

**City of Portage
Historic Preservation Commission
Tuesday, February 19, 2013, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Marlena Cavanaugh, Erin Foley, Richard Beebe, Destinee Udelhoven

Members Excused: Stephanie Miller-Lamb

Members Absent: Mary Ann Harding

1. Roll call

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

2. Approval of previous minutes

Foley noted that the agenda had a typo for the meeting date. Udelhoven moved that the minutes be approved; Beebe seconded the motion, which passed unanimously by voice vote.

3. Discussion and possible action on claims

There were no claims presented. Udelhoven noted that she will shortly submit a claim for making 5 x 7 photographic prints of images for the Municipal Register submission.

4. Discussion and possible action on Municipal Register

Cavanaugh presented her draft of the nomination to add 804 MacFarlane Road to the Municipal Register. After some discussion on the draft, Cavanaugh agreed to check details and finalize the form. The next step is to hold a hearing on the nomination. The neighbors of the building will be notified of the hearing by Marie Moe. Foley moved that, after the changes to the form have been made, the nomination of 804 MacFarlane Road to the city of Portage Municipal Register be given a public hearing. Udelhoven seconded the motion, which passed unanimously by voice vote.

5. Discussion and possible action on Commissionership

David Bartelt, Peggy Malone, and Merwyn Jenkins have been suggested as persons interested in appointment to the PHCP. Malone is too busy to consider serving.

6. Discussion and possible action on 310 DeWitt Street

Miller-Lamb's letter concerning the status of the property at 310 DeWitt Street was discussed. Udelhoven suggested some changes be made. Because Chair Klapper is unaware of any impending action on the building, it was suggested that Udelhoven and Miller-Lamb revise the letter and bring the new version to the March meeting.

7. Discussion and possible action on letter to editor in regard to Historic Preservation commission membership

Chair Klapper is preparing a letter about the PHPC's work and that it needs additional members. His draft was read to the Commission. Udelhoven moved that Chair Klapper

send his letter as presented to the editor of the local paper. Cavanaugh seconded the motion, which passed unanimously by voice vote.

8. Discussion and possible action on HPC Quarterly Award

The Commission members discussed whether the Quarterly Awards should be modified. The awards are behind schedule, and most of the work is done by Udelhoven and Miller-Lamb. Udelhoven suggested the awards be given to owners of properties whose buildings are added to the Municipal Register. Klapper commented that the Municipal Register is the PHPC's most important task. Cavanaugh requested that an award be given at least once a year. Foley suggested that an event in May, Historic Preservation Month, might be a good time to present an award, which this year could be given in honor of Doc Curtis. Klapper suggested PHPC members research possible properties for an award this May. He will send a reminder e-mail in advance of the next meeting.

9. Discussion and possible action on letter from Jen Davel of Wisconsin Historical Society regarding tax credits

Klapper read a letter from Jen Davel, a Historic Preservation Architect at the Wisconsin Historical Society. Davel has prepared a talk about earning tax credits for restoration and repair work on historic properties. She is interested in presenting the talk in Portage because it has so many eligible properties. The Indian Agency House hosted her talk last year, which was interesting but not well attended. Commission members discussed having Davel speak at the award event in May. To differentiate this talk from the previous one, additional activities would be included, including the award presentation. Individual advertisements for the event should be sent to residents of historic properties in the Society Hill and Church Hill historic districts in Portage. City of Portage staff involved with issuing building permits will be invited, and local businesses that do remodeling will be asked to bring information and discuss their work with attendees. The date of Tuesday, May 7 was selected for the event. Udelhoven will place the event on the Chamber calendar. Klapper will check the date with the Museum at the Portage and Jen Davel. Cavanaugh will prepare marketing ideas. She also suggested sponsors for refreshments should be researched. All PHPC members were asked to brainstorm ideas for the March PHPC meeting.

10. Adjournment

Klapper adjourned the meeting at 7:05 pm

Respectfully submitted,
Erin Foley
Acting Secretary