Lanesboro Heritage Preservation Commission
Regular Meeting Agenda
Monday, March 10, 2025 - 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*
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 Steding will be participating from 701 2nd St. NE Washington, DC, 20002 .

Call to Order Regular Meeting

A. Approval of Agenda
Motion _____ **Second** _____
B. Public Comments
C. Approval of Minutes
   a. Minutes of Regular Meeting, February 10, 2025
Motion _____ **Second** _____

Continued Business

A. Sylvan Park Cabin Restoration
Motion _____ **Second** _____

New Business

A. Building Permit Application – Parcel ID 190032000
Motion _____ **Second** _____
B. Historic Property Review
C. Heritage Preservation Commission Training Manual: Chapter 8 – Frequent Design Issues

Next Meeting: Monday, April 14, 2025 5:00 p.m.

Adjourn

Members: Ceil Allen, Mindy Albrecht-Benson, Kate O'Neary, Leah Steding, and Susie Harris

Lanesboro Heritage Preservation Commission
Regular Meeting Minutes
Monday, February 10, 2025 – 5:00 p.m.
Lanesboro Community Center and Zoom

Member Albrecht-Benson participated remotely from Gulf Dunes #412, 376 Santa Rosa Blvd., Fort Walton Beach, Florida.

Members Present:
☒ Mindy Albrecht-Benson ☒ Ceil Allen ☒ Susie Harris ☒ Kate O'Neary ☒ Leah Steding
Staff Present:
☒ Mitchell Walbridge ☒ Darla Taylor
Visitors: Steve Harris

Call to Order: Member O'Neary called the regular meeting of the Lanesboro Heritage Preservation Commission to order at 5:00 p.m.

A. **Agenda:** Member Harris entered a motion to approve the agenda as presented; Member Allen seconded the motion. Motion carried with all in favor.
B. **Public Comments:** No public comments were shared.
C. **Approval of Minutes:** Member Allen entered a motion to approve the minutes from the regular meeting of January 13, 2025; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Continued Business

A. **Sylvan Park Cabin Restoration:** Member O'Neary reported she soke with the Isaak Walton League main office in Maryland about obtaining signage for the Sylvan Park Cabin. The main office is willing to provide signage at no charge. Member O'Neary will be working to get cabin dimensions to the main office so that signage is appropriately proportioned to the building.
B. **Church Hill Historic Designation:** City administration is waiting for grant application windows to open to obtain funding for the designation project.

New Business

A. **Lanesboro Talking Trail Project:** Steve Harris presented information on the Lanesboro Talking Trail Project. The project is a joint effort of the Lanesboro History Museum and the Lanesboro Area Chamber of Commerce. The project is an educational and entertainment experience that will allow individuals to visit a network of 30 sites to listen to historic highlights of each location. The program is grant-funded and the project is expected to have production completed in June of 2025.
B. **City Ordinance 150.06:** Members viewed a copy of the current city ordinance that provides the roles and responsibilities of the commission. Members were encouraged to reach out to Administrator Walbridge should they have any question regarding the ordinance and how it guides the commission members' decision making.
C. **MN Heritage preservation Commission Training:** Members reviewed Chapter 7 of the Minnesota Heritage Commission Training Manual. The chapter highlighted special legal issues that may come before the commission.

Miscellaneous

A. **Historical Building/Site Information:** Member Harris entered a motion to have Member O'Neary share information on a different historical building or site in Lanesboro at each meeting; Member Albrecht-Benson seconded the motion. Members noted that the information shared in the meeting should be limited to an estimated 10 minutes to make sure the meetings do not last an extensive period of time. Member O'Neary also offered to discuss additional information outside of the meetings should individuals be interested in historic properties in Lanesboro. Motion carried with all members in favor.

Member O’Neary entered a motion to adjourn the meeting; Member Albrecht-Benson seconded the motion. Motion carried with all in favor.

Next Meeting: Monday, March 10, 2025 at 5:00 p.m.

The meeting adjourned at 5:57 p.m.

Respectfully submitted,

Mitchell Walbridge
City Administrator/Clerk

City of Lanesboro

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

Application for Building Permit

Property Information

Site Address	Date
100 Coffee Street, Lanesboro	2/17/2025

Property Owner	Parcel ID	Project Valuation
Susan Schultze	190099000	

Applicant Information

Applicant is: ☒ Property Owner ☐ Contractor ☐ Tenant ☐ Other

Applicant Name	Phone Number	State License #
Susan Schultze	651-276-6899	

Company Name	Email
Star Farms LLC of St. Paul	starfarms@comcast.net

Company Address	City	State	Zip Code
32 Dunlap St.	St. Paul	MN	55105

I would like my approved permit...

☐ Emailed (if different from above): ☐ Mailed ☒ Will Pick Up in Person

Detailed Description of Work:

We plan to do the following exterior trim painting on the Iron Horse:
1. Front Door, Side Door, and wood panel inserts – paint "Red Rock Canyon" (HC04)
2. Columns at Front Entry – Paint "Fioli Honey" (Valspar)
3. First Floor Exterior Brick Trim – Whitewash the brick trim to match the roof level trim
4. Iron Horse Mural - Paint Black over "Outfitters and Inn", so only "IronHorse" remains

Property Type:	Construction Type:			
☐ Residential	☐ New Building	☐ Deck	☐ Windows/Door Replacement	☐ Move Building
☒ Commercial	☐ Addition	☐ Re-Side	☐ Retaining Wall	☐ Demo Building
	☐ Alteration/Remodel	☐ Re-Roof	☐ Accessory Building	☒ Other Painting Exterior Trim

Setback Requirements

☐ Residential ☒ Commercial

☐ R1		☐ R2		☐ R3		☒ C1 Downton	☐ 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 ½" 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 authorzied by such permit is suspended or abandoned for a period of 365 days

Applicants Signature:	Date Signed:		
Susan Schultze	2/17/2025	Permit Fee	
		Late Fee (2 times the permit fee)	
		Total Fee Due	

Office Use Only

Comments:

Permit Approved	Meeting Date	Zoning Administrator Signature

CHAPTER 8:
Frequent Design Issues

In this chapter:

A. Substitute Materials
B. Sustainability and “Green” Issues
C. Windows on Historic Buildings
D. New Additions to Historic Buildings
E. New Construction in Historic Districts

CHAPTER 8:
Frequent Design Issues

In this chapter:
A. Substitute Materials
B. Sustainability and "Green" Issues
C. Windows on Historic Buildings
D. New Additions to Historic Buildings
E. New Construction In Historic Districts

A Starting Question:

- The owner of a historic house in the local district has applied to remove all of the original windows and replace them with new ones in order to save energy
- They also wish to cover the wood siding with a cementious composite board material, in order to save on repainting over time
- How will you respond?

NOTE:
Please refer to the companion *Minnesota Heritage Preservation Commission Training Manual* which provides more detail on these slides.

A. Substitute Materials

- **What is a substitute material?**
  - A new material that is used to appear similar to one used originally
- **Should they be allowed?**
  - They can be used successfully
  - They are approved frequently by commissions
  - The Park Service also supports their use in certain circumstances

In this chapter:

INFO ON SUBSTITUTE MATERIALS:
An excellent start for understanding the specifics of alternative materials is published by the National Park Service. ***Preservation Brief 16, The Use of Substitute Materials on Historic Building Exteriors***

See:
http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm

Note that, for projects seeking state or federal tax credits or other approvals, the SHPO or the National Park Service may apply a stricter standard for replacement materials. Local commissions should be aware of this when also reviewing those projects.

Covering vs. Replacing

- Confine the discussion about alternative materials when replacement is warranted
- COVERING original material is never appropriate
- Removing original material that is in good condition is also inappropriate

In this chapter:

Reasons for Considering Alternatives

In this chapter:
A. Substitute Materials
B. Sustainability and "Green" Issues
C. Windows on Historic Buildings
D. New Additions to Historic Buildings
E. New Construction In Historic Districts

- The original has inherent flaws
- Supply of the original material is not practically available
- The craftsmen needed are not available
- New codes make the original difficult to use

Criteria for Approving Alternative Materials:

In this chapter:

- **Accuracy**
  - ► Similar in detail, profile, texture & finish
- **Durability**
  - ► With a demonstrated record in similar conditions
- **Location on the property**
  - ► Secondary walls, and more remote locations are preferred
- **Impact on existing materials**
  - ► Must be compatible
- **Extent of replacement**
  - ► Limited replacement is preferred

Building Orientation

Traditionally, the primary entrance of a building faced the street. In a commercial setting, the entry was often recessed. New buildings should be oriented to continue this traditional pattern.

5.4 Maintain the traditional orientation of a building to the street.

- The primary entrance should face the street.
- In some cases, the front door itself may be positioned perpendicular to the street. In this case, the entry should still be clearly defined with a recessed entry or canopy for commercial building types.
- New buildings should abut the sidewalk. The setbacks for all new construction should match the setback of other buildings on the block.

Maintain the traditional orientation of a building to the street.

Materials

Building materials used in new construction should contribute to the visual continuity of Downtown Plano.

5.5 Use building materials appropriate to the context.

- Brick is the preferred primary material.
- Building materials should have a modular dimension similar to that used traditionally.

The primary entrance of a building should face the street.

5.6 Building materials shall be similar in scale, color, texture, and finish to those used traditionally in Downtown Plano.

- All wood details should have a weather-protective finish.
- Stucco may be considered as an accent material on upper floors of larger buildings.
- Imitation or synthetic materials, such as aluminum or vinyl siding, imitation brick or imitation stone and plastic, are inappropriate.
- The use of highly reflective materials is discouraged.

Using new or alternative materials as an accent is appropriate to help express individual building modules or units.

5.7 Ensure that any new materials are similar in character to traditional materials.

- New or alternative materials should appear similar in scale, proportion, texture, and finish to those used traditionally. For example, a modular stone may be appropriate if detailed similar to historic brick material found in the district.
- Using new or alternative materials as an accent is appropriate to help express individual building modules or units.

Brick and stone are the preferred primary materials for new construction.

Chapter 5: Standards for New Construction 79

Many design guidelines, such as this example from Plano, TX, include policies related to alternative materials.

B. Sustainability and "Green" Issues

- Preservation of historic resources is inherently "green"
- Preservation and sustainability are mutually compatible
- Commissions need to be prepared to address this issue

This glass enclosure in a noninvasive strategy for a weatherization improvement. It captures winter heat on a front porch, while retaining the buildings historic character and materials.

What is "Sustainability?"

The three components:

1. Cultural/social
2. Economic
3. Environmental

Historic preservation contributes to all of these, and to some extent all three may be addressed in design guidelines.

Preserving historic places promotes the three basic categories of sustainability.

Key Sustainability Concepts

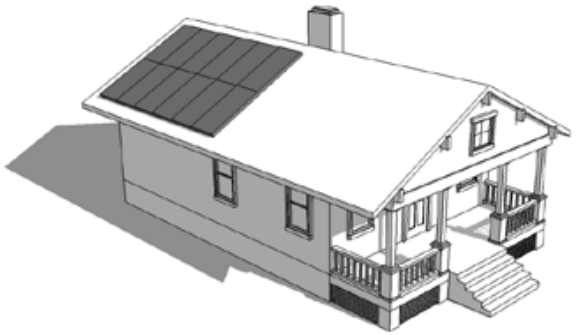
In this chapter:
A. Substitute Materials
B. Sustainability and "Green" Issues
C. Windows on Historic Buildings
D. New Additions to Historic Buildings
E. New Construction In Historic Districts

- **Keep the big picture**
  - ► Don't, for example, address window replacement out of the broader sustainability context
- **Resource conservation**
  - ► Preserving historic buildings avoids negative impacts from new construction
- **Landfill reduction**
  - ► Preserving a building reduces impact on landfills

The porch on this home helps to buffer temperature swings.

Key Sustainability Concepts

- **Life cycle analysis**
  - ► Consider resources consumed to create and maintain materials.
- **Energy conservation**
  - ► Sealing leaks and adding insulation are often most effective
- **Energy generation**
  - ► Consider installing collectors and other devices only after an overall strategy is developed



Locating solar panels and energy generating devices to the rear of a historic residence minimizes visual impacts.

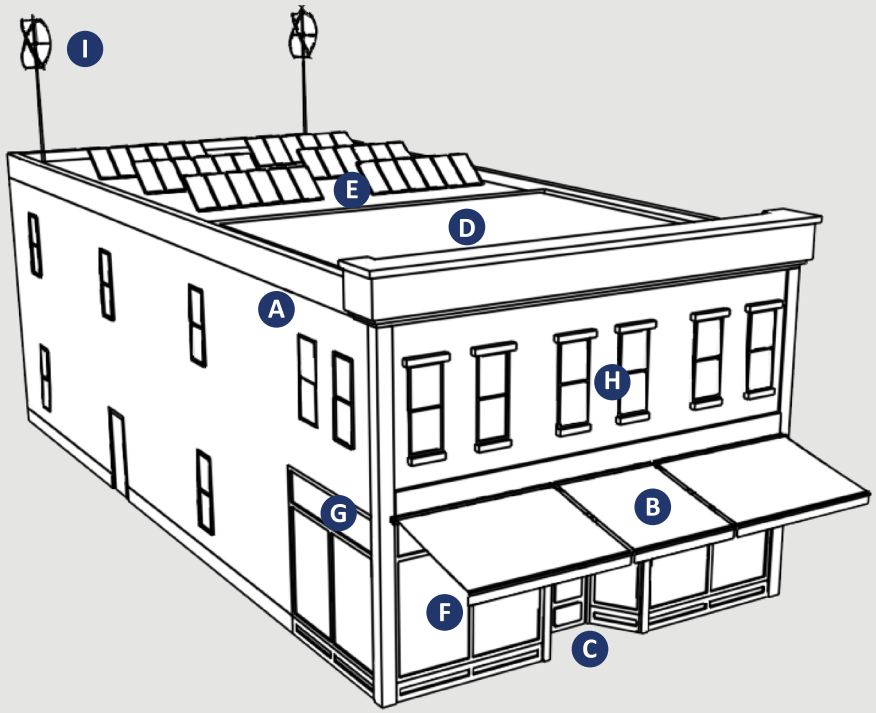
Steps in Developing a Sustainability Strategy

1. **Conduct an energy audit**
2. **Set goals for sustainability**
3. **Identify management opportunities to save energy using existing systems**
4. **Develop an overall strategy for the property**

Original energy-saving building features and systems, such as these operable shutters, should be maintained in good operating condition.

HISTORIC COMMERCIAL STOREFRONT BUILDING ENERGY-EFFICIENCY DIAGRAM

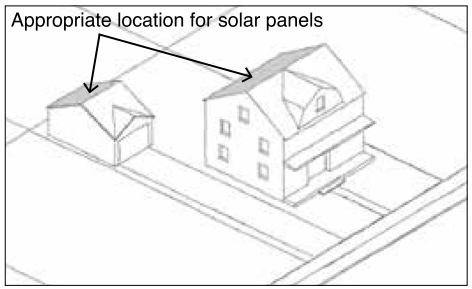
This diagram below illustrates a general strategy for energy conservation on a traditional commercial building. These measures can enhance energy efficiency while retaining the integrity of the historic structure.

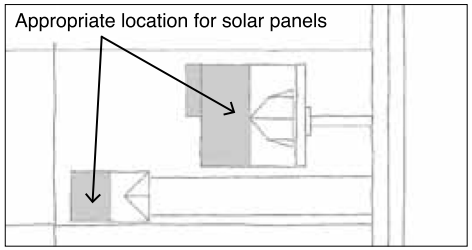


A Attic • Insulate internally	**D Roof Material** • Retain & repair	**G Clerestory Windows** • Retain operable clerestory window to circulate air
B Awnings • Use operable awnings to control solar access and heat gain	**E Solar Panels** • Set back from primary facade to minimize visibility from street	**H Windows** • Maintain original windows • Weather-strip and caulk • Add storm windows (preferably interior)
C Doors • Maintain original doors • Weather-strip • Consider interior air lock area	**F Display Windows** • Maintain original windows • Weather-strip	**I Wind Turbines** • Set back from primary facade to minimize visibility from street

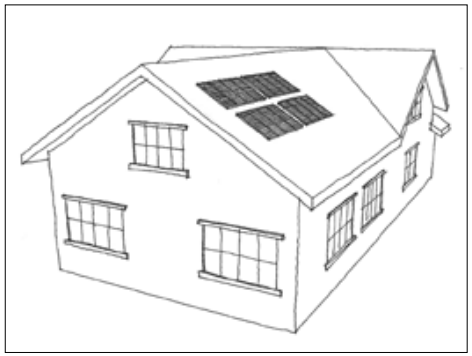
In this chapter:

While commissioners should not be expected to evaluate energy efficiency calculations, it is reasonable to ask a property owner to demonstrate that they have conducted an energy audit and developed an overall strategy before undertaking specific projects such as window improvements. This diagram summarizes some of the basic actions related to the exterior of a commercial building. Other, often highly beneficial, work will be internal.





Guideline 9.1: *Solar panels should be located to the side or rear roof planes or on a secondary structure (all gray surfaces).*



Guideline 9.1: *Solar panels should be mounted flush with the roof.*

9.0 Solar Panels

Solar panels should be located in unobtrusive places. If it is necessary to mount solar panels on a historic building, rather than elsewhere on the site, it is essential that the panels are installed such that they do not change the character of the building. If solar panels are placed on a roof they should be designed and positioned to have a minimal effect on the character of the structure. Placement on rear facing roof planes of the primary structure should be considered first.

Design Objective

Solar panels should not adversely affect the historic character of the structure to which they are being added.

9.1 Reduce the visual impacts of solar panels as seen from the public right-of-way.

- Locate the solar panels away from public view when feasible.
- Solar panels should be mounted apart from the building or on secondary structures, such as a shed or garage, when feasible.
- Solar panels should be located on new construction, such as a new wing, where possible.
- Locate an attached solar panel in a manner such that it does not affect the primary roof facade elevations.
- Location on a primary or street facing roof plane is generally inappropriate.
- Where roof mounted, solar panels should be flush to the extent feasible.
- If not attached to the building, collectors should be located in side or rear yards. Exposed hardware, frames and piping should have a matte finish, and be consistent with the color scheme of the primary structure.
- Panels not attached to the building should be screened by landscaping to reduce their visibility. However, screening may diminish the effectiveness of the collectors to receive sunlight.
- Alternative technologies, such as photovoltaic shingles, may be appropriate in certain circumstances.

In this chapter:

C. Windows on Historic Buildings

- Windows are some of the most important character-defining features of most historic structures
  - ► Provide sense of scale
  - ► Provide visual interest
- The size, shape and proportions of a historic window are among its essential features
- As with other historic features, preservation in place is the preferred approach for historic windows

When is Replacement Appropriate?

In this chapter:
A. Substitute Materials
B. Sustainability and "Green" Issues
C. Windows on Historic Buildings
D. New Additions to Historic Buildings
E. New Construction In Historic Districts

- First, determine the window's architectural significance
- Second, inspect the window to determine its condition
- Third, determine the appropriate treatment for the window

Energy Conservation

- The most cost-effective energy conservation measures for most historic windows are to replace glazing compound, repair wood members and install weather stripping
- If additional energy savings are a concern, consider installing a storm window

In this chapter:

Replacement Windows

In this chapter:
A. Substitute Materials
B. Sustainability and "Green" Issues
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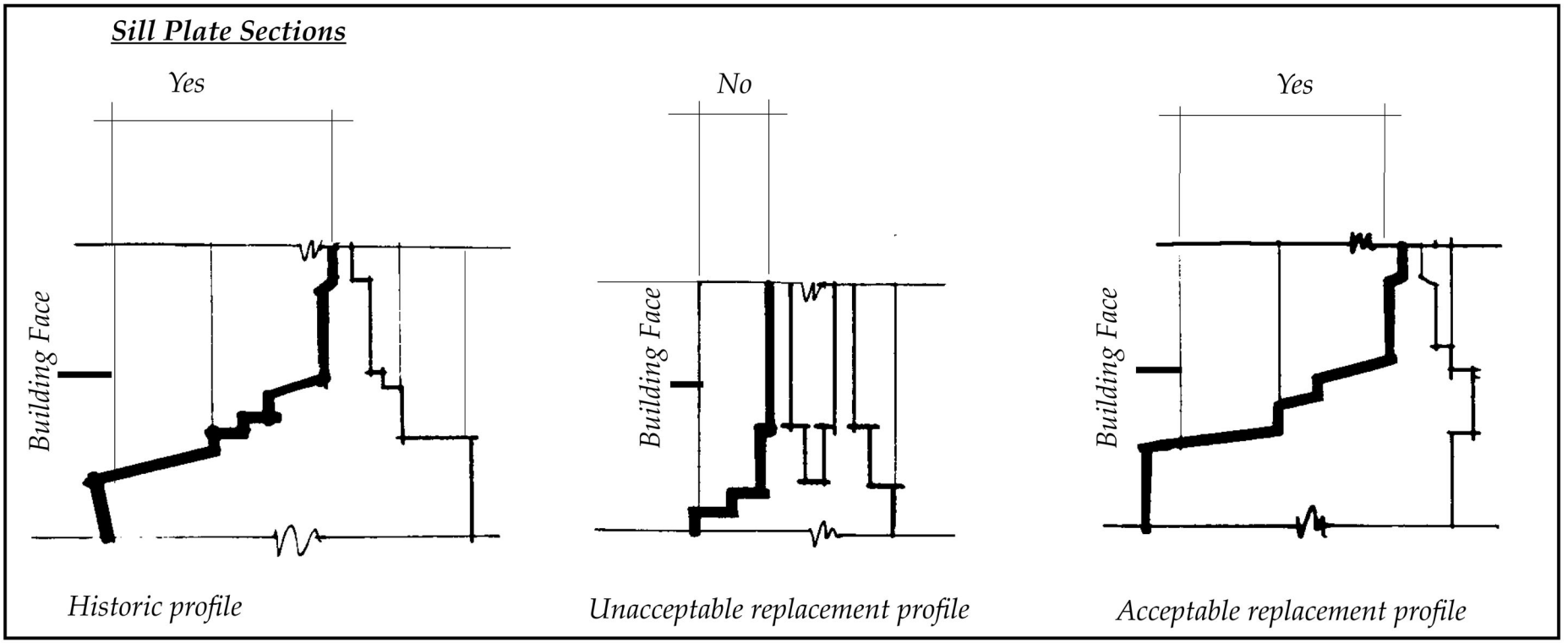
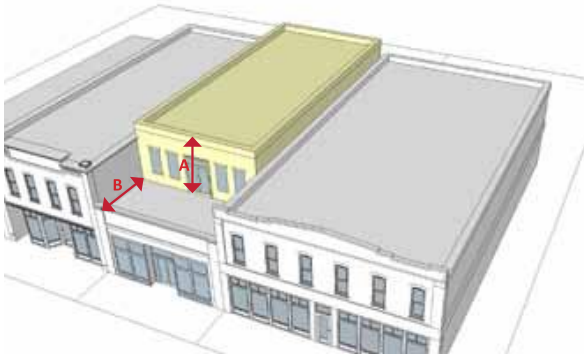
- When a window is to be replaced, the new one should match the appearance of the original to the greatest extent possible



D. New Additions to Historic Buildings

In this chapter:

- Different types of additions may be proposed:
  - ► Ground Level Addition: expanding the footprint of the historic building
  - ► Rooftop Addition: adding an additional level to the historic building



Rooftop addition where the setback distance was required to equal the height of the new addition.

Key Principles for Additions:

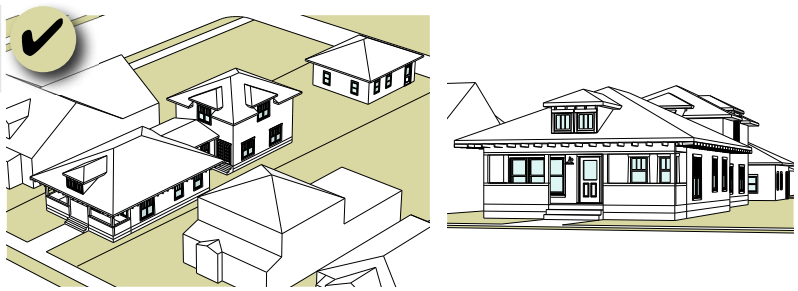
- Minimize negative effects on historic building fabric
- Maintain the ability to perceive the historic character of the main building
- Maintain the ability to interpret the character of the district

In this chapter:

Key Principles for Additions:

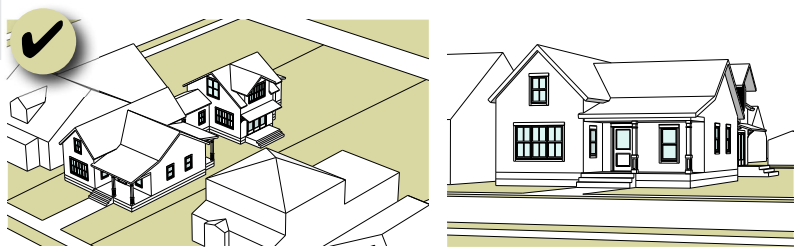
Classic Cottage and One-and-a-Half Story Addition with Accessory Building

This rear addition is taller than the original building but is still clearly differentiated with a connecting element to achieve an acceptable level of compatibility with the historic building and context.



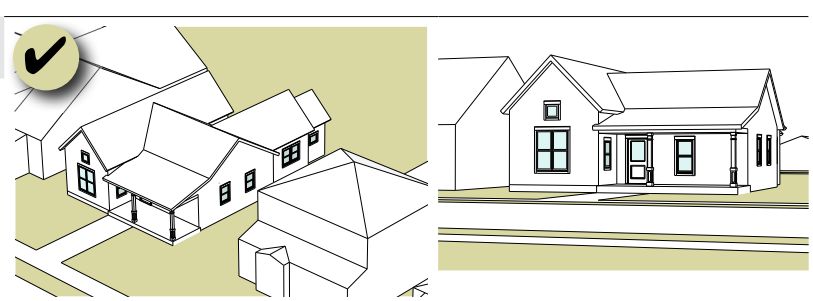
L-Shaped Building and One-and-a-Half Story Addition

This rear addition is similar in height to that of the original building, but is still clearly differentiated with a connecting element to achieve an acceptable level of compatibility with the historic building and context.



L-Shaped Building with Modest Addition

This modest rear addition steps down in height to that of the original building, and achieves an exceptional level of compatibility with the historic building and context.



Four Square and Two-Story Addition plus Carriage House

This Carriage House addition is located along the alley and achieves an exceptional level of compatibility with the historic building and context.

E. New Construction in Historic Districts

In this chapter:

Compatible but Contemporary

- The evolving character of the area is reflected
- Historic resources, from all periods of significance, are preserved
- Historic resources and other traditional buildings provide the context for new construction, in terms of form, materials, etc.
- New buildings express their true age, but are compatible with the historic context by drawing upon basic design relationships that are essential to the area

Historic References in New Design

In this chapter:

While the "contemporary" approach is preferred by most communities, some also permit designs that are more imitative of historic styles.

- A liability of this approach is that it can, to some extent, change the apparent history of the area and the physical record of the evolution of the street can be blurred
- What is important is that the theoretical implications of the decision to do so is understood