

**Lanesboro Heritage Preservation Commission**  
**Agenda**  
**Monday April 8, 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)

**Call the Regular meeting to order:**

- A. Approval of Agenda
- B. Public Comments
- C. [Minutes from March 11, 2024](#)

**Continued Business:**

- A. [Driftless Trading Post - Sign/Layout Approval](#)

**New Business:**

- A. [Driftless Trading Post - Building Permit Application](#)
- B. [Heritage Preservation Commission Training - Chapter 4: Treatment of Historic Properties](#)

**Next Meeting: May 13, 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  
Monday, February 12, 2024  
Lanesboro Community Center and Zoom**

**Present Members:**

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

**Staff:**

X  Mitchell Walbridge                       X  Darla Taylor

**Visitors:**

Bonita Underbakke

**Call the Regular Meeting to Order:** Member Albrecht-Benson called the regular meeting to order at 5:02 p.m.

- A. Agenda:** Member Bakke entered a motion to approved the agenda as presented; Member O’Neary seconded the motion. Motion carried with all in favor.
- B. Public Comments:** No public comments were shared.
- C. Minutes of the Regular Meeting, February 12, 2024:** Member Allen entered a motion to approve the minutes as presented; Member Bakke seconded the motion. Motion carried with all in favor.

**Continued Business:**

- A. Historic Site Recommendations:** City Administrator Walbridge shared the grant application draft is ready. Members discussed whether it would be beneficial to add the Sylvan Park Cabin funding needs to the grant application. Administrator Walbridge expressed that keeping the Church Hill project and the Sylvan Park Cabin project separate would likely yield a better result on the grant application.
- B. Heritage Preservation Commission Training Manual – Chapter 3 Review:** Members discussed the contents of the manual’s chapter 3. Members noted the importance of doing a full city inventory of historic properties as a future project. Member Allen expressed the importance of working with the Lanesboro History Museum during the commission’s future projects.

**New Business:**

- A. Sylvan Park Cabin – Local Designation:** Member O’Neary shared that she and Vicki McKinney spoke to the Lanesboro Park Board about the Sylvan Park Cabin. The Park Board expressed interest in putting informational signage or a plaque outside the cabin explaining its history. A draft of the signage will be presented to the Park Board. Member O’Neary and Vicki McKinney also plan to present the idea to the Lanesboro City Council at the May city council meeting.
- B. Downtown Commercial Land Use:** Member Albrecht-Benson shared that the city council is looking at possible revisions to the city’s Land Use Ordinance, specifically permitted uses in the downtown commercial district in order to regulate the prevalence of VRBO’s and Airbnb’s in the community.

**Miscellaneous:**

- A. 201 Parkway Avenue N:** Member O’Neary commented on the building renovations approved for the property at 201 Parkway Avenue N. Members expressed they would like city administration to verify that the approved changes to the building are in compliance with what was presented to the commission.

**Next Meeting:** April 8, 2024, at 5:00 p.m.

Member Albrecht-Benson adjourned the regular meeting at 5:42 p.m.

Draft 03/12/2024

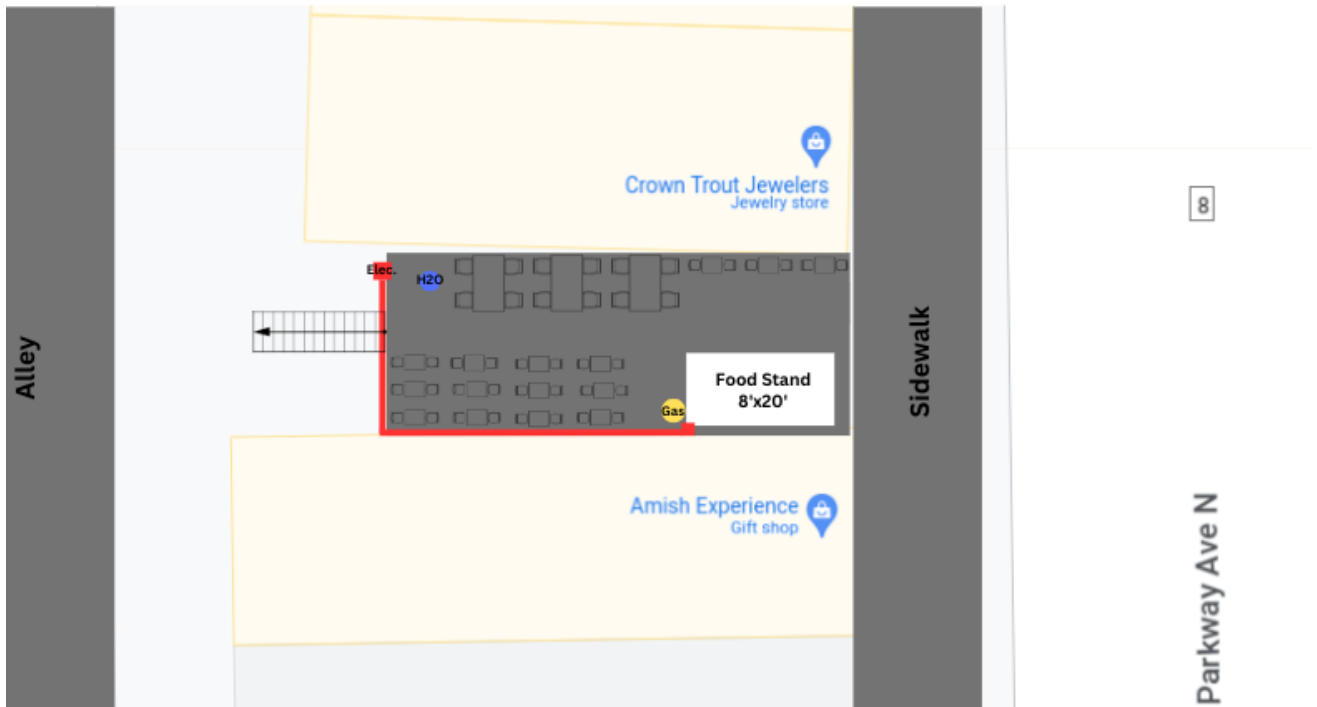
Respectfully submitted,

Mitchell Walbridge  
City Administrator/Clerk



Proposed skirting of corrugated steel (top right photo) for the base of the food stand (top left).

Layout out the property with food stand depicted below





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

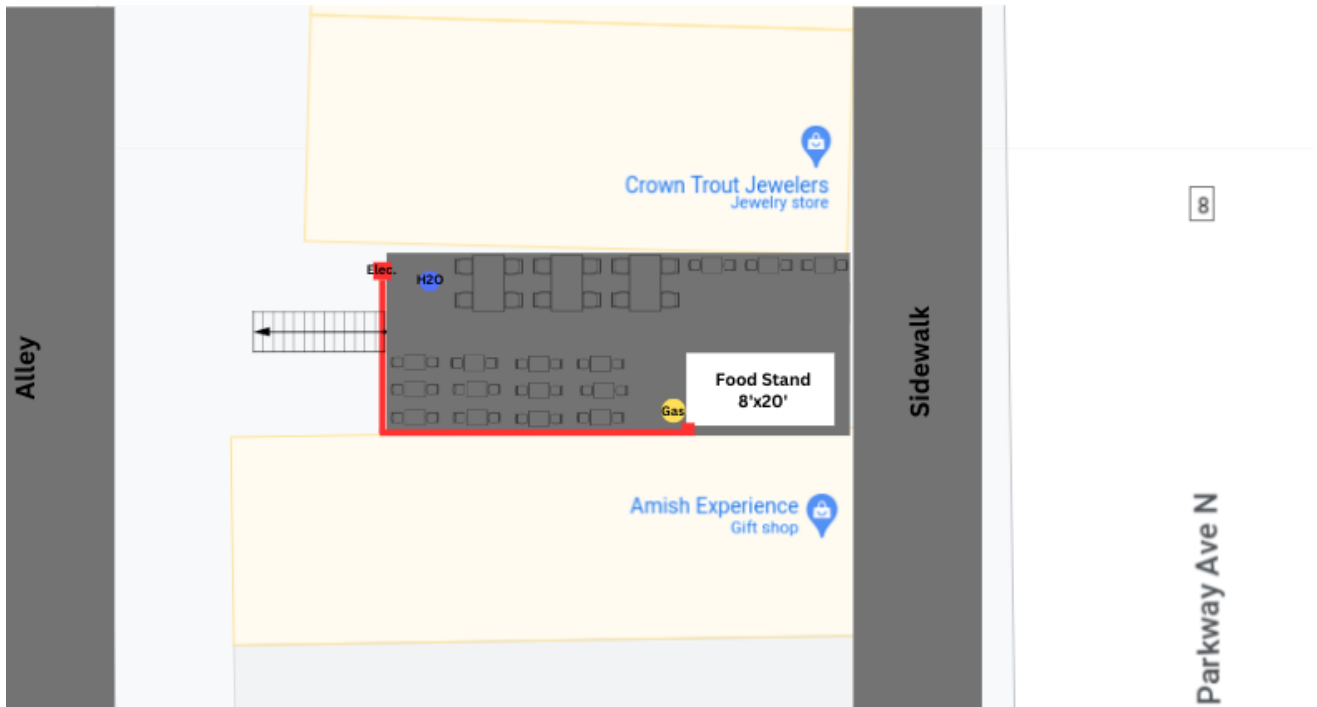
Application for Building Permit

Property Information							
Site Address 105 3/4 Parkway Ave N Lanesboro, MN 55949						Date 04/04/2024	
Property Owner Tilted Tiki (Chris Goetzke)				Parcel ID 19.0186.000		Project Valuation \$50,000	
Applicant Information							
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Other							
Applicants Name Zach Lind				Phone Number 612-709-8531		State License #	
Company Name Driftless Trading Post, LLC				Email zach@driftlesstradingpost.com			
Company Address 29705 State Hwy 43			City Rushford		State MN	Zip Code 55971	
I would like my approved permit...							
<input type="checkbox"/> Emailed (if different from above):				<input checked="" type="checkbox"/> Mailed		<input type="checkbox"/> Will Pick Up in Person	
Detailed Description of Work:							
<p>Permanent Seasonal Food Stand to be built on the Southeast corner of the lot with the intended purpose to serve food and beverage to the general public. Electric, water and gas utilities to be sourced municipally while propane gas is sourced from Consolidated Energy. Our business will operate in accordance with the rules set by Minnesota Department of Agriculture.</p>							
Property Type:		Construction Type:					
<input type="checkbox"/> Residential		<input checked="" type="checkbox"/> New Building		<input type="checkbox"/> Deck		<input type="checkbox"/> Windows/Door Replacement	<input type="checkbox"/> Move Building
<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Addition		<input type="checkbox"/> Re-Side		<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Demo Building
		<input type="checkbox"/> Alteration/Remodel		<input type="checkbox"/> Re-Roof		<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Other _____
Setback Requirements							
<input type="checkbox"/> Residential				<input checked="" type="checkbox"/> Commercial			
<input type="checkbox"/> R1		<input type="checkbox"/> R2		<input type="checkbox"/> R3		<input checked="" 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:							
<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 received 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: 				Date Signed: 04/04/2024		Permit Fee	\$200
						Late Fee (2 times the permit fee)	
						Total Fee Due	\$205.70
Office Use Only							
Comments:							
Permit Approved		Meeting Date		Zoning Administrator Signature			



Proposed skirting of corrugated steel (top right photo) for the base of the food stand (top left).

Layout out the property with food stand depicted below



# CHAPTER 4: TREATMENT OF HISTORIC PROPERTIES

## A Starting Question

As a commissioner, you are preparing to review a proposal to alter a historic commercial building. The project would include repairs to existing features, some alterations and an addition. How will you determine if this work is appropriate?

Answering this question requires understanding the effect this work would have on the significance of the property and of alternative, and perhaps more appropriate, treatments that may be applied. Once historic resources are officially listed in a local register, and if the preservation ordinance provides for a Certificate of Appropriateness process, the commission will be engaged in conducting design review. The process of reviewing is described in a subsequent chapter (Chapter 6), but first, it is important to consider how one determines which elements of a property constitute its key, character-defining features and how the basic principles of preservation should be applied. This includes consideration of the reasons for a property's historic significance and of the different types of "treatment" that may be applied. This chapter addresses these basic principles and illustrates some examples of how they may be published in design guidelines.



### In This Chapter:

- A. Determining What's Important to Preserve
- B. Basic Preservation Principles
- C. Alternative Treatments for a Historic Property
- D. Applying These Principles



**NOTE :**

See the discussion in Chapter 3 about the process of identifying key features.

## A. Determining What's Important to Preserve

Before reviewing a proposal, it is important to identify the key features that contribute to the significance of a historic resource. This may in part depend upon the type of resource and whether it is individually listed or is contributing to a district.

### Individual Landmarks

For individually listed landmarks, great care should be taken to identify all the key features that should be preserved. For properties that are highly significant, this may include features on all sides of the building. This is especially true for buildings that are visible from multiple public ways.

### Significance and Integrity of a Contributor

In a historic district where many contributors are perceived in a grouping, and sides and rear walls are less visible, features in remote locations may be less critical to the significance of the property, and more flexibility in their treatment may be an option. This will depend, however, upon careful consideration of the context and the reasons for significance.

### Setting Priorities for Key Features

For many buildings, facades seen from the public way often contain more key character-defining features than other facades. A series of sketches (on the following page) illustrates a method of evaluating the priorities for preserving key features.

- Primary facade: Highly valued character-defining features
- Secondary wall: Moderately high value, with fewer character-defining features
- Rear wall: Few character-defining features

This analysis is more relevant in historic districts, where collections of buildings are contributors. Many individual landmarks may have highly valued features on all building faces.



## Locating Facade Treatments

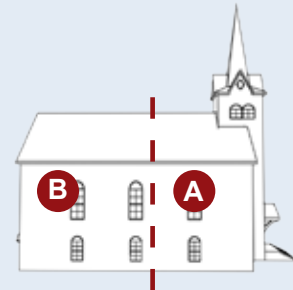
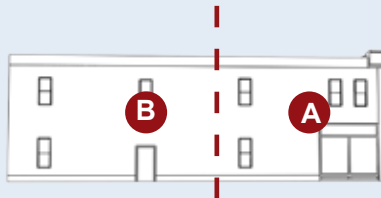
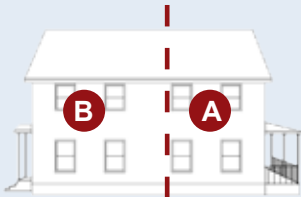
### Location A: Primary Facade

Location A: Preservation is a priority.

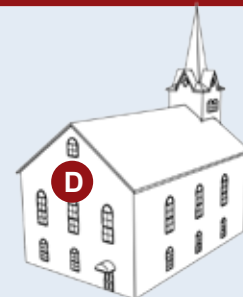


### Location A: Highly Visible Secondary Wall Location B: Less Visible Secondary Wall

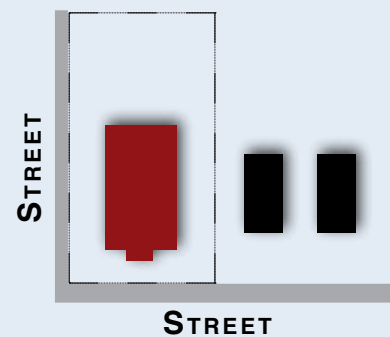
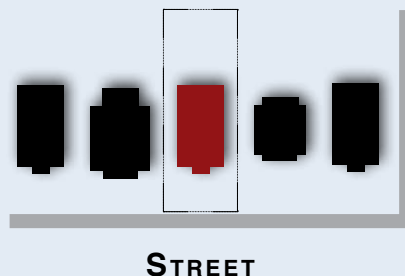
Location B: Preservation is still preferred.

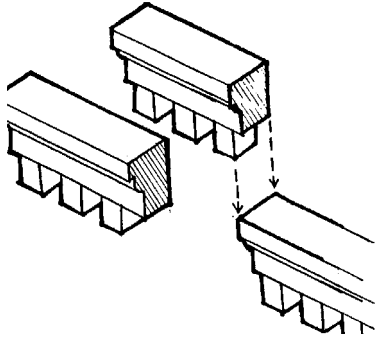


### Location C & D: Not Highly Visible Rear Wall



### Site Plan





*When replacement is required, replace only those portions deteriorated beyond repair. Retain as much of the original fabric as possible.*

### **FOR MORE INFORMATION:**

For more information on basic preservation principles and the treatment of historic properties please visit:

***The Secretary of the Interior's Standards for the Treatment of Historic Properties***

<http://www.nps.gov/tps/standards.htm>

## **B. Basic Preservation Principles**

With an understanding of the basic concepts of historic significance and integrity, it is important to comply with some overarching principles that underlie any appropriate treatment of a historic resource. These are based on the Secretary of the Interior's Standards (SOI). The following principles should apply to all cases:

### **Principle 1: Preserve key features**

- A fundamental concept is that those character-defining elements that convey a property's significance should be preserved. This may include features from different time periods that demonstrate the evolution of the property over time.

### **Principle 2. Retain integrity**

- Preservation theory places value on retaining historic fabric wherever possible.
- While some properties may already have lost some integrity, any further loss in integrity is inappropriate.

### **Principle 3. Respect the historic character of a resource**

- Don't try to change the style of a historic resource or make it look older than its actual age.
- Confusing the character by mixing elements of different styles or periods can adversely affect the historic significance of the property.

### **Principle 4. Seek uses that are compatible with the historic character of the resource**

- Converting a building to a new use different from the original use is considered to be an "adaptive reuse." For example, converting a residential structure to a bed and breakfast is an adaptive use.
- While commissions do not have jurisdiction over how a property is used, only how it is altered, changes in use requiring the least alteration to significant elements are preferred. In most cases designs can be developed that respect the historic integrity of the resource while also accommodating new functions.

## C. Alternative Treatments for a Historic Property

While most of the work that a commission will review is considered to be “rehabilitation,” there are four categories of treatment that are recognized. These are based on definitions established by the Secretary of the Interior. These treatments are:

### Rehabilitation

“Rehabilitation” is the process of returning a property to a state that makes a contemporary use possible while still preserving those portions or features of the property which are significant to its historical, architectural and cultural values. Rehabilitation may include a change in use of the building or additions. This term is the broadest of the appropriate treatments and is often used in local design review guidelines.

### Preservation

“Preservation” is the act or process of applying measures to sustain the existing form, integrity and material of a building. Some work focuses on keeping a property in good working condition by repairing features as soon as deterioration becomes apparent, using procedures that retain the original character and finish of the features.

### Restoration

“Restoration” is the act or process of accurately depicting the form, features and character of a property as it appeared in a particular time period. It may require the removal of features from outside the restoration period.

### Reconstruction

“Reconstruction” is the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific time and in its historic location.

## TREATMENT OF AN ALTERED CORNICE:

### Existing Building



*Existing building with missing cornice.*

### Reconstructed Cornice



*Reconstruct a missing cornice when historic evidence is available.*

### Replaced Cornice



*A simplified interpretation is appropriate if evidence of the original is missing.*

## PREFERRED SEQUENCE OF IMPROVEMENTS

Preserve

Repair

Reconstruct

Replace

Compatible Alteration



### The Basics of a Rehabilitation Approach

The following steps show the preferred sequence for the treatments in combination with other work that may occur. When making a selection, follow this sequence:

#### Step 1: Preserve

If a feature is intact and in good condition, maintain it as such.

#### Step 2: Repair

If the feature is deteriorated or damaged, repair it to its original appearance.

#### Step 3: Reconstruct

If the feature is missing entirely, reconstruct it from appropriate evidence. Also, if a portion of a feature is missing, it can also be reconstructed.

#### Step 4: Replace

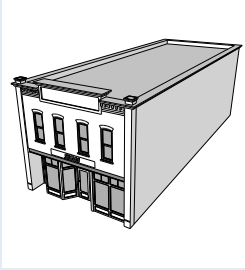
If it is not feasible to repair the feature, then replace it with one to match the original (i.e., similar in design, materials, detail, finish). Replace only that portion which is beyond repair.

#### Step 5: Proceed with compatible alterations

Once the key character-defining features have been appropriately treated, identify the necessary alterations that may be needed to extend the viability of the property. If a new feature or addition is necessary, the design should minimize the impact to original features. It is also important to distinguish new features from original historic elements.

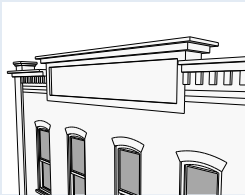
This chart diagrams a linear process for determining the appropriate approach for treatment of a historic building.

### Step 1: Why Is The Property Significant? Determine Its Significance



**Building significance.** Understanding the history of a building is important to any preservation project. Where it is available, survey information from the Planning Department should be consulted to help identify the building's age, style and its key character-defining features. This will help determine to what degree the property should be preserved as it is, or where there may be opportunities for compatible alterations to occur.

### Step 2: What Is The Condition Of The Property And Its Key Character-Defining Features?



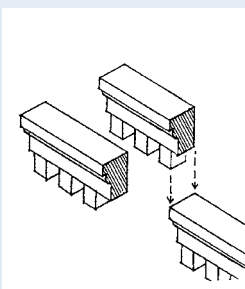
**Integrity.** The condition of a building and its features contribute to the overall significance of the building. A building with historic integrity has a sufficient percentage of character-defining features, and key features remain intact. These key elements allow a building to be recognized as a product of its time.

### Step 3: What Is The Desired Project?



**Building use.** Are any functional improvements needed for the desired building use? Or is preservation of character-defining features the objective? If restoring features is the focus, then other alternative design approaches may not be necessary, but if some functional improvements are needed, then compatible alterations and/or additions may be the approach.

### Step 4: What Is The Treatment Strategy



**Treatment strategy.** A preservation project may include a range of activities, such as maintenance of existing features, repair of deteriorated materials, the replacement of missing features and construction of a new addition. While the term "preservation" is used broadly to mean keeping a historic property's character-defining features, it is also used in a more specific, technical form to mean keeping a resource in good condition. This, and other related terms, are important to understand because they are all used when planning for improvements to a historic property.

## D. Applying These Principles

These next few pages illustrate ways in which these basic principles for preservation can be applied.

### Case Study 1: Storefront Rehabilitation in Mankato



#### **Before:**

- Original storefront windows have been covered.
- Entryway door is not in character with historic styles or materials.
- The second-story windows have been down-sized with infill.
- The upper story brickwork needs cleaning and repair.
- The storefront has been modified with modern treatments and materials.



#### **After:**

- Storefront windows have been uncovered.
- Entryway door is replaced.
- Bulkhead is uncovered and restored.
- Fresh coat of paint applied to piers and lintels.
- Appropriate signage painted in the storefront window.
- Appropriate sign board used on the sidewalk.

## **Case Study 2: Adaptive Reuse**

### **Original Character:**

- Offset tower
- Bracketed cornices
- Stone window sill and arches
- Double hung windows
- Fire door
- Storefront
- Brick facade



### **Interim Condition:**

- Tower missing
- Cornices missing
- Stone trim damaged
- Upper windows altered
- Fire door altered
- Storefront missing
- Brick damaged



### **After Rehabilitation:**

- Tower reconstructed
- Cornices reconstructed
- Stone trim repaired in place
- Upper windows replaced
- Fire door shape restored, with contemporary storefront
- Storefront reconstructed



## **Case Study 3: Applying Preservation Principles to the Treatment of an Altered Historic Porch**

In this case study, two alternative design approaches are considered for a porch that has been substantially altered.

### **Existing Altered Porch**



- Porch posts are missing.
- Porch area is enclosed.

### **Treatment 1: Reconstruction**



#### **When Should I Use This Approach?**

- The building is highly significant
- There is good historical information about the design
- The needed materials and craftsmanship are available
- The project budget permits
- The context has many intact historic buildings

### **Treatment 2: Replace**



#### **When Should I Use This Approach?**

- The building is a contributor to the district
- There is less historical information about the original design
- The budget is more limited
- The work will be phased

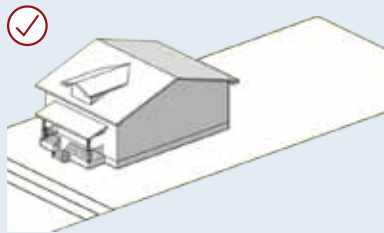


## **Case Study 4: Applying Preservation Principles to the Design of an Addition**

In this case study, a series of alternative massing studies illustrates the potential effect upon one's perception of the character of the historic resource. A large scale addition overwhelms the character of this property. In this case, a single family house is the subject. A small scale addition, set to the rear, is the best solution, because it will have less of an effect upon the integrity of the original building.

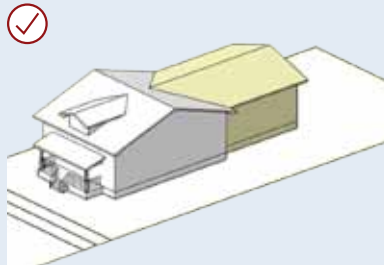
### **Original Structure**

The one-and-a-half story bungalow illustrated at the right is a contributing structure in a locally-designated historic district.



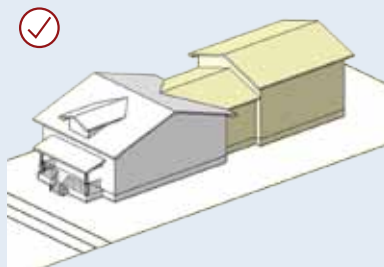
### **One-Story Attached Addition**

The one-story addition illustrated at the right is appropriate because it is clearly differentiated from the original structure with a change in roof plane and is nearly invisible from the street.



### **One-and-a-Half Story Addition with Connector**

The one-and-a-half story addition illustrated at right is appropriate because it is set back and clearly differentiated from the original structure with a connector.



### **Inappropriate Two-Story Roof-Top Addition**

The roof-top addition illustrated at right is inappropriate because it substantially alters the primary façade of the historic structure.

