

**City of Portage
Historic Preservation Commission
Wednesday, November 2, 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 meeting minutes from October 5, 2016
3. Discussion and possible action on claims
4. Discussion and possible action on proposed Committee of the Whole meeting (including Municipal Register, meeting date and time and proposed changes to HPC Ordinance due to Act 176)
5. Discussion and possible action on National Historic Preservation Month Activities (May)
6. Discussion and possible action on 2016 funds
7. Discussion on possible topics for future HPC meeting agenda
8. Adjournment

The meeting location is handicap accessible. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting

**City of Portage
Historic Preservation Commission
Wednesday, October 5, 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: Bill Welsh (Cable TV); Betsy Bergman

1. Roll call

Klapper called the meeting to order at 6:00 pm.

2. Approval of meeting minutes from September 7, 2016

Miller-Lamb moved to accept the minutes for the meeting of September 7 as written. Droste seconded the motion, which passed unanimously by roll call vote.

3. Discussion and possible action on claims

No claims were presented.

4. Update on Municipal Register

Klapper asked the Mayor to call a meeting of the Committee of the Whole to discuss the role of the Historic Preservation Commission, and to educate the Common Council in the work of the Historic Preservation Commission. Klapper would like this meeting to take place before there is a hearing about placing the Sunset Park tennis court on the municipal register.

Droste has obtained a copy of the deed. She will scan and distribute it to the HPC. Droste noted increased traffic by the tennis court. Betsy Bergman mentioned receiving anonymous notes and a donation in support of preserving the court.

5. Discussion and possible action on proposed changes to Historic Preservation Ordinance due to passage of Act 176

Foley noted a typo of "propery" for "property" in the proposed ordinance change. Miller-Lamb asked why the ordinance was being amended to remove the requirement that the common council hold a public hearing on the designation or rejection of historic districts. She stated that a public hearing should be an important step in city deliberations on historic districts. Miller-Lamb moved to reject the city's proposal to amend Section (2)b. of Sec. 34-34 of the ordinances to remove the necessity of holding a public hearing on historic districts. Klapper seconded the motion, which passed unanimously by roll call vote.

6. Discussion and possible action on disposition of remaining 2016 funds

The General Ledger Activity Report was discussed. \$20,000 in subgrant funds were added to the HPC account, but the date of this transaction was not recorded. Klapper suggested the funds were a reimbursement from the Historical Society after the City of Portage paid for the services of Timothy F. Heggland in doing the Update to the Intensive Survey. Klapper noted that membership in the Fox-Wisconsin Heritage Parkway was paid in January, but he did not remember this being approved by the HPC.

With approximately \$2700 unspent in the 2016 budget, Klapper asked for other items that should be funded. Miller-Lamb would like to renew the HPS membership in the Association of Historic Preservation Commissions, which should cost \$40. Printing copies of a coloring book of Portage buildings, notecards, and the Update were also discussed. Klapper estimated \$600 for printing costs, plus the \$40 for membership fees.

The remaining \$2100 could be encumbered to spend on trees for homes in the city's historic districts in 2017. Klapper was asked by the Finance Committee why only historic district homes would be eligible for free trees. To explain this and other issues, Klapper hopes meeting with the Committee of the Whole will educate the Common Council on how the work of the HPC advances the city's standing as an attractive and historic community and a good place to live. Klapper suggested that Jen Davel and Joe DeRose from the Wisconsin Historical Society be invited to attend this meeting.

Miller-Lamb moved to encumber \$1800 from the 2016 budget to pay for trees for homes in Portage Historic Districts in 2017. Lamb seconded the motion, which passed by roll call vote. Before the next meeting, Klapper will check our membership in the Association of Historic Preservation Commissions, Erin will check on printing costs for a booklet of Portage homes coloring book using her mother's images, and Droste will look into printing and binding options for the Updated Historic Survey.

7. Discussion and possible action on 2017 budget request

Klapper has spoken with the Finance Committee about the 2017 HPC budget.

8. Discussion and possible action on National Historic Preservation Month Activities (May)

Miller Lamb and Judy Eulberg will do talks for Preservation Month. There are plans to develop a Cemetery Tour, for which Eulberg would prepare materials. Foley suggested that the Silver Lake Cemetery might be eligible for the Municipal Register as a historic site.

9. Discussion on possible topics for future HPC meeting agenda

The next meeting should include discussions on the Ordinance revision; meeting with the Committee of the Whole to discuss the Municipal Register and the HPC; printing projects; and the budget encumbrance. The remaining meeting dates for 2016 are November 2 and December 7.

10. Adjournment

Chair Klapper adjourned the meeting at 7:05 pm.

Respectfully submitted,
Erin Foley
Secretary

Date Approved: _____