

City of Portage - Historic District Commission
Wednesday, February 1, 2017
Portage City Hall – Conference Room #2

MINUTES

Called to Order at 8:20 a.m.

Present: Marty Maytnier, Fred Grunert, Jessie Duniphin, Collin Forrest, Mike Barton, Dabney Dalton, Katie VanLonkhuyzen, Charles Wiles and Erica Eklov (SL).

Absent: Suzanne Nemeth (excused)

Old Business:

- 1) Each member reviewed their backgrounds for the 3 new members.
- 2) Minutes from the regular meeting of December 7, 2016 were approved.
- 3) Erica provided a verbal update on the list of Current Properties / Open Cases.
 - a. 5134 Oakland Drive – recently re-listed
 - b. 3221 W. Milham barn – no update
 - i. Katie asked about the status of the permit expiration in relation to the Certificate of Approval deadline. Erica relayed she would review for an update at the next meeting.
 - ii. Discussion ensued regarding confirmation of re-usable materials.
 - c. 5720 Oakland barn - June 3, 2015 application
 - i. January 31 inquiry by property owner as to HDC status/opinion on barn.
 - ii. Property owner looking to disassemble barn. Erica advised that the HDC is still awaiting two quotes and timeline. Pending March or April meetings.
 - iii. Discussion of potential re-usable materials.
 - d. 2663 Mandigo (Kiley) code enforcement – ongoing / no update
 - e. 1521 E. Centre (Davis) / Selinon Park development – no update
 - f. 10234 East Shore (Giem) Train Barn – no update
 - g. 922 W. Osterhout (Norman) exterior work (siding/windows)
 - i. inquiry letter sent; feedback pending
 - h. 8021 Oak (Vermuelen) exterior code enforcement issues – ongoing / no update
 - i. 8009 Cox’s Drive (Kasten) utilities off – no update
- 4) Fred suggested that the new commissioners be provided an update on property statuses. Erica responded that a brief verbal update was provided at the last meeting. Fred and Marty asked that supplemental information be provided due to recurring issues. Erica offered to compile a property status listing for members.
- 5) Mike inquired on the HDC’s policy on storing original materials for re-use in light of prior applications. Katie noted that the application for 3221 W. Milham’s COA stipulated how salvage materials be stored, as an example of prior HDC efforts. Fred noted that the HDC has made recent efforts to be more detailed. Mike recommended the HDC have a standard policy on material storage – Erica asked that he draft a suggested guide to be reviewed at the next meeting.
- 6) Community Awareness
 - a. Area Realtor Contact: no update from Collin
 - b. Newsletter: Katie inquired whether there was a desire to continue to do a newsletter for outreach efforts. Discussion ensued. Jessie recommended waiting until after the May 2017 event to verify public interest and future direction/focus.
 - c. May HDC event & other events: Erica relayed that a date for the May event has tentatively has been set for Thursday, May 18 at Mick Lynch’s Sprinkle Road properties. Katie recommended that a focused address list for non-property owners be compiled. Marty recommended utilizing the Portage Library’s new Marketing Director for event awareness. Jessie discussed making a matching flyer and invitation. Erica discussed utilizing social media for additional awareness. Michael recommended adding local builders, contractors and suppliers to the event contact list. Charles made a motion for Jessie to start an HDC Facebook page, Fred seconded and vote

approved. Erica noted she would start a list of potential contacts and Fred asked others to bring potential contacts to add to the March meeting. Collin mentioned potential cross promotion with any potential catering vendor.

- d. Outreach Sub-Committee Update (Marty, Jessie & _____): Katie noted that the sub-committee still needs a third member.
- 7) Site Categorization: Katie introduced the attached site listing worksheet to allow members to assign properties to monitor. Discussion on assignments ensued. Fred asked Erica to review the additional property inventory worksheet and its purpose.
- 8) Statement of Significance member suggestions: Nothing additional to report. Remaining member submissions are requested before the March meeting for statement finalization before May event.

New Business:

- 1) New members and election of officers: Katie reviewed the current officer positions and noted that due to the number of new members, that revisiting elections would be beneficial. Katie asked if anyone was interested in serving as an officer. Mike asked if any of the current officers wanted to resign. Hearing no comment, Charles made a motion to retain the current officers for the next calendar year, Fred seconded and motion passed.
- 2) 7706 Innisbrook: Erica advised that the property sold last week and she had previously spoken on the phone with the new owner. Erica will send a welcome packet.
- 3) Mike posed a question about the demographics of the district ownership and the origins of the HDC. Collin noted the role of realtors in awareness of a historic property during a change in ownership.
- 4) Marty noted her recent contact and discussion with representatives from Habitat for Humanity regarding efforts to support HDC property rehab efforts where needed.
- 5) Jessie inquired about the HDC's participation in the 2017 Green-A-Thon. Discussion regarding the 2016 event ensued. Jessie, Katie and others requested to participate in the 2017 event, to include building tours of Celery Flats again. Erica will touch base with the Youth Advisory staff liaison to confirm.

Citizen Comments: None.

Member Comments: None.

Adjournment: 9:35 a.m.