

**CITY OF ALBERT LEA  
HERITAGE PRESERVATION COMMISSION**

*12/13/2016, 5:30 p.m.  
City Council Chambers*

**AGENDA**

- A. CALL TO ORDER AND APPROVAL OF THE AGENDA
- B. APPROVAL OF MINUTES  
HPC Minutes from November 15, 2016
- C. PUBLIC HEARINGS
  - None
- D. NEW BUSINESS
  - 2017 HPC schedule and appointments
  - 2016 Annual CLG Report
- E. OLD BUSINESS
  - 37<sup>th</sup> Annual Statewide Historic Preservation Conference Sept. 13- 15, 2017
  - Updating the Historic District
- F. COMMISSIONER COMMUNICATIONS
- G. STAFF COMMUNICATIONS
- H. ADJOURNMENT

**MINUTES of November 15, 2016**  
**Heritage Preservation Commission**  
**City of Albert Lea**

**Call to order 5:36pm**

**MEMBERS PRESENT:**

Tom Larson (Vice Chair)  
Brad Kirchner (Chair)  
Tami Staker  
Lester Anderson

**MEMBERS ABSENT:**

Larry Fisher  
Charles Newell  
Robert Hoffman  
Larry Baker- Ex Officio

**STAFF PRESENT:**

Molly Patterson-Lundgren, WSB City Planner  
Jennifer Nelson, Office Specialist

**OTHERS PRESENT:**

Scott Thompson- Owner of 130-138 North Broadway Ave (Morlea Dairy Building)  
Jeremy Jacobson with Red Door Construction representing The Marketing Plant

**APPROVAL OF AGENDA AND MINUTES:**

A motion was made by Tom Larson to approve the agenda and seconded by Tami Staker. The agenda for November 15, 2016 was approved unanimously on a 4-0 voice vote.

A motion was made by Lester Anderson to approve the agenda and seconded by Tom Larson. The minutes from October 11, 2016 minutes were approved unanimously on a 4-0 voice vote.

**NEW BUSINESS:**

Request for approval of the of the cornice design for The Marketing Plant located at 137 Broadway Ave S. The certificate of appropriateness for the façade rehabilitation at 137 S Broadway Ave S was granted on November 4<sup>th</sup>, 2015. This included the first floor storefront door, windows and framing and the upper story window and cornice replacement with the condition that final cornice design be approved by the HPC. Additionally the proposed projecting sign installed to meet all City requirements, as the work to be performed meet local adopted design guidelines and Secretary of interior Standards was approved at that time.

Jeremy Jacobson with Red Door Construction is representing The Marketing Plant as their contractor. Jeremy is here this evening to request approval of the cornice. The material of the cornice is Fypon which is molded millwork constructed of polyurethane foam and will be painted black. It is very lightweight and rot resistant. Once it's up and painted you shouldn't have to worry about touching it

again unless it gets damaged by hail. Original cornices would have more than likely been made out of tin and would be very expensive to reproduce. The proposed cornice has dental molding and is 14 ½ inches tall and would project 6 ¾". This will cover the existing exposed cinder block. The lettering on the proposed sign will be a copper finish which will look very nice and dress up the existing dark mapes panels above spandrel glass. No lighting has been proposed at this time. Brad Kirchner also mentioned the windows are kept lit and there is medallion shaped signage on the windows themselves.

The cornice design was approved on a 4-0 roll call vote and passed unanimously.

**PUBLIC HEARING:**

Staff report prepared by Molly Patterson-Lundgren, Planner WSB & Associates, Inc. become part of these minutes by reference.

Scott Thompson, owner of 130-138 N Broadway, submitted an application for a certificate of appropriateness for modifications he would like to make at his property which is the old Morelea Dairy Building.

Public hearing opened at 5:42 p.m.

Brad Kirchner stated on the right hand side of the building when facing the building there is actually a window and Mr. Thompson would like to install a doorway in place of the window on the side entrance and construct a stairway with metal stairs with a railing to access future apartments on the second floor. A challenge for Mr. Thompson is the existing pedestal electric box for the downtown lights in obstructing the path of the proposed stairs. This would fall under the jurisdiction of the building official to decide if the staircase would meet building code. The HPC is only deciding on the design of the stairs. Kirchner also suggested this building is Arts & Craft style and a copper finish would be appropriate. Mr. Thompson also stated a lot of buildings have gone with the bronze and it may be a nice change of pace to set his building off with the copper. Brad Kirchner also stated this would complement the Kasota stone on the brick and a copper finish would "pop" and look nice. Mr. Thompson could use bronze on the side entrance as the side entrance is designed to be more utilitarian in use and the front is more the "gingerbread" of the building. Mr. Thompson is undecided on the color, he may use a tan or caramel color which would also be appropriate. Mr. Thompson also had two photos examples of what the staircase may look like. One example was a Victorian style staircase and the other a mission style. Brad Kirchner stated the mission style would be less expensive. The stairs have simple lines and open bars and would be very fitting for this style building. Bronze would look nice as this is not a main entrance. Mr. Thompson also likes the rusted metal look which Kirchner advised would also be appropriate. Kirchner advised just to stay away from a stainless steel look which is more 1960's mid-century modern era style. Mr. Thompson stated the inside stairway is 30" wide from the main floor up to the landing then the stairs go up again. This entrance would widen the landing area to 40" and allow for greater access which would allow more room to move furniture as an example. Mr. Thompson has been in contact with Rob Rice the Building Official to assure the stairs would be code. Kirchner has been inside the building and stated it is a really nice space with original clapboard tongue and groove ceiling, all of the

huge tiles like the block tiles you would see in the elementary schools, tile floors. This used to be a dairy building; every window was replaced with glass block possibly to help keep the room sterile. Mr. Thompson would like to replace the glass block and install windows and bring the original look back to the building. If Mr. Thompson is able to get approval then he will move forward with planning on constructing apartments for the upstairs and replacing the glass block with windows. If approval is not granted for the door and stairway on the south side of the building he would leave the glass block and use this space for storage. This project would dress up the alley and give it a nice feel and change the way people view the alleyway. There was some discussion regarding the pedestal for the downtown lights. Kirchner mentioned a faux cover up of the pedestal may be an option as long as it still allows access and also be able to read the meter when necessary. Mr. Thompson would like to camouflage the air conditioning units under the stairs to make this space look nice. The stairs would lead out of the building toward Broadway.

Kirchner had found a photo from a 1935 Albert Lea High School yearbook that showed the window spaces on the alley side of the building had transoms above them and were double hung operational windows. The front second floor was all operational double hung windows also and the first floor was storefront glass. If Scott created apartments on the second floor he may want the windows operational for use of his tenants. The end windows on each of the three panels could open and the center windows could be faux. Kirchner advised the HPC is concerned about the appearance of the windows not if they are operational. The first floor windows may be replaced one day to a solid glass in the future. Mr. Thompson plans to leave the solid corrugated metal awning on the front of the building. He has concerns about removing the awning as he is not sure of the condition of what is underneath. Kirchner advised historically there were glass transoms above the metal awning, which now are covered with a teal colored plexiglass panels. The insulation is coming out as they are failing. Mr. Thomson could peak and see what is underneath and if the glass is still there clean them up. This is something in the future he may want to look into. This could be covered with a fixed fabric awning. The front of the storefront was probably a fixed panel of glass as there was a store people could go into to buy milk, ice cream and dairy products.

Mr. Thompson advised the project would be done over time in stages. His first concern is to immediately install the side door and soon after constructing the stairway. He plans on installing a rubber membrane roof this spring as the roof is separating from the parapet wall. Then he would move to the front of the building and replacing the glass block with windows on the upper story and the storefront windows. Kirchner asked Mr. Thompson is the south side white colored door in the alley were to stay if could be painted or replaced with a bronze. Mr. Thompson advised he would like to replace with a nice new door eventually.

There is a freight elevator on the interior of the building that functions also.

Public Hearing Closed at 6:18 p.m.

A motion was made by Brad Kirchner to approve a certificate of appropriateness to include:

1. the ability to replace the front second story windows, double hung windows to be either operating or non-operating as the applicant so chooses.
2. the souths side windows , double hung windows to be either operating or non-operating as long as they have the appearance of a double hung window with transom above.
3. A south side doorway replacing the second/mid floor window and creating a staircase with an approval of a metal landing and railing appropriate to the building.
4. The replacement of the white steel door in the alleyway in the matching fashion of the staircase door
5. Roof replacement of commercial nature
6. The tile or terracotta solid cap on the visible side of the roof (the caps are 2' long and 14-16" wide and sit on the top of the brick/cornice are currently cracked), a bronze or dark solid color would be an appropriate replacement. The preference would be to reuse them if they don't leak and the alternative would be to use an extruded steel sheet to keep the appearance of the cap in a dark bronze or dark solid color. Or to take some that are not cracked or damaged to badly to put them on the side that is visible from the street as the replacement pieces could not be reproduced in the same color.
7. Storefront window replacements
8. Replacement of the front door in a similar style and finish which could be kept bronze.
9. The transom windows on the front of the building, the use spandrel glass as a replacement possibility or removing the existing and if the original transom glass is found underneath to clean it up.
10. Backside of the building with the two sets of double windows to be replaced with door such as a French door or similar style of the side doors. Similar fashion as the side doors in bronze or a gold. Any of the openings that have arch tops in the backside of the building this will assure to retain the character of the building by keeping the arch if installing doors. Approval of a metal balcony and staircase from the back apartments on the second floor in a similar fashion as the side staircase.
11. Approval of tuck pointing. With all these projects to be completed utilizing best practices for historic rehabilitation creating no impact on the historic appearance of the structure.

This motion also includes the ability to look at replacement awnings for the front of the building for the main and second floors. (The final design would come back to the HPC for approval at a later date). .

The motion was seconded by Tami Staker and motion was approved on a 4-0 roll call vote.

Public Hearing was closed at 6:18 p.m.

Scott Thompson was advised Southern MN Regional Legal Services will need to bring the sign proposal before the HPC for approval.

Brad Kirchner also advised Mr. Thompson if he has any concerns or questions to get a hold of him.

**CONTINUE NEW BUSINESS:**

- HPC members voiced concern over not being able to open the attachment on their email of the agenda for the meetings. Next agenda Jennifer will add the link to the website to try to let HPC members access them this way.
- Brad Kirchner asked the group if the HPC could possibly change the day of the week for the HPC meetings and this is a conflict for him for his HPC meetings in Forest City Iowa. 1<sup>st</sup> or 3<sup>rd</sup> Monday could be a meeting possibility. Lester Anderson advised he is busy with a church event and would miss four meetings. Brad will check with his group and see if they are willing to change their date. He will do some checking and check back with the group at the next meeting. This conversation will continue at a later date.

**OLD BUSINESS:**

**2017 State Preservation Conference – Albert Lea**

The Annual Statewide Historic Preservation Conference has been scheduled for September 13-15, 2017, in Historic Downtown Albert Lea. – No updates

**Updating the Historic District-** No updates

**ADJOURNMENT**

**Meeting adjourned at 6:33 p.m. Tami Staker exited and Quorum was lost.**

Next meeting is scheduled for December 15, 2016 at 5:30 p.m. in the City Council Chambers.

Respectfully submitted,

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Molly Patterson-Lundgren, City Planner

Approved:

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Brad Kirchner, Heritage Preservation Chair

**Certified Local Government Program  
Annual Report  
October 2015 – September 2016  
City of Albert Lea**

**Survey**

- The Intensive-Level Historical-Architectural Survey for the Albert Lea National Register Commercial Historic District (Heritage District) was completed in 2003.
- No changes have been made to the survey.

**Certified Local Government**

- The Certified Local Government Agreement was approved on February 16, 2005.
- The CLG is administered through the City of Albert Lea Division of Community Development. The local CLG is the Heritage Preservation Commission.

**Heritage Preservation Commission (HPC)**

- The Heritage Preservation Commission was established August 23, 2004.
- The current membership roster includes:

Name	Address	Term Expires
○ Tami Staker	1402 Circle Dr.	12/31/17
○ Brad Kirchner	417 Vine Ave	12/31/17
○ Larry Fisher	202 S. Broadway Ave.	12/31/16
○ Robert Hoffman	709 W. Fountain St	12/31/18
○ Tom Larson	1422 Circle Dr.	12/31/16
○ Lester Anderson	2121 Harmony Avenue	12/31/17
○ Charles Newell	1416 Circle Dr.	12/31/18
○ Larry Baker, Ex Official	1315 Lakeview Blvd.	City Council
○ Molly Patterson-Lundgren	221 E. Clark St	Staff
○ Jennifer Nelson,	221 E. Clark St.	Staff

- Chair is Brad Kirchner
- Vice Chair is Tom Larson
- City Planner (WSB), Molly Patterson-Lundgren, is advisory
- Jennifer Nelson Inspection/Planning, serves as the secretary
- A City Councilor, Larry Baker, is Ex-Official

**HPC highlights during the reporting period (October 2015 – September 2016)**

- The purpose of the Broadway Ridge Grant Fund will provide financial assistance to owners of historic commercial property interested in façade improvements for preserving the architectural character that is unique to Albert Lea’s downtown National Commercial Historic District. The Grant Fund was established through contributions from the City of Albert Lea and Freeborn County. The City Manager may choose to use

other sources to fund projects under this program subject to City Council approval. There are two grant options available:

1. The **maximum grant** on a typical façade not exceeding 900 sq. ft. of street façade surface area will be up to \$25,000 or a 50/50 match on the first \$50,000 of total project costs. The maximum grant on a building with a street façade area of more than 900 sq. ft. including front and side of a building shall not exceed \$50,000 on a 50/50 match for the first \$100,000 of total project cost. Both of these grants are subject to the owner providing a permanent façade easement to the City of Albert Lea.
    - Two projects were completed during the year for the maximum façade grants. One \$25,000 grant and a \$50,000 grant. Grant monies for these maximum grant projects disbursed totaled **\$75,000.**
  
  2. **Small projects matching grants** are a matching 50/50 grant up to \$2,500 may be permitted for projects such as window repair/replacement, awnings, signs and other non-structural façade improvements without the requirement for an easement agreement. It must be approved by the HPC with a certificate of appropriateness and must be determined by an architect, structural engineer, or the building official that there are no structural issues with the property. A property owner who uses the \$2,500 matching grant must wait five years to receive another \$2,500 matching grant. The property owner may apply during the five years for the larger grant, however, the \$2,500 will be subtracted from the maximum grant award and an easement agreement will be required. The \$2,500 grant is not subject of the requirement for a permanent easement.
    - Four projects were completed during the year for the Small projects matching grants. Grant monies for these Small projects disbursed totaled **\$12,237.85.**
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- The City continues to lease a portion of the Jacobson building to The Interchange Wine and Coffee Bistro. The first floor of the building has been restored by the City to historic standards.
  - The HPC reviewed and approved several certificates of appropriateness for building modifications and new signage. (Information on these is provided under “meetings & Actions” below).
  - The City received a comprehensive small cities development program grant of \$526,700 in 2016. The target area for the program is a portion of the historic district and the project will fund both commercial and rental housing rehabilitation. A special training was held on June 13<sup>th</sup> to give property owners and potential contractors information on how the projects are reviewed and approved by the Heritage Preservation Office for this federal funding.

## **Meetings & Actions**

The local ordinance requires that the HPC hold at least 4 meetings per year. The Commission held the following meetings. The HPC started meeting once a month in 2016 as the demand has increased. The HPC met a total of ten times between October 2015 - September 2016. Design reviews or other items of topic are as follows;

### **1. October 7, 2015**

- Design Review for 115 Newton Ave N (Meriaki Studio), proposing new doors, signage and modifications to the existing awning over the main door. Approved
- Sign proposal review for 127 Broadway Ave S (Edward Jones). Approved with conditions.
- Discussion regarding Small Cities Development Program within the Historic District and potential to host the 2017 Statewide Historic Preservation Conference.

### **2. November 4, 2016**

- Public Hearing/Design Review for 128 Broadway Ave S (Broadway Home Design) , Façade rehabilitation and projecting sign. Approved.
- Public Hearing/Design Review for 137 Broadway Ave S (The Marketing Plant), First floor storefront door, windows and framing and the upper story window, cornice replacement, tuck pointing, projecting sign and gooseneck style light for sign illumination. Approved with conditions.
- Public Hearing/Sign Request for 224 Broadway Ave S(Freeborn County Arts Initiative). Approved with conditions.

### **3. January 6, 2016**

- Public Hearing/Design Review for 137 Broadway Ave N (Goldman, Sturtz & Halvorsen Law Office) Façade rehabilitation including removal of a wood framed and shingled storefront awning, painting the window frames and stucco infill on the lower windows and potentially protection of the existing leaded glass transom. Approved with conditions.
- Public Hearing/Design Review for 201/205 Washington Ave S (Holtan Realty) Proposal to modify the front entry, enclosing the doorway with a glass and aluminum door and window panel. Approved.
- Public Hearing/Design Review for 100 Broadway Ave N (Alliance Benefit Group) Façade Rehabilitation including first floor storefront door, windows and framing and the upper story window replacement. Cleaning and repair of the stone façade details and installation of awnings with final approval of the color and design awning to come back before the HPC for approval. Approved.
- Approval of the Certified Local Government Program Annual Report form October 2014- September 2015 for the City of Albert Lea.

- Heart Bombing Event planned- 201 Broadway Ave S- This event is in conjunction with the Albert Lea Art Center and the Historic Preservation Commission will be held on 2/13/16 The HPC will be hosting a table to allow people to make Valentines for the beloved Freeborn National Bank building. The HPC is encouraged to attend. This campaign is through the Preservation Alliance of Minnesota.
- 2017 SHPO Conference and CLG grant application resolution. A motion was made to approve and the HPC is committed to applying to the SHPO to host the 2017 annual conference.
- Discussion Items included Community Growth Initiative Project CELL-FI Tours which is a self- guided tour of historic downtown Albert Lea.
- The HPC decided scheduling HPC meetings once a month due to the recent activity of projects that require design reviews.

#### **4. February 16, 2016**

- Public Hearing/Design Review for 143 Clark St W (Home Federal Savings Bank) Façade modifications including, reusing the existing glass but changing the aluminum window frames from gold to clear anodized aluminum and the existing metal panels will be painted a metallic matt finish pain to match the aluminum color. Approved
- New Business Included a Sign Proposal for changing the signage from ABG Financial Center to Alerus. The ordinance allows for modifications without the requirement of a certificate of appropriateness when replacement or reconstruction affects no more than 10% of the surface of the building.
- Old Business included planning a training geared toward contractors and property owners regarding the SCDP grant requirements.

#### **5. March 8, 2016**

- New Business included discussion on Ordinance vs. Design Guidelines, the possibility of adding historic markers for eligible buildings downtown, final design review for awnings for 100 Broadway Ave N (Alliance Benefit Group) for final approval and discussion regarding the 2017 State Conference.

#### **6. April 12, 2016**

- Public Hearing/Design Review for 114 Broadway Ave S (Broadway Bike Company) for a sign proposal. Approved.
- Public Hearing/Design Review for 143 Clark St W (Home Federal) for a sign proposal proposed signage is for "channel letters" applied directly to the building façade on the North side of the building facing Clark and a second location applied to the permanent awning of the South side facing the parking lot. Approved.
- Public Hearing/Design Review for 242 Broadway Ave S (Ed & Kari Mason Building) Façade rehabilitation. Approved. Old business included discussion on the digital marquee sign at the Marion Ross Performing Arts Center.

- Discussion items included, May is Preservation Month to celebrate the HPC could show their support to the Community Growth Initiative Project CELL-FI Tours.

**7. June 13, 2016**

- Training Session: Michael Koop, Certified Local Government Coordinator, Heritage Preservation Department Minnesota Historical Society presented roles of Federal, State and Local Government and what it means for a City to have CLG status.
- Public Hearing/Design Review for 146 William St W (Nasty Habit Saloon) for an outdoor patio bar. Approved with conditions.

**8. July 12, 2016**

- Façade/Design Review for 113 Newton Ave S (Knutson Building) proposal includes some changes to the southwest corner of the building, transom and main floor windows and a concept for signage. Approved with conditions.
- Sign Proposal discussed for 314 Broadway Ave S (Vitality Center) which may include awnings.
- Continuation of discussion regarding 146 William St W (Nasty Habit Saloon) outdoor bar and patio.
- Staff discussion included District updates. Members of the HPC were asked to assist in documenting current conditions of the buildings located within the historic district and updating the information on the national register descriptions to use for a local district designation.

**9. August 23, 2016**

- Public Hearing/Design Review for 314 Broadway Ave S (Vitality Center) for wall signs for front and rear of the building. Approved.
- Public Hearing/Design Review for 143 Clark St W (Home Federal Bank) – Sign request for two wall signs located on each side of the bank entrance door. Approved.
- Public Hearing/Design Review for 125-127 Clark St E (Harold Kamrath Building) to modify the storefront, repair plaster above storefront. Approved with conditions.

**10. September 13, 2016**

- Public Hearing/Design Review for 200 Broadway Ave N (Old City Hall) Proposed initial work includes window refurbishment, repointing of brick and replacement of front doors and windows. Cornice and plinth reconstruction is planned in the future. Approved with conditions.
- Old Business included; Updating the historic district information for a local designation, 2016 State Preservation Conference and planning for the upcoming 2017 State Preservation Conference.

**Local Designations**

- The Commission has not had any requests for local designations nor has it initiated any local designations but is preparing to do so in 2017. The National Register Commercial Historic District includes the bulk of the downtown central business district and all properties that were deemed eligible for designation under the survey.

#### **Heritage Preservation Conference & Training**

- **September 7th-9th, 2016** Preserve Minnesota The 36<sup>th</sup> Annual Statewide Historic Preservation Conference held in Hastings, Minnesota was attended by Lester Anderson, Tami Staker and Brad Kirchner (Heritage Preservation Commission Board Members), Jerry Gabrielatos (Assistant City Manager), Molly Patterson-Lundgren (City Planner) and Jennifer Nelson (Office Assistant, Fire, Inspection and Planning and Zoning Office)
- **June 13<sup>th</sup>, 2016** Michael Koop, Certified Local Government Coordinator, Heritage Preservation Department Minnesota Historical Society presented roles of Federal, State and Local Government and what it means for a City to have CLG status. Mr. Koop discussed a potential update to the property inventory last done 1984  
The ordinance gives authority to designate properties and an updated inventory would help facilitate this. He explained that Minnesota State Statute 471.193 is to authorize local governing bodies to engage in a comprehensive program of historic preservation and to promote the use and conservation of historic properties for the education, inspiration, pleasure, and enrichment of the citizens of this state. Public education and recognition of projects can be very effective. Having a preservation plan and historic contexts might be considered as they would also be helpful. The time period, prior events and attitudes of any given time will impact the property being studied. The CLG partnership with Local and State government is important to bridge the communication with the Federal government and to allow communities to be more active in their own local histories. Albert Lea could use Heritage Tourism to help revitalize the City by promoting its local history. Cultural heritage tourism is a branch of tourism oriented towards the cultural heritage of the location where tourism is occurring. The National Trust for Historic Preservation in the US defines heritage tourism as “traveling to experience the places, artifacts and activities that authentically represent the stories and people of the past, and heritage tourism can include cultural, historic and natural resources.” Pipestone and Eden Prairie have used Heritage Tourism.

#### **Public Information**

- The office of the Heritage Preservation Commission is in the Building Official/Planning office located in City Hall. All records and information is available for review and staff is knowledgeable to discuss proposed development options and opportunities.

Submitted December 13th, 2016 by:  
City of Albert Lea Heritage Preservation Commission