



CITY HALL

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September 18, 2013

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, September 25, 2013 at 4:00 p.m. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**
2. **Minutes – July 10, 2013**
3. **Consultant Recommendation – National Register Nomination, Winona Lumber Exchange Building**
4. **Election of Officers**
5. **HPC Design Review Committee Members 2014**
6. **SHPO Conference Update**
7. **Other Business**
8. **Adjournment**

Sincerely,

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

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: July 10, 2013

TIME: 4:00 p.m.

PRESENT: Robert Sebo, Mary Edel Beyer, Lynn Englund, Merle Hanson, Andy Bloedorn, Carolyn Larson, Susan Briggs, and Shaune Burke

ABSENT: Kendall Larson and Wes Hamilton

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 June 12, 2013, were reviewed and upon motion by Commissioner Carolyn Larson and second by Commissioner Englund, were unanimously approved as submitted.

Prior to beginning the official meeting, Chairman Sebo noted that Mayor Peterson had been invited to this meeting. Although unknown to him, the purpose of requesting his attendance was to present him with a formal resolution commending him for his past participation as a charter member of the Heritage Commission. Chairman Sebo noted that given Mr. Peterson's election as Mayor of the City, he had been forced to resign from the Commission.

At this point, Mayor Peterson presented a resolution to Mr. Sebo commending him for his years of service as a charter member of the Heritage Commission. Created in 1989, he stated that Chairman Sebo had served in a number of capacities all furthering the purpose and intent of preservation within the City. He concluded by noting that Chairman Sebo's voice will be missed now that he is leaving the City and he will be hard to replace.

Chairman Sebo stated that the issue of historic preservation has been a big part of his life and that he would continue this mission in the St. Paul area, his new home.

Review of Proposed Amendments – Chapter 22.27

Mark Moeller, City Planner, introduced this item and noted that given discussion occurring at the Commission's last meeting, he was referring a number of proposed changes to City Code Section 22.27 to the Commission for reaction. He noted that proposed changes had been discussed for a number of months and it was his desire to bring this discussion to some form of a completion in order that the matter can be referred to Council for official action.

In referencing proposed amendments, Mr. Moeller explained that most significant Commission discussion had related a proposal that would require certificate of appropriateness (COA) approvals for exterior painting activities. At present, painting is listed as an exempt activity from a COA. Given past discussions, opinions have varied

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significantly. Those supporting the idea felt that such a provision was needed in order to prevent future problems. Others have felt that the implementation of such a requirement would be difficult because no building permit is required and building owners, within a local district, may not fully understand, or know, that a Certificate of Appropriateness is required for painting activities.

Mr. Moeller explained that given these differences of opinion, the draft ordinance included in this afternoon's agenda included a modified version of how the regulatory process might work. In it, although a COA would be required for painting activities, if a proposed paint scheme revolved around colors that are found on the historic palette of any paint company, the City Planner could simply issue a Certificate of Appropriateness without the need for full Commission review and approval. However, if the paint scheme did not meet a palette of a paint company, full Commission review would be required. Outside of this, under no circumstances would the painting of previously unpainted masonry surfaces be allowed to be painted.

Mr. Moeller further explained that while developing this proposal, other cities as well as SHPO had been contacted for input. From these discussions, SHPO has suggested that the control of painting schemes would be difficult to grasp. Additionally, cities such as Faribault had been working on a similar proposal for a number of years and had some significant problems in implementing the idea.

Chairman Sebo noted that he, for one, had been a vocal opponent of regulating exterior painting schemes. In short, he stated a desire to fight fights where they would be most significant. He did not feel that the regulation of exterior painting activities fell into this category. In concluding, he did not feel that the language as proposed was at all workable and would appear to be heavy handed to most.

In response to a comment from Commissioner Burke, Chairman Sebo stated that he felt the Commission has been effective in promoting change, particularly in the Central Business District Area. Mr. Moeller reaffirmed this fact by noting that since the implementation of the Commission's COA process, 30-40 building applications had been reviewed. Although most have been approved, in some cases full Commission review was required and good discussion has occurred. He further noted that some applications have in fact been denied because they did not meet suggested design guideline standards.

Chairman Sebo suggested that rather than regulating this item, the Commission might consider developing a brochure that could highlight some of those points that are now being advocated through code changes. As opposed to a regulation, a brochure would not be quite as threatening and could be a very valuable resource in laying out Commission expectations to both local district property owners, as well as paint stores.

Given the previous, Chairman Sebo asked if there was a motion to approve proposed ordinance amendments relative to the regulation of painting activities within local historic districts and sites. There being no motion to approve or deny, Chairman Sebo then called for other business.

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Other Business

Commissioner Carolyn Larson noted that a Main Street meeting would be held tomorrow at 11:00 am at Home Federal. She noted that there are currently openings for two members from the Heritage Commission on the Committee and asked for any volunteers to contact her.

Chairman Sebo noted that given this was his last meeting he was assigning Commissioner Englund as a liaison to the Bridge Reconstruction Committee.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned. Again, all present wished Chairman Sebo well in his new home.

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION

AGENDA ITEM: Consultant Recommendation – Winona Lumber Exchange Building National Register Nomination

DATE: September 25, 2013

Given the City's recent approval of a Certified Local Government (CLG) Grant, we are now ready to move forward in creating a National Register Nomination for the Winona Lumber Exchange Building, 125 East Fifth Street. With that, requests for proposals (copy attached) were forwarded to five consultants on August 27th with instruction to submit proposals by the end of the day on Friday, September 20th. Proposals received will be reviewed by the Commission on September 25th. Following that review, the Commission will adopt a recommendation for Council consideration/approval on October 7th.

As of this writing, one proposal has been received. This plus any others received by the 20th will be forwarded to you as soon as possible for consideration on Wednesday.

City of Winona Request for Proposal

SUBJECT

Completion of one individual National Register Nomination Form.

BACKGROUND

The City of Winona, through its Heritage Preservation Commission (HPC), is seeking the services of a qualified consultant to assist in the preparation of one National Register Nomination Form as specified in the following:

- One individual National Register Nomination Form shall be prepared for property located at 125 West Fifth Street, Winona, MN. Historically, referenced as the Winona Lumber Exchange Building, this structure served as the home office of the Laird, Norton (Lumber) Company between 1918 until 1958, and following a 1961 merger with United Building Centers, as the company's retail office until approximately 2011. The structure is currently vacant.

Given completion of a Phase I and II Architectural History Survey for the Winona Bridge Study, Winona (2011), an evaluation of the Winona Lumber Exchange Building was prepared. As found on the attached, this evaluation did suggest that the property was eligible for listing in the NRHP, for its association with the Laird, Norton Company, and as an excellent example of the Italian Renaissance Revival Style.

SCOPE OF CONSULTANT SERVICES

This project will be completed by a qualified consultant meeting the Secretary of Interior's Professional Qualification Standards, outlined in the Federal Register of 9/29/1983, page 44738.

1. **Project Products.** The selected consultant will prepare a total of one (individual) National Register Nomination Form, for the Winona Lumber Exchange Building, 125 West Fifth Street. Registration documents shall conform to the Secretary of the Interiors Standards for Registration as outlined in National Register Buildings 15 and 16A and the Minnesota SHPO's Supplemental Instructions for completion of a National Register Form (February 2, 2010). Once completed, the consultant will submit one, letter quality, reproducible copy (8 1/2" x 11" format), and one computer disc copy (Microsoft Office compatible), of the Nomination Form, to the City of Winona. Additional reproduction and distribution of forms will be the responsibility of the City.
2. **Timing.** The project period for both nominations will begin upon award of the consultant contract, and shall terminate not later than March 1, 2014. It is anticipated that a consultant will be selected by October 7, 2013, and that the project will begin on October 11, 2013. In addition to these dates, the following minimum deadlines should be observed:

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1. October 11, 2013 – Project start.
2. By January 31, 2014 – Submission of draft designation forms.
3. By April 2, 2014 – Submission of final designation forms to City.
Completion of consultant contract.

3. **HPC Meetings.** Throughout the course of completing this project, the consultant will be expected to meet on three occasions with the HPC. Of these, the first will be established at project start up, and will serve to discuss overall project coordination. The second and third meetings will be held concurrently with submissions of draft and final designation forms. During these meetings, the consultant will be expected to present draft and final documents to the HPC and effected property owners. All HPC meetings are open to the public.

CITY RESPONSIBILITIES

Project coordination will be administered by the City Planner. Additionally, City staff, the HPC, and staff of the Winona County Historical Society will supply research and other assistance to the project, as needed. The City will be responsible for necessary reproduction and distribution of the final designation form and in coordinating its nomination with SHPO.

RESPONSE

Qualified persons interested in submitting a proposal relative to this project may respond by providing the following information to Mark Moeller, City Planner, Department of Community Development, City Hall, 207 Lafayette Street, Winona, MN 55987, no later than 4:00 p.m. on September 20, 2013:

- A. Resumes of key personnel who will be responsible for preparing designation forms. It is noted, that one of these personnel must meet the Secretary of Interior's Professional Qualification Standards.
- B. A brief statement which identifies key personnel experiences with, and knowledge of, the Secretary of the Interior's Planning Standards.
- C. A preliminary outline which presents both the process for, and timing of, project completion. This outline should include the extent of local support services, which will be expected, as well as the total number of designation forms to be completed.
- D. Hourly rate structure and total estimated project cost.

All proposals should be sealed and clearly marked "Request for Proposals – Nomination Form". The City of Winona will consider all proposals received and will award a contract on the basis of consultant qualifications, project approach, extent of local resource utilization, and total project bid.

The preparation of the National Register Nomination Form has a total budget of \$4,000, financed through a \$2,000 MHS Certified Local Government Grant, and City cash match of \$2,000.

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Attachment

- Evaluation Form, Winona Lumber Exchange Building, 125 West Fifth Street:
Form prepared by Amy Lucas, Landscape Research, LLC.

Questions related to this Request for Proposal may be directed to Mark Moeller at (507) 457-8250.

HERITAGE PRESERVATION COMMISSION

AGENDA ITEM: Election of Officer(s)

DATE: September 25, 2013

Given Bob Sebo's recent resignation, it is necessary to elect a new chair/vice chair for the Commission. Procedurally, these appointments could be made during Wednesday's meeting or, as an alternative; acting Chair person Englund could create a Nominating Committee to prepare a list of nominees for the next regular meeting.

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)