDBG program and Housing Mileage might be good resources for rehabbing historical properties.

Adjournment: There being no further comments or business, Nick Meyle made the motion to adjourn the meeting at 9:15 a.m. Becky Lopez seconded the motion.

Respectfully submitted,

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

DRAFT

HISTORIC DISTRICT COMMISSION
DRAFT FY 2022 – 2023 GOALS AND OBJECTIVES

1. Safeguard the heritage of the City through the exterior preservation of the historic district by evaluating and considering applications for Certificates of Appropriateness. Identify and evaluate potential historically significant structures in the City of Portage Historic District.
2. Increase visibility and public awareness of the Portage Historic Preservation.
 - a. Update and digitalize the book of *Where the Trails Crossed* and the Portage Historic District Trading Cards.
 - b. Continue to support the historic educational programs with area youth via Portage Public Schools, the Portage Community Center and other outlets.
 - c. Continue communication and cooperation with similar historical organizations in the local community.
 - d. Initiate communication with Michigan State Historic Preservation Office.
 - e. Continue to observe the May National Preservation Month in conjunction with the Portage Historic District May Event.
 - f. Coordinate preservation initiatives with education, citizen participation, history, public art, digital engagement, and other programs.
3. Maintain a Library exhibit wall of framed photos representing the history of Portage. Continue to add new material periodically. This exhibit will be on display at the Portage District Library.
4. Present a Preservation Award to a property owner who has met the criteria as established by the Portage Historic Commission.
5. Advise the City Council in areas / subjects under the purview of the Historic District Commission.
6. Present a written report to the City Council in May in conjunction with National Preservation Month.
7. Provide education to HD property owners and create Portage Historic District Design Guidelines.