

**City of Portage**  
**Historic Preservation Commission**  
**Tuesday, April 9, 2013, 6:00 p.m.**  
**Municipal Building, 115 West Pleasant Street**  
**Conference Room Two**  
**Minutes**

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

**Members Excused:** Erin Foley

**Members Absent:** Mary Ann Harding

**Guests:** Mayor Elect Bill Tierney, Bill Welsh (Cable TV)

**1. Roll call**

Klapper called the meeting to order at 6:09 pm.

**2. Approval of previous meeting minutes**

Beebe moved to approve the minutes as written; Cavanaugh seconded the motion, which passed unanimously by voice vote.

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

- Klapper noted that the PHPC will be reimbursing the City for the cost of postage for notices of the Public Hearing on adding The Museum at the Portage to the Municipal Register. No invoices have been received from the Clerk at this time.
- Cavanaugh noted that there will be invoices for reimbursement/payment related to the May 7 Open House, but that there are no claims at this time.

**4. Discussion and possible action on Historic Preservation Month events**

**a. May 7 event at The Museum at the Portage**

- Discussion about postcard announcement for the May 7 Open House. Mayor Elect noted that money could be saved on postage by using the Every Door Direct Mail option through the US Postal Service. Cavanaugh will look at using that option for mailing the notices to specific mailing routes in the city, rather than noting specific addresses. If this is a viable option, we would be able to send more cards and have them be larger in size than our original plan. The card will have 1000 copies made.
- Udelhoven will distribute to the group the press release used at last year's speaker event during Historic Preservation Month so the group can look over/review a release for this year's event.
- Klapper will attend the Monday, April 15 meeting of the Portage Historical Society to talk about the May 7 event being held at the Museum at the Portage, to seek approval for the PHPC to post a banner advertising the Open House on the Museum itself or in the yard and to have PHPC members arrive at 5:00 pm to prepare for the Open House.
- Group discussed provision of refreshments for the event. Miller-Lamb will be absent but will send over a tray of cookies/bars, Klapper will bring a juice/beverage, Udelhoven will bring a coffee maker and cookies/bars and Cavanaugh will also bring a treat of some kind.

## **b. Photo Scavenger Hunt**

Miller-Lamb reported that shots will be taken next week in the Retail District. Photos will hopefully run the first week of May.

## **c. HPC Quarterly Award**

- Cavanaugh brought photos of the home at 110 E. Howard Street and spoke of some of the work that has been done to the home. Miller-Lamb moved that the home be the winner of the May Quarterly Award. Udelhoven seconded the motion, which passed unanimously by voice vote.
- Udelhoven moved that the PHPC transition to an annual preservation award named in honor of JR (Doc) Curtis, the JR (Doc) Curtis Historic Preservation Award, to be presented in May during Historic Preservation Month. Cavanaugh seconded the motion, which passed unanimously by voice vote.
- The award will be announced at the May 7 Open House at the Museum at the Portage and will again be recognized at a May meeting of the Common Council.

## **5. Discussion and possible action on 310 DeWitt Street**

- The letter from the PHPC supporting rehabilitation and reuse of the property at 310 DeWitt Street was presented to the Common Council. There is no further movement regarding the property to report at this time. Nothing has progressed in terms of purchase of the property or move to friendly condemnation.
- 6. Discussion and possible action on Fox Wisconsin Heritage Parkway opening branch office in Portage
- Fox Wisconsin Heritage Parkway office in opening in Portage, with Ann Clausen hired by a firm to help move the project forward. Clausen will be moving to Portage for the next two years, along with her spouse Peter Dajevskis, from the Pennsylvania area. While the project did not garner support in Congress, the group is still very active in pushing the project forward. The PHCP agrees that Clausen should be invited to attend a meeting of the commission so we can welcome her and introduce her to our mission.

## **7. Discussion and possible action on Certificate of Appropriateness for exterior window glazing and exterior wood painting for The Museum at the Portage.**

Group discussed level of work being done that requires Certificate of Appropriateness. Miller-Lamb moved that the PHPC approve the application for a Certificate of Appropriateness for exterior window glazing and exterior woodwork painting. Udelhoven seconded the motion, which passed unanimously by voice vote.

## **8. Adjournment**

Chair Klapper adjourned the meeting at 7:03 pm.

Respectfully Submitted,  
Stephanie Miller-Lamb  
Secretary