

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

**SPECIAL MEETING**

**Wednesday, July 6, 2016 @ 9 a.m.  
Portage City Hall – Conference Room #2**

**AGENDA**

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**Call to Order:**

**Old Business:**

1. Conduct a photographic inventory of resources within the existing historic district.
  - a. *Accomplished June 9, 2016*
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.

**New Business:**

1. Review Preliminary Report and Site Visit results
  - a. Finalize report
2. Approve transmission of the preliminary report for review and recommendation to the Planning Commission, Michigan Historical Commission, State Historic Preservation Review board and public.
3. Schedule public hearing for post-60 day period.

**Citizen/Member Comments:**

**Adjournment:**

**Attachments:**

1. June 16, 2016 Communication from HDC Staff Liaison (checklist)
  2. DRAFT Preliminary Report
    - a. 8009 Cox's Drive property history file
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Please notify Erica Eklov at 329-4400 if you are unable to attend.