

**MINUTES of September 8, 2015
Heritage Preservation Commission
City of Albert Lea**

Call to order 5:33 pm Chair Robert Hoffman

MEMBERS PRESENT

Robert Hoffman (Chair)
Tami Staker
Brad Kirchner (Vice Chair)
Larry Fisher
Lester Anderson
Tom Larson
Larry Baker (Ex Officio)

MEMBERS ABSENT

Rick Buringa

STAFF PRESENT:

Molly Patterson-Lundgren, WSB City Planner

OTHERS PRESENT: None

APPROVAL OF AGENDA AND MINUTES:

A motion was made by Brad Kircher to approve the agenda and minutes of from the June 16th 2015 and seconded by Larry Fisher. The minutes were approved unanimously on a voice vote.

NEW BUSINESS:

The commission considered the proposed **sign for 127 South Broadway/Edward Jones**, an internally illuminated wall cabinet sign. Molly read from the sign illumination requirements of the sign ordinance and indicated that these standards apply to all signs throughout the City. Next, the historic design guidelines regarding the lighting of signs were reviewed. Under the section on Lighting Design, it states "Indirect lighting should be used, and spotlights should be placed discreetly, in such a way as to shield the source from pedestrian and vehicular traffic."

Tom Larson made the following motion which was seconded by Larry Fisher:

"Based on our interpretation of the sign lighting standards, backlit signs are not allowed. Instead, the design of this sign as proposed with exterior lighting, such as goose neck spotlights which are shielded from pedestrian and vehicle traffic, is approved pending HPC approval of a final lighting plan". This motion passed unanimously. Molly indicated that staff would contact the applicant to provide this decision to them.

The commission considered the proposed roof modification to **224 South Broadway/Cornerstone building**. The proposal is to replace the existing roof with a charcoal grey colored metal roof. The

applicant provided a photo of the building from the street indicating that portion of the roof which could be seen from the right of way. Brad Kirchner made a motion to approve the roofing project as proposed. Les Anderson seconded the motion which was approved unanimously.

NO COMMISSIONER COMMUNICATIONS

STAFF COMMUNICATIONS/ITEMS OF DISCUSSION

- Introduction of Molly Patterson-Lundgren– Molly from WSB & Associates introduced herself and explained that she was now filling the position of City Planner, replacing Breanne Rothstein who had previously served this role from WSB. She provided her background and education in planning and heritage preservation.
- Small Cities Development Program – Molly provided the commission with an update on the preparation of the application for the grant. She explained that this would be a grant to the City and the City would then loan out funds to property owners in the historic district for building rehabilitation, some of these loan funds would be forgivable after the five years. The application is being structured to apply for funds for rental residential and commercial projects. A letter has been created that City staff will be distributing which provides owners an understanding of the proposed program and asks individuals to indicate if they would like to participate if funds are received. Molly indicated that staff may need some assistance with the letter distribution and to call Jenny if anyone was interested in helping with that.
- Historic District Identifying Signs – Molly provided an update on a potential project that staff is looking into to provide “way finding” signs to the downtown historic district. She explained that the Department of Transportation allows the installation of brown colored signs to lead people from highways to historic sites and historic districts (as well as other types of points of interest). She said that staff will be researching costs and potential locations for where these signs might be placed along with the possible addition of some sort of markings to distinguish the historic district boundaries.
- The city has sent a letter and has been in discussion with the SHPO regarding the potential to host the 2017 SHPO conference. Chairman Robert Hoffman indicated that he and two staff members (Jenny Nelson and Jerry Gabrielatos) would be attending this year’s conference in Little Falls. Les Anderson indicated he would be contacting Jenny to also register for the conference.

Tom Larson made a motion to adjourn which was seconded by Tami Staker; the motion passed unanimously. The meeting adjourned at 7:15

Respectfully submitted,

Molly Patterson-Lundgren, City Planner

Approved:

Heritage Preservation Vice Chair
Brad Kirchner