

NOMINATION PROCESS FOR HISTORIC DISTRICTS

PORTAGE MUNICIPAL REGISTER OF HISTORIC PLACES

City of Portage Historic Preservation Commission
City of Portage, 115 West Pleasant Street, Portage, Wisconsin 53901

1. A nomination form should be filled out and returned to the City Clerk for submission to the Historic Preservation Commission. The form is entitled "Nomination Form for Historic Districts," and is available at City Hall, on the Historic Preservation webpage of the City of Portage website, or from any member of the City of Portage Historic Preservation Commission. Please note that a district nomination requires a Historic Preservation Plan be presented to the Commission with the nomination application. The Commission is available to the property owners, cultural resource agent or other representative for advice and reference in completing the application.
2. Nomination applications are reviewed throughout the year at regularly scheduled Commission meetings. Evaluation will follow the standards and criteria set forth in the City Ordinance, and follow the Commission's published nomination procedure (as outlined in this document).
3. If the nominated district meets the criteria set forth in the ordinance, a preliminary review session date may be set for the property owner and concerned parties to meet with the Commission. This session does not require notification of surrounding property owners. If the nominated district does NOT meet the criteria set forth in the ordinance, it will not move forward in the nomination process.
4. If the nomination is formally accepted for consideration by the Commission, the application must meet the criteria stated in the ordinance, and a Public Hearing date will be set and published. This process requires notifying property owners, nominating parties (or party) and other concerned individuals, including those within 200 feet of the boundaries of the proposed district.
5. Within (10) ten days of the Public Hearing for a district nomination, the Commission will recommend the district or deny the nomination, either action being subject to approval by the Common Council.
6. The municipal register designation is only accomplished upon the recommendation of the Commission and approval by the Common Council.



7. The City of Portage Historic Preservation Commission, subject to city ordinance, recommends approval or denial of historic districts to the Common Council for the Portage Municipal Register of Historic Places. The vote for approval by the Common Council constitutes the designation, making the district subject to all the provisions of the City of Portage Historic Preservation Ordinance. Additionally, when the plan and application are approved by the Common Council, the Preservation Plan becomes a city ordinance.