

CITY OF ALBERT LEA HERITAGE PRESERVATION COMMISSION

April 15, 2025, 5:30 p.m.
City Center

AGENDA

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF THE AGENDA
- C. APPROVAL OF MINUTES
 - 1. March 11, 2025
- D. PUBLIC HEARINGS
 - 1. Certificate of Appropriateness – 232 Washington Ave S
- E. NEW BUSINESS
 - 1. Certificates of Appropriateness – Staff Approvals
- F. COMMISSIONER COMMUNICATIONS
- G. STAFF COMMUNICATIONS
- H. ADJOURNMENT

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Heritage Preservation Commission of the City of Albert Lea. This document does not claim to be complete and is subject to change.

MINUTES OF THE ALBERT LEA HERITAGE PRESERVATION COMMISSION

Regular Meeting

March 11, 2025

5:30 pm – City Center

Call to order at 5:35pm by Megan Boeck.

MEMBERS PRESENT: Linda Bryan, Jennifer Levisen, Nic Lang, Brad Kirchner, Tarrah Hall-Sather, and Larry Baker.

MEMBERS ABSENT: Stephanie Kibler and Tom Staker.

STAFF PRESENT: Megan Boeck, City Planner. Cathy Malakowsky, Engagement and Enrichment Director.

INTERESTED PARTIES: Rachel Christensen, City Councilor and owner of 232 Washington Ave S, Sara Lang, owner of 232 Washington Ave S, and Shari Sprague, Executive Director of Albert Lea Chamber of Commerce.

APPROVAL OF AGENDA

A motion was made by Hall-Sather and second by Bryan to approve the agenda. Motion carried.

APPROVAL OF MINUTES

A motion was made by Lang and second by Hall-Sather to approve the March 12, 2024 meeting minutes as written. Motion carried.

PUBLIC HEARINGS

1) Certificate of Appropriateness – 147 Broadway Ave N

Kirchner opened the public hearing at 5:36pm.

Boeck stated that the Marion Ross Theatre, on behalf of the City of Albert Lea, has applied for a Certificate of Appropriateness to install automatic doors the same size and scale as what is currently there as well as mounting controllers.

Malakowsky stated that there is a fourth window which is façade only and covered by an inside wall and that it will not be replaced.

Baker questioned why the windows were not being purchased locally. Malakowsky responded that the windows were all very customized.

Kirchner closed the public hearing at 5:41.

Motion by Lang and second by Bryan to approve a Certificate of Appropriateness for 147 Broadway Avenue North as applied for.

Motion carried on a 5-0 voice vote.

2) Certificate of Appropriateness – 232 Washington Ave S

Kirchner opened the public hearing at 5:43pm.

Nic Lang abstained from the public hearing at 5:43pm.

Boeck stated that the property owners have applied for a Certificate of Appropriateness for four different exterior repairs:

- 1) Window replacement on the east storefront (Washington Ave)
- 2) Window replacement and foundation repairs of the south side (Main Street)
- 3) Window and garage door replacement on west side (Alley)
- 4) Updated signage – includes removing the existing signage except for the shadow box sign on the southeast corner
- 5) New Signage – construct a 15x8 foot sign to cover a previously bricked over window opening

Boeck also stated that item number 2 of the request for window replacement was withdrawn by the applicant and that no action should be taken on that item.

Nic Lang on behalf of the Hatch provided the commission with updated renderings and stated that the existing guidelines do not consider changing streetscapes and that existing and future windows on the south side are at risk for damage by snow plows, snow removal, and other debris. Lang also stated that he already purchased windows which make the project more affordable and asked the commission to consider a common-sense approach.

Christensen stated that she is excited to bring the building back to life and that the Hatch will be a great addition to our community.

Levisen asked what the Hatch is.

Lang explained it is a membership that provides space for word working, art, textiles, and 3D printing and fills a void in the microbusiness space.

Kirchner closed the public hearing at 6:10pm.

Motion by Levisen and second by Hall-Sather to approve a Certificate of Appropriateness for 232 Washington Avenue South as applied for items 1, 3, 4, and 5 with no action on item 2.

Motion carried on a 4-0 voice vote with Lang abstaining.

NEW BUSINESS

1) Certificates of Appropriateness – Staff Approvals

Boeck provided the commission a list of staff approvals that have been granted for COA's to date.

Lang asked if all staff approvals could be sent as they are received or approved so that commissioners don't have to wait for a meeting to get the information.

COMMISSIONER COMMUNICATION

Boeck introduced Jennifer Levison to the HPC Commission. Boeck stated that Levison has served on the commission in the past and that she looks forward to having a full commission.

STAFF COMMUNICATION

Boeck informed the commission that she sent a technical review request to the State Historic Preservation Office on behalf of 338 Broadway Ave S. Boeck also stated that the City received a structural evaluation that outlined significant structural deficiencies to all four sides of the building and that repairs are estimated at \$726,700 of which neither the property owner or the City of Albert Lea is able to pay for. Lastly, Boeck stated that the technical review will determine if the structure still has sufficient integrity to contribute to the National List of Historic Places.

ADJOURNMENT

Motion by Hall-Sather and second by Lang to adjourn the meeting at 6:31pm.
Motion carried.

Megan Boeck, City Planner

Brad Kirchner, Vice-Chair

TO: Heritage Preservation Commission
FROM: Megan Boeck, City Planner
DATE: April 11, 2025
RE: Certificate of Appropriateness – 232 Washington Ave S – CA2025-004

Background & Proposal

SWASH 232 LLC is continuing with phased rehabilitation of 232 Washington Ave S starting this coming summer and submitted a COA request for the following exterior repairs and/or alterations:

1. **Window Awning/Overhang – East Storefront (Washington Ave)** – The applicant proposes the placement of a non-historic brown effuse band across the east storefront. The request includes a 12" extension with a 48" overhang for the entire front of the building and an 18' wrap around the south side.



Heritage Preservation Guidelines state that fabric awnings and canopies were common along the streetscape and that functions included shading the building and merchandise, bringing a human scale to a tall building, shielding pedestrians from the elements, and creating a space to socialize. Guidelines also state that though

many awnings were retractable, fixed awnings may be proposed if they do not detract from the historic appearance of the building and that new awnings may be proposed where historic evidence suggests that awnings did historically exist on the building and have since been removed or damaged beyond repair (page 37).

Additionally, MN Building Code 3202.2 Encroachments states that encroachments into the public right-of-way to the lowest part of any awning, including valances,

shall not be less than eight (8) feet. After measuring the placement of previous awnings, staff recommends the lowest part of the awning be 8 feet 8 inches from the right-of-way.

2. **Window Restoration and Foundation Repairs – South Elevation (Main Street)** – The applicant proposes to reopen nine (9) in-filled windows with dark bronze aluminum frames matching those on Washington Avenue (CA2025-002). The request includes changing the window frames from large single pane plate glass to subdivided sections. In addition, the request includes adjusting the window heights top and bottom to match

sightlines which is a variation of up to two (2) inches. Lastly, the request includes repairing openings with resurfacing concrete to blend with the façade and not using wood or metal flashing as trim.

Historic District Guidelines state that doors and windows may, in no scenario, be altered by reducing the opening and providing a smaller door or window (page 24).

Staff acknowledges that the windows have been modified a number of times over the years. Many of the windows are no longer square and determining the exact dimension of the original openings might be difficult. The applicant provided the following measurements:

- * 208 inches wide and 88.5 inches high (5 panels wide with 2 panels high, smaller windows lower)
- * 128 inches wide and 88.5 inches high (3 panels wide with 2 panels high, smaller windows lower)
- * 223 inches wide and 70 inches high (5 panels wide with 2 panels high, smaller windows lower)
- * 41 inches wide and 64 inches high (1 panel wide)
- * 164 inches wide and 64 inches high (4 panels wide)
- * 41 inches wide and 64 inches high (1 panel wide)
- * 90 inches wide and 64 inches high (2 panels wide)
- * 46 inches wide and 64 inches high (goal is restoring the existing metal framed original that is boarded up, otherwise replacing with window to match all other new panes)

Staff visited the property on April 10th, 2025 and agrees it is reasonable to allow the following modifications:

- 1) All window openings be allowed no more than 4 inches of height changes.
- 2) The opening of each window may be reduced no more than 2 inches on the bottom and side.

Foundation repairs include sandblasting failing paint, grinding and repairing cracks, skim-coating and sealing the foundation, and updating the belly band between floors by removing failing wood and replacing with metal which will wrap around the entire south and west sides to mitigate failing joints.

Historic District Guidelines do allow masonry coatings as long as it can be proven that the historic masonry will not be changed or further damage be done by sealing. A maintenance plan must be submitted as coatings and sealers are intended to be re-applied every few years (page 16).

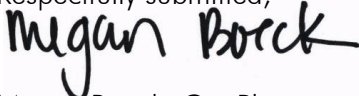
3. **Landscaping – South Elevation (Main Street)** – The applicant proposes to add landscaping in the grass area along the right-of-way. The request does not provide any detail of the size or type of landscaping, but Historic Preservation Guidelines state that landscaping should preserve and enhance historic character and be located where damage to historic buildings and fabric can be avoided (page 24).

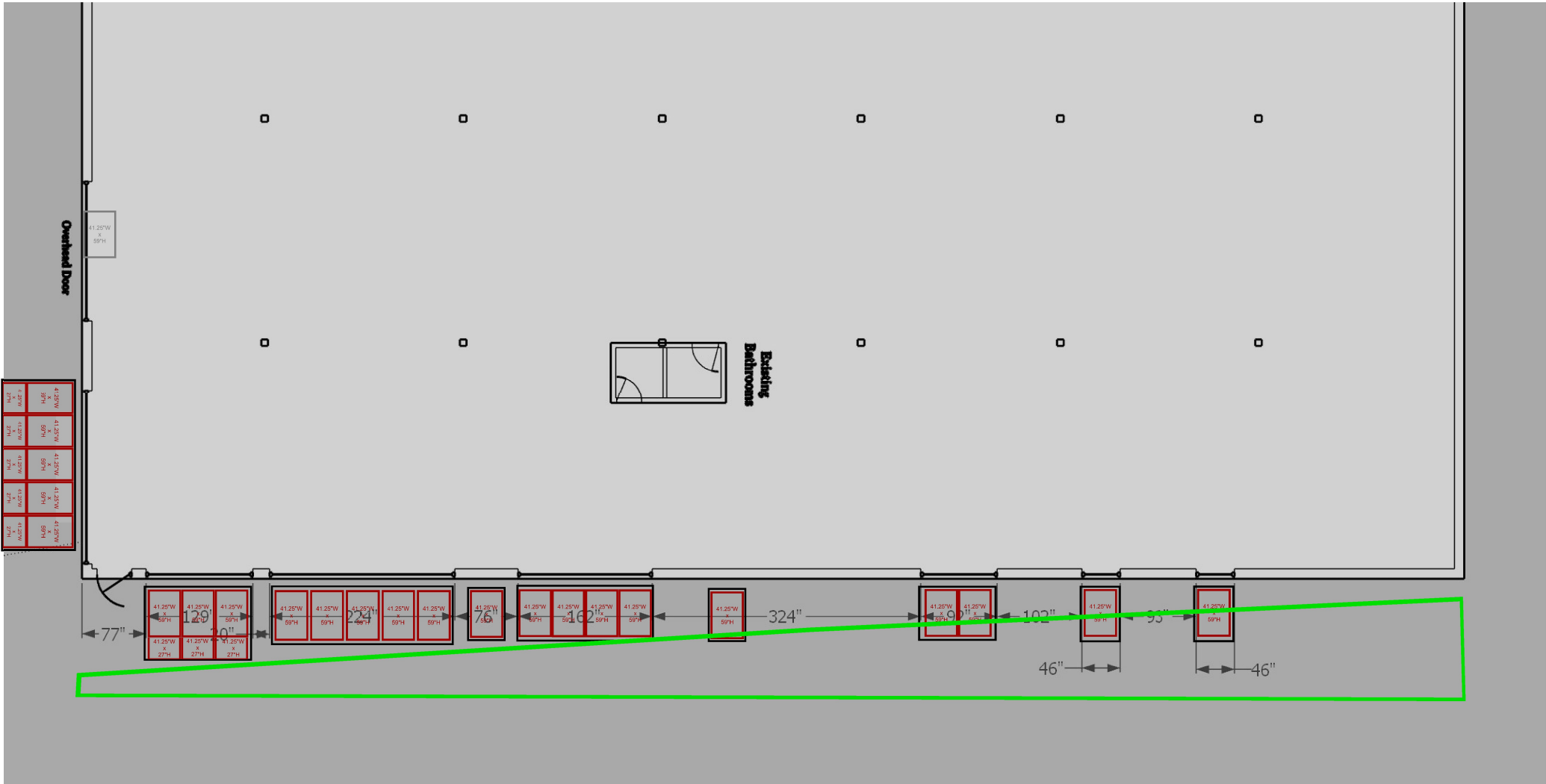
Staff suggests landscaping be approved on the condition that all landscaping be kept free and clear of the sidewalk and that proper permitting is obtained by the MN Department of Transportation.

4. **Window and Garage Door Restoration – West Elevation (Alley)** – The application is requesting that the previous COA (CA2025-002) be amended from the previously approved white steel garage doors to dark bronze framed glass panel garage doors measuring 12 feet by 9.5 feet.

Attachments

- 1) Application
- 2) Updated Window Rendering

Respectfully submitted,

Megan Boeck, City Planner



TO: Heritage Preservation Commission
FROM: Megan Boeck, City Planner
DATE: April 11, 2025
RE: Certificates of Appropriateness – Staff Approvals

Per the updated Heritage Preservation Guidelines, minor projects or projects that comply with the guidelines can be reviewed by staff and receive staff approval. Below are the Certificates of Appropriateness that have been approved by staff since our last meeting:

CA2025-005 – 146 W Clark Street—SRFD Enterprises/Dennis Stenseth Construction

Work consists of complete roof replacement and replacement of 13 aluminum windows in color toffee.

CA2025-006 – 127 South Broadway—Crystal Hoiseth

Work consists of removing mortar and tuckpointing the entire rear of the building.

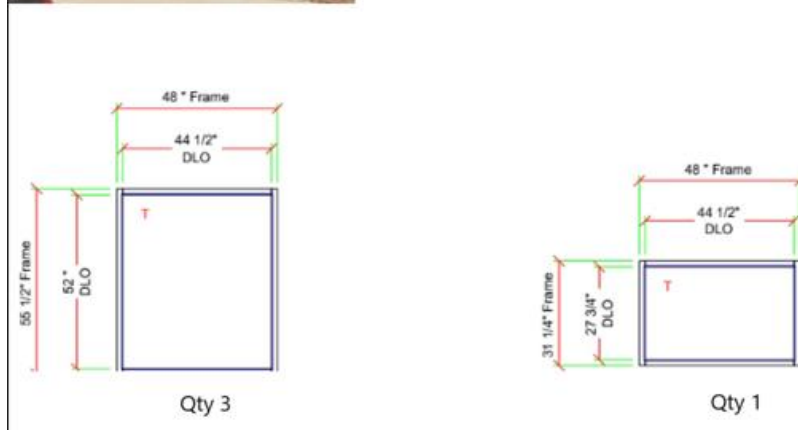
Attachments:



CA2025-007 – 209-221 Washington Ave S – Honey Pot Holdings

Work consists of the following:

- 1) Replacing four glass block windows with black aluminum framed windows that feature exterior fixed mullions. All four windows will remain the same size as current.



- 2) Removal of corrugated metal covering the brick on both storefronts and per-form tuckpointing as needed.
- 3) Removal of paneled sections to be replaced with tempered glass and reinstalling a commercial door in the existing opening at 211 Washington Ave S.
- 4) Replacement of glass frame materials with the same dark bronze materials used on 211 Washington Ave S.





Certificate of Appropriateness

221 E Clark Street
Albert Lea, MN 56007
(507) 377-4349 Office
(507) 377-4362 Fax
mboeck@ci.albertlea.mn.us

DATE RECEIVED		CASE NUMBER	
3/11/2025		CA2025-006	
PROPERTY INFORMATION			
Property Address		146 West Clark St Albert Lea, mn	
Parcel ID Number(s)			
PROPERTY OWNER INFORMATION			
Owner Name		Seth Huiras	
Owner Address		170 Landmark Dr Owatonna	
Owner Phone		920 316 0002	
Owner Email		shuiras@gmail.com	
APPLICANT INFORMATION (if different from above)			
Applicant Name		Dennis Stenseth	
Applicant Address		11994 765 Av Glenville Mn 56036	
Applicant Phone		507-402-1381	
Applicant Email		stensethdennis@gmail.com	
PROJECT DESCRIPTION			
Type of Renovations (check one): <input type="checkbox"/> New Construction/ <input type="checkbox"/> Renovation			
Briefly describe the type of renovation or changes being proposed (attach additional pages if necessary): New Roof New Windows & Door Tuckpoint exterior			
Changes in Signage (check one)			
<input type="checkbox"/> New Sign/ <input type="checkbox"/> Restoration of Existing Sign/ <input type="checkbox"/> Restoration of Historic Sign			
Briefly describe the type of sign being proposed (attach graphics/imagery):			
FOR OFFICE USE ONLY			
<input checked="" type="checkbox"/> Staff Approval	Date 4/10/25	Signature Megan Boeck	
<input type="checkbox"/> HPC Approval	Date ___/___/___		
<input type="checkbox"/> Denied	Date ___/___/___	Comments:	

Minor projects or projects that comply with the guidelines can be reviewed by staff. Larger projects will be required to have a public hearing and receive approval from the Heritage Preservation Commission. Building permits may only be granted after review has been completed and approved.

Reviews needing approval from the Historic Preservation Commission also require a statutory 10-day public hearing notice in the official city newspaper. Heritage Preservation Commission meetings typically occur once a month on the second Tuesday, at 5:30 p.m. at City Center.

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)


Owner's Signature

3/11/2025
Date

APPLICANT'S STATEMENT *(if different from above)*

This application should be processed in my name, and I am the party whom the City should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.


Applicant's Signature

3/11/2025
Date



316 Main Court
Albert Lea, MN 56007

(507) 373-9446 phone
(507) 402-1618 Keith Cell
(507) 383-1336 Josh Cell
(507) 373-2650 fax

Email: southernlockandglass@gmail.com
Web: www.southernlockandglass.com
Facebook: facebook.com/southernlock

Estimate

January 13, 2025

Stenseth Construction
Attn: Dennis
Re: 108 N Washington Windows

Furnish & Install:

Windows to be Quaker Emerge Series Double Hung Windows With Full Screens
Full Aluminum Construction – Toffee Finish
Child Safety Locks Where Required
Clear Tempered Energy Plus Dual Low-E Insulated Glass
Toffee Grids (2V/1H) Between Glass Panes on Upper Sashes Only
All Demo and Interior Bucks By Others. Exterior Caulk and Interior Foam Only
By SLG. All Other Interior Finishing By Others. Lift Included In Price

1 – 34" x 56" Window
6 – 42" x 72" Windows
4 – 72" x 72" Windows (Side by Side DH Windows Factory Mull In Center)
2 – 84" x 72" Windows (Side by Side DH Windows Factory Mull In Center)

Total \$45,282.68

****Quote is valid for 30 Days****
****1/2 Down Required On All Special Order Items****
****Permit and Code Approval By Others****

Quoted By: Josh Flatness



Certificate of Appropriateness

221 E Clark Street
Albert Lea, MN 56007
(507) 377-4349 Office
(507) 377-4362 Fax
mboeck@ci.albertlea.mn.us

DATE RECEIVED	CASE NUMBER
3/17/25	CA2025-0006
PROPERTY INFORMATION	
Property Address	127 Broadway Ave. S
Parcel ID Number(s)	34 0020060
PROPERTY OWNER INFORMATION	
Owner Name	Cynthia Houseth
Owner Address	22094 Trout Ave.
Owner Phone	507-402-2784
Owner Email	Cclausenrealtor@gmail.com
APPLICANT INFORMATION (if different from above)	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	
PROJECT DESCRIPTION	
Type of Renovations (check one): <input type="checkbox"/> New Construction / <input checked="" type="checkbox"/> Renovation Briefly describe the type of renovation or changes being proposed (attach additional pages if necessary):	
Changes in Signage (check one) <input type="checkbox"/> New Sign / <input type="checkbox"/> Restoration of Existing Sign / <input type="checkbox"/> Restoration of Historic Sign Briefly describe the type of sign being proposed (attach graphics/imagery):	
FOR OFFICE USE ONLY	
<input checked="" type="checkbox"/> Staff Approval	Date 4/1/25 Signature Megan Ball
<input type="checkbox"/> HPC Approval	Date ___/___/___
<input type="checkbox"/> Denied	Date ___/___/___ Comments:

APPLICATION PROCESS

1. **APPLICATION:** Completion of this application is required by property owners seeking grant funds to assist with façade improvements for buildings in the designated Heritage Preservation District.
2. **PROJECT DESCRIPTION:** Describe all proposed eligible improvements (e.g. window replacement, lighting, awnings, roofing and signage). See Broadway Ridge Grant Fund Policy for full list of grant eligible items.

Cannot provide pictures where tuck-pointing will happen due to it be cover in mortar. Removing all mortar and tuckpointing the whole back side of building.

3. REQUIRED ATTACHMENTS:

- Site plan drawings
- Scaled elevation drawings
- Contractor cost estimates

4. **FINANCIAL INFORMATION:** Demonstrate that the owner has the financial capacity to complete the project in a timely manner. The property owner is required to pay the contractor the full amount of the contract for any completed portion of the work and to obtain contractor, mechanics and material lien waivers, prior to submitting a requisition to the City for reimbursement of 50% of the paid invoices up to the maximum amount specified in the Construction Award/Grant Agreement. The request is to be submitted on the attached reimbursement form for each contractor.

Proposed Start Date: 6/1/2025

Proposed Completion Date: DN or before 7/31/25

Current Assessed Value: 200,000 Taxes Paid to Date (check one):

☒ YES ☐ NO

5. **PROJECT BUDGET:** List the source and use of funds to complete the façade improvements.

My LOC through Arcadian Bank	



Certificate of Appropriateness

221 E Clark Street
Albert Lea, MN 56007
507.377.4349 OFFICE
507.377.4362 FAX
mboeck@ci.albertlea.mn.us

CA2025-007

PROPERTY INFORMATION	
Property Address/PID	209-221 S Washington Ave Parcel ID 340012820
PROPERTY OWNER INFORMATION	
Owner Name	HoneyPot Holding LLC
Owner Address	218 S Washington Ave Albert Lea
Owner Phone	612-237-5818
Owner Email	HoneyPotHolding@gmail.com
APPLICANT INFORMATION (if different from above)	
Applicant Name	Nicholas Lang
Applicant Address	218 S Washington Ave
Applicant Phone	612-237-5818
Applicant Email	SeaNic.Solutions@gmail.com
PROJECT DESCRIPTION	
<p>Type of Renovations: New Construction/Renovation (circle one)</p> <p>Briefly describe the type of renovation or changes being proposed (attach additional pages if necessary):</p> <p>Improvements on non-conforming additions to the original building to bring more cohesion between all the structures. Changing the four Glass block windows on the street side of the foyer addition to Black framed glass windows with mullion details to match the apartment structure. Also color-matching the brick band on the foyer to match the apartment building..</p> <p>Removal of the tin panels on the flanking storefronts and replacing paneled storefront back to windows.</p> <p>Changes in Signage: New Sign/Restoration of Existing Sign/Restoration of Historic Sign (circle one)</p> <p>Briefly describe the type of sign being proposed (attach graphics/imagery as necessary):</p>	
FOR OFFICE USE ONLY	
Approved/Denied/Comments:	

Any exterior changes in the Historic Preservation District require approval from the Historic Preservation Commission. Most approvals also require a statutory 10-day public hearing notice in the official city newspaper. Please see the reverse side for owner/applicant(s) statement and signature.

✓ Staff approval 4/10/25 Megan Boeck

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter.

Sarah Lang **Nicholas Lang** 02/24/25
Owner's Signature Date

APPLICANT'S STATEMENT (if different from above)

This application should be processed in my name, and I am the party whom the City should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Sarah Lang **Nicholas Lang** 02/24/25
Applicant's Signature Date

COA Request for 209-221 S Washington Ave Structures

HoneyPot Holding LLC is preparing to begin the rehabilitation of 209-221 South Washington Ave in the summer of 2025. A brief timeline provided by the original family that owned the complex offers the following history:

- The buildings at 213-219 S. Washington Ave. were originally constructed in 1905 as a Neo-Classical apartment building by the same family that owned the Nelson Clothing Building around the corner (also known as St. Paul Clothing and now Hope Church).
- The structure at 209 S. Washington Ave. (formerly Strong Insurance) was built by the family around 1941.
- The front foyer, enclosing the stairway, was added in the late 1950s.
- Shortly after, the storefronts at 211 and 221 S. Washington Ave. were added, completing the transformation of the apartment front.
- In the late 1960s, corrugated metal was installed over the brick above the storefronts at 211 and 221.
- Sometime in the early 1980s, the 211 address was connected to the 209 building as a second office, and the storefront windows and door were removed.

Our goal is to preserve the original Neo-Classical historic integrity of the apartment building while creating cohesion among the storefronts. The proposed adjustments will establish a visual connection between the street-level storefronts and the second-story sightlines. Below are our requests for this Certificate of Appropriateness (COA):

1. Foyer Entrance (Center Section) – Window and Door Replacements, Brick Staining

a) We request approval to replace four non-historic glass block windows with black aluminum-framed windows featuring exterior fixed mullions. These mullions will replicate the transom divisions of the apartment building's original windows. This material choice blends the storefront styling with the apartment complex while ensuring long-term durability with minimal maintenance. Additionally, we propose adding decorative stained glass accents inside the windows to echo the apartment transoms.

b) We request approval to replace the current full-glass, non-insulated commercial storefront door with a **¾ glass insulated composite door** featuring decorative obscured glass. This design will complement the stained glass elements of the apartment building. The door and trim will be black. To balance historical preservation with sustainability and practicality, we request approval for all frame materials to be either composite or aluminum.

c) We request approval to apply an **organic mineral stain** to the light tan brick to better match the brick color of the apartment complex. This process will be completed alongside brick cleaning and spot tuck-pointing for the 213-219 apartment complex to achieve a more cohesive visual appearance.

2. Storefronts at 211 and 221 – Window and Door Replacements, Removal of Corrugated Metal

a) We request approval to **remove the corrugated metal** covering the brick on both storefronts and perform tuck-pointing as needed.

b) For **211 S. Washington Ave.**, we request approval to remove the paneled sections and replace them with tempered glass. Additionally, we propose reinstalling a commercial door in the existing opening. The frames and doors will be dark bronze to match the apartment complex above.

c) For **221 S. Washington Ave.**, we request approval to replace the glass and frame materials with the same dark bronze materials used on 211, ensuring a consistent and cohesive storefront design.

Attachments

A current street-view image is attached. Additional renderings of the proposed project will be available for review at the HPC meeting.

