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June 4, 2014

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, June 11, 2014 at 4:00 p.m. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**
2. **Minutes – April 9, 2014**
3. **Discussion with Main Street Representatives (Attachment)**
4. **Grant Updates**
 - AASLH Conference Scholarships (Englund and Bloedorn)
 - CLG Grant (Start Date – October, 2014)
5. **Update Laird Norton Building National Register Nomination**
6. **Update Masonic Temple Structure Evaluation Report**
7. **Commission Vacancies – 2 Members Needed**
8. **Windom Park – Walking Tour Brochure**
9. **Adjournment**

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Moeller".

Mark Moeller
City Planner

COA Applications

April 9-220 East Third Street. Applicant desired to locate 2, 4'x8' signs above picture windows. These would be in addition to present 4'x8' sign above doorway. Design Review Committee denied application on the basis that proposal was inconsistent with Design Guidelines (Number of "primary" signs would exceed one and multiple signs would complicate message.) Committee suggested painted signs on windows or hanging proposed signs from building interior. (No appeal/action by applicant.)

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: April 9, 2014

TIME: 4:00 p.m.

PRESENT: Andy Bloedorn, Carolyn Larson, Merle Hanson, Mary Edel Beyer, Shaune Burke, Kendall Larson, and Lynn Englund

ABSENT: Wes Hamilton and Susan Briggs

STAFF PRESENT: Mark Moeller

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

The minutes from the Commission's meeting of February 19, 2014, were reviewed. It was noted by Commissioner Bloedorn that although the minutes reflect that he was not present at that meeting, he was in attendance. Given this correction, the minutes were approved as submitted.

Proposal for Brochure Project-Chairman Englund

Chairman Englund noted that, given a recent visit to a number of southern states, she had come into possession of a number of walking tour brochures relating to residential properties. At this point, she provided samples of these brochures to the Commission. Given these, she thought it would be a good idea for the City to begin working on various tours of residential neighborhoods throughout the City. Further, she suggested that an ideal initial candidate would be the Windom Park area.

Since a brochure project could be carried out with a significant volunteer effort, Chairperson Englund would be willing to begin researching property histories within the Windom Park neighborhood and to take photographs of various homes. She envisioned that brochures could be fairly simple documents offering basic information to a defined area. In her opinion, brochures that had been completed over the years are popular tourism distribution tools. She further noted that brochures focusing on industrial, religious, and educational campuses could also be possible.

Given discussion of this proposal, all in attendance felt that the concept should be implemented. Mr. Moeller further noted that publication cost could be the subject of CLG Grants. Chairperson Englund explained that she would come back at the Commission's next meeting with a more defined plan relative to a brochure for the Windom Park area. In order to get the project going, she further suggested that Commissioners provide their opinion as to what brochures should contain, and identify where they might lend volunteer assistance.

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Grant Application Updates

Chairperson Englund called on Mark Moeller, City Planner, to provide a summary of this item. Mr. Moeller stated that, given discussion during the Commission's last meeting, a Certified Local Government Grant application had been submitted to SHPO requesting assistance in preparing a Commission/Public information program. This submittal was preceded by a Commission Subcommittee meeting in which it was decided that it would be desirable to develop a general framework for Commission education/informational systems. Ultimately, such systems may include any number of specific items such as a website, brochures, guest speakers, etc. In part, the subcommittee felt this planning process should include partnering with the County Historical Society, Main Street, and Visit Winona and other entities. Given these partnerships, more efficient and effective educational/programs could result.

With this directive, Mr. Moeller noted that a CLG grant application had been submitted for three purposes including:

1. To define and/or redefine the Heritage Commission purpose and core values.
2. To identify what parts of the Commission's preservation mission statement, programming, and core values deserve greater exposure to the general public.
3. From the previous points, develop a listing of specific ideas and tools to be used in promoting prioritized objectives. Mr. Moeller explained that such methods and tools will not all be fully developed and implemented through the grant project. However, final project products will include a comprehensive listing of potential information tools, along with enough content description to facilitate implementation by the Commission. Again, he envisioned that some of these tools may involve partnerships with other local (and possibly state) entities.

In concluding, Mr. Moeller explained that SHPO's decision, on this grant application, is expected within the next couple of weeks.

Along with the previous, Mr. Moeller noted that legacy grant applications had been submitted to SHPO for the purpose of soliciting scholarship grants for the 2014 American Association for State and Local History. These grant monies will be used to assist two Commissioners desiring to attend the conference. As of this point, Chairperson Englund and Commissioner Bloedorn have expressed an interest in attending. A decision on these applications is expected in late May.

Other Business

A question was raised relative to whether, or not, green way-finding banners will be relocated along Huff Street between Highway 61 and Lake Drive. Mr. Moeller noted that these banners had initially been constructed as part of a downtown plan to promote way finding to the Central Business District area. Although volunteer donations had initially served to purchase the banners, the banners have simply worn out and have not been replaced. He noted that he would discuss this with Assistant City Planner, Carlos

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Espinosa, to determine if the present Main Street group or others, are considering the replacement of these features.

A question was raised relative to the status of proposed public information signs in Windom Park. Mr. Moeller explained that given current directive, signs will be removed from Windom Park. Of these, one would be replaced in Central Park and one in Lake Park at the intersection of Franklin and Sarnia Streets.

Chairperson Englund noted that the City Council has directed the preparation of an evaluation study of the Masonic Temple structure. In summary, the evaluation will serve to identify potential structural upgrades along with potential costs. From this study, the Council will have a clearer understanding of what needs to be done to the building and can then start to prioritize these through the City's Capital Improvement Program.

Mr. Moeller noted that at one of the Commission's next meetings, he would like to invite a representative from Main Street for the simple purpose of sharing information. Any further information of this meeting will be forth coming.

Adjournment

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

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION

AGENDA ITEM: 3. Discussion – Main Street Representatives

DATE: June 11, 2014

In response to staff invitation, David Bittner, Main Street Coordinator, has agreed to meet with the Commission to summarize the Main Street organization and to discuss ongoing projects the organization is currently working on. For Commission reference, Mr. Bittner has provided the attached notes from Main Streets Building and Streetscape Design Committee. In part these provide a snapshot of activities this group is working on. Additional information of the Main Street organization may be found at the Winona Area Chamber of Commerce website.

In February of 2011, representatives from the Chamber met with the Commission to discuss their thoughts for the Main Street Program. Given that the program has been in existence for approximately a year now, a purpose of this exchange is to explore areas where both might be able to work together in furthering downtown education/information and general redevelopment/reuse opportunities.

Attachments

Winona Main Street Program
Building and Streetscape Design
Pet Medical Center
Minutes May 22, 2014

Present: Tyler, Carlos, Dave, Cheri, Erik

- Reading of Mission and Vision read by Cheri
- April 24th Minutes approved
- Spring Spruce Up – Wrap Up
 - Sustain
 - Time (Start time and amount of time)
 - Improve
 - Coffee
 - WSU Athletics could and should be included
- Tables and Chairs on Sidewalks
 - Take off agenda until further notice
- Design Rendering Application
 - Discussion Ensued
 - Committee decided to have applications due every June. Select one winner at June meeting.
 - Need to add the following:
 - Printable application on website
 - Include Gaby's notes on the application
 - Add "Conditions of Service" – Cheri
 - Place emphasis on Public Process
 - Staff contact information
- 2014 RFP
 - Committee discussed and approved UDS for the 2014 Streetscape Design – Carlos/Emily will inform UDS of selection/next steps
- Other Business
 - Diagonal Parking
 - Committee discussed having a letter of support from supportive business owners.
- Next Meeting
 - June 26th, 11am-12pm @ Pet Medical
- Future Agenda Items:
 - Design Application Final Draft
 - RFP Update
 - Diagonal Parking Update

**Winona Main Street Program
Building and Streetscape Design
Pet Medical Center
Minutes April 24th, 2014**

Present: Gaby, Erik, Dave – Also in Attendance Scott Abramson (Downtown Building and Business Owner)

- Dave read the Mission and Visions statements/ March Minutes Approved
- Spring Spruce Up Update
 - TShirt Update – Gaby reported she has had no luck – Erik offered to work with a contact he has at MCC. Erik requested specs from Gaby – Gaby will send an email to Erik
 - Task Force decided to meet at Merchants Bank starting at 8am
 - Volunteers encouraged to bring own work gloves but Gaby will check with Winona Health about getting some disposable gloves
 - Staff updated that some donation requests have been sent to various businesses including:
 - Menards – Reach Tools – designed for picking up garbage
 - Acoustic Café –Coffee
 - Kwik Trip for water, juice, and breakfast items
 - Task Force asked Staff to contact Bloedows about a donation
- RFP Update and Diagonal Parking Update
 - Staff Updated Task Force on Steering Committee decision to give authority for Design TF to select consultant for renderings
 - Next Steps:
 - April/May – Request Bids
 - May/June – Select Consultant
 - Diagonal Parking Discussion
 - Letter sent in to Mark Peterson by email in support of diagonal parking
 - Staff also updated on Steering Committee’s request to further investigate business owners opinions on diagonal parking along Main Street
- Rendering Process
 - Cheri updated staff via email and stated she will work on over the coming weekend and send to staff on Monday.
 - Staff will send to TF after receiving Cheri’s work for discussion at our next meeting
- Next Meeting
 - May 8th – 11am-12pm @ Pet Medical Center
 - May 22nd – Regular Meeting
- Future Agenda Items:
 - Donations Update
 - Staff – Bloedows, Menards, Acoustic, Kwik Trip
 - Tshirts – Erik
 - Disposable Gloves – Gaby
 - Volunteer Update - Staff