



CITY HALL

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

July 9, 2013

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, July 10, 2013 at 4:00 p.m. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**
2. **Minutes – June 12, 2013**
3. **Review of Proposed Amendments (Chapter 22.27)**
4. **Other Business**
5. **Adjournment**

Sincerely,

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

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: June 12, 2013

TIME: 4:00 p.m.

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

ABSENT: Susan Briggs

STAFF PRESENT: Mark Moeller

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

The minutes from the Commission's meeting of May 8, 2013, were reviewed and upon motion by Commissioner Hanson and second by Commissioner Carolyn Larson, were unanimously approved as submitted.

Chairman Sebo again noted that the Commission's Open House celebrating preservation month will begin at 4:30 this afternoon. However, he did want to have a short business meeting before the open house. With that, he called on Mark Moeller, City Planner, to discuss this afternoon's agenda.

Given the limited time available and the fact that the Commission has a number of new members, Mr. Moeller noted that he thought it might be a good opportunity to review goals that had been established during the Commission's last goal setting sessions. Although the list was generated in 2012, he felt that it did include a number of successes as well as projects to yet be undertaken. Given this, he reviewed information included on Exhibit A of the permanent minutes.

Since adoption of the 2012 Goals, Mr. Moeller noted that completed projects had included the preparation of a National Register Nomination Form for the Amtrak Station and a Local Historic Site Form for 275 Harriet Street. Along with that, preliminary discussions had ensued relative to the establishment of a Commission website. Although the City's website does include contacts for the Commission and some of its activities, the Commission has stated a desire to expand its visibility through this site to include interactive features. Mr. Moeller noted that since the Commission's meeting with City staff on this issue, little has been done to expand the site. As such, this activity may be an appropriate Legacy Grant application.

Mr. Moeller further noted that the Winona Main Street process has been moving along fairly rapidly and, most recently, the City was informed that its Main Street application had been approved. He further noted that an administrator had been retained to implement the program, and suggested that it might be a good time to see if that person could attend a future meeting in order to provide information as to how the implementation of the program will evolve and what role the HPC would play in this.

HERITAGE PRESERVATION COMMISSION MEETING MINUTES

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Mr. Moeller stated that 2012 Goals incorporated an idea would include an HPC orientation session for all members. In response, he referred to a letter he had received from the State Historic Preservation Office offering SHPO staff to attend a Commission meeting in order to provide training among three different areas. This program was initiated in April. All in attendance felt that it would be appropriate and desirable to invite a SHPO representative to a future meeting to provide some sort of orientation training. Mr. Moeller noted that he would arrange for this.

Following further discussion, Commissioner Edel Beyer suggested that St. Stans. Basilica be added as a potential National Register Nomination. At present, no churches are listed. Commissioner Englund further suggested that consideration be given to National or Local listing of one of the City's older bars.

Chairman Sebo stated that he would like to see the freight house building (located adjacent to Amtrak) retained as part of a City wide transportation hub. Commissioner Hamilton responded that he was unsure as to how stable the building was.

Mr. Moeller stated that the information package he had distributed included a draft set of proposed amendments to the City's preservation ordinance. Since these have not yet been approved, and given that a number of new members had been appointed to the Commission during the past year, he thought it might be appropriate to discuss these at the Commission's next meeting. Those in attendance felt that that would be appropriate.

Other Business

Chairman Sebo noted that the Commission's July 10th meeting would be his last meeting since he is intending to relocate after that time.

Commissioner Burke stated that a number of downtown historic banners have been lost. She asked if there was some way these could be replaced including the one adjacent to her store. Mr. Moeller stated that he would take a look at this issue.

Adjournment

Chairman Sebo noted that it being 4:30 p.m., it was necessary to adjourn the meeting. The meeting was adjourned.

Mark Moeller
City Planner

WINONA HPC TO DO LIST 2012

- HPC orientation session for all members (could be special meeting)
- Local/NR Nomination Ideas
 - WSU Buildings (Including Greenhouses) (Possible District?)
 - Amtrak
 - Christenson Property (Current NR Site)
 - Watkins Administration Building (Current NR Site)
 - Athletic Club
 - Cotter Campus Buildings (Possible District?)
 - Tea House (Former St, Ts Campus)
 - Ex neighborhood grocery stores
 - Local bars

(Potential funding source – Legacy Grants. Begin with local designation of present NR sites.)
- Thompson Home (East Wabasha St.) – Commendation Award as part of Preservation Month
- Develop/Maintain a list of “most threatened” structures/properties
 - Middle School Auditorium
 - Masonic Temple (Backdrops)
 - Other
- Formalize a City HPC website
(Funding Source – Legacy Grant)
- Develop a map with all (NR/Local) historic site/district locations shown
- Preservation related redevelopment opportunities (with available funding)
 - Neighborhood surrounding Middle School Auditorium
 - Acquire Freighthouse Property (adjacent to Amtrak) for a multi-use transportation campus
- Encourage sustainability in preservation rehabilitation activities
- Continue to be informed in Main Street effort, as the HPC is an integral part of the CBD
- Promote continual information networks with district/site property owners
- Work with MnDOT in securing the preservation data base that has been developed for the Interstate Bridge Relocation/Reconstruction Project
- Participate in Winona Radio Home Show activities (March)
- Keep Central School reuse issues on the HPCs radar

MINNESOTA HISTORICAL SOCIETY
STATE HISTORIC PRESERVATION OFFICE

MEMORANDUM

Date: March 7, 2013
To: Certified Local Governments
From: Michael Koop, Historic Preservation Program Specialist
Subject: Training for Heritage Preservation Commissions

The Minnesota State Historic Preservation Office (SHPO) is excited to inform you about a new initiative to help train Heritage Preservation Commission (HPC) members and staff. As part of our ongoing efforts to provide additional educational opportunities to our HPCs, SHPO staff will be available to attend commission meetings and give illustrated presentations on a variety of topics to help HPCs in their day-to-day work and activities.

Initially, three different subjects will be offered as training modules:

1. Local Designations: Best Practices
2. How to Run an Effective Meeting
3. Design Review: Preserving Heritage and Improving Physical Environment

Beginning in April, 2013, Heritage Preservation Commissions will be able to request that SHPO staff attend either a regularly scheduled HPC meeting or a special meeting to give a presentation on one of the three topics listed above. We are also curious to know if there are other topics of interest to you. If so, please let us know what those are, so we can begin to prepare teaching materials for future training cycles.

During 2013, six training appointments will be available on the topics listed above, to be provided on a first-come, first-served basis. We look forward to hearing from you about topic selection and scheduling. For further information, or to make a reservation, please contact Michael Koop at 651-259-3452 or at michael.koop@mnhs.org.

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HERITAGE PRESERVATION COMMISSION

COMMISSIONERS

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Merle Hanson	222 Pleasant Hill Drive Winona, MN 55987	merlehanson@gmail.com	(507)450-3692
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Wes Hamilton	358 West Fourth Street Winona, MN 55987	weswhamilton@gmail.com	(507)459-1369
Vacant			

Heritage Preservation Commission - Advisory to the City Council, the purposes of this Commission is to identify, designate, protect, and promote significant historic resources of the City.

Meetings - the Heritage Preservation Commission meets the second Wednesday of every month in the Heritage Room (Second Floor) of City Hall.

AGENDAS

- May 8, 2013
- April 10, 2013
- February 13, 2013
- January 9, 2013
- December 12, 2012
- October 10, 2012
- September 19, 2012
- August 15, 2012
- June 13, 2012
- May 9, 2012
- April 11, 2012
- March 14, 2012
- February 8, 2012
- January 11, 2012

MINUTES

- May 8, 2013
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HISTORIC DISTRICT DESIGN GUIDELINES - WINONA, MINNESOTA

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WINONA CITY HALL:

207 Lafayette Street
Winona, MN 55987
Phone: (507) 457-8234

CITY HALL HOURS:

Mon. - Fri. 8:00 - 4:30

[More contact info >>](#)

AN ORDINANCE TO AMEND
THE CITY CODE OF
WINONA, MINNESOTA
1979

The City of Winona does ordain:

Section 1. That paragraph (l) of Section 22.27 of the City Code of Winona, Minnesota, which section is entitled "Heritage Preservation Commission", be amended as follows:

(l) Certificate of Appropriateness.

(1) Certificate of Appropriateness. An application for a Certificate of Appropriateness shall, in accordance with subsections (2) and (3), be reviewed and approved by (be made to) the Commission before any of the following work is begun on land located within a heritage preservation site or district.

(i) Any exterior repair, alteration or modification unless otherwise excepted below;

(ii) Destroying a building in whole or in part;

(iii) Construction of new buildings or new additions to an existing structure;

(iv) Construction or replacement of walks, lighting, signs, fences, parking facilities, driveways, swimming pools, and other site modifications located either within, or within view of, public street right-of-ways.

(v) A Certificate of Appropriateness but not a Building Permit, shall be required prior to commencement of any of the following to a building located within the Heritage Preservation District:

(1) Painting, staining or sealing of exterior building surfaces, including repainting with the same existing color.

(a) If the proposed paint color(s) are found on the Approved Paint Color Palette, the City Administrator, or his or her designee, If proposed paint, colors are found on the historic palette of any paint company, the City Planner issues a Certificate of Appropriateness without the need for HPC review and approval, unless the surface to be painted is unpainted masonry (including brick, stone, terra cotta, adobe, stucco, mortar and concrete).

(b) If the proposed paint color(s) are not found on the Approved Paint Color Palette, the application must be presented to the HPC for review. The HPC may either approve the colors as proposed and issue a Certificate of Appropriateness, or approve, in collaboration with the applicant, an alternate color(s) that is determined to meet the paint color section of the City of Winona Commercial Historic Design Guidelines.

(2) The painting or staining of unpainted exterior masonry.

(3) Removing existing paint from any exterior building surface.

A Certificate of Appropriateness shall not be required for the following activities:

([i] Painting;)

(i) Interior remodeling when such work does not, in any way, alter the exterior character of a structure;

(ii) Use or change in use of a structure;

(iii) Emergency repairs of a temporary nature to structures affected by fire, vehicle damage, vandalism, wind storm, or the like. Such approval shall be limited to repairs necessary to make the structure wind-tight, waterproof, and free from unauthorized entry. Unless approved by the Commission, temporary repairs shall extend for a period not to exceed 120 days. If required, all final repairs shall be reviewed pursuant to Subsection (1)(2).

(iv) Maintenance or reconstruction where any exterior surface materials are to be replaced with identical materials; where such replacement materials will be installed to the original configuration; and where such activity will affect no more than 10 percent of the total exterior surface area of the structure.

(2) Permit Application and Plans. Notwithstanding part (1)(1)(v), following the receipt of a building permit application for work within a heritage preservation site, or district, the Building Official and Commission Secretary City Planner shall determine if a Certificate of Appropriateness Application is needed for the work. If needed, the permit applicant shall complete the Certificate of Appropriateness Application and return it to the Commission Secretary for review and approval by the Commission. In order to be deemed complete, all such applications shall be accompanied by plans, photographs, and specifications or written description fully describing the proposed work.

(The Building Official, through the Commission Secretary, shall refer applications for building permits for any action defined in paragraph [1] above to the Commission for review and written approval or disapproval. Every application for a building permit in relation to property designated as a Heritage Preservation Site or District shall be

accompanied by plans, photographs, specifications or a written description fully describing the proposed work which will be provided to the Heritage Preservation Commission.)

(3) Commission Review. The Commission may, by rule, designate a subcommittee of the Commission to review applications and approve Certificates of Appropriateness, authorizing the Building Official to issue permits. In this designation, the Commission shall, by resolution, adopt policies governing the membership, authority, and operational procedures of the subcommittee. All applications which do not meet the criteria of Subsection (1)(6) shall be reviewed at a full Commission meeting.

(i) (If full Commission review is required, a public hearing for the purpose of receiving the recommendations from concerned citizens and the applicant shall be conducted.) Any Certificate of Appropriateness Application requiring review by the full Commission, shall be preceded by a public hearing. Notice of the time, place and purpose of the hearing shall be published in the official newspaper and sent to the permit applicant at least ten days prior to the date of the hearing. If located within a district, notice shall also be sent to all property owners located within the district.

(ii) If, pursuant to Subsection (1)(6), the Commission determines that the work to be performed does not adversely affect the site, the application shall be approved by resolution. A copy of the resolution, along with conditions applicable to it, shall be given to the applicant and Building Official.

(iii) If it is determined that the work to be performed does adversely affect the site, the application shall be disapproved and the Building Official immediately informed in writing. The Commission shall furnish the permit applicant with a copy of the decision together with recommendations for changes necessary before the Commission will reconsider the permit application. The Heritage Preservation Commission, in any written order denying a permit application, shall advise the applicant of his/her right of appeal to the City Council and include this paragraph in all such orders.

(iv) Limitations. All Commission Certificate of Appropriateness Application decisions shall be made in accordance with the terms and conditions of M.S. 15.99. Until such time that application review processes of this section are fully exhausted, the Building Official shall not approve the building permit for the work, and no work may commence.

(If within 20 working days from the filing of building permit application, the Commission has neither approved nor denied the building permit application, the plans and permit application shall be deemed to have been approved by the Commission, and if all other requirements of the City have been met, the Building Official shall authorize a permit for the proposed work. By vote of the Commission and notification of the Building Official, the 20 working day period may be extended by 15 working days in cases where professional study or recommendation is required and the 20 day period is not sufficient

to do the work. No permit shall be issued or work commenced in the event the Commission disapproves the application in accordance with this section.)

(4) Appeal to City Council. The permit applicant may appeal the Commission's order and decision to the City Council. Such appeal shall be made within 10 (15) working days of the Commission's order. In considering the appeal, the Council shall follow the appeal procedures outlined in Subsection (1)(3)(i). Notice of the Council's hearing date shall be given to the Commission. Following the consideration of all oral and written comments, Council may, by a majority vote, adopt a resolution approving the permit. A copy of the Council's order shall be given to the applicant and Building Official.

(5) Permit Issuance. The Building Official shall not issue permits for these applications until receiving written approval from the Heritage Preservation Commission or City Council.

(6) Criteria. When reviewing an application as described under this section, the Commission shall consider whether the work affects the heritage preservation site in the following cases.

(i) Proposed alteration or addition to an existing building, structure or site. The Commission's written findings shall refer to the following criteria:

(a) The Commission shall be guided by the Secretary of the Interior's Standards for Rehabilitation, as well as by local standards or guidelines adopted by the Commission for Heritage Preservation Sites, districts and neighborhoods. In all cases, the Commission shall give consideration to the amount and quality of original material and design remaining in the building when applying criteria, guidelines and standards. Consideration shall also be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.

(ii) Proposed demolition or removal of a building or structure. The Commission shall consider whether or not the demolition or removal is necessary and its impact on surrounding buildings and neighborhoods. The Commission's written finding shall refer to the following criteria:

(a) Consideration shall be given to the significance or architectural merit of the building itself, in terms of unusual or uncommon design, texture, or materials that could not be reproduced or reproduced only with great difficulty or expense, and, if applicable, the contribution the building makes to the historic or architectural character of the district.

(b) Consideration shall be given to the economic value, usefulness and replacement cost of the building as it now stands and as remodeled or rehabilitated, in comparison to the value or usefulness of any proposed structures designated to replace the present building or buildings, and to what viable alternatives may exist.

(c) Consideration shall be given to the present structural integrity of the building to determine whether or not it constitutes a clear and present danger to the life and safety of the public. The Commission may contract for a professional estimate of the structural integrity and an estimate of the cost of correcting dangerous deficiencies, with Council approval.

(d) Consideration shall be given as to whether or not the demolition is necessary to facilitate a defined public purpose.

(iii) Proposed new construction or relocation. The Commission shall consider the effect of the work on the historic and architectural character of the surrounding buildings and neighborhood. The Commission's written findings shall refer to the following criteria:

(a) Contemporary design for new construction shall not be discouraged, but should be compatible with scale, texture, materials, and other visual qualities of the surrounding buildings and neighborhoods.

(b) The new building should be compatible with the height, width, depth, massing and setback of the surrounding buildings.

(c) The amount of solid wall to window and door openings, and the replacement of window and door openings, should be proportional to that of the surrounding buildings and neighborhood.

(d) The shape and pitch of the roof or cornice should be compatible with that of the surrounding buildings and neighborhood.

Section 2. This ordinance shall take effect upon its publication.

Dated this _____ day of _____, 2010.

Mayor

Attested By:

City Clerk

City/ordinance/Heritage Preservation.doc

22.27

(d) Commission Composition. The Heritage Preservation Commission shall consist of eleven members, each being a citizen of the City of Winona and holding no paid position with the City. Commission membership shall include the following:

(1) At least one member shall be an architect, or if an architect is not available, an experienced person of the building trades.

(2) At least one member shall be a professional or experienced person in the areas of history, architectural history, archaeology, planning, design, building trades, landscape architecture or law.

(3) One member shall be a member of the Winona County Historical Society.

~~(4) One member shall be a representative of the City Planning Commission.~~

~~(5) Three~~ Four members shall be drawn from persons with a demonstrated interest and/or expertise in historic preservation.

~~(6) One member from each voting ward in the City.~~

~~(e) Appointment of Members. Members shall be appointed by the Mayor with the approval of the Council. Initial appointments shall be three members for one year, four members for two years and four members for three years. Thereafter, members shall be appointed for terms of three years. Subsequent appointments for other causes shall be filled by appointment for the remainders of the unexpired term. Members shall serve without compensation and continue to hold office until their successors have been appointed and qualified.~~

~~(f) Organization. The commission shall elect from its members such officers as it may deem necessary and the commission shall have the power to designate and appointed from its members various committees with powers and duties of the commission. The commission shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this section. All such rules shall be consistent with the laws of the State of Minnesota, and shall be approved by the City Council, by resolution, before becoming effective. A quorum of the commission shall be six members. However, any recommendation to establish or change a preservation site or district, pursuant to Subsection (k)(5) below, shall require the approval of eight members. All other actions shall require the approval of a majority of those members present. Ord. No. 3237 02/06/95.~~

~~(g) Commission Staff. Staff to the Commission shall be the City Planner who shall serve as secretary. The secretary shall:~~

~~(1) Keep minutes and records of all meetings and proceedings.~~

~~(2) Be responsible for publication of copies of the minutes, reports, and decisions of the commission to the members of the commission and all other applicable agencies and individuals identified herein.~~

~~(3) Give notice as provided herein or by law for all public hearings conducted by the commission.~~

~~(4) Be responsible for preparing and administering budgets and grants necessary to carry out commission duties.~~

~~(h) Annual Report. The Commission shall make an annual report by October 31st, containing a statement of its activities and plans, to the Mayor, the City Council, the City Manager, the Building Official, the City Planner, and the State Historic Preservation Officer.~~