

**Lanesboro Heritage Preservation Commission**  
**Agenda**  
**Monday February 12, 2024 5:00 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)

\*Member Albrecht-Benson will be participating via Zoom from Gulf Dunes 412, 376 Santa Rosa Blvd., Fort Walton  
Beach, FL 32548\*

**Call the Regular meeting to order:**

- A. Approval of Agenda
- B. Public Comments
- C. Minutes of Regular Meeting, January 17, 2024

**Continued Business:**

- A. Historic Site Recommendations
- B. Heritage Preservation Commission Training Manual - Chapter 3 Review
- C. Hotel Lanesboro Exterior Changes

**New Business:**

- A. Heritage Preservation Commission Duties & Powers Summary

**Next Meeting: March 11, 2024 5:00 p.m.**

**Adjourn**

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

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

**Present Members:**

X Mindy Albrecht-Benson      X Kathryn Wade      X Lori Bakke  
X Ceil Allen      X Kate O'Neary

**Staff:**

X Mitchell Walbridge      X Darla Taylor

**Visitors:**

Stacey Schultz, Zach Lind, Jeff Brogle, Patty Brogle

**Call the Regular Meeting to Order:** Member Albrecht-Benson called the regular meeting to order at 7:00 p.m.

- A. Agenda:** Member Allen entered a motion to approve the agenda; Member Bakke seconded the motion. Motion carried with all in favor.
- B. Public Comments:** No public comments were shared.
- C. Minutes from the October 24, 2023, Regular Meeting:** Member Bakke entered a motion to approve the minutes as submitted; Member O'Neary seconded the motion. Motion carried with all in favor.

**Continued Business**

- A. Historic Site Recommendations:** City Administrator Walbridge shared information with members regarding the process to make local designations. Members discussed their continued interest in designating the Bethlehem Lutheran Church, the St. Patrick's Catholic Church, and the former Lanesboro School building as local landmarks. At this time members would like city administration to move forward with the Legacy grant application. Members also requested that city administration work with park department staff to determine the level of urgency for repairs to the cabin in the park.
- B. Training – Chapter 2 Discussion:** Chapter 2 of the Heritage Preservation Commission Training Manual was reviewed. Members requested that an outline of the commission's authorities be developed based on the city ordinances.

**New Business**

- A. Hotel Lanesboro Exterior Changes:** Members reviewed the proposed improvements for the exterior of Hotel Lanesboro. Members noted they would need more information regarding the proposed fence replacement, including the height, color, and the impact the Highway 250 project may have on the fence. In addition, members would like to know if the proposed fence replacement would obstruct drivers' views at the County Highway 8 and Parkway Avenue intersection. Member Albrecht-Benson entered a motion to table the discussion to the next meeting; Member O'Neary seconded the motion. Motion carried with all in favor.
- B. 201 Parkway Avenue North Exterior Changes:** Jeff and Patty Brogle presented a rendering of exterior improvements to be made to their property at 201 Parkway Avenue North. Proposed improvements to the south side of the building include replacement of a door, replacement of two windows to match the upper-level windows, and installation of five new windows to match the upper-level windows. Proposed improvements to the east side of the building include replacing a door, removing the awning, and removing a sign. Proposed improvements to the north side of the building include the installation of one new window on the lower level approximately 16 feet from the northeast corner of the building. Member Wade entered a motion to approve the plans presented; Member Allen seconded the motion. Motion carried with all in favor.

Draft 1/18/2024

- C. Driftless Trading Post:** Zach Lind, owner of Driftless Trading Post, presented plans to install a permanent food unit on the lot at 105 ¾ Parkway Avenue North. Lind shared a picture of the food unit. More definitive plans, including design renderings, will be shared with the commission at a future meeting.
- D. Heritage Preservation Commission Meeting Time:** Members discussed their meeting schedule and what meeting frequency and time would best allow recommendations to be conveyed to the Planning and Zoning Commission. Member Albrecht-Benson entered a motion to have the Heritage Preservation Commissions to be held monthly on the third Monday of the month at 5:00 p.m.; Member Bakke seconded the motion. Member Albrecht-Benson rescinded her motion after more discussion. Member Bakke entered a motion to change the commission's meeting schedule to the second Monday of each month at 5:00 p.m.; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Member Albrecht-Benson adjourned the meeting at 8:11 p.m.

Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk

# CHAPTER 3: DESIGNATING PROPERTIES

## A Starting Question

A property owner wants to designate their property as a historic landmark under the community's preservation ordinance, and they wish to know what the process will be. How will you answer them?

Designating a property means formally listing it under local law as a historic resource or as part of a district. This is a land use action, and therefore requires formal hearings. It also requires an appropriate level of documentation that substantiates the historic significance of the property. This includes information from a survey, using specific categories for classifying properties, information that places the property into historical context and application of criteria for determining significance and integrity. This chapter provides an overview of those informational tools used in the designation process.



### In This Chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
- D. Significance and Integrity
- E. Defining Districts and Using Boundaries



## A. Designating Historic Properties

The designation of individual properties and districts as historic is fundamentally a zoning power and may only be made by a local governing body (i.e. Mayor/Council) through adoption of an ordinance. The designation ordinance should include findings that describe the historic, architectural or archeological significance of the property, the boundaries of the property, and reference the applicable ordinance or section of the local code that allows the Council to make the designation and review alterations to those properties.

Designating a property or a district can sometimes be a long and occasionally contentious process. The Commission should consider holding special information meetings or forums with community groups and property owners to answer questions, dispel myths, and discuss the community's concerns prior to holding a formal vote on whether to recommend designation of the property. Such outreach can be very important when it comes time to present the designation request to the City Council.





## Heritage Preservation Site Designation

Type 4 Review

### GENERAL INFORMATION

#### 1. Applicant

Name:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

2. Property Identification Number (PID) for this application:

#### 3. Property Address for this application:

Street:	City: Northfield	State: MN	Zip: 55057
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#### 4. Project Name and Project Description:

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#### 5. Property Owner

☐ Same as the Applicant

Name:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

#### 6. Project Contact (Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)

Name:	Role in Project:		
Company:			
Street:	City:	State:	Zip:
Business Telephone:	Fax:		
Email:			

#### City Use Only

Received by:	Date Received:	Date Complete:
Permit No.:	Fee:	Date Paid:
Other:	Escrow:	Date Paid:

Community Development

801 Washington Street  
Northfield, MN 55057

Phone: 507-645-3059

[www.ci.northfield.mn.us](http://www.ci.northfield.mn.us)

Page | 1

*Nomination form example from Northfield, MN for designating a property as a Heritage Preservation Site.*



## STEPS IN A LOCAL ORDINANCE:

The steps listed here may vary from those in some local ordinances. Always check for any differences.

## NOTE:

Chapter 5 provides more detail about hearing procedures.



## The Steps in the Designation Process

If a survey indicates that a property is eligible for designation and the owner is interested in doing so, these are the typical steps.

### 1. Prepare the nomination

Include descriptions of significance along with key features and other data as specified in the ordinance and rules and procedures. The nomination should include a statement that describes why the property/district is significant and relates it to the criteria published in the ordinance.

### 2. File the nomination with the HPC

Check for completeness of documentation before continuing.

### 3. Schedule a HPC hearing

Provide public notice, as required in the ordinance.

### 4. Preservation commission decision

The commission's action is a recommendation to the governing body.

### 5. Referral to Planning Commission

After the Preservation Commission's decision, the nomination is sent to the Planning Commission, and at this stage, is also sent to the SHPO for comment.

### 6. City Council/county commissioners hearing

Also conducted according to due process requirements, including appropriate public notice.

### 7. Appeal

Follow the process specified in the ordinance. Because designations are legislative actions, appeals by property owners or other eligible parties are typically heard by City Council.

## What is the Commission's Role?

The local preservation commission reviews designation applications/nominations and makes a recommendation to the elected body. Because designation is a zoning action, it is the City Council that typically has the legal authority to designate properties as historic.

## B. Inventories

### What is an Inventory?

An inventory is a collection of data about the potential historic significance of properties in a community. It includes any surveys of historic resources, as well as individual evaluations of properties that may be conducted for a variety of research purposes. It is maintained as an informational source. The inventory usually includes the evaluation of resources for potential eligibility for listing in a formal register of historic resources. The inventory can assist in executing a Minnesota Environmental Rights Act (MERA) action when a historic property is threatened.

### How is an Inventory Used?

At the local level, a preservation commission uses the inventory as a reference point in determining if any properties would merit consideration for designation. They also use the inventory as a means of developing educational materials about the historic resources of the community or for background information during project review.

Planning departments may also use this information when developing neighborhood plans, or when evaluating development proposals that may require special review under development permitting regulations other than the preservation ordinance.

### Why is it Important to Keep a Local Inventory Up to Date?

Since the historic resource inventory is the starting point for research, education programs, and nominations, its value is greatest when the information is up to date. The status of a property as having potential historic significance can change due to a loss of integrity, or new interpretations of historic significance in the community, and thus regular updates of surveys is important. Increasingly, local governments are integrating survey information into Geographic Information Systems (GIS), which means that this information can now be updated more efficiently.



#### GIS:

GIS can be used to locate existing historic properties and future properties coming online. In addition, the information can be used to assist in understanding how historic properties relate to other planning factors, including land use, transportation patterns and socioeconomics.

#### FOR MORE INFORMATION

The State of Minnesota maintains a survey of over 70,000 structures and 18,000 archaeological sites, as of 2016, throughout the state.

<http://www.mnhs.org/shpo/survey/inventories.php>





**MINNESOTA ARCHITECTURE - HISTORY INVENTORY FORM**

**Project: Local Historic Bridge Study - Phase II**  
**Minneapolis, Hennepin County, Minnesota**

Historic Name: Bridge 00482				SHPO Inventory Number: 11F-MPC-0000			
Current Name: Bridge 00482				Review and Compliance Number:			
Field #				Form (New or Updated): Updated			
Address: 4800 Block Nokomis Ave S over Minnehaha Creek				Linear Feature?: No			
City/Town: Minneapolis				RPC Status: Potential			
County: Hennepin				Resource Type: Structure			
Legal Desc.: Turp. 28 Range 24 Sec 13 QQ NE1/4				Architect/Engineer: City Engineer of the City of Minneapolis			
USGS Quad: ST PAUL WEST				Style: No Style			
UTM Zone: 15N Datum: NAD83				Construction Date: 1922			
Easting: 481975 Northing: 4971044				Original Use: Transportation			
Property ID: 0000				Current Use: Transportation			

**Description**

00482 carries Nokomis Avenue South over Minnehaha Creek, between East 46th and East 47th Streets, in Minneapolis, Hennepin County, Minnesota. The bridge crosses over Minnehaha Creek in a north-south alignment that is skewed to the creek, as the creek flows under the bridge in a southeast alignment. The bridge is located within the Minnehaha Segment of the Grand Rounds, which is defined by the creek and Minnehaha Parkway. The linear park area surrounding Minnehaha Creek features a valley of varying width, generally with steep bluffs on either side. Dense areas of mature trees as well as manicured open spaces with walking and biking trails line the creek.

Bridge 00482 is a single span, reinforced-concrete, deck-girder bridge that was constructed in a Classical Revival style. The bridge has a total structure length of 41 feet, with a 36 foot long main span. The main span deck width is 34 feet. The substructure is comprised of reinforced-concrete abutments, and concrete wingwalls. An arched face in girder on both sides obscures the abutments and girders from view, except for under the span. There are recessed panels in the spandrel walls and a large keyhole at the top of the arch. Projecting rusticated pilasters are found at either end of the arch. There is a continuous band of decorative deck coping that extends the length of the structure.

The superstructure consists of nine reinforced-concrete deck girders that rest on the concrete abutments. The deck consists of a 10 foot wide concrete roadway with raised concrete sidewalks on either side. The solid concrete railing features square end posts with shallow pyramidal caps on each end. There are two intermediate posts that have decorative molding on the sides and pyramidal caps. Railing panels consist of three groups of seven vertical, rectangular openings in the railing. A short metal tube railing was added to the top of the concrete balustrade in 1989. The entire railing was rehabilitated in 2012. While the railing retains its historic design, a coat of gray special surface finish was applied to the railing as part of the rehabilitation.

**Integrity - Good**

Bridge 00482 remains in its original location over Minnehaha Creek, retains its park-like setting within the Minnehaha Segment of the Grand Rounds, and retains its historic use as a crossing over Minnehaha Creek. As such, the bridge retains good integrity of location and setting. According to the registration requirements in the "Reinforced-Concrete Highway Bridges in Minnesota (MPC)" in order to be eligible for the NRHP, "the significant reinforced-concrete element in the superstructure span... must be in substantially original condition. Because this engineering element is the most important feature of bridges in this property type, neither an original substructure nor an original deck and railing system are necessary for the bridge to be eligible (although these components, when original, may enhance the significance of the bridge)" (Frame 1988:6-7). Since the bridge's construction in 1922, routine maintenance has been performed on the bridge, including a new concrete wearing surface and the addition of metal pipe railings to meet safety requirements in 1989. The bridge railing was rehabilitated in 2012. While the railing retains its historic design, a coat of gray special surface finish was applied to the railing as part of the rehabilitation.

11F-MPC-0000

Example of inventory form for Minneapolis, MN

## C. Types of Historic Properties

Historic properties come in a variety of forms. These are the typical categories:

### Building

A structure intended to shelter some sort of human activity. Examples include a house, barn, hotel, or church.

### Historic District

A geographically definable area, possessing a significant concentration of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development.

### Object

Usually artistic in nature, or small in scale when compared to structures and buildings, and generally associated with a specific setting or environment. Examples of objects are monuments, sculptures and fountains.

### Site

A discrete area significant solely for activities in that location in the past, such as a battlefield or designed landscape (parks and gardens).

### Structure

A functional construction meant to be used for purposes other than sheltering human activity. Examples include, an aircraft, a ship, a grain elevator, and a bridge.

Other categories also are used. These include:

- Cultural landscape
- Traditional cultural property
- Maritime sites
- Archaeological resources



*A bandshell is categorized as an "object" property type.*



*The Indian Mounds Park Mound Group is classified as site.*



*An archaeological resource is a property type.*



*A "building" is a structure intended to shelter some sort of human activity.*



## Individual Landmarks and Districts

Properties identified as having historic significance and formally designated to a local historic register may be listed individually (usually termed a “landmark”), or as a contributing resource in a historic district.

## Contributing vs. Non-Contributing Properties

When a boundary is defined for a historic district, it will be drawn around all of the properties in the area. Each of these is then classified as a “contributing” or “non-contributing” to the district’s historic significance. Each property is first identified as such in a historic resource survey, which is then formally adopted when the district is designated.



### Contributing property

A contributing property is any building, structure, object or site within the boundaries of the district which reflects the significance of the district as a whole, either because of historic associations, historic architectural qualities or archaeological features. Another key aspect of the contributing property is historic integrity (discussed later in this chapter).

### Non-contributing property

In a historic district, those properties that do not have historic significance are termed “non-contributing.” This does not indicate that the property is incompatible in its character with the district; that is a different consideration.



A property may be rated as non-contributing for these reasons:

- It is of more recent construction, and therefore does not have historic significance at this time
- It is an older property, but is substantially altered and therefore has lost its integrity
- There is insufficient information to determine that the property has historic significance

## D. Significance and Integrity

### Age of Historic Resources

In general, properties must be at least 50 years old before they can be evaluated for potential historic significance, although exceptions do exist when a more recent property clearly has historic value.

### Significance

To be eligible for designation as a historic resource, a property must demonstrate significance in terms of criteria that are adopted. Most local governments apply criteria adapted from those established by the Secretary of the Interior:

- Association with events or trends important in the history of the community
- Association with individuals who made a demonstrable and lasting contribution
- Architectural merit
- The potential to yield information that will contribute to a better understanding of our past

### 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 of historical association.

Integrity includes the aspects of location, design, setting, materials, workmanship, feeling and association. A majority of the resource's structural system and materials and its key character-defining features should remain intact.







## What are Character-Defining Features?

Every old building is unique, with its own identity and its own distinctive character. Character refers to all those visual aspects and physical features that comprise the appearance of a historic building.



The presence of key character-defining features helps determine a property's integrity. Character-defining elements include the overall shape of the building, its materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment. Some basic character-defining feature categories:

- Shape of the building overall (simple rectangle, complex composition)
- Roof shape (sloping, flat)
- Roof details (eaves, rafters)
- Openings (windows and doors)
- Projections (porches, turrets, bay windows)
- Trim and other components (decorative elements, railings, shutters)
- Materials

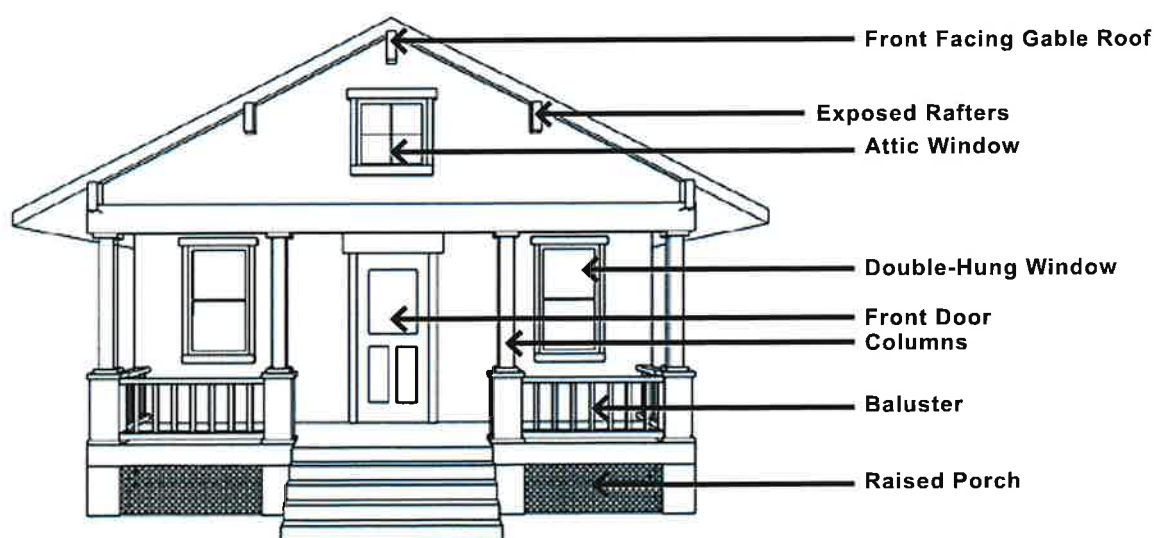
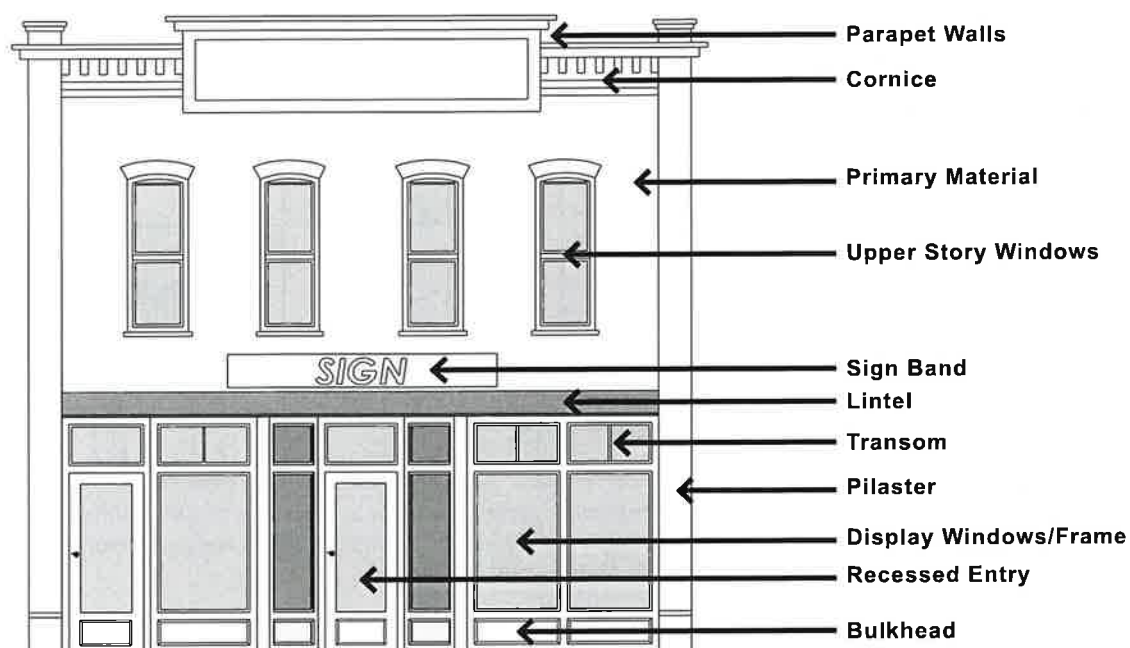


The following illustrations identify character-defining features on different property types.



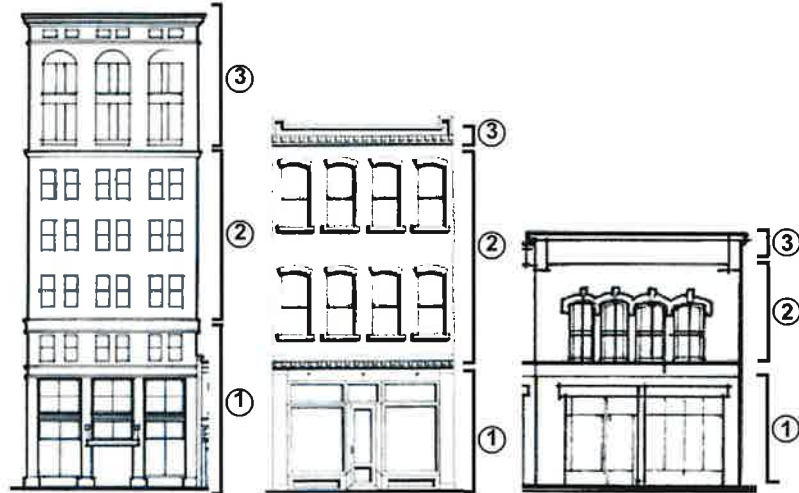
## Identifying Character-Defining Features in Individual Buildings

Character-defining features may be illustrated in surveys, historic guidebooks and commission design review guidelines. These documents help property owners identify those elements that should be respected when making improvements. Typical storefront components are shown below.



## Character-Defining Features in a Historic District

In a historic district, many buildings may share similar design features, even when the structures span several decades or represent different architectural styles. When these features are repeated along the street, they contribute to a sense of visual continuity, which in itself can be a key character-defining feature.



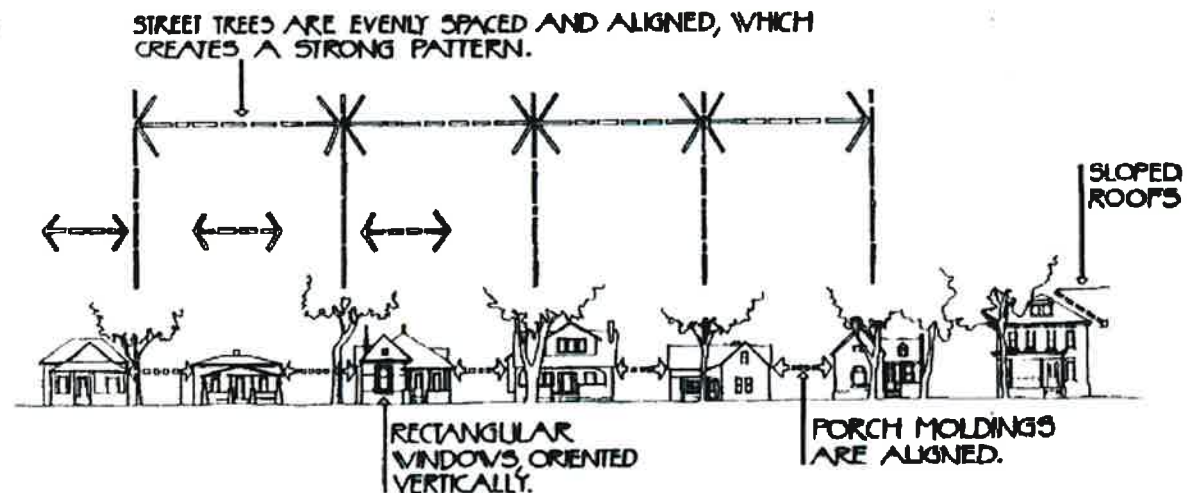
*These three commercial buildings in a historic district, although of different heights and periods of design, share these elements:*  
1. Base, 2. Middle, and 3. Cap.



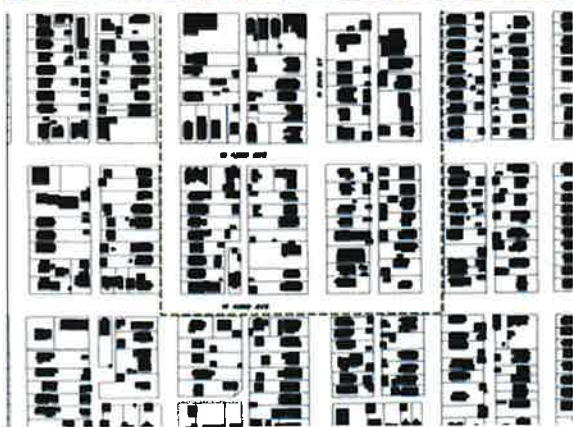
*In many commercial districts, similarity of floor heights at the street level, and horizontal moldings combine to create a horizontal alignment that establishes a distinctive scale for a block, which is character-defining.*

## Character-Defining Features in a Residential Historic District

### Features of a Residential Block



*The uniform spacing of buildings and side yards creates a rhythm of house fronts in many residential districts, which is character-defining.*



*The arrangement of city blocks, the width of streets and the presence of alleys are often key features of many single family residential districts. Aerial photographs and "figure-ground" maps also illustrate the uniform setback of building fronts and consistent orientation to the street.*



## FACTORS TO CONSIDER IN ESTABLISHING DISTRICT BOUNDARIES:

### Historical Factors:

- Original settlement boundaries
- Early concentration of building

### Visual Factors:

- Views
- Gateways
- Topography

### Physical Factors:

- Railroads, highways
- Major urban spaces
- Rivers, natural features
- Changes in land use
- Walls, fences
- Limits of settled areas

### Surveyed lines and lines of convenience

- Legal boundaries
- Streets and right-of-way
- Property lines
- Uniform setbacks

## NOTE :

In some cases there may be differences between a National Register district boundary and that of a local district.

## E. Defining Districts and Using Boundaries

### What Does a District Boundary Include?

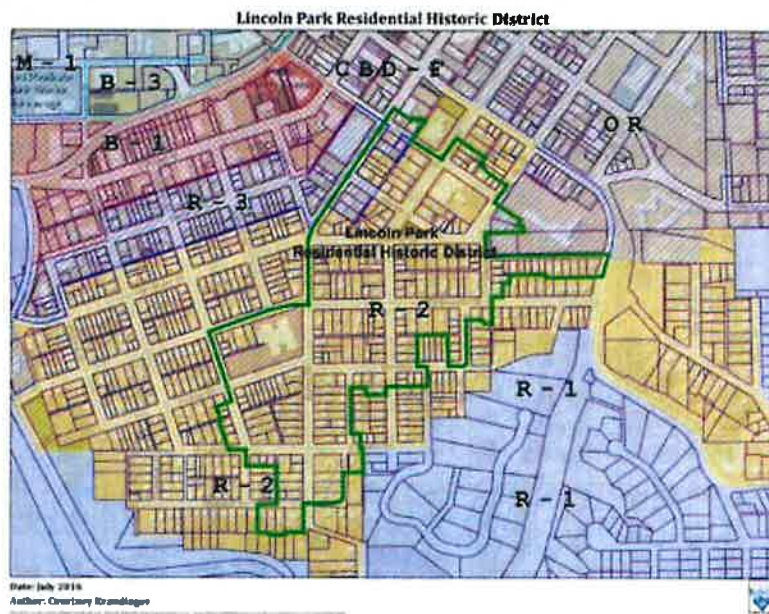
Local boundaries are drawn to contain all of the contributing resources that are identified. They also may be influenced by land use planning policies as well. New construction in the immediate context can affect one's perception of the historic character of the district and for this reason, the boundary may include vacant land and blocks that face historic properties.

### Environmental Setting and Landscape Features

Districts often include a combination of buildings, structures, landscapes, and site features, such as fences and walls.

### Relationship to Zoning and Other Boundaries

In addition to considering context for purposes of design review, boundaries may also be drawn to align with underlying zoning boundaries, special planned development areas, or other local demarcations.



*Lincoln Park Residential Historic District Map from Mankato shows zoning districts with the Historic District boundary overlay.*

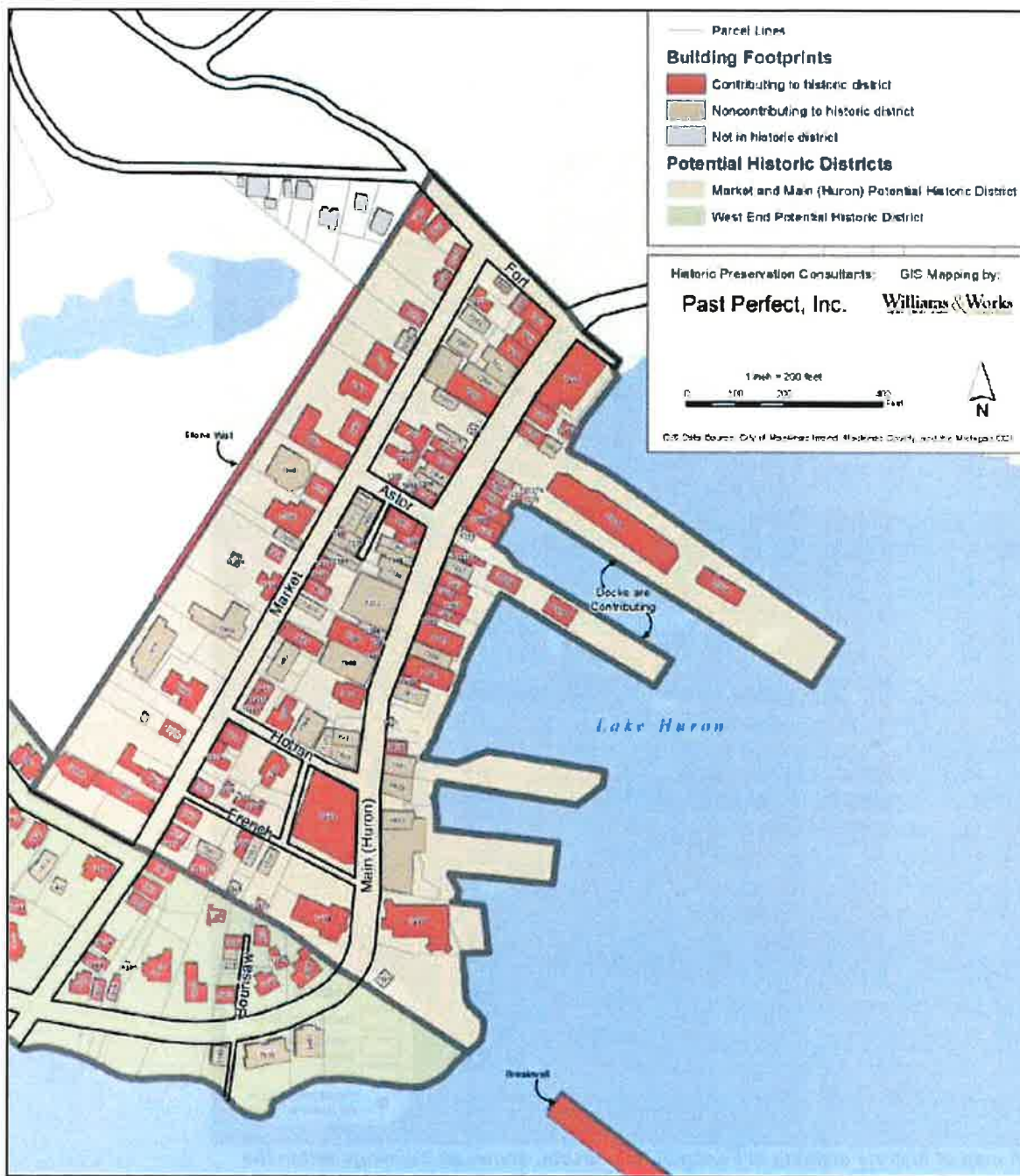
## Historic District Boundaries



A map of historic districts in Faribault, Minnesota, shows all buildings within the boundary. It identifies both the local and NRHP district boundaries, as well as several individual NRHP properties.

Note that this map uses an aerial photo and includes parcel lines, which can be a simple thing to make as a visual aid for a historic district nomination or design review process.





A map of a potential historic district in Mackinac Island, Michigan, shows all buildings within the boundary. Contributors are identified in red; non-contributors in brown. Other structures, including two wharves, a stone retaining wall and a breakwater, are also identified as contributing resources.

Commissions use this information when designating historic districts and also in the design review process to consider the context of a project and the significance of the resource at hand.



# 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 148th 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"/> Deck					
		<input type="checkbox"/> Addition					
		<input checked="" type="checkbox"/> Alteration/Remodel					
		<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 <i>Paint + New Fence</i>					
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 Downtown	
<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: <i>Chelsey Skelly</i>				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



Private entrance for  
backyard patio,  
hotel guests only

Hotel guests  
exit opens from  
inside

Hotel guests  
exit gate

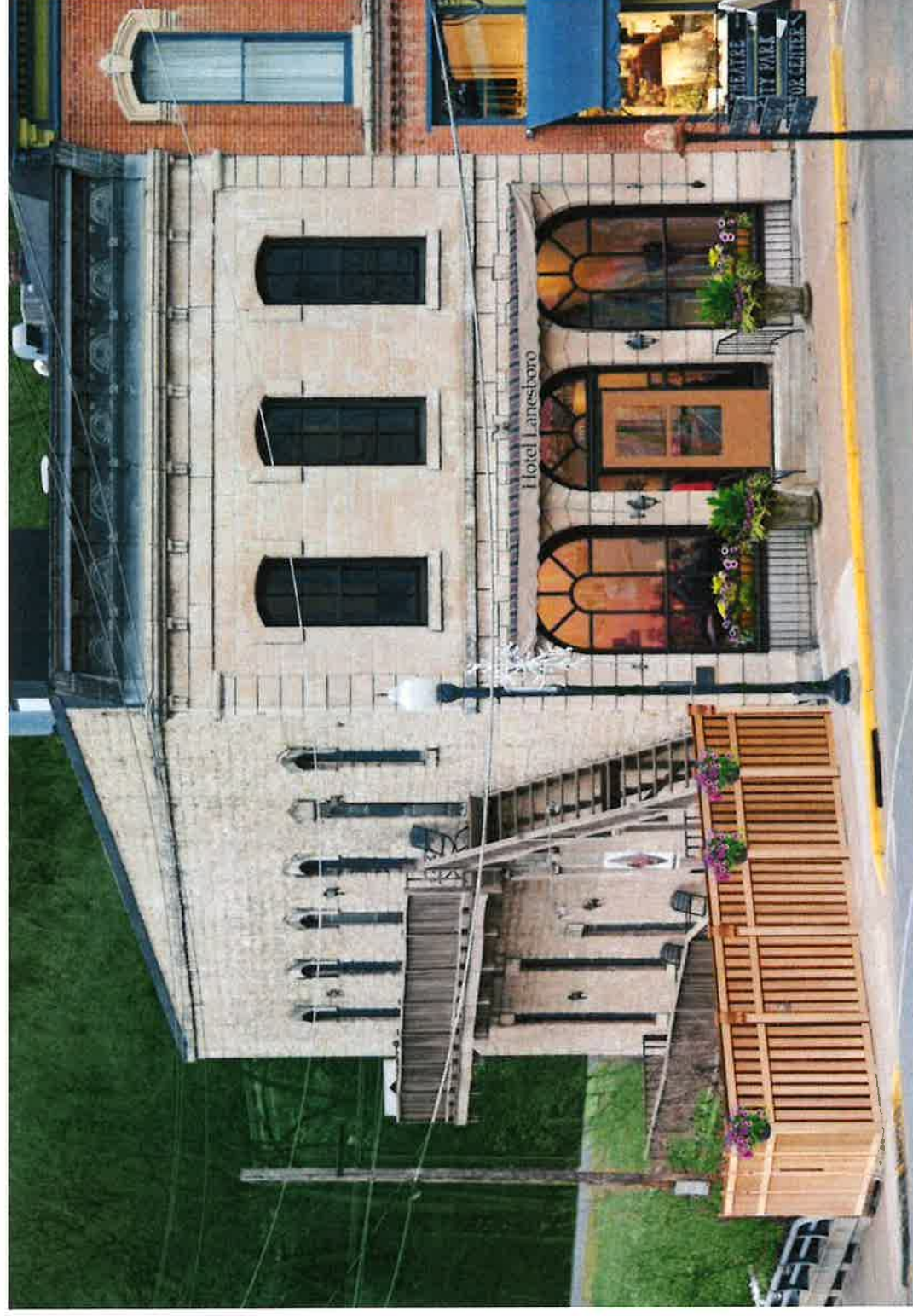
Hotel guests  
exit gate



# Colors

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

Existing Decks & Railing & Sign post      All window trim on all sides of building      Front Door



## **Lanesboro Heritage Preservation Commission Duties & Authorities Summary**

### **150.06 Heritage Preservation**

- **Section 2(C):** “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.”
- **Section 3(A):** “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.”
- **Section 3(B):** “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.”
- **Section 4:**
  - Conduct continual surveys of areas, places, buildings, structures, or objects it has reason to believe are significant to the cultural, economic, political, or architectural history of Lanesboro.
  - Act as a resource and in an advisory capacity to owners of buildings regarding the preservation, restoration, and rehabilitation of historic buildings.
  - Make recommendations as to additional buildings or structures to be designated as Heritage Preservation sites.
- **Section 5:**
  - Review and advise upon the issuance of City permits:
    - Remodel or repair in any manner that will change the exterior appearance of the building or site.
    - Construction.
    - Moving a building.
    - Demolition in whole or part.
    - Repair, removal, replacement, or erection of exterior signs.
  - Review and make recommendations concerning activity in the City to change the nature or appearance of any building, structure, or sign within the Heritage Preservation Site.
  - Provide public comment periods – “Before the City can issue a City permit for any activity subject to review under paragraph (A) above, public comment shall be solicited, heard, and considered.”

### **151.34 Signs.**

- **151.34(H):** “Signs proposed for location within the Heritage Preservation District must be reviewed by the Heritage Preservation Commission before they can be erected. Said signs shall be subject to all the requirements of this Ordinance, in addition to the City Ordinance 150.06, the Heritage Preservation Ordinance.”