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

November 6, 2013

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, November 13, 2013 at 4:00 p.m. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**

2. **Minutes – September 25, 2013**

3. **Update from Greg Gaut Relative to the National Register Nomination Process for 125 West Fifth St. (Winona Lumber Exchange Building)**

4. **Discussion – Design Guidelines.**
   At present, the Commissions only adopted set of Design Guidelines pertain to Downtown Historic Districts. Given recent discussion with SHPO staff, it is suggested that the City establish a separate set of guidelines for designated local historic "sites" (both commercial and residential) located outside of downtown districts.

5. **Other Business**
   Design Review Committee activity since last meeting:
   - October 7, 2013 – Approval of a request to construct a new business sign on north façade of 207 East Third Street.
   - October 31, 2013 – Approval of door and window replacement at north and south facades of 66 East Third Street.

6. **Adjournment**

Sincerely,

Mark Moeller
City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: September 25, 2013

TIME: 4:00 p.m.

PRESENT: Lynn Englund, Mary Edel Beyer, Carolyn Larson, Kendall Larson, Shaune Burke, Andy Bloedorn, Susan Briggs, and Wes Hamilton

ABSENT: Merle Hanson

STAFF PRESENT: Mark Moeller

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

The minutes from the Commission's meeting of July 10, 2013, were reviewed. Following a motion by Commissioner Edel Beyer and second by Commissioner Bloedorn, the minutes were approved as submitted.

Consultant Recommendation – National Register Nomination, Winona Lumber Exchange Building

Vice Chairperson Englund called on Mark Moeller, City Planner, to provide a summary of this item. Mr. Moeller noted that in late April of this year, the City had been notified that it had received a Certified Local Government grant in the amount of $2,000 to be used in the preparation of a National Register Nomination Form for the Winona Lumber Exchange Building located at 125 West Fifth Street. Again, these monies will be matched by $2,000 in local resources for a total contract amount of $4,000. In late August, Request for Proposals were submitted to five consultants, and, since then, one proposal had been received by the September 20th deadline. He stated that a copy of this proposal, submitted by Greg Gaut, had been forwarded to the Commission on September 23rd.

Following brief discussion, it was moved by Commissioner Carolyn Larson, and seconded by Commissioner Briggs, to recommend that Greg Gaut be retained for the purpose of preparing a National Register Nomination Form for the Lumber Exchange Building located at 125 West Fifth Street. In part, this recommendation was based upon Commission findings that Mr. Gaut is qualified to prepare the nomination and that his proposal reflected all terms and required conditions of the Request for Proposal document. When the question was called, the vote of the Commission was unanimous to approve the motion. Mr. Moeller noted that this recommendation would be forwarded to Council for consideration during Council's October 7th meeting.

Election of Officers

Mr. Moeller noted that, given Bob Sebo's resignation, it was now necessary to formally appoint a chair for the Commission. As noted in the Commission's agenda item, both Chair and Vice Chair positions could be filled with willing volunteers. Short of that, Vice

Chairperson Englund could appoint a Nominating Committee to come back at the next meeting with its recommendation for a slate of officers.

Following brief discussion, it was moved and seconded to nominate Lynn Englund as the Heritage Commission's Chair for the coming year. When the question was called, the vote of the Commission was unanimous to approve the motion.

At this point, Chairperson Englund called for volunteers who may desire to serve as Vice Chair. There being none, it was suggested that this position could be filled by two co-chairs. Given this concept, Commissioners Bloedorn and Hamilton agreed to serve in that capacity. Following a motion and second, the vote of the Commission was unanimous to appoint Commissioners Bloedorn and Hamilton as co vice-chairs for the coming year. Chairman Englund thanked both for agreeing to take this position on.

Design Review Committee Appointments

Chairperson Englund noted that a schedule for service on the Design Review Committee for the first part of 2014 had been included in the Commission's agenda package. Following review, the consensus of those present was that the list was appropriate. As such, it was adopted.

SHPO Conference Update

Chairperson Englund summarized her experience with this year's conference that had been held in Lanesboro. She noted that she found workshops that she had attended as very informative. She stated that others who had attended this year's conference were Commissioners Kendall Larson, Merle Hanson and Andy Bloedorn. These Commissioners mirrored Chairperson Englund's comments.

Chairperson Englund noted that next year's conference will be held on September 17-20, 2014. The format of that conference will vary from past conferences in that the event will be also hosted by the American Association for State and Local History. Further information of that conference will be forthcoming.

Other Business

Commissioner Kendall Larson stated that a limestone marker with the word "Latsch" chiseled on it is currently located on the Center Street boulevard just northerly of second. She asked if this sign had been part of the Latsch building that had been located on that block. If so, she questioned whether its current location was appropriate. Mr. Moeller noted that he was currently unclear as to the history of the marker, but would look into it.

Commissioner Kendall Larson stated that, given her participation in recent information sessions, she was concerned that the Commission had not been asked, by either MN DOT or SHPO, to be involved in discussion relative to interstate bridge construction activities. Although she understood that MN DOT had been working with a local citizen planning group in discussing design options, and although the City has received various written communications from MN DOT and SHPO resources during the past two year period, the

process generally did not solicit specific Commission input. She felt this solicitation should have been valid with this particular project.

During general discussion, it was noted that former Chairman Sebo had, as a member of the Committee, been the Commission's contact with that committee. However, no one could remember a specific request to meet with MN DOT or a SHPO representatives.

Following further discussion, the consensus of those present was that the Commission would direct staff to work with Commissioner Kendall Larson in preparing a statement to be forwarded to both SHPO and MN DOT encouraging more direct contacts with local constituencies at an early stage with future projects. Mr. Moeller noted that a draft of this communication will be forthcoming for Commission feedback.

Chairperson Englund asked when the Commission desired to meet next. The consensus of those present was that the next regular meeting of the Commission would be held on November 13th.

Adjournment

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

_____
Mark Moeller
City Planner

DRAFT