

**City of Portage
Historic Preservation Commission
Wednesday, May 4, 2016, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

Members: Doug Klapper, Chairperson; Kristin Droste, Erin Foley, Jessica Lamb,
Stephanie Miller-Lamb

1. Roll call (introduction of members)
2. Approval of previous meeting minutes
3. Discussion of the Intensive Historical and Architectural Survey with Tim Heggland
4. Discussion and possible action on National Historic Preservation Month (May) activities
5. Discussion and possible action on claims
6. Discussion and possible action on meeting day/time/frequency
7. Discussion and possible action on ordinance change to reduce the number of commissioners serving on HPC
8. Discussion regarding topics for future agendas
9. Adjournment

**City of Portage
Historic Preservation Commission
Wednesday, February 3, 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: Rita Maass (City Council); Bill Welsh (Cable TV)

1. Roll call

Klapper called the meeting to order at 6:04 pm.

2. Approval of previous meeting minutes

Miller-Lamb moved that Commission accept the minutes as written for the meeting of January 6. 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

Nothing needs discussion at this time.

5. Discussion and possible action on National Historic Preservation Month Activities

At the last meeting, Droste suggested a coloring book be produced for National Historic Preservation Month. Foley suggested that images of Portage buildings drawn by her mother, Joan Ryan Foley, might be used for this purpose. Scans of the images were passed around, and options such as calendars and note cards were discussed. Miller-Lamb's photo scavenger hunt images were also suggested as calendar images. Droste will check with the Fire Department about where they have coloring books printed. She and Foley will check on printing options and report at the next meeting. Klapper will check with Judy Eulberg about giving tours during May.

6. Discussion and possible action on new Commission members

Bill Kutzke, the District 6 council member, may have a person to recommend as an HPC Commissioner. Foley passed out a draft version of a letter to the editor noting that HPC memberships are available.

7. Update on proposed Sign Ordinance

Steve Sobiek discovered a 2015 U.S. Supreme Court decision in *Reed v. Town of Gilbert* that found municipal sign ordinances might violate freedom of speech rights. The International Municipal Lawyers Association is drafting a model Ordinance to comply with the Reed decision. Portage's ordinance will not be discussed further until there are samples of ordinances that do not violate this finding.

8. Discussion and possible action on parking lot naming

Klapper noted this was an older project. Commission members wondered if the names proposed by the HPC in 2011 would be better than the current names in all cases. It was suggested that a historic marker might be placed at the sites proposed, but that all the parking lots not be renamed. Maass noted that city parks now have addresses;

perhaps the city's parking lots do also. Klapper will check with the department that proposed the project, and report back at a later meeting.

9. Discussion and possible action on Historic Preservation Ordinance

Proposed legislation might make it possible for private owners to refuse municipal register designations for their properties. This will be discussed at a later meeting.

Sec. 34-31 of Portage's Code of Ordinances states that the HPC should have nine members. Current membership is only five, which makes it difficult to have a quorum at all meetings. Before requesting that the Common Council change the ordinance, Klapper will check with Joe DeRose to see if there is a state rule for number of members on a historic preservation commission.

10. Update on Capital Improvement Plan

HPC members discussed the Capital Improvement plan, which has Museum exterior repairs on the list of projects. Mack noted that a plan to repair the handicapped ramp is being worked on. She was pleased that Museum building repairs are on the Capital Improvement Plan, with \$100,000 set aside for repair and improvements through 2020.

11. Discussion on possible topics for future HPC meeting agendas

- Tim Heggeland discussing the Updated Intensive Historical and Architectural Survey;
- Historic Preservation Ordinance membership rules;
- Upcoming meeting of the Wisconsin Association of Historic Preservation Commissions;
- National Historic Preservation Month activities;
- HPC coloring book or calendar;
- Parking lot names;
- Upcoming meeting dates: March 17 and April 21.

12. Adjournment

Chair Klapper adjourned the meeting at 7:23 pm.

Respectfully submitted,
Erin Foley
Secretary

Date Approved:

Summary of Proposed Changes

This ordinance changes the membership of the Airport Commission to note that City staff shall act as a resource to the Commission. Additionally, the ordinance reduces the total membership of the Historic Preservation Commission from 9 to 7 and clarifies the appointment of individuals with specialize qualifications is desired, not required.

ORDINANCE NO. 16-008

ORDINANCE RELATIVE TO ADMINISTRATION & HISTORIC PRESERVATION

Section I

Chapter 2, Article V - BOARDS, COMMITTEES, COMMISSIONS

Division 4 Board of Airport Commissioners

The following sections of this Article shall be amended to read as follows:

Sec. 2-201. - Membership.

The board of airport commissioners shall consist of three alderpersons appointed annually at the organizational meeting, and three citizens who shall be appointed by the mayor, subject to common council confirmation. Citizen members shall have a three-year term of office. The mayor shall appoint the chairperson of the commission. **City staff shall serve as resources to the Airport Commission and shall make reports and provide recommendations to the Commission on items to be considered by the Commission upon request of the Chairperson.**

All other sections shall remain as previous adopted.

Section II

Chapter 34, Article 1 – HISTORIC PRESERVATION

The following section of this Article shall be amended to read as follows:

Sec. 34-31. - Created; membership and appointment.

A historic preservation commission is hereby created, consisting of ~~nine~~ **seven** members. **Membership shall consist of one alderperson and six citizen members.** Of the membership, if available in the community, one ~~may~~ shall be a registered architect; one ~~may~~ shall be a historian; **and** one ~~may~~ shall be a licensed real estate broker.; ~~one shall be an alderperson; and five shall be citizen members.~~ Each member shall have, to the highest extent practicable, a known interest in historic preservation. The mayor shall appoint the historic preservation commissioners subject to confirmation by common council.

All other sections shall remain as previously adopted.

This Ordinance shall take effect upon passage and publication thereof.

Passed this _____th day of _____, 2016.

Richard Dodd, Mayor

Attest:

Marie A. Moe, WCPC, MMC, City Clerk

First and second readings:
Published:

Ordinance requested by:
Legislative & Regulatory Committee