

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

Meeting Called to Order: 8:38am Chair Katie VanLonkhuyzen called the meeting to order.

Members Present: Nick Meyle, Katie VanLonkhuyzen, Becky Lopez, Jessie Duniphin, and Suzanne M. Nemeth

Members Absent (excused): Laura Glass, and Martha Deming Maytnier

Staff: Eric Feldt, City Planner

Approval of Minutes: Becky Lopez made the motion, seconded by Suzanne M. Nemeth, to approve the May 4, 2022, meeting minutes as submitted; motion approved 5-0.

Discussion:

- Frame of rewriting the book “Where the Trails Cross”
 - Discussed expanding this book to include a greater inventory building material of each building, more pictures, and interior inventory when possible.
- Any other materials to be included in the resident letter to be sent out
 - Discussed whether or not every historic district owner also receive “Where the Trails Cross” book?
- Cooperation with Park Board to include historical information for monthly bike ride on the Portage bikeway system
 - Coordinate with Dustin Black (Park Board) for specific route to determine how/ when to add a short presentation on any passing-by historic buildings. Determine logistics of who/ how an HDC member can provide this.
 - Determine if HDC member at bicycle tour can provide any handouts to other riders about historic buildings along route. Is it possible or appropriate to hand out “Where the Trails Cross” book and/ or Trading Cards during bicycle tour?

Old Business: NONE

New Business:

- Draft FY 2022-2023 Historic District Commission Goals and Objectives
 - Discussed splitting Goal 2(a) into two parts:
 - i. Part 1) Digitize “Where the Trails Cross” book and the Portage Historic District Trading Cards (the cards are digitized and on the HDC website).
 - ii. Part 2) Create a plan to update and expand the “Where the Trails Cross” book to include a greater inventory of building material for all historic buildings, and when possible, include interior building material, and provide a historic summary of the original owner/ user.

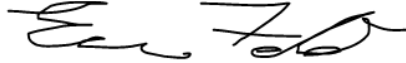
Citizen Comments: NONE

Member Comments:

- General discussion about how to add new properties to the historic districts. The HDC generally mentioned some properties that may be eligible by age to qualify for becoming part of a historic district. Staff will provide at an upcoming meeting the City’s process to add or expand the historic districts.

Adjournment: There being no further comments or business, Chair Katie VanLonkhuyzen made the motion to adjourn the meeting at 9:42 a.m. Becky Lopez seconded the motion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Feldt". The signature is fluid and cursive, with the first name "Eric" and the last name "Feldt" clearly distinguishable.

Eric Feldt, AICP, CFM
City Planner/ Project Manager