

**City of Portage  
Historic Preservation Commission  
Wednesday, June 1, 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
2. Approval of previous meeting minutes
3. Election of Vice Chair
4. Election of Recording Secretary
5. Discussion and possible action on claims
6. Discussion and possible action on 2016 funds (including but not limited to trees in Historic Districts and October 21-22 Historic Preservation Annual Conference)
7. Discussion and possible action on National Preservation Month Activities
8. Discussion and possible action on possible 2017 Historic Preservation Fund (HPF) subgrant application
9. Summary of Building Permit Process
10. Discussion on possible topics for future HPC meeting agenda
11. Adjournment

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

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

**Guests Present:** Shawn Murphy (City Administrator); Tim Heggland (researcher); Bill Welsh (Cable TV)

**1. Roll call (introduction of members)**

Klapper called the meeting to order at 6:05 pm. He introduced new member Jessica Lamb to the Commission. Each member introduced himself. Klapper requested that item #7 be moved up to follow item #3.

**2. Approval of previous meeting minutes**

Miller-Lamb moved that Commission accept the minutes as written for the meeting of February 3. Droste seconded the motion, which passed unanimously by roll call vote.

**3. Discussion of the Intensive Historical and Architectural Survey with Tim Heggland.**

Heggland discussed his work on the updated Historical and Architectural Survey. He has been researching buildings that were too new for the previous study, basically anything built between 1945 and 1966. His survey also includes buildings built between 1966 and 1975 so that the research is ready when those buildings become eligible for consideration.

Heggland identified 161 buildings that are old enough and intact enough to be designated. He believes ten of these have National Register potential. He has also identified one potential new district on Crestview, Riverview, and Bluffview courts.

The loss of several buildings from the earlier survey was noted. The Wisconsin Historical Society is supposed to be notified when an identified historic building is approved for demolition. This is to allow the Society to document the structure photographically prior to its removal. This notification should come from the city because the demolition permits are issued by a city department. Murphy stated that the city is using a new map with all historic districts noted; this should make it easier to keep track of projects that affect historic buildings.

**7. Discussion and possible action on ordinance change to reduce the number of commissioners serving on HPC**

*[Discussed out of original order]* Murphy submitted a proposed ordinance change to reduce the number of HPC members. The state requires that a Certified Local Government (CLG) city have a historic preservation commission. However, there is no rule about the number of members nor about the expertise of those members serving on the commission. Murphy shared a proposed revision to Sec. 34-31 of the City of Portage ordinances to reduce the commission to have seven members rather than the current nine members required; this will require a quorum of four members rather than the current five members. No specific skills will be required for membership. After

discussion, Foley moved that Section II of Ordinance No. 16-008, concerning a change to the membership of the HPC, be forwarded to the City Council as proposed. Klapper seconded the motion, which passed unanimously by roll call vote.

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

Miller-Lamb's preservation scavenger hunt photos have been appearing in the newspaper. There are no other HPC activities planned for the month. Droste suggested that the HPC begin discussing the 2017 activities at the next meeting. Klapper discussed past activities that the HPC has sponsored for Preservation Month.

**5. Discussion and possible action on claims**

No claims were presented.

**6. Discussion and possible action on meeting day/time/frequency**

Changes to the frequency of HPC meetings were discussed. The commission decided no changes are needed at this time.

**8. Discussion on possible topics for future HPC meeting agendas**

- Claims;
- National Historic Preservation Month 2017;
- Meet with the City Engineer to learn how historic buildings will be noted in the permit files;
- Upcoming meeting date: June 1.

**9. Adjournment**

Chair Klapper adjourned the meeting at 6:55 pm.

Respectfully submitted,  
Erin Foley  
Secretary

Date Approved: \_\_\_\_\_