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February 14, 2014

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, February 19, 2014 at 4:00 p.m. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**

2. **Minutes – January 8, 2014**

3. **Discussion – CLG Grant Application (Attached)**

4. **Other Business**
   - American Association for State and Local History (AASLH) conference grant opportunity. As previously noted, this year's SHPO conference will be replaced by a joint conference hosted by the AASLH and State SHPO office. In encouraging participation, Certified Local Governments are each being offered scholarships to offset expenses for up to two attendees. Chairman Englund has expressed an interest to attend. If any other Commissioner may desire to attend, please let me know at the meeting. Scholarships will need to be applied for, and we do have a deadline of April 11th for applications.
   - Laird Norton Company Building NR Application – Following our last meeting, the draft application was presented to the Laird Norton Company for comment. No comment was offered and the draft form was submitted to SHPO for review. Given completion of that review, Mr. Gaut is preparing the final nomination form for submittal to SHPO. If it looks acceptable, the nomination will be forwarded to the State Review Board for formal consideration. At present, the earliest this will occur will be on May 20th.

5. **Adjournment**

Sincerely,

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: January 8, 2014

TIME: 4:00 p.m.

PRESENT: Lynn Englund, Susan Briggs, Shaune Burke, Wes Hamilton, Kendall Larson and Andy Bloedorn

ABSENT: Merle Hanson, Carolyn Larson and Mary Edel Beyer

STAFF PRESENT: Mark Moeller

The meeting was called to order by Chairperson Englund at 4:00 p.m.

The minutes from the Commission's meeting of November 13, 2013, were reviewed and upon motion by Commissioner Burke, and second by Commissioner Bloedorn, were unanimously approved as submitted.

Update - National Register Nomination Form – Greg Gaut

Chairperson Englund introduced Greg Gaut, Historic Preservation Consultant, to provide an overview of the proposed National Register Nomination for the Laird Norton Company Building.

Mr. Gaut explained that the National Register Nomination Form for the Laird Norton Company building has been completed in a draft form. Given this, he had requested to be placed on this meeting's agenda to provide an overview of the nomination. Procedurally, he emphasized that he is continuing to research certain segments of the nomination and may be making additional modifications based upon this research. Additionally, he encouraged any Commissioner who has feedback to provide it as soon as convenient. At this point, he explained that the process calls for submitting the nomination form to the Laird Norton Company for a two to three week review process. Following that, it would be forwarded to SHPO for state review/comment. Based upon these comments, he would prepare the final draft at which point it would again be submitted to SHPO who would schedule formal consideration of the nomination by the State Review Board. At this point, he hoped that this could be accomplished during the Board's meeting of May 20th. Should that body recommend approval it would be forwarded to Washington for final approval by the Secretary of Interior.

Mr. Gaut noted that the draft nomination form follows the format of that seen by the Commission on other similar projects. Structurally, the form begins with a general description of the property, followed by a narrative description of the building's exterior and interior features, as well as a narrative statement of significance which includes a summary of the buildings history. He explained that the property, located at 125 West Fifth Street, was constructed in 1917 by the Laird Norton Company for the lumber company's central office. As defined in the nomination form, the property is significant relative to National

Register criteria part A – "property associated with events that have made a significant contribution to the broad patterns of our history". Additionally, the noted period of significance for the structure is 1917 through 1958, the general period during which the structure was used for Laird Norton Company corporate office purposes.

Mr. Gaut stated that Laird Norton's beginnings evolved from the mid 19th century. Additionally, connections between other lumber interests such as the Weyerhaeuser Family are interesting. In short, the Laird Norton Family left a significant mark on the City of Winona and continues to do so through its liberal philanthropic philosophies.

Mr. Gaut stated that although the building is presently vacant, the Laird Norton Company is working to dispose of it. Until that occurs, he envisioned that the company will continue to maintain the property as it has during the past century. Mr. Gaut concluded by stating that his research, to date, has not identified the designer/contractor of the large stain glass feature that is located within the main lobby of the structure. With this, he was hoping that local stained glass sources would be able to help.

Chairperson Englund thanked Mr. Gaut for his attendance today and for his presentation. She again noted that if any Commissioner has additional comments of the nomination, they should contact Mr. Gaut directly. She further requested that it might be a good idea if the draft form, once complete, was posted on the City's website. Mark Moeller, City Planner, noted that this would be done.

Proposed Programmatic Agreement Related to the Bridge Project

Given recent communication between Commissioner Kendall Larson, her, and Minnesota Department of Transportation Officials, Chairperson Englund stated that the Commission was being asked to concur with a Programmatic Agreement between the Federal Highway Administration and Minnesota State Historic Preservation Office relative to the bridge reconstruction project. In summary, the purpose and intent of this agreement was simply to identify who will do what in terms of implementing the bridge project, in accordance with Section 106 of the National Historic Preservation Act.

Chairperson Englund noted that primary historic inventories and research had been conducted of areas that may be impacted by the bridge project. In this, MnDOT, with its preservation consultant, had provided results of that study a number of months ago. Under the Programmatic Agreement, should additional study be required, that work would be completed before impacts of a property occur. In short, given Commissioner Kendall Larson's and her understanding from discussion with MnDOT personnel, efforts would be made to better inform/advise the Commission of bridge related activities as they occur. She emphasized that this did not mean that the Commission would be expected to react to every little issue that may evolve. Rather, the intent here was to ensure that the Commission is at least advised of activities, at which point it could provide feedback if it so desired.

Following further discussion, it was moved and seconded to direct Chairperson Englund to sign the Programmatic Agreement. When the question was called, the vote of the Commission was unanimous to approve the motion.

Discussion – CLG Grant 2014

Chairperson Englund called on Mr. Moeller to provide a summary of this item. Mr. Moeller explained that preliminary applications for the next round of CLG grants are due on January 24th. He stated that, during the Commission's meeting of November 13th, he had brought up a matter that may be worthy of a CLG Grant. That project would involve developing design guidelines for properties that are located "outside of" Downtown Historic Districts. Presently, those districts are covered by a set of guidelines that are tailored more towards districts and commercial buildings. Guidelines pertaining to local sites outside of downtown districts are currently non-existent. Although Secretary of Interior Standards may be used in evaluating proposed changes to these sites, well written design guidelines offer strategies and graphics which may be of greater assistance to property owners.

Mr. Moeller explained that, in presenting this potential idea to SHPO staff, their reaction had been to possibly look at a broader project that would also include the updating of present district guidelines, and encouraging new thoughts and ideas relative to educational, preservation planning, and Main Street philosophies. Given discussion with SHPO staff, design guidelines typically take the same shape and form, regardless of the community. Given this, its' focus here would be to utilize a strong holistic and multidisciplined approach to developing a design implementation document. Additionally, SHPO staff was thinking that the scope of such a project could be large enough to pique the interest of potential consultants outside of the immediate region.

Mr. Moeller stated that, at this point, little specific thought had been given to this potential grant proposal. Since proposal details will require some time to work through, he was unsure whether this could be accomplished within the limited timeline we have to develop a final grant application.

Upon discussion, other ideas evolving for a potential grant included developing some sort of an outreach program to better educate the public of preservation issues. This might include establishing some sort of a monthly newspaper column in which various subject matters could be discussed. All present, all felt that additional effort should be made in developing an education program.

Mr. Moeller noted that in presenting this agenda item for discussion, he had included a copy of Winona's most recent project priority list. Among other things, this list included potential local and national register nomination ideas and the creation of a specific Commission website.

In concluding, Mr. Moeller again explained that the deadline for preliminary CLG Grant applications is due January 24th. Final applications are due on March 7th. He encouraged

any Commissioner who may have project ideas to submit them to him before the preliminary application deadline.

Other Business

Chairperson Englund noted that there had recently been community discussion pertaining to the two Community Service sign locations in Windom Park. At present, Council has directed staff to look at a new policy to either formalize sign locations or to provide alternatives. She asked if the Commission had any thoughts on the idea. Following discussion, the consensus of those present was that if present signs in Windom Park are to be retained, sign structures/locations should be designed to better align with the historic character of the park. Mr. Moeller noted that he would continue to advise the Commission as this issue evolves.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned.

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Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION

AGENDA ITEM: 3. Discussion – CLG Grant Application

DATE: February 19, 2014

During the Commission's last meeting, it was noted that the SHPO office had put out a call for CLG Grant proposals for the coming year. Given Commission discussion, ideas presented for a possible proposal included:

- Drafting new design guidelines for local historic sites.
- Combining the previous with an effort to update present Downtown District guidelines. Following discussion with SHPO staff, it was suggested that such guidelines could incorporate sustainable educational, and Main Street philosophies.
- The development of a formalized educational system that might include direct contacts with property owners, the use of local media resources, and a City preservation website including interactive tools/maps.

Since that meeting, staff has been working with SHPO in furthering the previous "second" bullet point. Given these discussions however, we have determined that it would not be feasible to fully develop the scope of this concept prior to the March 7th final submission deadline. With this, the idea now is to continue working on the concept with a goal of considering a grant proposal for it next year.

Outside of the previous, SHPO staff has indicated that, as of this week, not all grant dollars have been spoken for. With this news, I would like to be in a position to submit an application by March 7th. Given time available, potential projects might include the preparation of one (or maybe 2) National Register or local forms, the development of a website (we've been talking about this for some time now), or something else. Again, if the desire is to apply for a grant, we will need to develop a consensus on a potential project, during Wednesday's meeting.