

**City of Portage – Historic District STUDY COMMITTEE**

**SPECIAL MEETING**

**Wednesday, September 2, 2015 @ 9 a.m.  
Portage City Hall – Conference Room #2**

**AGENDA**

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**Call to Order:**

**New Business:**

1. Conduct a photographic inventory of resources within the existing historic district.
  - a. Assign at least 2 commissioners to task
2. Conduct basic research of the historic district and the historic resources located within the district. (*PDL Heritage Room file*)
3. Determine the total number of historic and non-historic resources within the historic district and the percentage of historic resources of that total.
4. Prepare a preliminary report that addresses the following:
  - a. The charge of the committee.
  - b. The composition of the committee membership.
  - c. The historic district studied.
  - d. The boundaries for the historic district in writing and on maps.
  - e. The history of the historic district.
  - f. The significance of the district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.

**Citizen/Member Comments:**

**Adjournment:**

**Attachments**

1. July 24, 2015 Application for Certificate of Approval for 10234 East Shore
  2. August 6, 2015 Letter to Giems – Request for Clarification
  3. August 11, 2015 Response from Seth and Peg Giem
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Please notify Mark Reile at 327-5699 if you are unable to attend.