

## **AGENDA**

### **HERITAGE PRESERVATION COMMISSION MONDAY, FEBRUARY 1, 2016 CITY COUNCIL CHAMBERS 6:00 P.M.**

1. Call to Order/Roll Call
2. Election of Officers
  - Chair
  - Vice-Chair
3. Approval of Agenda
4. Approval of Minutes
  - December 7, 2015 Regular Meeting
5. Public Comment
6. Old Business
7. New Business
  - A) Sesquicentennial Celebration
  - B) 2016 Priorities/Goals
8. Other
9. Information Exchange
  - A)
10. Next Meeting Date
  - A) Monday, March 7, 2016, 6:00 p.m.
11. Adjournment

*Upon request, accommodations will be provided for individuals with disabilities wishing to participate*

## MINUTES

### HERITAGE PRESERVATION COMMISSION MONDAY, DECEMBER 7, 2015 6:00 P.M. CITY COUNCIL CHAMBERS

#### 1. Call to Order/Roll Call

Chairman Les Tlougan called the meeting to order at 6:00 p.m.

Members Present: Joan Mooney  
Renee Stoltz  
Robin Terrell  
Les Tlougan

Members Absent: Justine Meyer

Staff: Chris Elvebak, Community Development Director  
Ranae Schult, Community Development Assistant

#### 2. Approval of Agenda

Staff added item 8.E) *State Preservation Conference Dates* to the agenda.

A motion was made by Terrell, seconded by Stoltz, to approve the agenda as amended; the motion carried 4-0.

#### 3. Approval of Minutes

A motion to approve the October 5, 2015 regular meeting minutes as presented was made by Mooney, seconded by Terrell; the motion carried 4-0.

A motion to approve the October 14, 2015 special meeting minutes as presented was made by Mooney, seconded by Terrell; the motion carried 4-0.

#### 4. Public Comments

No public comments were received.

#### 5. Old Business

No old business was presented.

#### 6. New Business

##### A) Grant Application Priorities

Chris Elvebak, Community Development Director, stated that after conducting a review of 2015 Heritage Preservation Commission actions, the Trowbridge Park bandstand risers and

historic street signs are items the Commission feels Staff should pursue funding/grant options. Mr. Elvebak state the City of Waseca Community Enhancement Program and the Waseca Area Foundation have grants available. Staff is seeking input from the HPC if there any preferences for which projects should be applied for via each grant program.

Mr. Elvebak stated that the City has not applied to the Community Enhancement Program in the past. As there weren't many applicants this year, he felt it may be worth a discussion regarding utilizing this program as a potential source of funding for the street sign project.

Mr. Elvebak further stated it appears that the HPC worked with the Waseca Area Foundation (WAF) on the Trowbridge Park Bandstand.

Mr. Elvebak stated that Mark Bartelt, Parks Director, commented that it was discussed about the possibility of a partnership between a few entities, and wondered if this was moving forward.

Commission member Mooney commented that she feels a City of Waseca Commission making an application through the Community Enhancement Program is not a good idea. Since the HPC is under the umbrella of the City, she feels it would be a conflict of interest. If the City would fund the street sign program, it could be funded within the General Fund.

Chair Tlougan stated that in 2015, a request was made by the City from the Community Enhancement Program for banners on City poles, and several people questioned why the City would be applying for their own money.

Considerable discussion was held regarding the history of the application process for the Community Enhancement Program.

Chair Tlougan stated he spoke with Karen Boom, Executive Director, Waseca Area Foundation, regarding a grant application for street signs fitting into the preferred categories, and that the HPC may apply for both the Waseca Area Foundation and E.F. Johnson grants.

Commission member Mooney stated that she has spoken to Mr. Bartelt regarding the risers, and how the Prairie Lakes Regional Arts Council may be a grant source. Commission member Mooney commented that she thinks the City should be investing in the cultural aspects of the community, i.e., put something in the Park Department budget for these types of items. Commission member Mooney stated that she cover her programs at the County Historical Museum with grants.

Chair Tlougan commented that he sees this project as a nice fit for either the Waseca Area Foundation (WAF) grant program or the E.F. Johnson grant program. He also stated that if the Library, the City, the HPC and Park Department apply for the grant, it is what WAF is looking for; a one-time, inexpensive request that is made by multiple groups.

Commission member Mooney inquired if the City would write the grant. Chair Tlougan commented the City could write the grant, and work with the other entities.

Chair Tlougan stated that he would contact Brenda Byron at the Prairie Lakes Regional Arts Council regarding grant opportunities

A brief discussion was held regarding the process if an individual comes to the City to donate to a specific project. Staff stated the need to discuss this with the City Manager and Finance Director.

Chair Tlougan stated the need to start working with WAF on a street sign grant. He would contact Karen Buom regarding this issue.

**7. Other**

**A) 2016 Meeting Dates**

The Heritage Preservation Commission was provided meeting dates for 2016. Two Monday meeting dates, July 4<sup>th</sup> and September 5<sup>th</sup> (Labor Day), were changed to meet on Wednesday, July 6<sup>th</sup> and September 7<sup>th</sup>, beginning at 5:00 p.m.

It was moved by Terrell, seconded by Stoltz, to approve the 2016 Heritage Preservation Commission meeting dates.

**8. Information Exchange**

**A) Veterans Memorial**

Chris Elvebak, Community Development Director, stated the County and the Citizens Group are moving forward with plans to apply for a variance to place a new Veterans Memorial on the south lawn of the Courthouse property. Mr. Elvebak stated that he was approached by Mark Leiferman, Waseca County Planning and Zoning Administrator, regarding filling out an application for the new Veteran's memorial.

Mr. Elvebak stated that he is trying to meet with Curt Kephart, County Administrator, to discuss the variance application. Mr. Elvebak stated the Heritage Preservation Commission made a recommendation to the City Council, who moved the project forward. Chair Tlougan clarified that upon review, the HPC recommended the City Council deny the location request for the Veterans Memorial, but the City Council recommended approval, as well as the Waseca County Commissioners.

Commission member Mooney stated she has been in discussions with Mr. Kephart and Brian Tomford, Ground & Maintenance Director, regarding the fact that the County has received a Legacy Grant, which she wrote, for fixing the existing memorials. However, the Commissioners need to understand that if the County accepts the Legacy money, they will need to follow the Landscape Plan. Commission member Mooney stated that Mr. Kephart sent her an email stating that no one has the authority at this time to move forward – she feels it is not a “done deal”. Chair Tlougan requested Commission member Mooney provide Staff with this email to forward to the HPC members.

A brief discussion was held regarding processes, i.e., should the HPC have seen the plans for the awning put up by Mike Jevning on property located in the downtown. Commission member Mooney stated that while it looks good, she wonders if it should have been reviewed by the HPC. It was noted that previous Staff and the Heritage Preservation Commission spent time and money on establishing *Downtown Historic Design Guidelines*, and they should be followed. Chair Tlougan stated that to date the downtown has not been established as a historic district.

Chair Tlougan stated the he thought the previous Planning Director had a process in place where properties were looked at when renovations were made. Chair Tlougan inquired at what point in the next few years we look at designating the downtown as a historic district.

Discussion was held regarding the possible need for the City Council members to receive hard copies of the various studies undertaken by the HPC.

Chair Tlougan stated that if hard copies are provided, they should be distributed one at a time so they will take the time to review them. Commission member Terrell commented that she feels Council will not look through them.

Chair Tlougan stated that at the second Council meeting in the month, Council members provide updates of their meetings, and he will poll the Council members to see if they would like hard copies of these documents.

#### **B) CLG Annual Report**

Chris Elvebak, Community Development Director, provided the Heritage Preservation Commission with the *Annual Certified Local Government (CLG) Report*.

Commission member Mooney noted that item A of the report, the job of the HPC is to “enforce appropriate state or local legislation”.

A brief discussion was held regarding progress the City Council and the HPC have made in working together.

#### **C) Site Alteration Permits**

Staff informed the Heritage Preservation Commission that the City Council approved the Site Alteration Permits for 204 and 206 North State Street.

Chris Elvebak, Community Development Director, stated the Building Official is working with the contractor to inspect the work to date.

Commission member Mooney stated this portion took a lot of money, and inquired if there are dollars left to do something on the front of the building. Mr. Elvebak stated the property owner is just doing the first portion of the project. Final costs for the project go to Steve Moline, Pettipiece & Associates, who provides invoicing to the City for payment.

#### **D) City Code Amendments: Chapter 154 Zoning**

At the December 15, 2015, City Council meeting, the City Council will introduce the ordinance and set the public hearing date for code amendments to Chapter 154: Zoning. The public hearing will be set for the January 5, 2016 City Council meeting.

Chris Elvebak, Community Development Director, stated that no changes were made to the Heritage Preservation section. Chair Tlougan agreed that the major change is in the formatting.

**E) State Preservation Conference Dates**

Staff provided the Heritage Preservation Commission with an email from Michael Koop, State Historic Preservation Office (SHPO) Certified Local Government Coordinator, confirming the dates of September 8-9, 2016 for the 2016 Preservation Conference in Hastings, MN.

Commission member Mooney stated the 2015 conference in Little Falls was very interesting, and suggested this may be something the Economic Development Coordinator may want to attend.

**9. Next Meeting Date**

The next regular Heritage Preservation Commission meeting is scheduled for Monday, January 4, 2016, at 6:00 p.m. in the City Council Chambers.

**10. Adjournment**

It was moved by Terrell, seconded by Stoltz, to adjourn the meeting at 6:55 p.m.; the motion carried 4-0

Ranae Schult  
Community Development Assistant

## PLANNING DEPARTMENT M E M O R A N D U M

**TO:** Les Tlougan, Chair  
Heritage Preservation Commission

**FROM:** Danny Lenz, City Manager

**MEETING DATE:** February 1, 2016

**SUBJECT:** HPC Priorities

### INTRODUCTION

Below is the list of remaining priorities from the 2015-2016 priorities list for the HPC, which were originally set during the February 2015 HPC meeting. As it has been one year, we need to review if these items remain a priority for the HPC, if there is any change to the list of priorities, if anything new needs to be added and to have a discussion on how we would like to approach pursuing these priorities.

- First Priority Projects
  - Assist Property Owners with Downtown Commercial Rehabilitation
  - City Code Chapter 155 Conflicting Language Clean-up
- Second Priority Projects
  - Zoning Map Amendment for National Register Properties
    - Bailey-Lewer House
    - Aughenbaugh House
    - Miller/Armstrong
  - Education program plan to build support and understanding related to Commercial Historic District
- Third Priority Projects
  - Historic Registry Signs
  - Historic Street Name Signs
  - Zoning Map Amendment for National Register Properties
    - Waseca County Courthouse
    - William R. Wolf House/Pine Cone B&B
    - R.P. Ward House (804 East Elm Avenue)
- Other & New Priorities to Consider
  - Sesquicentennial Celebration
  - Downtown Design Guidelines, Principles and Code Requirements

### REQUESTED ACTION

The Heritage Preservation Commission is asked to review the Waseca HPC Priorities and consider changes, deletions and additions for 2016 and beyond.