

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: September 10, 2014
TIME: 4:00 p.m.
PRESENT: Kendall Larson, Wes Hamilton, Mary Edel Beyer, Andy Bloedorn, Carolyn Larson, Merle Hanson, and Lynn Englund
ABSENT: Shaune Burke and Erik Floan
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 August 13, 2014, were reviewed, and upon motion duly made and seconded were unanimously approved as submitted.

At this point, Mark Moeller, City Planner, introduced Myron White, Development Coordinator for the Community Development Department. Given his pending semi-retirement, Mr. Moeller stated that Mr. White would be transitioning into the Commission's staff position. It was anticipated that the transfer will occur sometime at the end of this year. Chairperson Englund welcomed Mr. White and noted that the first item on the Commission's agenda this afternoon was discussion of parliamentary procedures.

Discussion – Parliamentary Procedures

Mr. Moeller noted that this item was a carryover from the Commission's August 13th meeting at which point Commissioner K. Larson had requested that future Commission actions be tied to applicable parliamentary procedures. In part, she was concerned that some Commission actions have not included a formal voting record. Given this, she recommended that future formal actions of the Commission be guided by Roberts Rules of Order.

Commissioner Englund asked if it would be possible to develop a "cheat sheet" outlining both the process and actions needed for the Commission's upcoming hearing of the Kirch Latsch Certificate of Appropriateness application. Mr. White stated that such a sheet is often developed for the Chair of the Port Authority in complex matters.

In response to a question from Commissioner Hamilton, Mr. Moeller noted that formal actions are required for most Commission actions.

HERITAGE PRESERVATION COMMISSION MEETING MINUTES
SEPTEMBER 10, 2014
PAGE 2

Following further discussion, the consensus of those present was that all future formal actions of the Commission should be driven by Roberts Rules of Order.

Discussion – Procedures for notifying HPC of Requested Variances to Local Historic Properties

Mr. Moeller again noted that this is an item that surfaced during the Commission's last meeting. At that time, concern was expressed that the Commission is not advised of requests for variances particularly within Downtown Local Historic Districts. Although it was understood that such variances may not impact structure exteriors, it was felt that the Commission should at least be advised of what is being proposed. If it was felt that a requested variance may have negative effects on a neighborhood, the Commission would be able to offer its position to it.

Mr. Moeller explained that under current provision, variance approvals are preceded by 10 day notice to property owners who either adjoin or located 150 feet from (depending on the variance request) as well as newspaper publication. Should the Commission desire to receive a copy of such notices, it could be accomplished in one of two ways:

1. The modification of requirement provisions under City Code Section 22.21.
2. As an alternative to the previous, staff could simply develop a policy requiring notice to the Heritage Preservation Commission. Although less formal than the previous option, the development of a staff policy requiring notice to the Commission would not require a code amendment.

At this point, he explained that staff would take a second look at this and come back to the Commission with a more specific recommendation. The consensus of those present was that this would be appropriate.

Other Business

Mr. Moeller noted that a formal HPC hearing had been scheduled for September 25th to consider a certificate of appropriateness application for the Kirch Latsch Building. Again, current plans for that building call for a significant restoration with some new construction occurring on the site. In response to a question, Mr. Moeller stated that he would work with the applicant in establishing a time to tour the proposal prior to the hearing. The date and time of this tour would be forthcoming.

It was noted that a COA request had been submitted to construct an identification sign for the Huff Lamberton property. As proposed, the sign would be located at the southeasterly corner of the property. Although an HPC subcommittee had been established to review the application, the subcommittee has struggled with it. Of particular concern was that the sign, although resembling natural brick and stucco materials, would actually be constructed of new foam based materials that look like

HERITAGE PRESERVATION COMMISSION MEETING MINUTES

SEPTEMBER 10, 2014

PAGE 3

brick and stucco. As a result of this, one question the Committee still had related to the life expectancy of artificial materials.

Commissioner Edel Beyer stated that she was working on a pending October deadline to present a commendation award to the Basilica. As part of that event, she felt that someone might be able to give a speech of the history of the structure. She noted that she would communicate with Chairperson Englund relative to a desired date and that the Commission would be advised of this as soon as convenient.

Chairperson Englund explained that she was continuing to pursue her plan for a Windom Park Walking Tour Brochure. In this process, she had been searching for similar products from other communities and felt that one that had been produced for the Summit Avenue area in St. Paul might be a good example. Further updates of this project will be forthcoming.

Mr. Moeller noted that although the Commission had not yet been provided with a copy, he was providing a copy of a study entitled "Third Street Properties Impacted by Fire-Downtown Winona, Minnesota" to the Commission. Again, this study had been authorized and financed through the Winona Main Street program and had been completed by the Firm of Urban Development Services. In part, the study presented scenarios for structural redevelopment of fire damaged properties as well as potential ideas that could be implemented in the short term. He encouraged all Commissioners to review the study and to contact him with any further questions the Commission may have.

Chairperson Englund explained that given results of the Masonic Temple structure and reuse report, efforts are underway to establish a fundraiser to finance needed projects to the building.

Adjournment

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



Mark Moeller
City Planner