



COMMUNITY DEVELOPMENT

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

May 7, 2020

Heritage Preservation Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Heritage Preservation Commission will be held on **Wednesday, May 13, 2020 at 4:00 P.M. electronically via Zoom. Instructions for access to Zoom are attached this meeting notice.**

1. Call to Order
2. Approval of Minutes – March 11, 2020
3. Draft 2021 Budgeting Memo to City Council
4. Committee Reports
 - a. COA Committee Update
5. Other Business
6. Adjournment

Sincerely,

A handwritten signature in blue ink, appearing to read "Luke N. Sims".

Luke N. Sims
Assistant City Planner

**Notice of Certificate of Heritage Preservation Commission Meeting
By Electronic Means**

Notice is hereby given that on **Wednesday, May 13, 2020 at 4:00 pm in the Dakota Room, 207 Lafayette Street, Winona, MN**, the **Heritage Preservation Commission** will hold a regularly scheduled meeting.

This meeting is being conducted electronically following Minnesota State Statute 13D.021 pursuant to Resolution 2020-17 Declaring a Special Emergency, as adopted by the Winona City Council on Monday, March 16, 2020. Members of the COA Committee will be attending via electronic means as physical presence is unfeasible due to the ongoing health pandemic and emergency declaration.

All interested parties are invited to attend via Zoom. This meeting is open to the public via web or phone.

- To join the Zoom Meeting via web, go to: <https://us02web.zoom.us/j/89115253936> and enter meeting ID: 891 1525 3936
- To join via phone, dial either phone number:
 - +1 312 626 6799 US (Priority)
 - +1 646 558 8656 US (Backup)When prompted, enter the following Meeting ID: 891 1525 3936

THIS NOTICE OF REGULAR MEETING BY TELEPHONE OR OTHER ELECTRONIC MEANS IS GIVEN PURSUANT TO MINN. STAT. § 13D.04.

Dated: May 7, 2020.

Luke Sims
Assistant City Planner

HERITAGE PRESERVATION COMMISSION MINUTES

DATE: March 11, 2020

PRESENT: Cynthia Jennings, Genia Hesser, Merle Hanson, Kendall Larson, Preston Lawing, Connie Dretske, Dennis McEntaffer, and Peter Shortridge

ABSENT: Kelly Fluharty and Innes Henderson

STAFF: Luke Sims, Assistant City Planner

1. Call to Order

Chairperson Genia Hesser called the meeting to order at 4:00 pm.

2. Approval of Minutes – February 12, 2020

Commissioner McEntaffer moved to approve the minutes. Commissioner Dretske seconded the motion. No discussion forthcoming, the Commission voted on the motion at hand. All members present voted aye with Commissioner Larson abstaining.

3. Winona Arts Center – Steven Bachler

Mr. Bachler of the Winona Arts Center informed the Commission of the accessibility improvements the Center was considering for its building and inquired whether there was any potential grant monies that the Commission could think of to provide additional funding for the project. Mr. Bachler clarified that while the building is not a designated building, it is historic within Winona.

Chairperson Hesser suggested utilizing legacy grants as a possibility for the Arts Center. General discussion of the project scope and whether it would fit as a Legacy grant project ensued.

4. Old City Hall Eligibility Determination Update – Tom Zahn and Associates

Tom Zahn and Bethany Gladhill of Tom Zahn and Associates provided an update on information currently learned about the Old City Hall Building through their evaluation process. They informed the Commission that the assumptions entering the project about the property being closely tied to the City as a City Hall are being challenged and it may be more apt to call it the City Jail building which happened to house City Hall offices for roughly a quarter century.

Commissioner Shortridge asked if it looked like the property would be considered for historical significance and architectural significance. Mr. Zahn responded that it is more likely to be considered significant under the historical criteria than the architectural criteria.

Commissioner Larson thanked Mr. Zahn and Ms. Gladhill for taking the time to meet the Commission.

5. **State Review Board – Winona Commercial Historic District**

Commissioner Larson moved to approve the documentation in support of the expansion of the Winona Commercial Historic District. Commissioner McEntaffer seconded the motion. All members present voted aye.

6. **Q2 2020 COA Committee**

Mr. Sims updated the Commission about the Q2 COA Committee assignments. No comment was made by the Commission.

7. **Committee Reports**

Chairperson Hesser updated the Commission on the COA Committee's activities and the recommended meeting of the Education Committee to consider funding efforts through the 2020 year. No comment was made by the Commission.

8. **Other Business**

Commissioner Shortridge provided an update on Main Street Lobbying Day at the Minnesota State Capital. He discussed how well received the concepts of historic preservation and historic tax credits were by elected officials and reiterated how important it is to communicate the stories of the historic resources being saved and renovated under the existing legislation.

9. **Adjournment**

On a motion from Commissioner Lawing and a second from Commissioner Shortridge, the Commission unanimously voted to adjourn the meeting at 4:42 p.m.

Luke Sims
Assistant City Planner

Heritage Preservation Commission
AGENDA ITEM: 3. Draft 2021 Budgeting Memo to City Council
PREPARED BY: Luke Sims
DATE: May 13, 2020

Following this cover sheet is a draft budgeting memo to the City Council which is required to be submitted per City Code. The proposed upcoming projects would total \$8,000 in city matching funds for the proposed projects. Expected matches may be changed through the grant process and the overall proposed budget may be altered by City Council through their regular budgeting process.

Due to the ongoing pandemic, City staff recommends identifying which projects should be prioritized for funding when budget deliberations do occur at City Council.

May 13, 2020

MEMO

To: City of Winona City Council

From: Heritage Preservation Commission

Subject: Heritage Preservation Commission Goals, Objectives, Budget for 2021

City Council Members,

As part of the Heritage Preservation Commission's requirements under City Code 22.27(i), the HPC shall submit its goals, objectives, and a tentative budget for the upcoming year. At the direction of the Commission, this document lays out ongoing work being conducted by the Commission as well as upcoming work that will be facilitated by the 2021 budget request, and other preservation work priorities and goals.

Ongoing Preservation Work

National Register of Historic Places Evaluation: Old City Hall, 177 Lafayette Street (Beno's Deli)

In 2020, the City of Winona HPC received a Certified Local Government Grant to evaluate the old City Hall Building located at 177 Lafayette Street. That work is ongoing and is expected to be completed during the 2020 year. Assuming a determination of eligibility, the Commission will pursue an additional grant to nominate the property to the National Register of Historic Places in 2021 and pursue Local Historic Designation in concert with that effort.

Cost: \$7,500
Grant Use: State Historic Preservation Office Certified Local Government Grant
City Share: \$2,000 (2019)

National Register of Historic Places Evaluation: Lake Park Bandshell

As the Winona Bandshell nears its 100th anniversary, the City of Winona may consider improvements to the bandshell that could be best facilitated with grants from the Minnesota Historical Society. Recognized as a priority by the HPC for preservation and in light of the aforementioned improvements, the Winona HPC submitted a grant application for the Lake Park Bandshell through the Minnesota Historical Society Legacy Grant.

Expected Cost: \$7,500
Expect Grant Use: Minnesota Historical Society Legacy Grant
City Share: \$2,000 (2020)

Historic District Nomination:

Windom Park Historic District

The Winona HPC submitted an application for a Certified Local Government Grant to nominate the existing Windom Park Local Historic District to the National Register of Historic Places in 2020. The proposed district's eligibility evaluation should be utilized before it is no longer timely. Due to the COVID-19 pandemic, grant awards have not yet been announced but expected costs have been narrowed down to the below:

Expected Cost: \$17,000
Expected Grant Use: State Historic Preservation Office Certified Local Government Grant
City Share: \$6,000 (2020)

Upcoming Preservation Work (budget year 2021)

Attached is the priority list for properties to begin nomination processes as approved by the HPC in February, 2019. The individual projects on the list of potential designations will be reviewed and approved by City Council and the Winona HPC. The attached list includes the following priorities that should be pursued in 2020 to meet programmatic goals of the City of Winona and capitalize on past survey work.

National Register of Historic Places Evaluation:

Latsch Island Wagon Bridge

The Latsch Island Wagon Bridge had been an identified site to pursue historic designation for some time. It has continued use and potential expanded use in the near future with the Flyway Trail development heading into Wisconsin. In February, 2020, the Commission identified the Wagon Bridge as a priority for the 2021 budget year with an application for grants in the 2020 year.

Expected Cost: \$7,500
Expected Grant Use: Minnesota Historical Society Legacy Grant
City Share: \$2,000 (2020)

National Register of Historic Places Evaluation:

Winona Water Works

The Winona HPC voted to include the Winona Water Works among its top priorities in February, 2019. The Water Works building located at the corner of Johnson Street and Front Street is currently owned and operated by the City of Winona.

Expected Cost: \$7,500
Expected Grant Use: Minnesota Historical Society Legacy Grant
City Share: \$2,000 (2021)

Education Efforts:

Educational events and outreach

The Winona HPC is working to expand education outreach in currently-designated buildings and districts and work with property owners to better understand the resources available to them. To that end, the HPC would like to devise education curricula that would include K-12 education

and adult education and may result in close to \$20,000 in expenditures for activities spanning multiple efforts. Initial efforts may be City-funded, followed by grant funding in the future.

Expected Cost: \$20,000
City Share: \$2,000 (2021)

To facilitate the upcoming preservation work for the Winona HPC, the HPC is recommending a tentative budget request of \$10,000 from the City to leverage \$20,000 to \$34,000 in matching grant funds from the State Historic Preservation Office and Minnesota Historical Society.

Ordinance Update:

Demolition by Neglect

The Winona HPC has been working on gathering information in relation to Demolition by Neglect and would like to codify language requiring that property owners in historic districts maintain their properties to a high standard. Language would be incorporated into Chapter 22.27. It would be beneficial to support this with grant efforts in 2021 to work with a consultant to develop the appropriate framework and public outreach for the project.

Expected Cost: \$10,000
City Share: \$4,000 (2021)

Other Heritage Preservation Priorities

Historic Survey

Citywide Inventory

The last citywide inventory survey was conducted in 1991-1993. The City of Winona's historic resources have changed since then and multiple buildings have aged into the 50-year window that would allow for historic designation. To continue to work effectively, the HPC will require an updated citywide inventory in the coming years.

Expected Cost: TBD

Other Upcoming Efforts

Staff Support

Creation of Preservation Planner Duties and Allocations of Responsibilities

The Winona HPC supports the review of current City Staff duty and resource allocation and the potential development of a full-time preservation planner role and integration of preservation planning into ongoing planning positions. Winona has significant historic resources that are actively utilized and present the best opportunities for investment in the community. Devoting more staff resources to administering the grant, tax credit, education, and administrative work involved with historic properties would be in the best interest of the City of Winona. This work would tie in well with or following the City of Winona Comprehensive Plan Update. The Commission recognizes that staffing is done administratively and that the needs would fall under the Community Development department and it would be up to City administration to determine how such an allocation of human capital would fit. The Commission also recognizes the ongoing needs of the City in other programmatic areas but requests that the issue be looked at for potential future years.

Financial Support

Historic properties development incentives

The Winona HPC is seeking stronger collaboration and partnership with other funding organizations and existing programs to support historic property owners to improve their buildings. This would require collaboration with other City entities and possible outside funding organizations to develop a program that is more robust than the current façade improvement program or occasional grant. This work would tie in well with the Downtown Strategic Plan.

On behalf of the Winona HPC,

Luke N. Sims
Secretary, Winona HPC
Assistant City Planner
City of Winona

Heritage Preservation Commission

AGENDA ITEM: 4. Committee Reports

PREPARED BY: Luke Sims

DATE: May 13, 2020

Reports from the subcommittees of the Winona HPC shall be made here.

Certificate of Appropriateness (COA) Committee

The Certificate of Appropriateness Committee met to consider three Certificates of Appropriateness between the March, 2020 and May, 2020 regularly-scheduled meetings:

- Washington-Kosciusko Elementary School, 365 Mankato Avenue
The COA Committee approved a revised submission for a handicap-accessible ramp to run along the eastern façade of the building leading to the southerly, main entrance of the building.