

**MINUTES of October 7, 2015
Heritage Preservation Commission
City of Albert Lea**

Call to order 11:03 a.m. by Chairman Robert Hoffman

MEMBERS PRESENT

Robert Hoffman (Chair)
Tami Staker
Brad Kirchner (Vice Chair)
Larry Fisher
Lester Anderson

MEMBERS ABSENT

Rick Buringa
Tom Larson
Larry Baker (Ex Officio)

STAFF PRESENT:

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

OTHERS PRESENT: Holly Karsjens, owner of the Meraki Studios located at 115 Newton Ave N

APPROVAL OF AGENDA AND MINUTES:

A motion was made by Tami Staker to approve the agenda and minutes from the September 8th, 2015 and seconded by Lester Anderson. The agenda and minutes were approved unanimously on a voice vote.

PUBLIC HEARING

The commission considered a request for certification of appropriateness for 115 Newton Ave N. Holly Karsjens is opening Meriaki Studio and is proposing new doors, signage and modifications to the existing awning over the main door.

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

Holly Karsjens advised she plans on the awning color to be dark grey charcoal or a black. She was advised if there were to be any variation with the awning to come back for the next meeting to keep the HPC advised of possible changes.

Karsjens also proposed a wall sign on the north side of the building. The sign would be oval with the same look as the proposed projecting sign and placed in between the existing windows. The HPC advised this would meet approval as long as the sign meets all city sign regulations.

She asked if the city would be willing to move the “do not enter “ sign and possibly relocate the sign to her building as in detracts from the look of her entrance as it is now.

She would like to start work on the doors as soon as possible as her classes will be starting early next week.

Staff recommends approval of the new doors, signage, and awning as provided in the application.

Brad Kirchner motioned to approve a certificate of appropriateness for the proposed doors, signage and awning at 115 Newton as the work to be performed meets local adopted design guidelines and Secretary of Interior Standards and does not adversely affect the historic nature of the site or downtown historic district, the motion was seconded by Lester Anderson. Approved on a 5-0 voice vote.

Lester Anderson made a motion to approve the proposed wall sign (on the north side of the building) as long as it meets all city sign regulations and standards. If any variations are made the changes will need to be brought before the group at the next meeting. Larry Fisher seconded the motion. Approved on a 5-0 voice vote.

NEW BUSINESS:

Holly Karsjens will also be applying for the Broadway Ridge Renewal Grant, (small matching grant) for her projects. The HPC role is to review and make sure the proposed project meets the City of Albert Lea National Historic Commercial District Architectural Guidelines for Historic Preservation.

Discussion regarding potential HPC grant projects. (See attached)

OLD BUSINESS:

Winkles Electric, applicant for the Edward Jones sign sent a picture of the proposed sign and lighting for review for the property located at 127 Broadway Ave S. Edward Jones modified the look of the sign to meet the historic guidelines as required in the approval of the sign by the commission on September 8th.

Brad Kirchner made a motion to approve the proposed modified wall sign and lighting . If any variations are made the changes will need to be brought before the group at the next meeting. Larry Fisher seconded the motions. Approved on a 5-0 voice vote.

COMMISSIONER COMMUNICATIONS

Tami Staker advised the Community Growth Initiative group will be meeting on Monday November 14, 2015 from 9:00 a.m. – 1:00 p.m. at the High School and all are welcome to attend.

STAFF COMMUNICATIONS/ITEMS OF DISCUSSION

- Small Cities Development Program – Molly provided the commission with an update on the preparation of the application for the grant.

- The city has sent a letter and has been in discussion with the SHPO regarding the potential to host the 2017 SHPO conference . The HPC discussed possible locations of tours such as; Myrtle highlighting the history of tractors, Spam Museum (Austin), ethanol plant (Glenville), tour of manufacturing businesses in Albert Lea and Three Oaks Winery. As the date draws closer there will be a committee formed to address the details of the conference. Bev Jackson may also be a good person to contact.

Lester Anderson made a motion to adjourn which was seconded by Larry Fisher; the motion passed unanimously. The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Molly Patterson-Lundgren, City Planner

Approved:

Heritage Preservation Vice Chair
Brad Kirchner

Memorandum

*To: Heritage Preservation Commission
Chad Adams, City Manager*

*From: Molly Patterson-Lundgren, Planner
WSB & Associates, Inc.*

Date: October 1st, 2015

Re: Request for certification of appropriateness for 115 Newton

Background

Holly Karsjens is opening Meraki Studio at 115 Newton Avenue. She is proposing new doors, signage and modifications to the existing awning over the main door. Attached are illustrations showing proposed modifications.

The heritage preservation ordinance¹ requires that prior to any exterior repair, alteration or modification to sites in the historic district (with some specific exemptions listed) an application for a certificate of appropriateness shall be made to the HPC.

Analysis

In review of this application, the commission shall be guided by the secretary of the interior's standards for rehabilitation, as well as the locally adopted Architectural Guidelines adopted by the commission for the historic district (the guidelines). 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. Consideration shall also be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.

Doors

The architectural guidelines indicate that for façade openings (windows and doors) the modifications should reflect materials, color, scale, proportions and historic detailing consistent with the historic character of the property. The guidelines state that "Painted wood doors and wood framing are preferred...colored anodized aluminum may be acceptable."² The Secretary of Interior Standards indicate that while historic features and materials should be preserved, it is also appropriate to allow for minimal changes to make the property compatible for an efficient contemporary use.

The proposed new doors are of a modern material but in a design that is similar and compatible to what was historically used for commercial buildings (the metal to glass ratio is similar to old wooden commercial doors).

¹ Division 8 under Article V of the City Code

² Page 10 of "Architectural Guidelines for Historic Preservation"

Signage

The Secretary of Interior Standards do not specifically address new signs as a design feature on their own. As a new feature on the building, the same guidance pertaining to the rehabilitation of the site apply in that they should be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment. The guidelines provide that projecting signs are appropriated to the downtown district. Requirements are:

- A minimum distance of 8 feet between the sidewalk and the bottom of the sign is required.
- Signs should be no more than 4 feet long and may not extend more than 4 feet from the building face.
- Historically accurate materials, such as wood or metal signboards with metal brackets, should be selected.

Awning

Awnings were a common feature in historic commercial districts the era of the Albert Leas and generally are appropriate storefront elements as provided for in the Secretary of Interior Standards. The historic district guidelines allow for retractable fabric awnings. 115 Newton has an existing permanent wood single awning which will eventually need to be repaired or removed. The proposed fabric awning in this application would greatly improve on the appearance of the site from an historic appropriateness.

Staff Recommendation:

Staff recommends approval of the new doors, signage, and awning as provided for in the application.

Requested Motion:

To approve a certificate of appropriateness for the proposed doors, signage and awning at 115 Newton as the work to be performed meets local adopted design guidelines and Secretary of Interior Standards and does not adversely affect the historic nature of the site or downtown historic district.

Potential HPC grant projects

1. Historic Booklets

- a. Potential funding from CLG and/or MN Hist.& Cultural ("Legacy")
Public education and heritage tourism
- b. Would need to have someone who meets Professional Secretary of Interior Standards*
work on this in order to qualify for grant funding
- c. For fall of 2017 (conference) a Summer of 2016 project

2. Identification (brown) signs

- a. Identify proposed locations of brown highway signs (map)
- b. Determine how historic district will be distinguishable (we discussed banners or street sign toppers to)
- c. Determine locations and types of information available for historic district interpretation (kiosk, others?)
- d. Get estimates and create project budget (for all components)
- e. "legacy" grant for heritage tourism

3. 2017 SHPO state Conference

- a. Need to verify that CLG grant would fund this
- b. 2017 CLG application (2017 summer planning for fall conference)

Application & Project Timeline

Grant Name/Type	Application deadline	Project approval (estimated)	Project
Legacy – small (Heritage Tourism)	Early January 2016	Mid-March 2016	booklets (match for CLG)
C.L.G. (Public Education)	Pre-app end of Jan 2016 Final Early March	Mid-April 2016	booklets Summer of 2016
Legacy – small (Heritage Tourism)	4-8-16	Mid-June 2016	Wayfinding signs <ul style="list-style-type: none"> • Highway signs • District demarcation • Kiosk sign
Legacy – small	7-8-16	Mid-September 2016	
Legacy – small	10-14-16	Mid-December 2016	
Legacy – small (Heritage Tourism?)	Early January 2017	Mid-March 201	??? (match for CLG)
C.L.G. (Public Education)	Pre-app end of Jan 2016 Final Early March	Mid-April 2017	State Conference Planning ??? Summer of 2017

**MN Hist. & Cultural (“Legacy”) SMALL GRANTS (up to \$10,000)
Historic Preservation Project**

- **Heritage Tourism**
- **Historic Properties**
- **National Register Nominations & Local Designation**
- **Preservation Planning**
- **Survey and Inventory & Evaluation**

Awarded projects generally are able to commence 8 weeks after Small Grant application

C.L.G. (certified local government)

- **Historic resource surveys**
- **Preparation of local/national designation forms**
- **Historic preservation plans**
- **Building reuse studies**
- **Cultural landscape inventories**
- **Design guidelines for property owners**
- **Public education**

Pre-applications are required and typically due in January each year with final applications due in March or April. Work is typically cleared to begin in May or June.

*** Secretary of Interior Professional Standards (there are also standards for historic architect and archeologist) http://www.nps.gov/history/local-law/arch_stnds_9.htm**

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.