CITY HALL
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December 3, 2015

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, December 9th 2015 at 4:00 P.M. in the Heritage Room** of the Winona City Hall.

1. **Call to Order**
2. **Approval of Minutes – November 18, 2015**
3. **National Alliance of Preservation Commissions, Commission Assistance and Mentorship Program (CAMP) - Requested Action Items:**
   - Finalize February Dates
   - Finalize Location
   - Target People For Participation
4. **Opportunity Winona**
   Staff will provide a short monthly update on Opportunity Winona activities
5. **Committees**
   Because the Committees were set up last fall and we have both lost and gained members, perhaps we should redefine and re-designate committees and committee membership. Staff can help coordinate, but quite probably will not be able to attend all committee meetings.
6. **Ongoing Business Items**
   A. Committee Reports
   B. Architectural/Historic Inventory
      - National and Local Designation candidates
7. **Other Business**
8. **Adjournment**

Sincerely,

Myron White / JEM

Myron White
Development Coordinator

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: November 18, 2015

PRESENT: Merle Hanson, Kendall Larson, Susan Briggs, Preston Lawing, Carolyn Larson, Andy Bloedorn, and Dennis McEntaffer

ABSENT: Mary Edel Beyer and Wes Hamilton

STAFF PRESENT: Myron White, Development Coordinator

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1. **Call to Order**
   Kendall Larson called the meeting to order at 4:00 and asked if it was OK to move the Certificate of Appropriateness item to the top of the agenda.

2. **Certificate of Appropriateness**
   Sam Brown of the MidWest Music Store at 168 East Third Street addressed the commission to explain his color choices for the proposed new store sign explaining that the colors were recognized as part of the MidWest music store "brand". He also pointed out how he had taken cues from the building when choosing his colors. Dennis McEntaffer made a motion to approve the Certificate of Appropriateness, Andy Bloedorn seconded. All those present voted aye.

3. **Approval of October 21, 2015 Minutes**
   Kendall made one correction to minutes noting it was Andy, not her that indicated willingness for Andy and Wes to remain as co-vice president. Preston Lawing made a motion to approve the October 21, 2015 minutes as amended, seconded by Carolyn Larson. All those present voted aye.

4. **Introduction of New Commissioner Dennis McEntaffer**
   Kendall Larson recognized Dennis who gave an overview of his background and his interest in Historic Preservation.

5. **National Alliance of Preservation Commissions (NAPC) and Commission Assistance and Mentoring Program (CAMP)**
   A discussion was held on holding the CAMP in February 2016. A format of a ½ day session Friday afternoon and ½ day Saturday morning. It was indicated that all but February 5th and 6th seems to work. Staff will communicate with NAPC on calendar and scheduling.

6. **Information on Local Designation of Properties**
   Staff outlined the local designation process. There were discussions on properties that might be considered for local designation. Those properties included: EB's (depending on ownership willingness), neighborhoods, downtowns, Athletic Club, band shell. There was also some discussion on the boundaries of the downtown historic district.

7. **Opportunity Winona**
   Staff person White provided and overview of the Opportunity Winona initiative noting that much of his time and effort in the foreseeable future would be spent on downtown development/redevelopment efforts. The Heritage Preservation Commission considered a resolution in support of the initiative. Preston Lawing made a motion to approve the resolution as presented, Merle Hanson seconded with all those present voting aye.

8. **Ongoing Business Items**
   A. **Sub Committee Reports**
      The web site committee provided an overview of their most recent visit with Hannah Hutchins on the GIS component of the web site.
      - There were no other subcommittee reports.

   B. **Architectural/History Inventory**
      Commissioners were encouraged to come to the meeting with a list of buildings they would like considered for national and/or local designation.

   C. **Next meeting involving update of City Code**
      It was reported that the next meeting would be after the first of the year. It was mentioned that the Commission might be best served if they documented a list of issues they felt might be addressed. This could be part of the CAMP process.

9. **Other Business**
   Preston asked for clarification with regard to the next steps with regard to school buildings. The commission re-iterated that it wants to be pro rather than re-active. Discussion was that the Commission must make the decision to initiate the local designation process on the merit of the buildings the Commission seeks to protect. It was concluded that the Commission would address next steps during the CAMP process, perhaps inviting school board members to participate.

10. **Adjournment**
    The meeting was adjourned at 5:18 pm.

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Myron White
Development Coordinator