

**City of Portage  
Historic Preservation Commission  
Tuesday, January 15, 2013, 6:00 p.m.  
Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

**Members Present:** Doug Klapper, Chairperson; Richard Beebe, Marlena Cavanaugh, Erin Foley, Stephanie Miller-Lamb and Destinee Udelhoven

**Members Absent:** Mary Ann Harding

**Guests:** Peggy Malone (Portage Historical Society)

### **1. Roll call**

Chair Klapper called the meeting to order at 6:02 pm.

### **2. Approval of previous meetings minutes**

- The following revisions were made to the meeting minutes of December 18, 2012:
  - Page 1, item 7, sub bullet 6 to read “The Black Building is on the National Register of Historic Places; approval for any plans for the property that involve municipal funds must go through the WI State Historical...”
  - Page 2, item 7, sub bullet 9 to read “The best case scenario from the Mayor’s point of view would be to have someone purchase the properties and rehab the Black’s Building and build new on the now empty Rhyme’s lot, bringing the two properties together. That said, no such developer has appeared at this point in time.”
  - Page 2, item 7, sub bullet 11 to read “The PHPC members voiced their feeling that the building should find new life as a re-purposed building...”
- Udelhoven moved that the minutes be approved with the changes noted above; Foley seconded the motion, which passed unanimously by voice vote.

### **3. Discussion and possible action on claims**

There were no claims for discussion.

### **4. Discussion and possible action on 310 DeWitt Street (former Black’s Furniture Building)**

Klapper reviewed the inspection report from the city regarding the property at 310 DeWitt Street with the commissioners. Group would like to know if the City received a response from the WI Historical Preservation office after receiving the City’s letter about the building. Miller-Lamb moved that the PHPC write a letter to the common council stating that we support the city maintaining the building and rehabilitating the structure. Udelhoven seconded the motion, which passed unanimously by voice vote. Miller-Lamb and Udelhoven will work together to draft the letter for review by the PHPC at the February meeting.

## **5. Discussion and possible action on HPC Commissionership**

- Klapper reminded the commissioners that there can be 9 members on the commission; efforts should be made to first place members who are architects, realtors or lawyers, followed by members who are interested in historic preservation and/or Portage history.
- Klapper will write a Letter to the Editor for the Portage Daily Register to inform the community of the openings, the role and mission of the PHPC and to encourage them to read the minutes and attend meetings if they are interested in serving on the commission.
- Klapper will discuss with Marie Moe how to vacate the seat held by Mary Ann Harding. Ms. Harding has left the community and is no longer eligible to serve, but has not officially resigned her seat.

## **6. Discussion and possible action on HPC Quarterly Award**

This item was tabled until the February meeting.

## **7. Discussion and possible action on Municipal Register**

- Group discussed Museum at the Portage as the first city-owned property to be placed on the Municipal Register. Klapper explained to guest Peggy Malone what the Municipal Register is and how it works in conjunction with the Historic Preservation ordinance and changes to the exterior of the building.
  - Group agreed to work on the nomination forms for the Museum at the Portage; Cavanaugh offered to write up a draft to present at the February meeting. Guest Malone would like to assist Cavanaugh with the application on behalf of the museum.
  - Udelhoven will send out nomination forms with the small changes suggested by Mr. DeRose from the Wisconsin Historical Society. Those changes to be discussed at the February meeting.

## **8. Discussion and possible action on Historic District/parking lot signage**

Klapper reported that Municipal Services does not have the funds for the parking lot signage project at this time; City Council did not vote to encumber funds for the project. PHPC does not have funds for this project and had only been asked for a contribution of names and descriptions for the signage. No further taken to be taken at this time.

## **9. Adjournment**

The meeting was adjourned at 7:07 pm.

Respectfully submitted,  
Stephanie Miller-Lamb  
Secretary