

**City of Portage
Historic Preservation Commission
Tuesday, February 18, 2014, 6:00 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members Present: Doug Klapper, Chairperson; Todd Bennett, Marlena Cavanaugh, Kristin Droste, Erin Foley, Stephanie Miller-Lamb, Wade Udelhoven

Members absent: Rob Nurre

Guests Present: Bill Welsh (Cable TV); Steve Sobiek

1. Roll call

Klapper called the meeting to order at 6:01 pm. He noted that Rob Nurre will continue to be an HPC member until his term ends in April. Marie Moe has had no response to her attempts to contact him.

2. Approval of previous meeting minutes

Minor corrections were made to two items in the January minutes. Miller-Lamb moved that the minutes be approved with the corrections. Foley seconded the motion, which passed unanimously by voice vote.

3. Discussion and possible action on minutes from the October 15 meeting

Klapper noted that the word “tabled” was used incorrectly in the minutes from the meeting of October 15, 2013. Klapper moved that the wording of item 4 be changed to read “No action will be taken on adding the Grandstand at the fairgrounds to the Municipal Register until the November meeting....” Cavanaugh seconded the motion, which passed unanimously by voice vote.

4. Discussion and possible action on claims

Klapper shared a mailing from the Wisconsin Association of Historic Preservation Commissions asking us to renew our membership for 2014. After discussion, Bennett moved that the HPC pay the membership fee of \$40. Miller-Lamb seconded the motion, which passed unanimously by voice vote.

5. Introduction of Steve Sobiek, Director of Business Development and Planning for the City of Portage

Klapper introduced Steve Sobiek to the Commission members. Sobiek talked about his background in the city of Columbus, a city with an active Historic Preservation program. He believes Columbus’ preservation work contributed directly to the selection of Columbus as a film location for “Public Enemies.” Sobiek hopes that Portage businesses will make use of the state tax credit for historic properties. Sobiek has an office in the Portage Enterprise Center, and would be happy to answer questions at any time.

6. Discussion and possible action on Historic Preservation Month (May) activities

Droste needs a firm date before she can work with the churches that would be part of the proposed Preservation Month building tour. Klapper has discussed historic district walking tour dates and costs with Judy Eulberg. After considerable discussion, the proposed events and schedule were:

- Judy Eulberg walking tour, May 3 or 4
- Photographic Scavenger Hunt, May 5-10
- Church Hill District property tour, May 16-17
- Business district talk about the Wisconsin Historic Preservation Tax Credit, refreshments provided by HPC members, May 21
- Judy Eulberg walking tour, May 27

Further discussion will take place at the March meeting. Cavanaugh and Droste will use the dates to schedule properties for the district tour. Klapper said the April HPC meeting will be important for the final preparations for May activities, but the meeting date must be changed. Wed., April 9 was suggested as a good date. Klapper will check for the availability of Conference Room One.

7. Discussion and possible action on annual HPC award winning home

Udelhoven has one award plaque available. Klapper suggested that all HPC members bring suggested properties for the award to the March meeting.

8. Discussion and possible action on Building Permit Process

At the January meeting, Bob Redelings, Public Works Director, gave a flow chart that shows the process for obtaining building permits in Portage. Klapper hopes to get the HPC input properly placed within the process. He'd also like to have our information placed on the city's website.

9. Adjournment

Chair Klapper adjourned the meeting at 7:03 pm.

Respectfully submitted,
Erin Foley
Secretary