CITY HALL
207 Lafayette Street
P.O. Box 378
Winona, MN 55987-0378
FAX: 507/457-8212

April 4, 2014

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, April 9, 2014 at 4:00 p.m. in the Dakota Room** of the Winona City Hall.

1. **Call to Order**
2. **Minutes – February 19, 2014**
3. **Proposal for Brochure Project – Chairperson Englund**
4. **Grant Application Updates**
5. **Adjournment**

Sincerely,

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE:	February 19, 2014
TIME:	4:00 p.m.
PRESENT:	Mary Edel Beyer, Wes Hamilton, Kendall Larson, Merle Hanson, Carolyn Larson and Susan Briggs
ABSENT:	Lynn Englund, Shaune Burke and Any Bloedorn
STAFF PRESENT:	Mark Moeller

The meeting was called to order by Vice Chairman Hamilton at 4:00 p.m.

The minutes from the Commission's meeting of January 8, 2014, were reviewed and upon motion by Commissioner C. Larson and second by Commissioner Briggs, were unanimously approved as submitted.

Discussion – CLG Grant Application

Vice Chairman Hamilton called on Mark Moeller, City Planner, to provide a summary of this item.

Mr. Moeller noted that 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 that concept with a goal of considering a grant proposal for it possibly 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, staff desires to be in a position to submit an application by the 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 preservation website (which has been discussed for some time now), or another project. Again, if the desire is to apply for a grant, we will need to develop a consensus on a potential project, during today's meeting.

During Commission discussion of this issue, the general consensus of those present was that the creation of a website was desirable and would serve to begin promoting the public education element that the Commission has been discussing for some time. Given this, discussion ensued relative to what should be included on such a site. Ideas presented included ensuring that the system is interactive, that it includes appropriate mapping showing, at a minimum, Natural Register Site/District Locations, and possibly includes certain GPS applications. Mr. Moeller noted that in order to be comprehensive, the project would need to include input from other stakeholders including Visit Winona, Winona County Historical Society, and State SHPO office. He emphasized that the biggest challenge in establishing such a system will be to clearly define exactly what the Commission hopes to achieve through a website. In part, this will depend upon things like core values and education goals.

At this point, it was suggested that a subcommittee of the Commission be established to further refine potential ideas for a grant application. Those agreeing to participate in the subcommittee included Commissioners K. Larson, Bloedorn, Hanson, and Hamilton. A tentative and date and time for the meeting was set for Monday, February 23, at 9:30 am.

Other Business

Vice Chairman Hamilton called on Mr. Moeller to provide a summary of other issues that had been referenced on the Commission's agenda. Mr. Moeller explained that this year's SHPO conference will be replaced by a joint conference hosted by the American Association for State and Local History (AASLH). Given this, the State has offered each CLG the opportunity to apply for scholarships for two persons to be used in attending the conference. As of this date, Chairman Englund has expressed an interest to attend. He noted that if any other Commission is interested in attending he needs to know as soon as possible in order to meet the April 11th scholarship application deadline.

Mr. Moeller explained that the Laird Norton Company Building National Register Application had been presented to the Laird Norton Company for comment. No comments were offered and the draft form had been submitted to SHPO for review. Following completion of that review, Greg Gaut, consultant, will prepare 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.

Adjournment

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

_____

Mark Moeller
City Planner