

City of Portage
Historic District Commission
Wednesday, April 6, 2022
City Hall Conference Room 2

Meeting Called to Order: 8:30am meeting started with Martha Deming Maytnier, Nick Meyle, and Laura Glass. 9:00am Jessie Duniphin joined the meeting, quorum was noted, and officer Martha Deming Maytnier officially called the meeting to order.

Members Present: Martha Deming Maytnier, Nick Meyle, Laura Glass, and Jessie Duniphin

Members Absent (excused): Katie VanLonkhuyzen, Becky Lopez, and Suzanne M. Nemeth

Staff: Biqi Zhao, Deputy Director of Planning and Zoning

Approval of Minutes: Jessie Duniphin made the motion, seconded by Laura Glass, to approve the March 2, 2022 meeting minutes as submitted; motion approved 4-0.

Discussion:

- Draft sample letter to HD property owners: The draft sample letter was discussed briefly with few clarifications. Martha Deming Maytnier proposed to continue this item to May HDC meeting when having more commissioners' attendance.
- HDC Annual Report discussion for City Council meeting: HDC will present the annual report to City Council in May 24th City Council meeting. Jessie Duniphin recalled that no formal written report was ever submitted in previous HDC annual report to City Council and report was done in oral presentation, but it would be nice to have a report as talking points. Staff Biqi Zhao responded to draft the HDC annual report.
- Green-A-Thon Event, May 1, 11:00am - 2:00pm: HDC agreed to participate in Green-A-Thon Event to support the celebration of Earth Day. Jessie Duniphin filled out the application in the meeting.
- City Hall Spring Exhibits: HDC reviewed each poster for final proof and made few corrections. Staff Biqi Zhao responded to send the corrections to Parks and Recreation Department.
- 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:

- Martha Deming Maytnier shared the information of "Find Grave". Jessie Duniphin asked if Martha Deming Maytnier have more copies to bring to Green-A-Thon event and encouraged HDC to bring history related information to the event table.
- Staff Biqi Zhao acknowledged Martha Deming Maytnier's hard work and in-depth research for Spring City Hall Exhibits. HDC commented tight deadlines given by Parks and Recreation Department. Staff Biqi Zhao responded that HDC might start working on exhibits ahead each year if Spring City Hall exhibits are routine contribution from HDC to Parks and Recreation Department. Jessie Duniphin

proposed late fall might be an early start to plan for next year's Historic Preservation month activities and preparation for City Hall Spring Exhibits.

Adjournment: Laura Glass left the meeting at 9:30am. There being no further comments or business, officer Martha Deming Maytnier adjourned the Historic District Commission meeting at 9:43am.

Respectfully submitted,



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

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