

**Historic District STUDY COMMITTEE Meeting**  
**Wednesday, December 16, 2015**  
**Portage City Hall – Conference Room #1**

**MINUTES**

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Called to Order at 9:58 a.m.

**Present:** Mark Reile, Suzanne Nemeth, Katie VanLonkhuyzen, Fred Grunert, Marty Maytnier and Erica Eklov (SL).

**Absent:** Jessie Duniphin, Christine Broberg, Russ Randall and Jim Ebert (excused).

**New Business:**

1. Mark opened the public hearing regarding the October 16, 2015 preliminary report regarding the proposed lot division for 10234 East Shore. He noted that no public was in attendance. Erica relayed that no response had been received following posting of the public hearing or submittal of the report to the state. He then asked for comments; hearing none, the public hearing was closed.
2. Mark inquired with Erica regarding the next steps towards finalizing the Study Committee report, as well as amending the Historic District ordinance, with the inclusion of the HDC's requested Deed Restriction for proposed Parcel B.
  - a. Erica noted a new legal description for Parcel B would be required from the survey company/property owner, which would be incorporated into the ordinance amendment. The land division application would be provided to the Community Development Department (via Planning Commission) with the final Study Committee report/recommendations. She stated she would follow up with Peg to get the revised description. Discussion followed.
  - b. Mark asked Erica to finalize the Study Committee report from the preliminary file provided by Christine.
3. Erica recommended a final Study Committee meeting to review any updates from Erica's discussion with Peg and review the revised legal description for submission to City Council in the proposed ordinance amendment. Mark and Katie agreed to set the special meeting on Wednesday, January 6, 2016 to directly follow the regular monthly HDC meeting.
4. The November 4<sup>th</sup> meeting minutes were approved.

**Old Business:** None.

**Citizen Comments:** None.

**Member Comments:** None.

**Adjournment:** 10:10 a.m.