



**CITY HALL**

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July 1, 2015

Heritage Preservation Commissioners  
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, July 8, 2015 at 4:00 P.M. in the Heritage Room** of the Winona City Hall.

**1. Call to Order**

**2. Approval of Minutes-June 10, 2015**

**3. Process for Choosing a Chairperson**

The last time a Chairperson was replaced the Vice Chair appointed a nomination committee to come to the Commission with recommendations. At that time a Chair was chosen from their recommendation.

Action Requested: Formation of a Nomination Committee to come with recommendations for action at the August 5 meeting.

**4. Recruiting Membership**

Greg Gaut commented that we have several commission vacancies and we need people with the skills to implement the plan.

Action Requested: Suggestions from Commissioners on how/who might fill vacancies.

**5. Historic Properties Designations**

During the Education Plan process it was suggested the Commission plan for the designation of 2 properties annually (one commercial/one residential). Staff has budgeted for the necessary match monies in the 2016 budget.

Action Requested: Discussion on how the Commission might identify and prioritize historic properties.

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6. **Staff Follow-up (to be provided at meeting)**

A. Senior Living Development (Under Construction): Status of Architectural Review

***See attached excerpt from City Code as it pertains to Architectural Review Board***

B. 226 East 4<sup>th</sup> Avenue Building

C. Status of zoning code update

D. Review of duties of HPC: ***See attached excerpt from City Code***

7. **Other Business**

8. **Adjournment**

Sincerely,

Myron White  
Development Coordinator

## HERITAGE PRESERVATION COMMISSION MINUTES

**DATE:** June 10, 2015

**PRESENT:** Merle Hanson, Andy Bloedorn, Mary Edel Beyer, Carolyn Larson, Kendall Larson, Susan Briggs and Preston Lawing

**STAFF PRESENT:** Mark Moeller, City Planner and Myron White, Development Coordinator

**GUEST:** Greg Gaut and Residents from Windom Park Neighborhood

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### **1. Call to Order**

Andy Bloedorn called the meeting to order at 4:08.

Mary Edel Beyer made a motion to approve the minutes from April 8, 2015, the motion was seconded by Preston Lawing

### **2. Letter from Rev. Msgr. Thomas J. Hargesheimer: Accepted letter.**

### **3. Preservation Education Plan Final Report**

Mr. Gaut commented on Preservation Commission vacancies and the importance of recruiting people to the Commission with the skills to implement the plan. He also noted that the foundation documents are important to new members.

Greg discussed priorities for the Commission:

- National Register Nominations (recommended a goal of 2 nominations annually, one commercial and one residential)
  - Legacy and CLG grants are options for funding
  - Prioritize buildings and places
  - Need to be proactive with nominations rather than reactive to activities
  - Commission needs to understand and trust the process
- With respect to the schools, Mr. Gaut suggested it was the Commission's responsibility to protect appropriate buildings from demolition and, if necessary, provide input as to the re-use.
  - It was re-affirmed that the HPC, after going through the appropriate process, could unilaterally move forward with local designation.
  - Mayor Peterson suggested being proactive by meeting with school representatives to talk about the future of the buildings.
  - Mark Peterson indicated WK, Madison and Jefferson were zoned R-2 and would need to be re-zoned for multi-family. Mark also went over steps to designation:
    - Inform schools about process
    - Documentation (school documentation is largely in place)
    - Adopt a resolution to initiate the designation
    - Provide notification to the school board
    - Planning commission review and comment for consistency with comprehensive plan
    - Review and approval by SHIPO
    - Public hearings at both the HPC and City Council level

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- Suggested the entire process would take 2-3 months

Kendall Larson stated that the Commission needs to better focus on preservation and asked how the HPC can be more involved at the beginning of the process.

David Bittner commented that the Commission could partner and use Main Street as a resource to get messages out via facebook and the Main Street newsletter.

A motion was made by Kendall Larson and seconded by Carolyn Larson to accept the Preservation/Education plan. All present voted aye.

#### 4. Update-Web Site Development Committee:

Hannah Hutchins, intern in Community Development provided a progress report on the geographic information system component of the web site development.

#### 5. Other Business:

- Commissioners commented that they have not heard if HPC Chair Englund had officially resigned.  
-Action:
  - Request if City has received official notification
  - Discussed that the chair selection method would be similar to that proposed by Bob Sebo (used for selection of last chair)
- The Senior Living Development under construction next to the Alexander Mansion: What is the standing of the HPC request for a review by the Architectural Review Board? (if the request has not moved forward, how should it move forward)?  
-Action:
  - Update at July 8 meeting
- Schuler Chocolate Factory: 226 East 4<sup>th</sup> Avenue: Discussed some months ago that the building was slated for demolition. Questioned why the HPC was not informed as to the urgency of the situation.  
-Action:
  - Review the purpose of the HPC
  - Draft a letter to the City Council to review and discuss the purpose of HPC and ask for insight of how HPC is to provide input and how to best advise of HPC-related issues
  - Request how HPC might provide input in the re-write of the zoning code.
  - Review of Comprehensive Plan and other appropriate documents to better understand how the HPC fits within the City organization.

Meeting was adjourned at 5:45PM.