



CITY HALL

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

October 5, 2016

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, October 12, 2016 at 4:00 P.M. in the Heritage Room** of the Winona City Hall.

1. Call to Order

2. Approval of Minutes – August 10, 2016 & September 14, 2016

3. Windom Park

Based on feedback from the Michael Koop at the MN Historical Society he suggested the following edits:

- It was suggested the Period of Significance be narrowed from 1857-1942 to 1857-1930. There were no contributing buildings constructed in the district after 1930.
- Because of alterations to the property, the property at 262 Wilson was switched from contributing to non-contributing
- In our original application we treated the First Baptist Church and the Parsonage as one property (it is a single address). The Preservation Office requested we treat it as two properties.
- The following properties were suggested to be removed from the proposed district: 305 Winona, 312 Harriet, 315 Harriet and 312 Wilson (all considered non-contributing)
- The original district map submitted included four categories, Properties listed on the National Register, properties individually eligible, contributing properties and non-contributing properties. It was suggested the map be simplified to simply contributing and non-contributing properties.

If edits are acceptable, we will set the date for the required HPC Public Hearing.

Heritage Preservation Commission Agenda

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4. Certificate of Appropriateness Process

(Attachment: COA Application and City Code as it relates to the COA process.)

In recent months, we have been receiving 1-2 COA applications each month. Because of Commissioner's work schedules and the required 3 day notification process, most recently we only have one Commissioner present at a COA review. With the understanding that City Code dictates that we have twenty days from application to either approve or deny a COA, (otherwise it is deemed to be approved), perhaps we should brainstorm on how we might better make the process work.

5. COA's for Consideration

(Attached Resolution 74 and 75)

A. **Shumski's Flooring** – Resolution # 74

B. **Grant Building** – 72 East Third Resolution # 75

6. Upcoming Grant Cycle

The deadline for the next round of small historical/structural grants (under \$10,000) is due October 14th. I will be concentrating on an application for funding the web site. The next small grant cycle is in January.

7. Opportunity Winona

Staff will provide an update.

- 60 Main RFP
- Levee Park Entrance

8. Ongoing Business

A. **Committee Reports**

Web Development

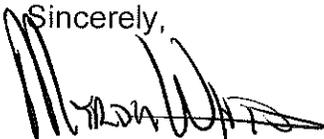
Downtown Outreach

Communications and Display

9. Other Business

10. Adjournment

Sincerely,



Myron White

Development Coordinator

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: August 10, 2016

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

ABSENT: Mary Edel Beyer

STAFF: Development Coordinator Myron White

1. Call to Order

Chairperson Kendall Larson called the meeting to order at 4:00 p.m.

2. Approval of Minutes – July 20, 2016

The minutes from the July 20 were considered. Chairperson Larson requested the inclusion of a statement from the City Attorney be included regarding the discussion of the Winona Schools. Commissioner Shortridge made a motion to approve the minutes as amended, Commissioner Hanson seconded. All those present voted aye.

3. Certificate of Appropriateness – Island City Brewing – Resolution # 73

The COA Committee reported on the request from Island City Brewing (65 Front Street) to remove a doorway and close an opening at the rear of the building. It was discussed that:

- A. the changes were at the rear of the building and
- B. the current doorways were not original to the building.

The openings were to be covered by a smart side type product and painted a brick-like color. Commissioner Hamilton made a motion to approve Resolution # 73 granting permission to make outlined changes. Commissioner McEntaffer seconded the motion with all present voting aye.

4. Historic Downtown District Update

The Commission discussed updates to the downtown historic districts and the possibility of consolidating the two downtown districts into one. They also discussed the funding scenarios to move the project forward.

5. Windom Park

Staff person White informed the Commission that he had met with Michael Koop and Denis Gardner on August 8th. It was suggested that the best first step might be seeking local designation.

6. Certificate of Appropriateness – Islamic Center – COA

Staff reported that Catherine Sandlund of the MN Historical Society was scheduled to meet with representatives from the Islamic Center on August 18th to discuss proposed changes to the 71 West Third Street property.

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7. Opportunity Winona

There was discussion of a meeting of community members at the Middle School Auditorium.

8. State Historic Preservation Conference

White reported that he would be attending the conference.

9. Other Business

No other business reported.

10. Adjournment

A motion was made by Commissioner Shortridge and seconded by Commissioner McEntaffer to adjourn the meeting at 5:05 pm. Meeting was adjourned.

Myron White
Development Coordinator

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: September 14, 2016

PRESENT: Kendall Larson, Carolyn Larson, Andy Bloedorn, Peter Shortridge, Preston Lawing, Susan Briggs, and Dennis McEntaffer

ABSENT: Mary Edel Beyer, Merle Hanson, and Wes Hamilton

STAFF: Development Coordinator Myron White

1. Call to Order

Chairperson Kendall Larson called the meeting to order at 4:03 p.m.

2. Approval of Minutes

Minutes from the August 10, 2016 meeting were not ready and will be presented for review at the October 12th meeting.

3. Report from SHPO Conference

HPC staff person White reported that he attended the Thursday portion of the conference while Commissioner Hanson attended the Friday sessions. Mr. White provided a link to the newly established Minnesota HPC Online Training Program. Mr. White also attended sessions on Commercial Main Street Ordinances and the use of substitute materials on historic properties.

4. MN Historical Society – MnDOT Bridge Letter

The Commission reviewed a letter drafted by the MN Historical Society on the rehab of the bridge. The Commission suggested, much like SHPO, we voice concerns with regard to the bridge spans.

5. Historic Downtown District Update

The Commission discussed updates and the possible consideration of consolidating the two downtown districts into one. The Commission was asked to consider other properties that may be considered for inclusion into a newly formed district. The Commission suggested the time might be right for a comprehensive survey of downtown properties.

6. Windom Park

Staff person White informed the Commission that the Windom Park information had been submitted to SHPO.

7. Islamic Center

Chairperson Larson reported that she and staff person White along with representatives from the State Historic Preservation Office had met with a representative from the Islamic Center on their proposed changes to their building. She reported that State staff had provided some suggestion on changes that would both fit the needs of the Islamic Center and stay true to the Historic District. A future

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SEPTEMBER 14, 2016
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meeting between State staff and the Islamic Center had been set to further discuss the changes along with grants that might be available for their project.

8. Opportunity Winona

No report.

9. Shumski's Flooring COA

The Commission met with Rita Manon of Shumski's on the proposed changes at their 173 East Third building. Staff provided a report on their findings on the building. Based upon the discussion staff will draft a resolution for consideration.

10. Ongoing Business

There was a discussion on the Windom Park history maps and which version of the map would be utilized on the web site. There was no decision made at this time.

11. Other Business

Chairperson Larson talked about an upcoming interview with Paul Watkins and his early life in the Watkins home. A discussion ensued about the importance of capturing oral histories.

12. Adjournment

A motion was made by Commissioner Lawing to adjourn the meeting and seconded by Commissioner Briggs. Meeting adjourned at 5:35 pm.

Myron White
Development Coordinator

**City of Winona Historic Preservation Commission Resolution #74
Granting Approval of a Certificate of Appropriateness Application to
173 East Third Street for a Building Restoration Project**

- WHEREAS 173 East Third Street is located within the Winona Commercial Local Historic District (2008); and
- WHEREAS 173 East Third Street is a contributing building of the Local Historic District; and
- WHEREAS as part of redeveloping the building, Shumski's Flooring, desires to:
- 1) Replace the existing signage with a metal sign as outlined in the COA application
 - 2) In an effort to increase energy efficiency repair and/or when necessary replace damaged upper level windows recognizing that replacement windows must be similar in shape, size and framing.
 - 3) Replace existing single pane storefront windows with double or triple pane glass. The framing of the storefront windows may be up to 12 inches higher than the existing windows. The windows and framing shall replicate what currently exists and/or be similar to neighboring businesses.
- WHEREAS Shumski's Flooring has, in accordance with City Code Section 22.27 (L), submitted the attached Certificate of Appropriateness Application seeking Heritage Preservation Commission consideration and approval of those exterior work activities included with the application; and
- WHEREAS the Heritage Preservation Commission, has reviewed the application in accordance with the Secretary of Interior Standards, and recommended standards of the Winona, Minnesota Historic District Design Guidelines document, and has determined that work to be performed will not adversely affect the site.
- Now, therefore, be it RESOLVED that the WINONA HERITAGE PRESERVATION COMMISSION hereby approves the Certificate of Appropriateness for planned exterior restoration activity pertaining to 173 East Third Street, provided that such work is carried out in conformance with plans submitted with the Certificate of Appropriateness or any subsequent amendments to these plans, approved by the State Historic and Preservation Office.

Adopted this 12st day of October, 2016.

Kendall Larson, HPC President

Myron White, Attest

**City of Winona Historic Preservation Commission Resolution #75
Granting Approval of a Certificate of Appropriateness Application to
72 East Third Street for a Building Restoration Project**

WHEREAS 72 East Third Street is located within the Winona Commercial Local Historic District (2008); and

WHEREAS 72 East Third Street is a contributing building of the Local Historic District; and

WHEREAS as part of proposed changes to the Grant Building, the owner desires to:

- 1) Wrap the front pillar in Biesanz stone.
- 2) Install Biesanz stone in the area below the windows.
- 3) Finish the roof of the alcove area in tongue and groove wood material
- 4) The sign area will be finished in either cedar siding or a cement board material.

WHEREAS Shumski's Flooring has, in accordance with City Code Section 22.27 (L), submitted the attached Certificate of Appropriateness Application seeking Heritage Preservation Commission consideration and approval of those exterior work activities included with the application; and

WHEREAS the Heritage Preservation Commission, has reviewed the application in accordance with the Secretary of Interior Standards, and recommended standards of the Winona, Minnesota Historic District Design Guidelines document, and has determined that work to be performed will not adversely affect the site.

Now, therefore, be it RESOLVED that the WINONA HERITAGE PRESERVATION COMMISSION hereby approves the Certificate of Appropriateness for planned exterior restoration activity pertaining to 173 East Third Street, provided that such work is carried out in conformance with plans submitted with the Certificate of Appropriateness or any subsequent amendments to these plans, approved by the State Historic and Preservation Office.

Adopted this 12st day of October, 2016.

Kendall Larson, HPC President

Myron White, Attest

City of Winona

Application for Certificate of Appropriateness

If additional space is needed, attach more pages. Once fully completed, submit application, with all supporting data, to:

City of Winona
Community Development Office
207 Lafayette Street, Room 210
Winona, MN 55987
(507) 457-8250

DESIGNATED PROPERTY

Name GRANT BUILDING
Address 72 E 3rd ST

OWNER

Name SCOTT ABRAMSON Phone: 507-452-2736
Address 220 E 3rd St Email: _____

PERSON FILING APPLICATION, IF OTHER THAN OWNER

Name _____ Phone: _____
Address _____ Email: _____

TYPE OF WORK PROPOSED

- Exterior Alteration _____ Relocation
_____ Demolition _____ Sign - must also fill out sign application
_____ New Construction _____ Other

Proposed Starting Date 10-1-16 Date of Completion 10-31-16

PROPOSED PROJECT

Describe clearly and in detail all work to be done. Include the following items where appropriate.

- _____ Sketches, specifications, manufacturer's illustrations or other description of proposed changes to the building façade or roof, new additions, or site improvements. Drawings/sketches will be required for major changes for such items as roofs, facades, porches, or prominent architectural features.
- _____ Description and/or samples of proposed materials when the original material will not be retained or in the case of new construction.
- _____ Current site plan including the location of all large trees, parking areas, walls, fences, outbuildings, or other landscape features of note and proposed changes to that plan.
- _____ For new construction, a scaled plot plan and elevation drawings of each façade which clearly show the exterior appearance.
- _____ Photographs of site and structure.
- _____ Copies of structure reports where applicable.
- _____ Give the reason for demolition/relocation and describe the proposed reuse of the site, including landscaping.
- _____ Artist's or sign painter's drawings (to scale) with color selections for new signs or proposed changes to existing signs

Work Description (use additional pages if necessary)

The undersigned agrees that the above constitutes the construction or alteration to be undertaken at this time and that any changes or additions will require another application.

Applicant's Signature _____ Date _____

Property and/or Building Owner Signature _____ Date _____

STAFF USE ONLY

Date received by the Heritage Preservation Commission: _____

Date of Review/Hearing: _____

Application _____ Granted _____ Denied _____ Date: _____

Comments _____

Resolution Number: _____ Staff's Signature _____

INSTRUCTIONS

- _____ Complete the attached application for a Certificate of Appropriateness (COA).
- _____ File the application and all additional information with the Department of Community Development.
- _____ Attend the meeting in which your project will be reviewed. (Someone must be present.)
- _____ The Commission will approve or reject an application for a COA at regularly scheduled Commission meetings. For some simpler projects, a three-member subcommittee may be charged with determining whether to award your COA. In part, the approval of any COA will be based upon findings that proposed work will be compliant with review/design criteria of Historic District Design Guidelines and Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. Adopted guidelines, including a summary of Secretary of Interior Standards, can be found at www.cityofwinona.com. COA applicants are strongly encouraged to review these documents prior to submittal of applications.
- _____ In the event that the Commission rejects an application, it shall state its reason for doing so in writing to the applicant and suggest alternative courses of action it thinks proper. Such decisions are appealable to City Council, by the applicant.



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(8) **Affirmation of Existing Zoning.** The designation of a heritage preservation site or district shall not change or affect the uses allowed, or restrictions applicable, under any other zoning classification. However, once designated, the additional guidelines of the site or district shall also apply.

(9) **Amendment and Rescission of Designation.** A petition to amend the boundaries of or rescind any designation may be initiated through one of the following methods:

(i) By petition of any owner of his/her residential or commercial property within an existing heritage preservation site.

(ii) By petition of 60 percent of the property owners located within an existing residential or commercial heritage preservation district.

(iii) By resolution of the Heritage Preservation Commission.

The procedure for an amendment or rescission shall comply with the same procedure set forth herein for designation. In the case of designation rescission, the petition shall set forth reasons as to why findings made for designation are no longer applicable. A petition for designation rescission may be made if one or more of the following findings are made:

a. Procedural or professional errors were made in the designation process.

b. Designated property(s) has been destroyed or radically altered to the point where the majority of its original historic qualities have been lost or removed and cannot economically be replaced.

(I) Certificate of Appropriateness.

(1) **Certificate of Appropriateness.** An application for a Certificate of Appropriateness shall 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, swimming pools, and other site modifications located either within, or within view of, public street right-of-ways.

A certificate of appropriateness shall not be required for the following activities:

- (i) Painting;
- (ii) Interior remodeling when such work does not, in any way, alter the exterior character of a structure;
- (iii) Use or change in use of a structure;
- (iv) 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).
- (v) 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. 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. 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. 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. 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 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.

(7) **Emergency Repair.** In emergency situations where immediate repair is needed to protect the safety of the structure and its inhabitants, the Building Official may approve temporary or limited repair without prior Heritage Preservation Commission action. In the case of a permit issued pursuant to this paragraph, the Building Official shall immediately notify the Heritage Preservation Commission of his action and specify the facts or conditions constituting the emergency situation.

(m) **Severability.** In case any paragraph of this section is held invalid by a court of competent jurisdiction, the invalidity shall extend only to the paragraph affected, and other paragraphs of this section shall continue in full force and effect.

Ord. No. 2975 5/15/89.

22.28 HAZARDOUS MATERIAL ADVISORY COMMITTEE

- (a) **Created.** There is hereby created within and for the City a Hazardous Material Advisory Committee which shall be an advisory committee and which shall have the duties and responsibilities as hereinafter set forth.
- (b) **Appointment.** The Hazardous Material Advisory Committee shall be appointed by the Mayor, subject to confirmation by the City Council. The committee shall consist of nine members, one of whom shall be a representative of Winona State University, one of whom shall be a representative of Winona Technical College, and five of whom shall be representatives of private businesses located in the City. The remaining committee members shall be the Fire Chief or his/her designated representative and the Director of Emergency Services for Winona County or his/her designated representative.
- (c) **Meetings.** At the first meeting of the committee, the committee shall select, by majority vote, a chairperson who shall be responsible for scheduling future meetings of the committee.
- (d) **Duties.** The Committee shall have the following duties:
- (1) Review state and federal mandates applicable to either the public or private sector regarding the use, storage, transportation and disposal of hazardous materials;
 - (2) Review state and federal mandates applicable to either the public or private sector regarding response to emergencies involving hazardous materials.
 - (3) Review training requirements of persons in both the public and private sector who work with hazardous materials.
 - (4) Advise the City Council whenever necessary as to training requirements and/or state and federal mandates.

Ord. No. 3087 10/07/91.