

**City of Portage
Historic Preservation Commission
Tuesday, December 17, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Todd Bennett, Marlena Cavanaugh, Kristin Droste, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven

Guests Present: Bill Welsh (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:00 pm. He noted that Kyle Dumbleton should no longer be listed on the agendas as an HPC member because his resignation has been accepted. Rob Nurre has not taken the oath of office, ~~and thus is not an official member.~~**

2. Approval of previous meeting minutes

An agenda item in the November minutes concerned encumbering HPC funds. Klapper commented that the Common Council would only encumber \$1000 of HPC funds, not the full \$1600 that was requested. Miller-Lamb moved to accept the minutes as submitted. Droste seconded the motion, which passed unanimously by voice vote.

3. Discussion and possible action on Municipal Register

The public hearing for comments on the proposal to add the Grandstand at the Columbia County Fairgrounds to the Municipal Register will be January 21, 2014, at the HPC meeting. It was suggested that each HPC member nominate a property each year, as Miller-Lamb did for the Grandstand. Miller-Lamb assured the Commission that the process is not difficult with the resources available online and in the documents copied for Commission members.

Foley asked where City records will be kept for the buildings added to the Municipal Register. Klapper will ask how Register properties will be tagged for building permits.

Udelhoven contacted Supreme Awards about plaques. Standard sizes are 4 x 8 and 4 x 9. For outdoor use, bronze plaques run about \$180; other materials are cheaper. There are more options for indoor plaques; for these, the price is by the letter. He will bring samples to the January meeting.

4. Discussion and possible action on Historic Preservation Month (May) activities

The Commission discussed HPC month activities. Topics for a talk included a) Portage history, b) reasons to list a building on the Register, c) Joe de Rose to speak on some aspect of historic properties, d) request a successful HPC from a

neighboring community talk about their work. Udelhoven suggested that a discussion of how to reuse a church building might be another good topic.

Droste and Cavanaugh discussed ideas for the proposed house tour. A minimum of five properties should be included, with advanced ticket sales. Droste's research indicates that the HPC may sell tickets as long as the proceeds are dedicated to an appropriate project. Advertising for the events should start in April. Foley suggested Municipal Register nominations might be prepared for properties on the tour.

For the January agenda, Klapper will research ticket sales, look into the availability of churches for a weekend walking tour, and contact Jen Davel for suggestions of local HPC's that might be willing to discuss their work. If a Municipal register nominated building will be part of the house tour in March, the nomination will need to be on the HPC March agenda.

What district will be featured in the May photo scavenger hunt? Miller-Lamb will take on this project again, noting that Church Hill and the Downtown district have been featured previously. Klapper is interested in some of the potential districts in the 2006 Preservation Plan, specifically one on W Prospect St.

5. Discussion and possible action on parking lot names

Foley researched old minutes and was able to find some information on the parking lot names. Miller-Lamb is still checking for the minutes. Foley will send Miller-Lamb what she found.

6. Adjournment

Chair Klapper adjourned the meeting at 6:48 pm.

Respectfully submitted,
Erin Foley
Secretary

**Amended at 01/21/14 meeting.