

Lanesboro Heritage Preservation Commission
Agenda
Wednesday, January 17, 2024 7:00 p.m.
Lanesboro Community Center Meeting Room and Zoom

*Zoom is provided as a way to offer more accessibility to council and committee meetings.

However, due to potential technical issues, full functionality is not guaranteed*

Join Zoom Meeting

<https://us02web.zoom.us/j/84492958899?pwd=RjN4V2YrZE9DSnQ2djRGUVJ6cnFRUT09>

Meeting ID: 844 9295 8899 Passcode: 767605

Dial by your location • +1 312 626 6799 US (Chicago)

Call the Regular meeting to order:

- A. Approval of Agenda
- B. Public Comments
- C. [Minutes from October 24, 2023](#)

Continued Business:

- A. [Historic Site Recommendations](#)
- B. [Training - Chapter 2 Discussion](#)

New Business:

- A. [Hotel Lanesboro Exterior Changes](#)
- B. [201 Parkway Avenue North Exterior Changes](#)
- C. Driftless Trading Post
- D. Heritage Preservation Commission Meeting Time

Next Meeting: April 17, 2024 7:00 p.m.

Adjourn

Members: Ceil Allen, Mindy Albrecht-Benson, Kate O'Neary, Lori Bakke, and Kathryn Wade

**Lanesboro Heritage Preservation Commission
Tuesday, October 24, 2023 – 5:30 p.m.
Regular Meeting
Lanesboro Community Center and Zoom**

Present: Mindy Albrecht-Benson, Kate O’Neary, and Ceil Allen

Absent: Lori Bakke

Staff: Darla Taylor and Mitchell Walbridge

Visitors: Andy Bunge, Kyle Olson, Mary Bell, Joe Dieden

Call the Regular Meeting to Order: Member Benson-Albrecht called the regular meeting to order at 5:30 p.m.

- A. Public Comments:** No public comments were shared.
- B. Agenda:** A correction was noted for the agenda that 2024 term renewals are for Member Albrecht-Benson and Member Allen as their current terms expire on December 31, 2023. Member O’Neary motioned to approve the agenda with the corrections. Member Allen seconded the motion. Motion carried with all in favor.
- C. Minutes from August 16, 2023:** Member Allen motioned to approve the minutes as submitted. Member O’Neary seconded the motion. Motion carried with all in favor.

Regular Business

- A. Historic Site Recommendations:** Members discussed various sites to consider designating as local landmarks. The Bethlehem Lutheran Church, St. Patrick’s Catholic Church, and the old school building on Church Hill were noted as possible local landmarks to designate. As the designation would require prepared documentation at a cost, Administrator Walbridge will see if grant funding could be applied for in 2024 prior to the commission taking next steps.
- B. Bunge Lot Proposal:** Kyle Olson, DBS Group, presented the exterior design of a new building to be constructed at 104 and 106 Parkway Avenue North. It is the intent for a three-level multi-use building to be constructed on the lots that would contain street level commercial space, two levels of residential apartments or short-term rentals, and a rooftop penthouse with a deck for events and gatherings. Olson stated that it’s the intent to have the new building blend in with the historic district by using period-looking materials on the west façade of the building. Economical materials would be used on the north, east, and south sides of the building. Member Albrecht-Benson motioned to approve the building rendering with redesigning the first floor with a more historic appearance. Member O’Neary seconded the motion. Motioned carried with all in favor.
- C. 2024 Term Renewals:** Member Albrecht-Benson and Member Allen both expressed interest in serving another term. Both members’ terms expire on December 31, 2023.
- D. Training – Chapter 1:** Members briefly discussed the first chapter of the Minnesota Heritage Commission’s Program Manual.
- E. Miscellaneous:** The idea of collaborating with Lanesboro’s museum was briefly discussed as there may be the potential for collaboration. Members also expressed the need to meet more frequently if an agenda item requires attention prior to the regularly

Draft 10/25/2023

scheduled quarterly meeting. The commission members noted being open to meeting jointly with the Planning and Zoning Commission the need arise.

Next Meeting: Wednesday, January 17, 2024 at 7:00 p.m.

Adjourn: Member Albrecht-Benson motioned to adjourn the meeting. Member O'Neary seconded the motion. Motion carried with all in favor. Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

- B. Protect and enhance the City of Lanesboro's appeal to residents, visitors and tourists, and serve as a support and stimulus to business and industry.
- C. Foster civic pride in the beauty and notable accomplishments of the past; and
- D. Promote the preservation and continued use of historic sites and structures for the education and general welfare of the people of the City of Lanesboro.

SECTION 2 Heritage Preservation Commission Established.

- A. Creation. A Commission is hereby established for the purpose of assisting the City Council in identifying and preserving buildings and lands, within the City of Lanesboro, as said City limits shall change from time to time by lawful annexation or lawful detachment.
- B. Membership. There shall be five members of the Commission herein established. Each member shall be appointed for one term each. Terms shall commence upon appointment. The first term of said first members shall be one year from appointment for two of the members and two years from appointment for the remaining three members. Thereafter all terms shall be for two years. Members may serve for three successive terms. Nothing shall prevent members of the Lanesboro Historical Preservation Association, Inc. from serving as members of this Commission. However, no control shall be exercised over the internal affairs of said Lanesboro Historical Preservation Association, Inc., either directly or indirectly, by the City of Lanesboro or the Commission herein established. One member of this Commission shall include, if available a member of the Fillmore County Historical Society, as provided in Minnesota Statutes Annotated Section 471.193 Subd. 5. The Heritage Preservation Commission membership shall be from persons with demonstrated interest and/or expertise in historic preservation. If available in the community, at least two members of the Heritage Preservation Commission shall be preservation related professionals (including the professions of history, architecture, architectural history, archaeology planning, real estate, design, building trades, landscape architecture, or law).
- C. Powers and Duties. The powers and duties of the Commission shall be as enumerated under M.S.A. Section 471.193, as amended. In addition to these powers and duties, the City of Lanesboro can delegate or assign such farther powers or duties as prescribed by amendments to this ordinance.
- D. Organization. The Commission when formed shall elect from its members such officers as it may deem necessary. The Commission shall have the power to designate and appoint from its members various committees with powers and duties of the Commission. The Commission shall make rules and regulations as it may deem advisable and necessary for the conduct of its affairs, for the purpose of carrying out the intent of this ordinance, which are not inconsistent with the laws of the City of Lanesboro and the State of Minnesota. The Commission shall make an annual report, containing a statement of its activities and plans, to the Mayor, the City Council, the City Administrator/Clerk, the Building Official, and the Chairperson of the Fillmore County Historical Society.

SECTION 3 Designation of Heritage Preservation Sites

- A. Reports. The Council, upon request of the Heritage Preservation Commission, may direct the City Planning Department in co-operation with the Division of Housing and Building Code enforcement to prepare studies which catalog buildings, land, areas, districts, or other objects to be considered for designation as a Heritage Preservation site.
- B. Criteria. The Commission shall recommend to the City Council areas, buildings, districts

or objects to be designated Heritage Preservation Sites. In considering the designation of Heritage Preservation Sites the Commission shall apply the following criteria:

- a. Its character, interest or value as part of the development, heritage or cultural characteristics of the City of Lanesboro, State of Minnesota, or the United States.
 - b. Its location as a site, or contributing element in proximity to a site of a significant historic event or process.
 - c. Its embodiment of distinguishing characteristics of architectural style, period form or treatment.
 - d. Its identification with a person or persons who significantly contributed to the culture and development of the City of Lanesboro.
 - e. Its embodiment of elements of architectural design, detail, materials, or craftsmanship which represents distinctive architectural innovation.
 - f. Its unique location or singular physical characteristics representing an established and familiar aspect of a view, vista, site, area, or district in the City of Lanesboro.
- C. Planning Commission Review. The Heritage Preservation Commission shall advise the City Planning Commission of the proposed designation of a Heritage Preservation Site, including boundaries and a program for the preservation, restoration, or rehabilitation of the Site, and secure from the City Planning Commission its recommendation with respect to the relationship of Heritage Preservation designation to the Comprehensive plan of the City of Lanesboro, its opinions as to the effect of the proposed designation upon the surrounding neighborhood, and its opinion and recommendation as to any other planning consideration which may be relevant to the proposed designation, together with its recommendation of approval, rejection, or modification of the proposed designation. The said recommendation shall become part of the official record concerning the proposed designation and shall be submitted by the Heritage Preservation Commission along with its recommendation concerning the proposed designation to the City Council. The Heritage Preservation Commission may make such modifications, changes, and alterations concerning the proposed designation as it deems necessary in consideration of the recommendations of the City Planning Commission.
- D. Communication with State Historical Society. A copy of the Heritage Preservation Commission's proposed designation of a Heritage Preservation Site, including boundaries and a program for the preservation, restoration, or rehabilitation of the Site shall be sent to the State Historical Society in accordance with Minnesota Statutes Annotated Section 471.193, Subd. 6.
- E. Findings and Recommendations. The Heritage Preservation Commission shall determine if the proposed Heritage Preservation Site is eligible for preservation as determined by the criteria specified in Subparagraph A of this section, and if the Heritage Preservation Commission recommends to the City Council that the site be designated for heritage preservation. The Commission shall transmit to the City Council its recommendations and proposed program for the Heritage Preservation Site.
- F. Council Designation, Hearings. The City Council, upon the request of the Heritage Preservation Commission, may by resolution designate a Heritage Preservation Site. Prior to such designation the City Council shall hold a public hearing, notice of which shall have been published in a newspaper of general circulation at least 20 days prior to the date of the hearing, and notice of the hearing- shall be sent to all owners of property which is proposed to be designated a Heritage Preservation Site and to all property owners abutting

the boundary of the area to be designated a Heritage Preservation Site.

- G. Acquisition. The Heritage Preservation Commission may recommend to the City Council, after review and comment by the City Planning Commission, that certain property eligible for designation as a Heritage Preservation Site be acquired by gift, by negotiation, or other legal means as provided for in Chapter 117 of Minnesota Statutes.

SECTION 4 Additional Powers and Duties of the Commission

The Commission shall have the following powers and duties in addition to those otherwise specified in this ordinance.

- A. The Commission shall conduct a continuing survey of all areas, places, buildings, structures, or objects in the City of Lanesboro which the Commission, on the basis of information available or presented to it, has reason to believe are significant to the cultural, social, economic, political, or architectural history of Lanesboro.
- B. The Commission shall conduct general preservation planning to determine needed and desirable improvements of historic building throughout Lanesboro, acting in a resource and advisory capacity to owners of such buildings regarding their preservation, restoration, and rehabilitation.
- C. The Commission shall work for the continuing education of the citizens of the City of Lanesboro with respect to the civic and architectural heritage of the City. It shall keep current and public a register of all properties which have been designated Heritage Preservation Sites, along with the plans and programs that pertain to them. The Commission may also make recommendations as to additional buildings or structures to be designated as Heritage Preservation Sites.
- D. The Commission may accept the services, on a permanent or part-time basis, of technical experts and such persons as may be required to perform its duties, subject to requirements and prior approval of the City Council.
- E. The Commission may have authority to accept gifts and contributions to be made to the City and to assist the City staff in the preparation of applications for grant funds to be made by the City for the purpose of Heritage preservation.
- F. The Commission shall on a continuing basis collect and review all City Planning and Development records, documents, studies, models, maps, plans and drawings to be entered in the Public Library Historical Archives as a permanent record of City history and development.

SECTION 5 Review of Permits

The Heritage Preservation Commission shall review and advise the city Council upon the issuance of City permits. Every application for a building permit in relation to property in Lanesboro which has been designated as a Heritage Preservation Site shall be accompanied by detailed plans for the work to be done, immediately referred by the City Building Official's office to the Commission.

- A. Type of Building Activity to be reviewed.
 - a. Remodel or repair in any manner that will change the exterior appearance of the building or site;
 - b. Construction;
 - c. Moving a building;
 - d. Demolition in whole or part;
 - e. Repair, removal, replacement, or erection of exterior signs.



Mitchell Walbridge <mwwalbridge@lanesboro-mn.gov>

Lanesboro Heritage Preservation Site Designation Studies

Lauren Anderson <anderson@newhistory.com>

Tue, Jan 2, 2024 at 6:56 PM

To: MWalbridge@lanesboro-mn.gov

Cc: Kirk Davis <davis@newhistory.com>

Hello Mitchell,

Thank you for your time on the phone at the end of last month discussing these designation studies. We'd propose to prepare documentation to designate these three properties as heritage preservation sites on an hourly basis, **for a total in the range of \$12,000 to \$16,000**. Each designation study would include a description of the physical building, assessment of historic integrity at the exterior (remaining historic features and materials), overview of the property's history, and assessment of property against local criteria for designation (as outlined in chapter 150.06 of the city's code of ordinances). Please let me know if you'd like to discuss the scope in more depth, and how we might keep the designation studies towards the lower end of that fee range, prior to the city's grant application(s).

In our conversation, you mentioned that there is some uncertainty regarding the future uses of these buildings. If helpful, we'd be happy to set up another call with you to talk about any current proposals or tentative future plans for these properties (and historic building reuse in Lanesboro more broadly). Please let me know if that's something you'd be interested in, and we can coordinate a Zoom call. Also, would you be willing to send a few current exterior photos of these buildings for our reference?

Finally, I'm attaching a brief intro package that explains a bit more about New History and the types of work we do, for your reference.

Thank you!

Have a great evening,
Lauren

[Quoted text hidden]

**Introduction to New History.pdf**

2402K



NEW HISTORY

CONSULTANTS FOR THE BUILT ENVIRONMENT



NEW HISTORY

We leverage history to unlock the economic, community, and cultural value of the built environment. Based in Minneapolis, Minnesota, New History works with clients throughout the state, including cities, counties, architecture firms, regional and national real estate developers, and educational institutions, among others. Our integrated team includes historians, licensed design professionals, and project planners for historic building redevelopment – all with a depth of experience in the regulatory, financial, and physical framework of historic preservation. We believe that our buildings embody the stories that tell us where we came from and who we are and inform where we are going. Our team is committed to increasing the viability and use of historic buildings and sites.

Services



Project Planning for Historic Building Redevelopment

- Project feasibility assessment for historic tax credits
- Identification of potential project funding sources
- Preservation stakeholder planning and engagement

Historical Consulting

- Historical research
- National Register of Historic Places (NRHP) Nominations
- Historic context studies and resource surveys
- Local landmark and district designations
- Historic preservation reviews and approvals, like HPC and Section 106

Historic Architecture

- Design Guidelines and guidance
- Conditions assessments and repair documents
- Construction document review for historic preservation
- Construction progress review for historic preservation – regulations and historic tax credits

Historic Tax Credit Certification

- Compilation and submittal of state and federal historic tax credit applications, including:
 - Part 1 – Evaluation of Significance
 - Part 2 – Description of Rehabilitation
 - Part 3 – Certification of Completed Work
 - State applications



PREDEVELOPMENT AND PROJECT MANAGEMENT

New History works with municipalities, private property owners, and other visionary stewards of historic resources to plan and lead reuse projects from initial planning through construction completion. Our project planning and management services include reuse feasibility analyses, identification and securing of project funding sources, development of project strategies, budgets, plans, and timelines as well as stakeholder planning and engagement and owner's representation.



Section Foreman House Reactivation, Wayzata, MN

Client: City of Wayzata, MN

Scope: Design Guidelines and Plan for Reuse, construction documents for stabilization, conditions assessment, stakeholder planning and engagement, fundraising support, and advising on the design process for reuse.



Hollywood Theater Redevelopment, Minneapolis, MN

Client: Private owner

Scope: Project planning and management for redevelopment, owner's representation for redevelopment, grant funding, city approvals for reuse, design guidance for reuse, historic tax credit certification, and National Register nomination

LOCAL PRESERVATION POLICY CONSULTING AND MASTER PLANNING

New History works with cities and counties to incorporate heritage preservation best practices into their policies, including comprehensive plans, municipal codes of ordinance, and city-sponsored funding programs for building improvements. We have also worked with cities and their consultants on master planning for future projects and development, such as downtown areas and municipal green space.



Albert Lea Comprehensive Plan, Albert Lea, MN

Client: City of Albert Lea

Scope: Historic Preservation chapter of Comprehensive Plan



Excelsior Commons, Excelsior, MN

Client: City of Excelsior

Scope: Master planning, identification of historic resources, design guidelines for future projects, and communication with preservation stakeholders



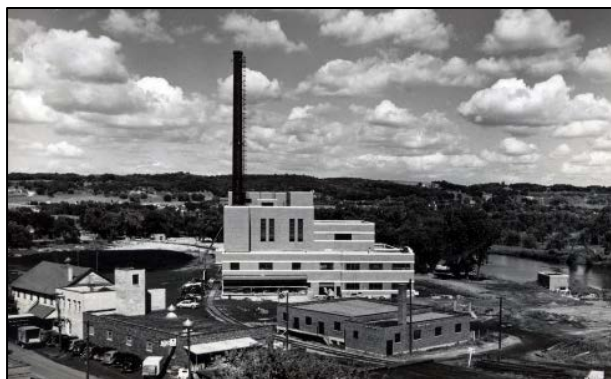
City of Rochester Comprehensive Preservation Planning, Rochester, MN

Client: City of Rochester

Scope: Downtown Commercial Historic District local designation study and intensive-level survey, development of revolving fund for improvement projects, and review of building improvement applications

LOCAL AND NATIONAL HISTORIC DESIGNATIONS

New History works with municipalities to prepare local landmark and district designation studies, which evaluate the historic significance of properties according to local criteria for designation; we also complete individual and district nominations for the National Register of Historic Places. For designated buildings and districts, we develop design guidelines to promote sensitive reuse -- from building reactivation to routine maintenance and new construction. For redevelopment of historic properties, our Design Guidelines for Reuse provides a roadmap for design by identifying key opportunities to leverage historic features in anticipated improvements -- with clear design recommendations that meet national historic preservation standards and best practices for heritage planning and preservation.



Silver Lake Power Plant, Rochester, MN

Client: City of Rochester

Scope: Evaluation of National Register of Historic Places eligibility



Charles Arthur Residence, Duluth, MN

Client: Private owner

Scope: Local designation study and preservation plan



Lynnhurst Residential Historic District, Minneapolis, MN

Client: City of Minneapolis

Scope: Intensive-level architectural history survey and local historic district designation study



Tracy Municipal Building, Tracy, MN

Client: City of Tracy

Scope: Evaluation of National Register of Historic Places eligibility, National Register nomination, and condition assessment procurement

HISTORY-ARCHITECTURE SURVEYS AND CONTEXT STUDIES

We complete reconnaissance and intensive-level history-architecture surveys to meet local preservation planning goals, including the identification and evaluation of historic resources as well as compliance with federal or state laws – like an environmental review process or a Section 106 review for a proposed project. Additionally, we have completed both broad and narrowly-focused historic context studies, which provide a framework for evaluating the relative significance of historic resources.



Minneapolis in the Modern Era, Minneapolis, MN

Client: City of Minneapolis

Scope: Reconnaissance-level architectural history survey and historic context study



Windwood Townhomes, Duluth, MN

Client: Non-profit housing developer

Scope: Intensive-level architectural history survey and historic context study on multi-family residential development in Duluth



Tracy Downtown Commercial District, Tracy, MN

Client: City of Tracy

Scope: Reconnaissance-level architectural history survey and historic context study

HISTORIC PRESERVATION REGULATIONS AND COMPLIANCE

New History works with developers, property owners, architects, and agencies to complete local, state, and federal historic preservation approvals and compliance requirements. Our historic preservation regulatory experience includes city heritage preservation ordinances, use of funds (like state or local government bonds), environmental assessments for cultural resources, and federal Section 106 review processes. We work proactively with project stakeholders and reviewing agencies to plan for and lead approval processes to meet timelines, budgets, and project goals.



Fort Snelling Visitor Center, Ramsey County, MN

Client: Minnesota Historical Society

Scope: Program for Preservation and Utilization (PPU), Section 106, and MN Section 138 for National Historic Landmark Site



Peavey Plaza Revitalization, Minneapolis, MN

Client: City of Minneapolis

Scope: Stakeholder engagement, MN Historic Sites Act (Section 138) for use of state bond funds



Oxford Village, Hopkins, MN

Client: Non-profit housing developer

Scope: History-Architecture Survey, Section 106 review for use of federal funding



Upper Harbor Terminal, Minneapolis, MN

Client: Private Developer and Kimley-Horn

Scope: Review of previous determinations of local and national designation eligibility, cultural resource assessment for AUAR (Alternative Urban Areawide Review)

HISTORIC TAX CREDIT CERTIFICATION

New History prepares all parts of the Historic Preservation Certification Application for certified rehabilitation projects, bringing access to federal and state historic tax credits for improvements to National Register-eligible or listed properties. In addition to completing Parts 1, 2, and 3 of the application, we advise on a schedule and budget for the historic tax credit approvals and application process, manage correspondence with state and federal reviewing agencies (the State Historic Preservation Office and the National Park Service), and advise on design decisions to meet preservation standards.



**Emerson Union (historic New Ulm High School),
New Ulm, MN**

Client: Private owner

Scope: Historic tax credit certification for state and federal tax credits and design guidance for reuse



**Switch House (historic Union Railway Storage
Company), Minneapolis, MN**

Client: Private owner

Scope: Historic tax credit certification for state and federal tax credits, window survey, design guidance for reuse, and local preservation approvals



**Barstow Commons (historic Union National Bank),
Eau Claire, WI**

Client: Private owner

Scope: Historic tax credit certification for state and federal tax credits, feasibility study, and design guidance for reuse



NEW HISTORY

CHAPTER 2: LEGAL FOUNDATIONS

A Starting Question

You are a member of your local preservation commission, which is considering the designation of the city's oldest house as a historic landmark. The owner, who objects to the designation, has asked if the city has a right to do so. How do you answer? What is the legal basis for regulations related to preservation?

This chapter answers those questions and also provides an overview of some basic procedural requirements that local commissioners must know in order to operate appropriately.

A QUICK ANSWER:

"Fundamentally, communities do have the right to protect historic properties. However, they must do so within the parameters of laws that affect regulation of property and they must employ accepted operating procedures."

Tom Mayes, Legal Counsel, National Trust for Historic Preservation

In This Chapter:

- A. Legal Basis
- B. How Do We Find What is Historically Significant?
- C. Tools Used to Identify Historic Properties
- D. How Do We Officially Recognize Properties of Historic Significance?
- E. How Does the National Register of Historic Places (NRHP) Designation Work?
- F. How Does Local Designation Work?
- G. What Legal Issues May Be Raised?

LEGAL REFERENCES

The National Trust for Historic Preservation maintains numerous articles and web-pages related to preservation, which are a valuable reference for local commissioners:

Glossary of Preservation Law Terms

<http://www.preservation-nation.org/information-center/law-and-policy/legal-resources/preservation-law-101/glossary-of-preservation-law-terms.html#.VvBJHGQrJQo>

Preservation Law 101

<http://www.preservation-nation.org/information-center/law-and-policy/legal-resources/preservation-law-101/#.Vz9v-OcrK02>

Federal Laws Chart

<http://www.preservation-nation.org/information-center/law-and-policy/legal-resources/preservation-law-101/federal-law/federal-laws.html#.Vz9w-ZucrK01>

Other references

Layperson's Guide to Preservation Law: Federal, State, and Local Laws Governing Historic Resources

OBJECTIVE CRITERIA:

It is important that surveys be conducted in an objective manner, using criteria that have been adopted by the commission. These should be consistent with those employed by the Secretary of the Interior, but may include other criteria as well.



A. Legal Basis

Community Preservation Ordinance

The preservation ordinance is the key legal tool that establishes the commission, assigns powers and establishes basic processes for designating properties, conducting design review and engaging in other activities to which it is assigned. Preservation ordinances are among the most powerful tools available to local governments to preserve historic places and to protect their community's character. Counties and municipalities may designate individual buildings and districts as historic. While these properties may also be listed in or eligible for the National Register of Historic Places, local designations are made solely by the local government.

Rules Of Procedure

In addition to the ordinance, commissions should adopt rules of procedure. These describe in more detail the steps for conducting business. They may be adopted separately, but sometimes are embedded in the preservation ordinance.

Some typical provisions in rules of procedure are:

Meetings

- Schedule for (e.g., once a month)
- Attendance requirements (maximum of excused absences)

Filing an application

Schedule for filing an application in advance of a hearing. Submittal requirements, such as:

- Application form
- Building permit application
- Drawings and specifications of proposed work
- Photographs of property and its setting

Public notification of a hearing

- A sign posted at the site
- A published announcement

Process for public comment

- At a public hearing
- Prior to a public hearing

Public hearing process

- Receiving applicant's presentation
- Receiving staff comments
- Receiving comments from the public
- Questions by the commission

Decision-making

- Requirement of a quorum
- Rules for discussion among the commission
- Making a motion
- Voting
- Disposition of the agenda item (by vote)
 - Approval as submitted
 - Approval with modifications indicated at the meeting
 - Continuation to another meeting
 - Denial

Consent docket

In order to expedite decisions and manage meeting time effectively, commissions may assign projects to a "consent docket," in which all items are approved in a single motion in cases where there are no adverse comments by fellow commissioners, staff, or the public. Procedures permit removing an item from the consent docket if there are concerns to address.

Pre-application conference

A meeting before the formal hearing is a valuable way to assure that a proposal is headed in the right direction. Scheduled with staff, this provides an opportunity to advise applicants before they expend substantial time and money on a design proposal.

Recording decisions

The rules of procedure will also describe the requirements for recording decisions. Most hearings are audio or video recorded to retain a basic record of the proceedings. Written minutes, including decisions, are usually prepared.



FOR MORE INFORMATION:

The City of Excelsior's historic preservation ordinance provides a model example for other communities around Minnesota that are looking to update their historic preservation ordinance or to write a new historic preservation ordinance. To read Excelsior's full ordinance, visit https://www.municode.com/library/mn/excelsior/codes/code_of_



UNIFIED CODES:

Note that in some communities that have adopted a unified development code, the preservation ordinance will be a sub-section. Some standard elements of a preservation ordinance may in fact be located in different parts of the code. Meeting procedures, enforcement and appeals, for example, may be the same as for other boards and commissions and therefore will be found in a different part of the community's regulations.

Administrative approval

The rules of procedure may also define a process for administrative approval and define project types that fall under this category. Generally, projects eligible for administrative review are limited to minor alterations and repairs that replace features in-kind.

Ex parte communication

A key consideration is how to handle communications about a pending application that occur outside the public hearing (*ex parte*). This may be a casual encounter with the applicant on the street, for example, in which they make a comment about their project. While such communication should be avoided, it is not always possible to do so. If an *ex parte* communication does occur, the rules of procedure usually require that fact to be announced at the hearing, and the commissioner involved may recuse him or herself from participating in a discussion about the property, if there is concern about a conflict of interest.

Location of rules of procedure

In many cases, the rules of procedure are adopted as a stand-alone document. This facilitates amending it without requiring changes to the preservation ordinance. Even so, some of these procedures may be included in the preservation ordinance. Furthermore, in communities that have adopted a unified development code, in which several “stand-alone” ordinances are consolidated, some procedural requirements that apply to all boards and commissions may be located in separated sections of the development code.

Key principles for the ordinance

Local preservation ordinances vary widely, but the National Trust for Historic Preservation recommends that they comply with these five cardinal land-use principles:

1. An ordinance must promote a valid public purpose. That is, it must in some way advance the public health, safety, morals or general welfare.
2. An ordinance must not be so restrictive as to deprive a property owner of all reasonable economic use of their property.
3. An ordinance must honor a citizen's constitutional right to "due process." In other words, fair hearings must be provided and rational procedures must be followed in an ordinance's administration.
4. An ordinance must comply with relevant state laws.
5. An ordinance must apply with equal force to everyone. That's called "equal protection" of the law.



Basic Elements of a Preservation Ordinance

1. Statement of Purpose

Clearly state its public purpose.

2. Preservation Commission Established

Describe the qualifications of commission members as well as their terms of office.

3. Commission Powers and Duties

Typical duties: to conduct historic surveys, maintain inventories, undertake design review and keep adequate records of actions.

4. Criteria for Designating Historic Properties

Establish basic, objective criteria for evaluating significance.

5. Procedures for Designating Historic Landmarks and Districts

See “due process” requirements described later in this chapter.

6. Reviewable Actions and Procedures

Describe what types of changes --e.g., demolitions, building/landscape alterations or new construction in historic districts-- are subject to review.

7. Standards for Review

These may be broad standards, which can then be elaborated in more detail in accompanying design guidelines.

8. Economic Hardship

Include a process and standards for evaluating economic hardship claims.

9. Interim Protection Provisions

Provide for interim protection for buildings nominated but not yet designated.

10. Minimum Maintenance (Demolition by Neglect)

Include “affirmative maintenance” provisions to prevent negligence in maintenance.

11. Enforcement and Penalties

Define penalties for violating the ordinance.

12. Appeals

Establish a method for appeals by aggrieved parties. State and local laws determine how appeals are made.

B. How Do We Find What is Historically Significant?

Identifying which properties have historic significance is an initial, and important, step in a local preservation program.

Professionals, historians, preservationists and architects work with staff, commission members and advocates to evaluate properties, using adopted standards that are recognized nationally. They employ a variety of research tools to assist them in making those determinations. These nationally-recognized standards are created and maintained by the Secretary of the Interior through the National Park Service.

C. Tools Used to Identify Historic Properties

Surveys

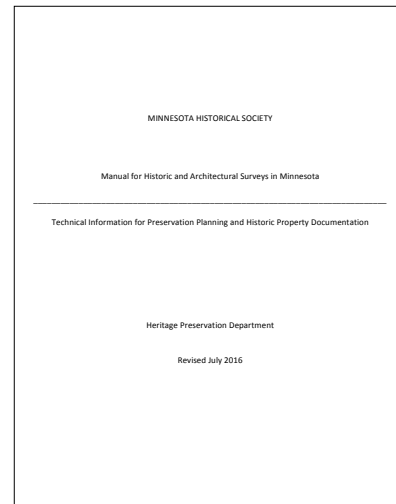
In a historic resource survey, information is collected about the history and condition of properties in a targeted area.

The survey process includes a field inspection, collecting historic information about the physical and cultural history of the property and documenting it in photographs, drawings and maps. Additionally, the survey will include a description of the key characteristics of individual properties as well as the defining characteristics of groups of buildings.

The Minnesota Historical Society and Minnesota SHPO have prepared two manuals, Guidelines for History/Architecture Projects in Minnesota and SHPO Manual for Archaeological Projects in Minnesota. These documents guide survey projects and ensure that the information gathered is consistent and reliable.

CERTIFIED LOCAL GOVERNMENT STATUS

The State Historic Preservation Office (SHPO), and the National Park Service, certify local governments to participate in state and federal preservation programs. As a Certified Local Government (CLG), a community is eligible for special grants and tax incentive programs. Maintenance of CLG status, however, includes specific responsibilities. This includes maintaining a system for survey and inventory of historic properties.



Cover to the Manual for Historic and Architectural Surveys in Minnesota created by the Minnesota Historical Society

FOR MORE INFORMATION:

For more information on the survey process for please review:

Guidelines for History/ Architecture Projects in Minnesota

http://www.mnhs.org/shpo/survey/docs_pdfs/HistoryArchitectureSurveyManualOctober2010.pdf

SHPO Manual for Archaeological Projects in Minnesota

<http://www.mnhs.org/shpo/survey/archsurvey.pdf>

NOTE:

An INVENTORY is distinct from official designation as a historic resource in a historic REGISTER, in that being on the inventory usually does not involve regulation of property, whereas official designation as a landmark does.



Inventories

An inventory is a catalog of survey information, organized by individual property addresses, that is maintained by a community. It includes those properties identified as having significance, as well as others that have yet to be evaluated, and those that have been evaluated and found to lack historical significance. Inventories can be managed at both the state and local level.

State Level

The Minnesota SHPO runs an ongoing statewide survey program that has recorded more than 70,000 historic structures and approximately 18,000 archaeological sites representing every county in Minnesota. This information, housed at the SHPO offices, is generated by the SHPO, other government agencies, county and local historical societies, educational institutions, research organizations and private property owners.

These inventories contain Minnesota's known archaeological sites and historic standing structures. The majority of archaeological sites and many historic standing structures have not yet been inventoried; as that work is undertaken, additional properties will be added to SHPO files.

INTENSIVE LITERATURE SEARCH AND PHASE I/II ARCHAEOLOGICAL INVESTIGATIONS FOR THE ST. CROIX RIVER CROSSING PROJECT, WASHINGTON COUNTY, MINNESOTA

S.P. 8217-12; TH: 36
Mn/DOT Agreement No. 86487
OSA License No. 04-027
SHPO Number 2003-3438

Authorized and Sponsored by:
Minnesota Department of Transportation
and the Federal Highway Administration

Prepared by:
Michelle M. Terrell, Ph.D., RPA
Principal Investigator and Primary Author
with a contribution by
Julie A. Kloss, M.A.

Two Pines Resource Group, LLC
17711 260th Street, Shafer, MN 55074
04-02

Establishing Criteria for Historical Significance

Commissions apply a set of formally adopted criteria when evaluating survey information about properties. These are generally consistent with those established by the Secretary of the Interior for evaluating eligibility to the National Register of Historic Places.

Typically, in order to be eligible for listing as a property of historic significance, it must first meet a set of threshold criteria related to age and integrity, and then must meet criteria related to significance. Historic significance threshold criteria are:

Age

Generally, a property must be 50 years old or older at the time of nomination. There are exceptions to this rule, however, to accommodate significant modern buildings.

Significance criteria

A property must then have significance in one or more categories. Typical categories are:

- Association with historic events or trends
- Association with individuals who made a demonstrable and lasting contribution
- Architectural merit
- Potential to yield information that will contribute to a better understanding of our past

Historic contexts and themes

Historic contexts discuss the patterns and trends that produced individual properties in the community. The core premise is that properties represent interweaving factors in history and did not occur in isolation. These are used in understanding potential significance. Themes group information related to historic resources based on a subject, specific time period or geographic area. The relative importance of individual historic resources is better understood by determining how they fit into a theme. Individual historic resources may relate to more than one theme.



INTEGRITY:

In addition to demonstrating significance, a property must retain physical integrity to reflect that significance; it must not have been substantially altered since the period when the event occurred, or the person lived there. That is, it must retain its "integrity."

Integrity

A property must retain integrity of:

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

It must retain sufficient integrity in many of these aspects to convey its historical, cultural, or architectural significance.

Contributing Property



This building retains its integrity

Contributing Property with Some Alterations



Although somewhat altered, this building retains sufficient integrity

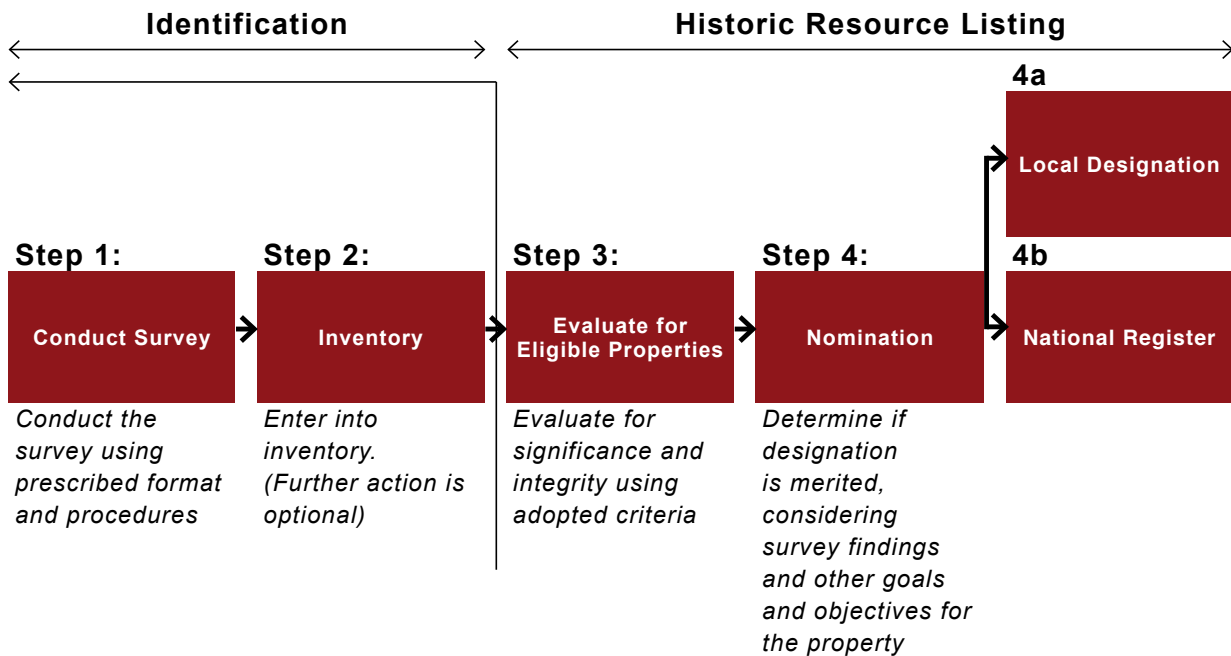
Non-Contributing Property with Major Alterations



This building does not retain its integrity

The Identification and Designation Sequence

Commissions use an orderly process for conducting surveys and entering the data into an inventory. They then evaluate the significance of properties, and next decide how to respond to those findings. This may lead to nomination to one or more historic registers. This chart displays the identification process, in combination with the subsequent, optional, designation process.



SURVEY VS. DESIGNATION:

It is important to distinguish surveys from the separate process of historic designation and protection. Surveys gather information about the history and characteristics of properties, while designation lists a property as having legal historic status. A survey may determine that a property is eligible for designation, but it does not initiate designation proceedings. Often, eligible properties remain undesignated.

Although historic surveys do not officially designate properties as historic, the information gathered is useful to build awareness of historic buildings and sites and inform property owners of potential benefits and incentives that may be available.



D. How Do We Officially Recognize Properties of Historic Significance?

Once determined to have significance, properties may be designated as “landmarks” or as part of a “historic district” in a process that follows legal requirements. “Historic Register” is a term that refers to a listing of properties that are officially designated as historic and appear in either the National Register of Historic Places and/or a local register. Properties on a historic register may be eligible for special benefits and subject to specific requirements.

Types Of Designation

Historic properties may be designated at one or more of these levels:

- Federal (The National Register of Historic Places)
- Local government level

Since properties may be designated at more than one level, this may be confusing to the public, and it is important that commissioners be clear which they are referring to when they are discussing designation.

Rev: 03.31.97

MINNESOTA ARCHAEOLOGICAL SITE FORM

OFFICE OF THE STATE ARCHAEOLOGIST
Fort Snelling History Center, St. Paul, MN 55111 (612) 725-2411

STATE HISTORIC PRESERVATION OFFICE
345 Kellogg Boulevard W., St. Paul, MN 55102 (651) 296-5434

OSA License #: _____ SHPO RC #: _____

Date(s) of Fieldwork: _____ New Site _____ Site Update _____

SITE #: 21- _____ Site Name: _____ Field #: _____

LOCATIONAL INFORMATION (attach USGS topographic quad and sketch map with site location outlined)

County: _____ City/Twp. Name: _____ SHPO Region: _____

USGS 7.5' Quadrangle Map (name and year): _____

Township: _____ Range: _____ Section: _____ ¼ Sections (at least 2): _____
 Township: _____ Range: _____ Section: _____ ¼ Sections (at least 2): _____
 Township: _____ Range: _____ Section: _____ ¼ Sections (at least 2): _____

UTM Site Coordinates (use 1927 datum; identify center point only):
 Zone _____ Easting _____ Northing _____

Other locational information: _____

SITE CHARACTERISTICS

Acreage: _____ Site Dimensions (both horizontal and vertical/depth, in metric): _____

Features (✓all that apply): _____ earthwork _____ depression _____ foundation _____ other _____ none

describe: _____

Site Description (✓all that apply and describe):
 _____ single artifact _____ artifact scatter _____ lithic scatter _____ earthwork/mound
 _____ structural ruin _____ rock alignment _____ rock art _____ cemetery/burial
 _____ standing structure (SHPO structure # if known): _____ other: _____

describe: _____

Inferred Site Function (must specify): _____

Current Land Use (✓all that apply):
 _____ cultivated _____ woodland _____ commercial _____ unknown
 _____ fallow _____ recreational _____ industrial _____ other: _____
 _____ grassland _____ road _____ residential _____

Surface Visibility
 _____ excellent _____ good _____ fair _____ poor _____ none

Degree of Disturbance (✓and describe):
 _____ minimal _____ moderate _____ heavy _____ destroyed _____ unassessed

describe disturbance type(s): _____

Current Threats to Site:
 _____ erosion _____ development _____ agricultural _____ none known _____ other: _____

Example of archaeology designation form.

E. How Does The National Register of Historic Places (NRHP) Designation Work?

The National Register is a program of the U.S. Department of the Interior, National Park Service. It recognizes districts, buildings, structures, objects and sites for their significance in American history, archeology, architecture, engineering or culture, and identifies them as worthy of preservation. It is administered at the State level by the Minnesota Historical Society Heritage Preservation Department. Note that while it is named the “National Register,” properties may only be significant at a state or even a local level. They must, however, meet the National Register criteria.

National Register listing process

Listed properties span a wide variety of types and periods, ranging from prehistoric archeological sites to buildings of the recent past, and include rural landscapes, urban and suburban neighborhoods, bridges, sailing vessels and more.

Effect on property owners

Listing in the National Register honors the property by recognizing its importance to the community, state or to the nation, and confers a measure of protection from harm by federal or state activities. It does not, however, place any restrictions on the actions of private property owners.

Listing in the National Register is also the effective threshold for eligibility for a variety of programs designed to assist in the preservation of significant properties, including federal and state tax credits for certain types of rehabilitation work. Other financial incentives for preservation include grants and loans.

Donations of preservation easements on Register-listed properties also may qualify for charitable tax deductions.

Note that listing in the National Register does not restrict private property owners in disposition of their property, as distinguished from LOCAL listing, which is described

NATIONAL REGISTER LISTING IN MINNESOTA:

1,600 Minnesota listings, encompassing over 7,300 properties from all counties in the state, including 201 historic districts, can be found on the National Register of Historic Places (NRHP), the nation’s official list of properties deemed worthy of preservation. In Minnesota, the National Register program is administered by MNHS’s Heritage Preservation department.

Please visit the link below for a list of Nationally Registered Places in Minnesota:

www.mnhs.org/nrhp

NATIONAL REGISTER OF HISTORIC PLACES:

The National Register was enacted by Congress in the National Historic Preservation Act of 1966. This established a process for nominating properties to the register and provided for a system of criteria to use in determining significance.

THE COMMISSION'S ROLE:

Note that the commission's role is advisory in the designation process. The governing body makes the formal decision.



below. A property listed only in the National Register may be altered or demolished, following general building and demolition codes of local communities.

F. How Does Local Designation Work?

The legal basis for local designation

At the local level, historic properties are designated under the community's "police power." The parameters for establishing local preservation regulations are set forth in Section 471.193 "Municipal Heritage Preservation" of the Minnesota Statutes. This section is considered "enabling legislation," because it sets forth the range of powers that local governments may use in promoting historic preservation. Any local ordinance must be in agreement with the applicable state enabling legislation as county and municipal governments can only exercise those powers specifically delegated to them by the state.

Designation is a form of zoning overlay

A property may be designated as a historic resource under local zoning laws. This, of course, is the type of designation that local preservation commissions deal with most of the time.

A community may adopt regulations related to preservation of historic properties, which can include a process for officially designating resources to a register. Adopted by



ordinance, this may provide for review of alterations and demolition as well as make certain incentives available to eligible properties. It is this designation that preservation commissions use in their review and permitting roles.

G. What Legal Issues May Be Raised?

Even though local governments have the right to designate and regulate properties, historic preservation ordinances and commissions may face legal challenges. Often these are raised as concerns during the designation and design review processes, and sometimes they may even lead to formal consideration in the courts. This section discusses some of the most common legal issues a commission may face and some best practices that commissions should follow to protect themselves from legal vulnerability.

Takings

One of the most frequently challenged issues is whether designating private property as “historic” and thus subjecting it to government regulation constitutes a “taking” for which the government unit must pay. The term “taking” derives from a provision in the Fifth Amendment to the U.S. Constitution that states that private property shall not “be taken for public use, without just compensation.”

In general, the courts have interpreted a “taking” to occur only when no viable use of the property remains from the governmental action. That is, limiting use, or in some cases, prohibiting certain alterations or even demolition, is not considered a taking.

The courts have upheld local governments’ ability to regulate for preservation, finding that the restrictions that may be applied do not constitute a taking. That said, the courts do consider closely if a property owner’s rights for due process have been followed.

SPECIAL LEGAL ISSUES:

Chapter 7 discusses some other special legal issues:

- A. Economic Hardship
- B. Demolition By Neglect
- C. Enforcement



FOLLOWING DUE PROCESS:

Commissioners should take care in their actions to assure that procedural due process is provided.



March 28, 2016
NOTICE OF PUBLIC HEARING
The City of Mankato Heritage Preservation Commission will hold a public hearing regarding the following request on Thursday, April 14, 2016 at 4:00 p.m., in the Minnesota Valley Room located on the first floor of the Intergovernmental Center, 10 Civic Center Plaza, Mankato, MN. The purpose of this hearing is to consider the following:
** Request of Planning Agency and Heritage Preservation Commission for an ordinance amending Section 10.82, Subdivision 20 relating to locally designated heritage properties - Wenzl Huetfl Tailor Shop. The property is described as the Northerly 22 feet of Lot 1, Block 17, except the rear or Easterly 34 feet of the Northerly 22 feet of Lot 1, Block 17, Map of Mankato, Blue Earth county, M.T. (329 N. Riverfront Drive).
Paul Vogel
Director of
Community Development

Example of public hearing notice

FOR MORE INFORMATION:

Federal Preservation Laws

<http://www.preservation-nation.org/information-center/law-and-policy/legal-resources/preservation-law-101/federal-law/#.VuMEgYwrJQo>

Procedural Due Process

While local governments do have the right to regulate properties for preservation, they must do so following procedural due process. That is, each affected property owner must be given proper notification of pending governmental action, and be provided the appropriate hearing of their concerns.

Procedural due process is essentially based on the concept of “fundamental fairness.” Procedural due process refers to the manner in which government actions are carried out, that is, the actual process of decision-making.

Procedural due process requires:

- Advance notice of the proceedings
- Final notice of the decision reached
- Opportunity for individuals directly affected by the proposed governmental action to be heard

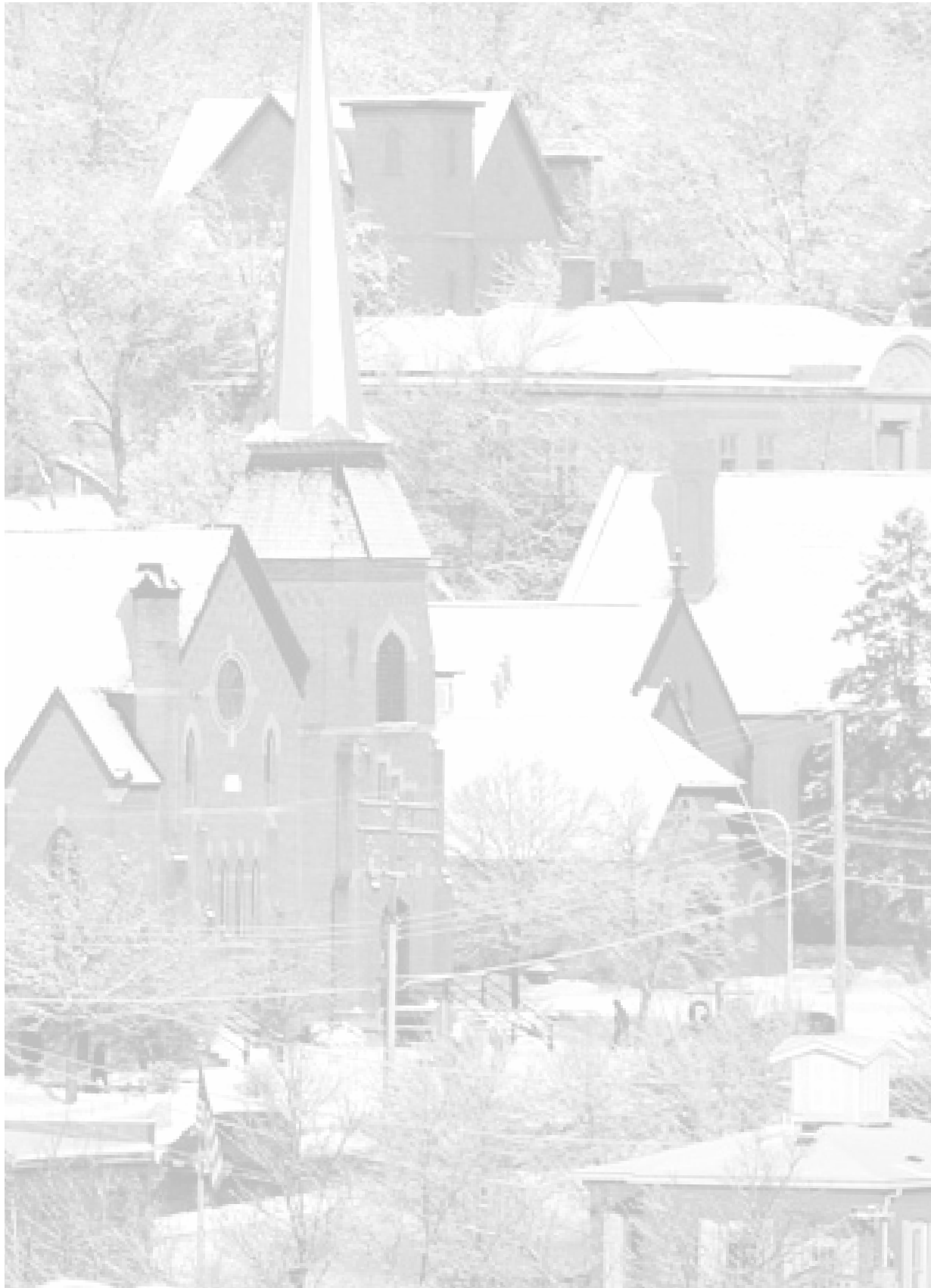
Commissioners should take care in their actions to assure that procedural due process is provided, such as notifying applicants of hearing dates and providing time for public comment during a hearing. Local governments, including all boards and commissions, must also adhere to the Minnesota Open Meeting Law that was originally enacted in Laws 1957, chapter 773, section 1. It is now codified in Minnesota Statutes, chapter 13D. The Minnesota Supreme Court has articulated three purposes of the open meeting law:

- To prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board’s decisions or to detect improper influences
- To assure the public’s right to be informed
- To afford the public an opportunity to present its views to the public body

Substantive Due Process

Substantive due process is a related concept. It addresses the rationality or reasonableness of the substance of the decision itself. It requires that the decision be based on the evidence on the record as applied to the standards and criteria in the ordinance. It also protects individuals from bias, conflicts of interest, and other factors bearing on the impartiality of the decision-makers. Commissions should take care to make findings of fact and reference all applicable standards and criteria when taking action on a property. Commissioners must also recuse themselves from discussions about applications, properties, or issues if there is a real or perceived conflict of interest. Failing to do so could create legal vulnerabilities for the individual, the commission, and the local government if the decision is challenged in the future.







City of Lanesboro
202 Parkway Avenue S, Lanesboro, MN 55949
507-467-3722

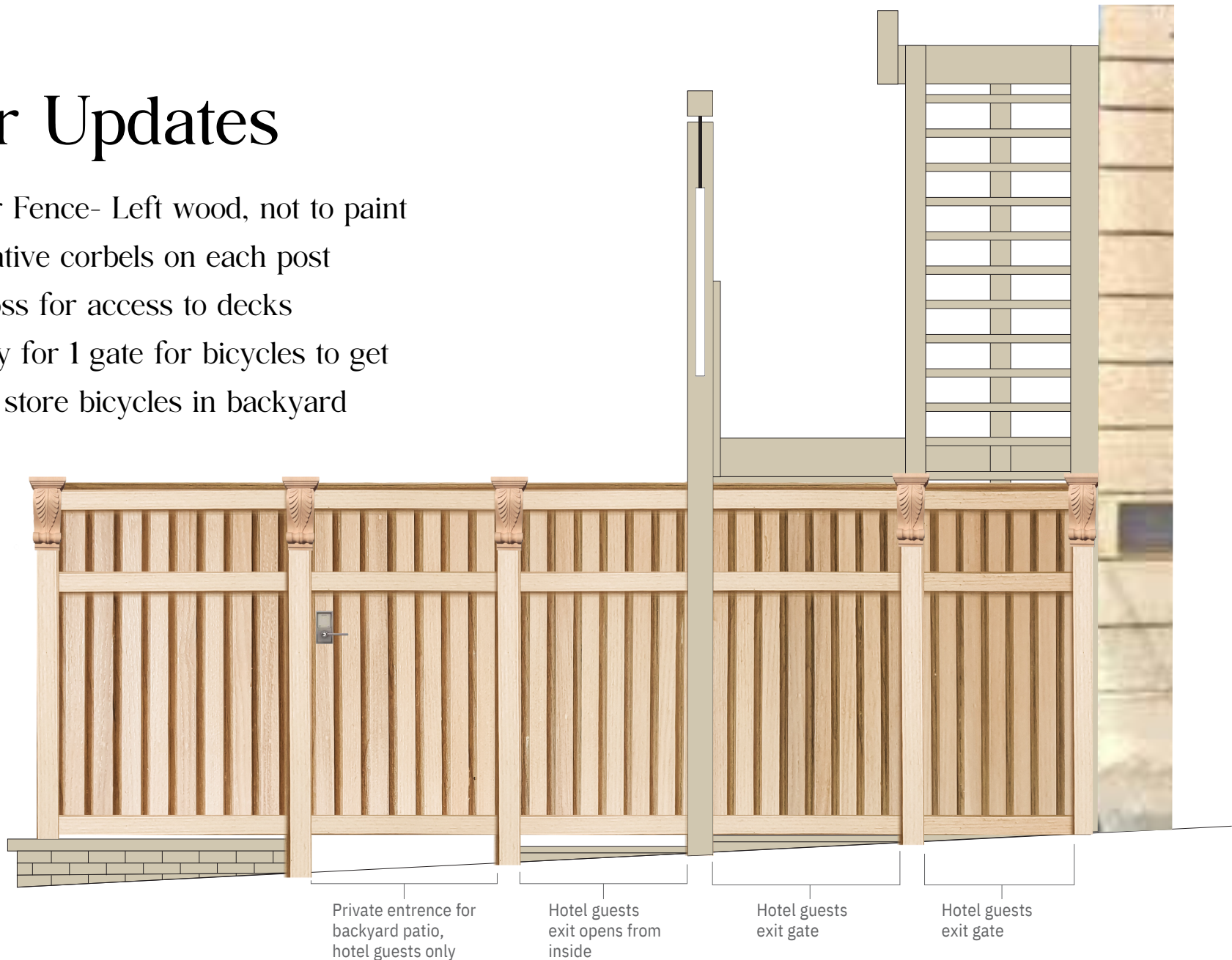
Application for Building Permit

Property Information							
Site Address 101 Parkway Ave N, Lanesboro, MN 55949						Date 1-9-24	
Property Owner Levi & Chelsey Skelly				Parcel ID 19-0183-000		Project Valuation	
Applicant Information							
Applicant is: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other							
Applicants Name Levi & Chelsey Skelly				Phone Number 763-464-2514		State License # 9072925	
Company Name Hotel Lanesboro (Hotel Skelly LLC)				Email chelseyskelly@comcast.net			
Company Address 3899 168th Ave NW			City Andover		State MN		Zip Code 55304
I would like my approved permit...							
<input checked="" type="checkbox"/> Emailed (if different from above): <input type="checkbox"/> Mailed <input type="checkbox"/> Will Pick Up in Person							
Detailed Description of Work:							
We would like to replace the existing picket fence w/ a new 6' tall cedar fence (custom made for style). Placement will stay the exact same. Just trying to make our yard more private for guests. Repaint- All trim work, decks & railing. Sign post Add planter boxes, & urns (freestanding)							
Property Type:		Construction Type:					
<input type="checkbox"/> Residential		<input type="checkbox"/> New Building					
<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Addition					
		<input checked="" type="checkbox"/> Alteration/Remodel					
		<input type="checkbox"/> Deck					
		<input type="checkbox"/> Re-Side					
		<input type="checkbox"/> Re-Roof					
		<input type="checkbox"/> Windows/Door Replacement					
		<input type="checkbox"/> Retaining Wall					
		<input type="checkbox"/> Accessory Building					
		<input type="checkbox"/> Move Building					
		<input type="checkbox"/> Demo Building					
		<input checked="" type="checkbox"/> Other <u>New Fence</u>					
Setback Requirements							
<input type="checkbox"/> Residential				<input type="checkbox"/> Commercial			
<input type="checkbox"/> R1		<input type="checkbox"/> R2		<input type="checkbox"/> R3		<input type="checkbox"/> C1 Downton	
<input type="checkbox"/> C2 Highway							
Min	Actual	Min	Actual	Min	Actual	Actual	Actual
30'	Front Yard:	30'	Front Yard:	30'	Front Yard:	Front Yard:	Front Yard:
6'	Side Yard:	15'	Side Yard:	15'	Side Yard:	Side Yard:	Side Yard:
20'	Rear Yard:	30'	Rear Yard:	30'	Rear Yard:	Rear Yard:	Rear Yard:
Applicant - Please read and sign below:							
Application is made to the Zoning Department of the City of Lanesboro, Fillmore County, Minnesota. The applicant is hereby advised that no construction shall proceed under the terms of this permit until the time and date the permit application receives the signature of the Lanesboro Zoning Administrator. The applicant is further advised that review of the permit application is made according to the terms of the Lanesboro Zoning Ordinance, a copy of which is available and may be recieved at the City Office.							
The applicant shall attach a single 8 1/2" X 11" page illustrating: the size and dimensions of the subject property owned by the applicant; the location and size of existing and proposed buildings, such that the Zoning Administrator can identify how far all buildings are from front, side, and rear lot lines; the location of street right-of-ways; and the names of all adjacent property owners.							
Additional information may be requested by the Zoning Administrator: location of easements, foliage, topography and waterways, existing and proposed parking, landscaping, size and location of all signs, building floor plans, building elevations. If this zoning permit is granted, the applicant states that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted, and with all City Ordinances applicable hereto. The applicant understands that he or she may be requested to explain the proposed activities to the Lanesboro City Council, Lanesboro Planning and Zoning Commission, or the Lanesboro Historic Preservation Commission. In the event the building permit is denied or modified, you may appeal the decision to the Lanesboro City Council.							
This permit shall become invalid unless the work authorized is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days.							
Applicants Signature: 				Date Signed: 1-9-24 1-9-24		Permit Fee	
						Late Fee (2 times the permit fee)	
						Total Fee Due	
Office Use Only							
Comments:							
Permit Approved		Meeting Date		Zoning Administrator Signature			

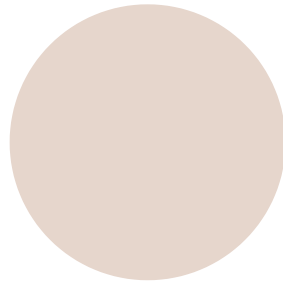
❖ HOTEL LANESBORO ❖

Exterior Updates

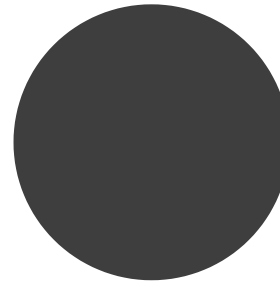
- 6' Tall Cedar Fence- Left wood, not to paint
- Small decorative corbels on each post
- 4 Gates across for access to decks
- Keypad entry for 1 gate for bicycles to get through and store bicycles in backyard



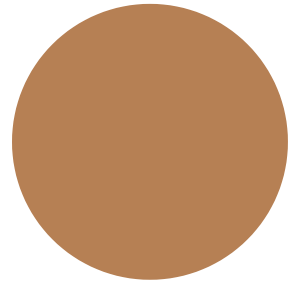
Colors



Existing Decks & Railing & Sign post



All window trim on all sides of building



Front Door

2 flower boxes on
the 2 front big
windows, 2 big urn
planters on either
side of the railing
various hanging
flowers





City of Lanesboro

202 Parkway Avenue S, Lanesboro, MN 55949
507-467-3722

Application for Building Permit

201 Parkway N.
Ave.

Property Information					
Site Address 201 Parkway Ave N					Date 1-10-24
Property Owner Jeff & Patty Brogle			Parcel ID 190090000	Project Valuation	
Applicant Information					
Applicant is: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other					
Applicants Name Jeff & Patty Brogle			Phone Number 952-994-3437	State License #	
Company Name			Email brogle4@yahoo.com		
Company Address 30805 381st Ave.		City Peterson	State MN	Zip Code 55962	
I would like my approved permit...					
<input type="checkbox"/> Emailed (if different from above): <input type="checkbox"/> Mailed <input checked="" type="checkbox"/> Will Pick Up in Person					
Detailed Description of Work:					
<ul style="list-style-type: none"> • Adding ⁵ windows on 1st floor - south side (Coffee St & W) • Replacing two exterior doors - South & East side (Coffee Street & W & Parkway Ave N) • Replace 2 windows on south side to match • Add 1 lower level window on north side of building 					
Property Type:		Construction Type:			
<input checked="" type="checkbox"/> Residential		<input type="checkbox"/> New Building			
<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Addition			
		<input checked="" type="checkbox"/> Alteration/Remodel			
		<input type="checkbox"/> Deck		<input checked="" type="checkbox"/> Windows/Door Replacement	
		<input type="checkbox"/> Re-Side		<input type="checkbox"/> Retaining Wall	
		<input type="checkbox"/> Re-Roof		<input type="checkbox"/> Accessory Building	
				<input type="checkbox"/> Move Building	
				<input type="checkbox"/> Demo Building	
				<input checked="" type="checkbox"/> Other Adding windows	
Setback Requirements					
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial					
<input type="checkbox"/> R1		<input type="checkbox"/> R2		<input type="checkbox"/> C1 Downtown	
<input type="checkbox"/> C2 Highway					
Min	Actual	Min	Actual	Min	Actual
30'	Front Yard:	30'	Front Yard:	30'	Front Yard:
6'	Side Yard:	15'	Side Yard:	15'	Side Yard:
20'	Rear Yard:	30'	Rear Yard:	30'	Rear Yard:
Applicant - Please read and sign below:					
<p>Application is made to the Zoning Department of the City of Lanesboro, Fillmore County, Minnesota. The applicant is hereby advised that no construction shall proceed under the terms of this permit until the time and date the permit application receives the signature of the Lanesboro Zoning Administrator. The applicant is further advised that review of the permit application is made according to the terms of the Lanesboro Zoning Ordinance, a copy of which is available and may be reviewed at the City Office.</p> <p>The applicant shall attach a single 8 1/2" X 11" page illustrating: the size and dimensions of the subject property owned by the applicant; the location and size of existing and proposed buildings, such that the Zoning Administrator can identify how far all buildings are from front, side, and rear lot lines; the location of street right-of-ways; and the names of all adjacent property owners.</p> <p>Additional information may be requested by the Zoning Administrator: location of easements, foliage, topography and waterways, existing and proposed parking, landscaping, size and location of all signs, building floor plans, building elevations. If this zoning permit is granted, the applicant states that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted, and with all City Ordinances applicable hereto. The applicant understands that he or she may be requested to explain the proposed activities to the Lanesboro City Council, Lanesboro Planning and Zoning Commission, or the Lanesboro Historic Preservation Commission. In the event the building permit is denied or modified, you may appeal the decision to the Lanesboro City Council.</p> <p>This permit shall become invalid unless the work authorized is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 365 days.</p>					
Applicants Signature: Patty Brogle		Date Signed: 1-10-24		Permit Fee	
				Late Fee (2 times the permit fee)	
				Total Fee Due	
Office Use Only					
Comments:					
Permit Approved		Meeting Date		Zoning Administrator Signature	



**Install one new window on
lower level approximately 16
ft from NE corner of building**

**East side- Replace
door, remove
awning, remove sign**

**South Side - Replace door, replace
two windows to match upper
windows. Install 5 new windows to
match upper windows**

Coffee St West







Install one new window on lower level approximately 16 ft from NE corner of building

East side- Replace door, remove awning, remove sign

South Side - Replace door, replace two windows to match upper windows. Install 5 new windows to match upper windows

Coffee St West