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

September 5, 2014

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, September 10, 2014 at 4:00 p.m. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**
2. **Minutes – August 13, 2014**
3. **Discussion – Parliamentary Procedures**
4. **Discussion – Procedures for notifying HPC of Requested Variances to Local Historic Properties**
5. **Other Business**
6. **Adjournment**

Sincerely,

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: August 13, 2014

TIME: 4:00 p.m.

PRESENT: Wes Hamilton, Carolyn Larson, Mary Edel Beyer, Merle Hanson, Kendall Larson, and Shaune Burke

ABSENT: Lynn Englund, Andy Bloedorn, and Erik Floan

STAFF PRESENT: Mark Moeller

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

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

Public Hearing – Certificate of Appropriateness - Kirsh Latsch Building

Acting Chairman Hamilton called on Mark Moeller, City Planner, to provide a summary of this item. Mr. Moeller noted that although a hearing had been scheduled to consider this Certificate of Appropriateness (COA), given additional discussion with the applicant, it had been requested that the hearing not be held this afternoon. In part, this relates to the fact that the redevelopment project of the Kirsch Latsch Building will require additional land acquisitions which have not yet been fully accomplished. As such, the applicant felt that the hearing was premature and again requested that it be pulled from this agenda.

Other Business

Commissioner Edel Beyer noted that she has had additional discussion with the priest at St. Stanislaus Basilica and he is very excited about the Commission's pending Commendation Award of that building. Given previous discussion, it was anticipated that an event awarding the commendation would be held sometime in October. Again, she would discuss this with Chairperson Englund.

Commissioner Kendal Larson noted that in light of the Commission's review of the Kirsch Latsch COA, she requested that additional information be provided relative to exterior structural materials and/or details that are proposed. She noted that although existing proposed structure elevations had been included in the Commission's agenda package, they do not fully define all work that will be completed. Mr. Moeller agreed and noted that in part, it had been hoped that the applicant would be able to provide

additional information to the project. Outside of that, he noted that staff would include additional information with the next agenda package once that hearing is held.

Commissioner Kendal Larson stated that she would like to review parliamentary procedures relating to Commission meetings and actions during the Commission's next meeting. She felt that it was important to have a structured format for discussions and actions and simply wants to reaffirm these.

Commissioner Burke alluded to recent Board of Adjustment actions pertaining to a variance granted to a property located within the Third Street Historic District. She noted that although she had been made aware of the proposal to facilitate additional residential use within the building, other Commissioners were not. Given this, it was suggested that some form of policy or ordinance be developed which would facilitate notification to the Commission when variance requests of any local historic site or district are proposed.

Given the absence of Commissioner Englund this afternoon, it was suggested that this item be more completely discussed during the Commission's next meeting.

Adjournment

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

_____
Mark Moeller
City Planner