City of Portage
Historic Preservation Commission
Wednesday, July 1, 2015, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda

Members: Doug Klapper, Chairperson; Marlena Cavanaugh, Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb

1. Roll call
2. Election of Secretary
3. Approval of previous meeting minutes (May 6)
4. Discussion and possible action on awarding a special prize for this year's photo scavenger hunt
5. Discussion and possible action on claims
6. Discussion and possible action on HPC letterhead for correspondence
7. Discussion and possible action on letter to the Columbia County regarding their building project along the Portage Canal
8. Discussion and possible action on WHS subgrant to update Intensive Historical and Architectural Survey
9. Discussion and possible action on potential new Commissioners
10. Adjournment

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Wednesday, May 6, 2015, 6:00 p.m.
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Minutes

Members Present:	Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb
Members excused:	Marlena Cavanaugh
Members absent:	Ian Dumbleton
Guests Present:	Bill Welsh (Cable TV), Vern Gove, Kirk Konkel, Ron Locast

1. **Roll call**
   Klapper called the meeting to order at 6:02 pm. He noted that Todd Bennett's name should no longer appear in the list of HPC members.

2. **Election of Vice Chairperson**
   Stephanie Miller-Lamb served as Vice Chairperson 2014-2015. Droste nominated Miller-Lamb to continue in that position for 2015-16. Foley seconded this motion. There were no other nominations. Next month nominations will be accepted for the position of secretary.

3. **Approval of previous meeting minutes**
   Miller-Lamb moved that the minutes for the meeting of April 1 be approved as written. Droste seconded the motion, which passed unanimously by voice vote.

4. **Discussion and possible action on claims**
   No claims were presented. Droste and Miller-Lamb will have some claims to present at the next meeting.

5. **Presentation from County and their architect on building projects**
   Ron Locast, representing Potter Lawson architectural firm, presented a slideshow of the preliminary designs for the 2-building project that would house several Columbia County offices on both sides of the Portage Canal. He discussed site placement, the floor plans, and the need for parking and street frontage. Although the two blocks these buildings are planned to occupy are in the Portage Industrial Waterfront National Historic District, Klapper commented that the HPC has no control over what is done with the properties currently in the district because they are not on the Municipal Register.

   The HPC asked a variety of questions about the design and the location in regard to the historic district. Locast stated that the DNR controls the waterway, so no new building can be placed alongside the canal as was done historically. The large parking lots were discussed for their non-historical look; Locast said that the number of parking spots was regulated by the City of Portage several years ago.

   Foley commented that, if there is no need for HPC approval, she could see no reason for HPC members to make comments on the building design. She stated that the new buildings would entirely destroy what remains of the waterfront part of the district, and this is unacceptable. Other commissioners welcomed the chance to review the designs.

6. **Discussion and possible action on Heritage Signage**
   Since the April meeting, it has been established that all these signs need replacement. The Tourism Committee will pay the $525.54 for the 19 site-specific signs. The City asks that the HPC cover the remaining $460.80 for the 16 Heritage logo signs. Mack stated her willingness to use HPC funds for this purpose, but only when the Commission is assured it will have the funds it needs for the costs of the Preservation subgrant that Portage has received. Mack noted that Portage was one of 9 communities awarded these funds, out of 20 applications, but that the award was $5000 short of the cost of the estimates received for the work. The HPC will take no action on the Heritage signage until there is more information about the cost of the subgrant.

7. **Discussion and possible action on National Historic Preservation Month (May) Activities**
   Except for the photo scavenger hunt running currently in the *Daily Register*, preservation activities will be light this month. The individuals the HPC hoped to schedule for the walking tours were not available for the times and dates hoped for. Miller-Lamb discussed the scavenger hunt award plans. Entries will be accepted for the next three weeks.

8. **Presentation from Commissioner Mack on her attendance at the Spring WAHPC Conference**
   Mack passed out notes from the April 25 Wisconsin Association of Historic Preservation Commissions meeting she attended in La Crosse. HPC members are invited to attend. Among other highlights, she noted that the Wisconsin Historical Society is having their Board of Curators meeting in Portage May 13-14, 2016. She mentioned programming and legal changes in other Wisconsin communities that affect their HPC activities.

9. **Adjournment**
   Chair Klapper adjourned the meeting at 8 pm.

Respectfully submitted,
Erin Foley
Secretary