

**City of Portage
Historic Preservation Commission
Wednesday, January 6, 2016, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Gayle Mack, Stephanie Miller-Lamb
Guests Present: Bill Wade (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:01 pm.

2. Approval of previous meeting minutes

Miller-Lamb moved that the minutes for the meeting of December 17 be approved. Droste seconded the motion, which passed unanimously by roll call vote.

3. Discussion and possible action on claims

No claims were presented.

4. Discussion and possible action on Municipal Register

Klapper will ask Timothy Heggland to come to the February HPC meeting to discuss his work updating the Intensive Historical and Architectural Survey. Klapper will also ask Mayor Tierney and City Administrator Shawn Murphy to attend a future HPC meeting so the Commission can learn about future city projects, and how the HPC can help Portage maintain its historic character.

5. Discussion and possible action on National Heritage Preservation Month Activities (May)

Miller-Lamb hopes to involve the schools in 2016 Preservation Month activities. It was suggested that someone in the city might be able to help coordinate with the schools, or that a notice be sent directly to the schools with information about Preservation Month activities for children. Miller-Lamb will ask Judy Eulberg for ideas.

6. Discussion and possible action on new Commission members

Klapper asked the City Administrator whether the city preservation ordinance could be amended to reduce the membership of the HPC. The current ordinance requires nine people. Opening up the ordinance to amendments might allow other changes to be made. If the HPC decides to pursue an amendment, it may delay the request until after the spring election.

7. Discussion and possible action on 2015 funds

Klapper explained that city funds may only be encumbered if there is enough time for the city to approve the action. This means the December request to encumber 2015 HPC funds was too late in the year. That money will return to the city. Klapper will add a reminder about fund allocation deadlines in the HPC's October agenda. It was suggested that the City provide training for the commissioners in how to handle city funds.

8. Discussion and possible action on parking lot naming

Klapper noted that the parking lot naming project has stalled. It is unclear what still needs to be done. Mack suggested that further discussion be done at the February meeting. She pointed out that February would be a good time to address other city projects, suggesting that the city's capital plan would be a source of information about projects that may affect historic properties. Other future agenda items were proposed, including revisiting the sign ordinance and amending the preservation ordinance. It was requested that HPC agendas include a recurring item asking for future agenda topics.

9. Adjournment

Chair Klapper adjourned the meeting at 7:03 pm.

Respectfully submitted,
Erin Foley
Secretary