



**CITY HALL**

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July 3, 2014

Heritage Preservation Commissioners  
Winona, Minnesota 55987

Dear Commissioner:

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

1. **Call to Order**
2. **Minutes – June 11, 2014**
3. **Updates: Meeting with Main Street Design Consultant**  
(Tentatively scheduled for Tuesday, July 15<sup>th</sup> at 5:30 p.m.)
4. **Discussion** – Complete a final listing of potential nominees for future Commendation Award.
5. **Design Review (Certificate of Appropriateness Application) Process.**  
Given discussion during the Commission's last meeting, a copy of the current Design Review Committee appointment schedule is attached. With this, and given the appointment of a number of new members through the past couple of years, staff feels it is appropriate to provide an overview of the C.O.A. process. For reference, the present Commission policy, relating to this process, is attached.
6. **Other Business**
7. **Adjournment**

Sincerely,

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

Mark Moeller  
City Planner

## HERITAGE PRESERVATION COMMISSION MINUTES

**DATE:** June 11, 2014

**TIME:** 4:00 p.m.

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

**ABSENT:** Wes Hamilton, Shaune Burke and Susan Briggs

**STAFF PRESENT:** Mark Moeller

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

The minutes from the Commission's meeting of April 9, 2014, were reviewed. Upon motion by Commissioner Edel Beyer and second by Commissioner Bloedorn, the minutes were approved as submitted.

### Discussion with Main Street Representatives

Chairperson Englund introduced this item and recognized David Bittner, representing the Winona Main Street Program, and Della Schmidt, President/CEO Winona Area Chamber of Commerce, who were present to provide general updates of the Winona Main Street Program. She noted that the Commission's agenda package had included notes from a recent meeting of the Main Street Programs buildings and streetscape design subcommittee. In summary, that information had been included to provide an idea of what Main Street is currently working on.

Mark Moeller, City Planner, noted that the reason Mr. Bittner and Ms. Schmidt had been invited to the meeting was simply to encourage cross communication between both groups. He emphasized that although both have their own specified agendas; there will be times when projects may require involvement by both.

At this point, Mr. Bittner noted that, as part of Main Streets annual programming, it does propose to prepare rehabilitation schematics of a building (or buildings) located within the downtown area. The idea being to provide business and property owners with a vision of how refurbished buildings may look. One such project, completed last year, revolved around the Yarnology building. At this point, he presented a series of sketches that had been prepared for an upgrade of that building.

Most recently, Main Street was working to retain the services of a consultant to prepare design schematics for fire damaged buildings on Third Street. Again, the end product of this process would be the preparation of various renderings providing visuals as to how new infill development could look, and how it could fit into the surrounding historic neighborhood. Mr. Bittner noted that he envisioned that the Commission would be invited to participate as stakeholders in this project. Further information of it would be provided as it develops.

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At this point, Ms. Schmidt noted that the Main Street Program had been created to implement the traditional four point approach in stimulating downtown redevelopment and growth. She explained that the program is currently being funded through joint efforts of the Winona Port Authority and Chamber. Outside of these sources, various fundraisers are proposed to generate additional revenue including progressive dinners and various retail promotions.

Ms. Schmidt emphasized that one goal of the Main Street Program is to build relationships with other entities having interest within the Central Business District. Additionally, discussions were currently underway to improve streetscapes and signs throughout the Downtown Area.

Commissioner Kendall Larson stated that she felt a vision for consistent signs throughout the central business district should be promoted. She further suggested that if enhanced streetscapes are proposed, they should be tied to a certain time period for the downtown. Ms. Schmidt stated that as part of the current Levee Park plan discussion, Main Street would be seeking to look for ways to partner in implementing various parts of the approved plan. She reaffirmed that any effort to upgrade streetscape elements should involve participation by a number of stakeholders and not simply Main Street. She felt that this was important not only to secure consensus, and possibly leading to joint funding opportunities. Commissioner Kendall Larson suggested the development of a resource guide for the downtown that might include listings of both persons and businesses who could provide assistance in upgrading properties. Such a source might also include a clear vision for what is desired for streetscapes and signs.

Ms. Schmidt stressed that historic preservation and housing are parts of the four point approach to the Main Street Program. She noted that although Main Street has defined its physical limits within the Central Business District, its visions could extend into residential areas located within close proximity to the Central Business District. She further noted that all successful Main Street Programs involve public, as well as private, partnerships.

Following further discussion, all in attendance felt that the meeting this afternoon was important to developing a relationship between the two entities. In order to promote continued communication, it was agreed that both would continue to share agendas, minutes, and other applicable information with each other.

Ms. Schmidt stated that Main Street does publish various newsletters, and that the Chamber would be glad to share these with the Commission.

Chairperson Englund thanked Mr. Bittner and Ms. Schmidt for their attendance this afternoon, and welcomed the opportunity to work with Main Street in the future.

### **Other Business**

At this point, Chairperson Englund called on Mr. Moeller to provide a summary of updates to various other projects that are occurring. Mr. Moeller stated that the City had received final acknowledgement of a legacy grant opportunity that will assist two Commissioners to

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attend the upcoming AASLH Conference. At this point, Chairperson Englund and Commissioner Bloedorn have volunteered to attend. He also noted that the City had received final word of approval of a CLG Grant that would begin in October. Again, the purpose of this grant is to facilitate a process that would result in the creation of various ideas to provide information and education to the general public.

Mr. Moeller stated that the State Review Board had recommended approval of the National Register Nomination of the Laird Norton building. This nomination has now been submitted to the Secretary of Interior for final consideration and approval.

Following discussion with Chad Ubl, Community Services Director, Mr. Moeller explained that the Masonic Temple Structure Evaluation Report is proceeding as scheduled. Currently, the report is approximately half done and release of it is expected this fall. At this point, it was anticipated that the consultant, preparing the report, would provide an overview of it through some form of public forum. The Commission will be advised of this meeting.

It was noted that the Commission continues to have two vacancies. If any Commissioner knows of an individual who may be interested in participating, Mr. Moeller suggested that they contact him.

Chairperson Englund noted that she was still anticipating initiating the preparation of a Windom Park Neighborhood Walking Tour Brochure. If any Commissioner is interested in assisting in the preparation of research for the brochure, she asked that they contact her.

Mr. Moeller stated that the Design Review Committee had reviewed a potential Certificate of Appropriateness Application at 220 East Third Street on April 9<sup>th</sup>. In summary, the applicant had proposed locating 2- 4'x8' signs above picture windows on the property. These signs would be in addition to present 4'x8' sign above doorway. The application was denied on the basis that the proposal was inconsistent with Design Guidelines. Given this denial, no appeal was submitted and no further action taken of the sign project.

Chairperson Englund asked that the current list of Design Review participants be provided to all. Mr. Moeller responded that this would be included in the next agenda.

### 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: HPC Design Review Committee Members 2014**

**DATE: September 25, 2013**

In order to get the rotation on the record, staff has established a rotation for Design Review Committee for 2014. The rotation is proposed as follows:

2014, Quarter 1: C. Larson, Briggs, Burke (Alternate: K. Larson)

2014, Quarter 2: Englund, Bloedorn, Edel-Beyer (Alternate: Briggs)

2014, Quarter 3: Hanson, Hamilton, K. Larson (Alternate: Englund)

2014, Quarter 4: C. Larson, Briggs, Burke (Alternate: Hamilton)

**RESOLUTION  
WINONA HPC POLICY  
RULES OF PROCEDURE  
DESIGN REVIEW COMMITTEE**

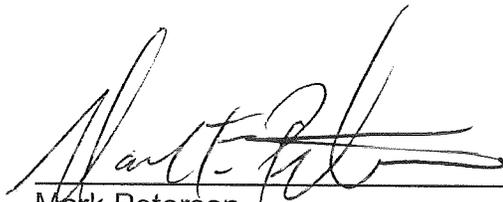
**WHEREAS**, Winona City Code Chapter 22.27 (k) (3) authorizes the Winona Heritage Preservation Commission (the Commission) to designate a subcommittee of the Commission to review applications and review Certificates of Appropriateness, authorizing the Building Official to issue permits; and

**WHEREAS**, pursuant to City Code Section 22.27 (k) (3), the Commission upon motion duly made and seconded, designated the Winona Heritage Preservation Commission Design Review Committee on February 14, 2007; and

**WHEREAS**, the Commission has prepared a policy, governing rules of procedure of the Design Review Committee.

**NOW, THEREFORE, BE IT RESOLVED** that the Winona Heritage Preservation Commission hereby adopts the attached document entitled "Winona HPC Policy, Rules of Procedure, Design Review Committee".

Dated this 12<sup>th</sup> day of August 2009.

  
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Mark Peterson  
Vice Chairman, Winona HPC

Attest:



Mark Moeller  
City Planner

**Winona HPC Policy  
Rules of Procedure  
Design Review Committee**

**1. Purpose/Intent**

Pursuant to Winona City Code Section 22.27, subp. L (3), the Winona Heritage Preservation Commission (HPC) created its Design Review Committee on February 14, 2007. The purpose of this policy is to supplement provisions of City Code Section 22.27 by defining the membership, authority, and operational procedures of this Committee.

**2. Design Review Committee Membership**

The Design Review Committee shall consist of three members, drawn from the full HPC. Membership shall be based upon a three month rotation of HPC members and an annual schedule, for this rotation, shall be approved, concurrent with the HPCs annual election of officers. Should a member be unable to fulfill his/her obligation to the Committee, he/she shall advise HPC staff. Staff shall be authorized to assign alternative members to the Committee, in order to ensure that any required Committee review includes three members.

**3. Design Review Committee Authority**

Pursuant to adopted provisions of City Code Section 22.27 subp. L (3), the Design Review Committee shall have the authority to approve, or deny, any Certificate of Appropriateness (COA) application involving a minor work activity, as defined on Exhibit A to this policy, and in accordance with provisions of Part 4. In carrying out this authority the Committee shall serve as an agent to the Heritage Preservation Commission.

**4. Design Review Committee Operational Procedures**

The following procedures shall be followed by the Design Review Committee in considering and approving any authority granted to it:

- A. Building permit application submitted.
- B. Staff reviews permit application. In cross referencing project scope, to the project listing of the attached Exhibit A, staff determines that:
  - 1. Work is not subject to a COA (Exempt)
  - 2. Work is of a minor activity
  - 3. Work is of a major activity

If work is classified as an exempt activity, no COA is required, and the Building Official shall be advised, in writing, that the building permit may be issued. If work is classified as a minor or major activity, the project applicant is advised that a COA application is required, and the Building Official is informed, in writing, that no permit may be issued until the COA is fully processed and approved, in accordance with Part C.

C. Applicant completes and submits COA application:

1. If COA proposes a major work activity, application is processed by the full Heritage Preservation Commission in accordance with City Code Section 22.27 (Subp. L (3)).
2. If COA proposes a minor work activity, application is forwarded to the Design Review Committee.
  - a. Within 10 working days, of the date of the COA application, HPC staff schedules an on-site visit between the Design Review Committee, and COA applicant. News Media is advised of the meeting, and a copy of the COA application is submitted to all HPC members.
  - b. Design Review Committee conducts on-site meeting with applicant.
  - c. Within three working days of it's' site visit, the Design Review Committee approves or denies the COA application in conformance with criteria of Winona City Code Chapter 22.27 (L) (6). Written notice of the action is forwarded to applicant, and full HPC.
    1. If action is to approve, advise Building Official, in writing, that building permit may be issued.
    2. If action is to deny, advise Building Official, and applicant, in writing, that action may be appealed to the full Heritage Preservation Commission within 10 working days of COA order.
  - d. Upon an applicant's written appeal of a Design Review Committee decision to deny a COA application, the appeal shall be considered by the full Heritage Preservation Commission in accordance with City Code Section 22.27 (subp. L (3) and (6)). Any such appeal shall be heard within 20 working days following the certified date of the appeal.
    1. If full Heritage Preservation Commission approves (per Code Section 22.27 (L) (3) (ii) the application, advise Building Official, in writing, that building permit may be issued.
    2. If full Heritage Preservation Commission denies (per Code Section 22.27 (L) (3) (iii), the application, the applicant and Building Official shall, in writing, be informed of the applicants right to appeal the decision to City Council within 15 working days of the Commission's order.

- e. Council considers all appeals in accordance with City Code Section 22.27 subp. 11 (4).
  1. Council approves application. Notice, authorizing the Building Official to issue building permit, is granted.
  2. Council denies application. Appropriate notice is given to applicant, the Building Official, and HPC. Applicant may appeal decision to district court.

## Certificate of Appropriateness: Major and Minor Works

A Certificate of Appropriateness is not required for **Routine Maintenance**, which includes repair or replacement of existing features where there is no change in the design, materials, or general appearance of the structure or grounds. A Certificate of Appropriateness is required for all other projects. Any repair or replacement where there is a change in the design, materials, or general appearance is defined as an alteration and requires a Certificate of Appropriateness.

**Minor works** projects require design review by the Heritage Preservation Commission Design Review Committee. Minor works may be referred to the full Winona HPC if it is determined that the change involves substantial alterations, additions, or removals that could impair the integrity of the landmark or district.

**Major works** projects require design review by the Winona HPC. In general, major works projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor works projects.

	Type of Work	Routine Maintenance	Minor Works	Major Works
1	New construction or building additions			✓
2	Demolition of any structure			✓
3	Demolition of any part of a structure			✓
4	Relocation of buildings			✓
5	Removal/alteration of Archeologically Significant features			✓
6	Removal/alteration of contributing historical features			✓
7	Repair/replacement of existing accessory buildings and outbuildings		✓	
8	Alteration/additions to existing accessory buildings and outbuildings		✓	
9	New accessory buildings or outbuildings			✓
10	Removal of existing accessory buildings and outbuildings which are not architecturally or historically significant		✓	
11	Removal of existing accessory buildings and outbuildings which are architecturally or historically significant			✓
12	Repair or replacement of architectural details		✓	

	Type of Work	Routine Maintenance	Minor Works	Major Works
13	Alteration/addition of architectural details		✓	
14	Removal of architectural details		✓	
15	Repair/replacement of existing awnings, canopies, or shutters	✓		
16	Alteration of existing awnings, canopies, or shutters		✓	
17	Addition of awnings, canopies, or shutters		✓	
18	Removal of awnings, canopies, or shutters		✓	
19	Removal of carports			✓
20	Repair/replacement of existing decks	✓		
21	Alteration/addition to existing decks		✓	
22	Construction of new decks			✓
23	Removal of existing decks		✓	
24	Alteration/addition of doors		✓	
25	Installation of new doors		✓	
26	Installation of storm doors		✓	
27	Removal of doors		✓	
28	Repair/replacement of existing driveways	✓		
29	Alteration/addition to existing driveways		✓	
30	Construction of new driveways		✓	
31	Removal of driveways		✓	
32	Repair/replacement of existing fences or walls	✓		
33	Addition/alteration of fences or walls		✓	
34	Construction of new fences and walls		✓	
35	Removal of existing fences and walls		✓	
36	Repair/replacement of exposed existing foundations	✓		
37	Alteration of exposed foundations		✓	
38	Repair/replacement of existing gutters	✓		
39	Installation of gutters and downspouts		✓	
40	Removal of gutters and downspouts		✓	
41	Installation of house numbers and mailboxes	✓		
42	Minor landscaping which includes vegetable and flower gardens and shrubbery	✓		
43	Pruning of trees and/or shrubbery	✓		
44	Removal of trees less than 8 in. in diameter, measured 4 1/2 ft above ground level	✓		
45	Removal of trees 8 in. and greater in diameter, measured 4 1/2 feet above round level		✓	
46	Removal of dead, diseased, or dangerous trees		✓	

	Type of Work	Routine Maintenance	Minor Works	Major Works
47	Repair/replacement of exterior lighting fixtures	✓		
48	Installation/alteration of exterior lighting fixtures		✓	
49	Removal of exterior lighting		✓	
50	Repairs/replacement, including repointing, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	✓		
51	Installation of mechanical equipment, such as heating and air conditioning units which are completely screened from view with shrubbery or appropriate fencing	✓		
52	Installation of window air conditioners		✓	
53	Repainting of existing painted exterior surfaces	✓		
54	Painting of previously unpainted exterior surfaces		✓	
55	Repair/replacement of existing parking lots	✓		
56	Alteration/addition to existing parking lots		✓	
57	Construction of new parking lots		✓	
58	Removal of parking lots		✓	
59	Repair/replacement of existing patios	✓		
60	Alteration/addition to existing patios		✓	
61	Construction of new patios		✓	
62	Removal of existing patios		✓	
63	Repair/replacement of existing sloped roof coverings	✓		
64	Alteration of sloped roof coverings		✓	
65	Repair/replacement of existing flat roof coverings	✓		
66	Alteration of roof form		✓	
67	Installation of satellite dishes and/or television antennas		✓	
68	Repair/replacement of exterior surfaces	✓		
69	Alteration/addition of exterior surfaces		✓	
70	Removal of exterior surfaces		✓	
71	Repair/replacement of existing signs	✓		
72	Installation of signs		✓	
73	Removal of existing signs		✓	
74	Repair/replacement of exterior stairs & steps	✓		
75	Alteration to exterior stairs and steps		✓	
76	Construction of exterior stairs and steps		✓	
77	Removal of exterior stairs and steps		✓	

	Type of Work	Routine Maintenance	Minor Works	Major Works
78	Repair to existing swimming pools	✓		
79	Construction of swimming pools		✓	
80	Alteration/Construction/Removal of temporary features that are necessary to ease difficulties associated with a medical condition		✓	
81	Repair/Replacement of existing vents and ventilators	✓		
82	Alteration/installation of vents and ventilators		✓	
83	Removal of vents and ventilators		✓	
84	Repair/replacement of existing walks	✓		
85	Alteration/addition to existing walks		✓	
86	Construction of new walks		✓	
87	Removal of walks		✓	
88	Walls (see Fences)			
89	Replacement of existing windows		✓	
90	Alteration of existing windows		✓	
91	Addition/installation of new windows		✓	
92	Installation of storm windows		✓	
93	Removal of windows		✓	
94	Caulking and weather-stripping windows	✓		
95	Repair/replacement of other existing <b>appurtenant features</b> and accessory <b>site features</b> not specifically listed	✓		
96	Addition/alteration/Removal of other <b>appurtenant features</b> and accessory <b>site features</b> not specifically listed		✓	
97	Any work for which a <b>previously issued certificate of appropriateness</b> has expired, where there is no significant change to the application		✓	