



**City of Portage – Historic District Commission**  
**Wednesday, February 4, 2026 @ 8:30 a.m.**  
**Heritage Room at Portage District Library**

**Call to Order**

**Approval of Minutes**

1. January 7, 2026, Meeting Minutes

**Announcements**

**Unfinished Business**

**New Business**

1. Goal Implementation Strategies

**Citizen Comments**

**Member Comments**

**Adjournment**

**Transmitted Materials**

1. 1-7-2026 Meeting Minutes – Draft
2. Approved FY25-26 Goals & Objectives HDC

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Please notify Alex Johnson at [johnsona@portagemi.gov](mailto:johnsona@portagemi.gov) or 269.329.4479 if you are unable to attend.



**City of Portage Historic District Commission Meeting Minutes**  
Wednesday, January 7, 2026 at 8:30 AM  
Heritage Room at Portage District Library

**Meeting Called to Order:** 8:30 AM Chair VanLonkhuyzen called the meeting to order.

**Members Present:** Steve Rice, Katie VanLonkhuyzen, Dusti Morton, Carol Dunleavy-Chandler, Suzanne M. Nemeth

**Members Absent:**, Jessie Duniphin, Nick Meyle, Martha Deming-Maytnier

**Staff:** Alex Johnson, City Planner/Project Manager

**Approval of Minutes:**

December 3, 2025, Meeting Minutes:

Commissioner Dunleavy-Chandler made the motion, seconded by Commissioner Morton, to approve the December 3, 2025, meeting minutes; motion approved 5-0.

**Announcements:**

**New Business:**

**Unfinished Business:**

**Discussion:**

1. FY25-26 Goals and Objectives

The Historic District Commission discussed each of the specific goals and heard updates from the Commissioner in charge of the specific objectives.

Regarding historic tax credits, Commissioner Rice discussed he is drafting a letter and is potentially completing a project in his own historic property to see how the process works. Regarding possible future expansion of the district, and the multiple preservation plans, a few members have a list of some possibilities and focus on commercial, residential, and outbuildings with a goal of completing each section of the city by the end of April. Regarding the America250 Grant, Alex will apply before the deadline and Commissioner Deming-Maytnier has been getting application materials and proposal completed. Regarding the goal Celery Flats efforts, connections will need to be made to introduce DPW and HDC members.

**Member Comments:**

Commissioner Rice announced that there will be a MHPN Conference in Grosse Pointe Shores in May, and a webinar on January 15<sup>th</sup>.

**Adjournment:** There being no further comments or business, Chair VanLonkhuyzen adjourned the meeting at 10:14 AM.

Regards,

Alex Johnson  
City Planner/Project Manager

**HISTORIC DISTRICT COMMISSION**  
**APPROVED FY 2025 – 2026 GOALS AND OBJECTIVES**

1. Inform the public about Historic tax credits: 5/1/26, Steve
2. Explore potential future expansion of the district: 3/1/26, Suzanne
3. Gain a grant from America 250 to complete projects: 12/1/26, Marty
4. PR efforts: 12/1/26, Jessie
5. Celery Flats efforts – events and collaboration with Parks and Recreation and historic building maintenance with Public Works: 6/1/26, Katie
6. Develop list of “threatened” properties in the city, both district and non-district: 5/1/26, Katie
7. Create a cemetery awareness and preservation plan: 5/1/26, Dusti
8. Create a barn awareness and preservation plan: 5/1/25, Steve
9. Create a symphony collaboration plan: 3/1/26, Steve
10. Create a demo permit review system for non-district, yet historic homes: 1/1/26
11. Revisit the fine and consequences for historic district property demo or unapproved modifications: 2/1/26, Carol
12. Complete the certified local government program: 7/1/26 Alex
13. Investigate the feasibility of a Historic District Foundation: 5/1/26, Steve
14. Continue to monitor assigned properties: 12/1/26 Katie
15. Fill commissioner vacancy: 2/1/26 Alex