

**MEETING AGENDA  
DESIGN REVIEW COMMISSION  
THURSDAY, JULY 27, 2017  
5:15 PM  
LOCATION: CASTLE ROOM, CITY HALL**



- I. CALL TO ORDER**
- II. ROLL CALL**
  - Joe Stahlmann, Chair
  - Patrick Blees, Vice-Chair
  - Paul Anderson
  - Deb Fairbanks
  - Candy Petersen, Council Liaison
  - Lou Ann Stevens
- III. ADOPT AGENDA**
- IV. APPROVAL OF MINUTES**
  - A. Approve the JUNE 29, 2017 regular meeting minutes.
- V. MEETING OPEN TO THE PUBLIC**

*Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.*
- VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**
- VII. REPORTS FROM STAFF**
  - A. Snowman budget update
  - B. Downtown Master Plan update
  - C. Annual Historic Preservation Conference
- VIII. REPORTS FROM COMMISSIONERS**
  - A. CLG Scholarship Notice
- IX. ADJOURNMENT**

***Next meeting: Thursday, August 24, 2017***

**MEETING MINUTES  
DESIGN REVIEW COMMISSION  
THURSDAY, JUNE 29, 2017  
5:30 PM (prior to the City Council Workshop)**

**LOCATION: CASTLE ROOM, CITY HALL**



**I. CALL TO ORDER**

The meeting was called to order by Chair Stahlmann at 5:32

**II. ROLL CALL**

Commission members present: Joe Stahlmann, Patrick Blee, Paul Anderson, and Lou Ann Stevens

Absent: Deb Fairbanks and Candy Peterson

Staff: City Planner, Erin Perdu

**III. ADOPT AGENDA**

**IV. APPROVAL OF MINUTES**

- A. Motion by Blee, Second by Stevens to approve the April 27, 2017 regular meeting minutes as presented.
- B. There was a question about the grant close out that was discussed in April. Planner Perdu reported that the 18<sup>th</sup> Street historic study grant had been closed out successfully.

**V. MEETING OPEN TO THE PUBLIC**

**VI. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**

- A. Commissioners inquired as to whether their request to include a maintenance line item for the Snowman had been included in the City budget. Planner Perdu stated that she had forwarded the recommendation to City Manager Ziemer but was not aware if it was in the proposed budget. She will follow up and report at the next meeting.

**VII. REPORTS FROM STAFF**

- A. Planner Perdu provided an update on 2533 7<sup>th</sup> Ave. E. which sustained fire damage. She met with the owner about the potential for repairing or redoing the façade to expose the brick underneath the siding. She also made the owner aware of the City's

façade grant program. The owner will be applying for work to the façade sometime in the near future.

- B. Downtown Master Plan update: Planner Perdu gave a brief update on the downtown master plan process, and stated that more information would be presented at the Council workshop immediately following this meeting.

Commissioner Stevens stated that it would be important to plan with and around existing businesses. The City should help them develop business plans through the construction project, using the Hopkins project as an example. The City could also help sponsor or coordinate an event in the alley to help bring people down to the businesses during construction.

## **VIII. REPORTS FROM COMMISSIONERS**

Commissioner Stevens stated that more trash cans are needed near food vendors at the Friday night Car shows.

Chair Stahlmann gave an update on the Comprehensive Plan and Community Cafes. He mentioned that there would be a Downtown Chapter to the Plan that the Commission would be reviewing.

Commissioner Stevens discussed the possibility of expanding the DRC's review area and jurisdiction overlay. Currently the area is all non-residential. There is some question about where the Planning Commission plays a part. This could be a topic of discussion during a joint meeting with the Planning Commission. Commissioner Blees concurred that there are blurred lines as to jurisdiction. The Commission agreed to make this a future agenda item and staff will follow up with the Planning Commission on scheduling a joint meeting.

## **IX. ADJOURNMENT**

Motion by Blees, Second by Stevens to adjourn the meeting. Meeting adjourned at 5:56 p.m.

***Next meeting: Thursday, July 27, 2017***

# JOIN US!

for the largest annual gathering of the Minnesota preservation community.

## The 37th Annual Statewide Historic Preservation Conference

September 13–15, 2017  
Albert Lea, MN

### CONFERENCE WELCOME RECEPTION

Wed., Sept. 13, 5-8 pm, intellicents,  
100 N. Broadway Ave.

### REGISTRATION - THURSDAY & FRIDAY

Albert Lea American Legion, 142 N. Broadway Ave.

### SESSIONS

Marion Ross Performing Arts Center,  
147 N. Broadway Ave.

Albert Lea American Legion, 142 N. Broadway Ave.

Albert Lea City Hall, 221 E. Clark St.

### MAPS, DIRECTIONS & LODGING INFORMATION

<http://albertleatourism.org>

**PARKING** is available in downtown Albert Lea.

This conference has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted programs on the basis of race, color, national origin, age or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street N.W., Washington, D.C. 20240.



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The Minnesota Historic Preservation Office advocates for the preservation of the state's irreplaceable historic and archaeological resources, and provides leadership in carrying out its mission to identify, evaluate, register, and protect historic properties in Minnesota.

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MINNESOTA HISTORICAL SOCIETY  
HERITAGE PRESERVATION

# PRESERVE MINNESOTA

The 37th Annual Statewide Historic Preservation Conference



200 Block of S. Broadway Ave. Photo by Teresa Kauffmann.

September 13–15, 2017  
Albert Lea, MN

[mnhs.org/preservemn](http://mnhs.org/preservemn)

## Isn't it time to make preservation matter—or matter more—in your community?

Attend the two-day Annual Statewide Historic Preservation Conference in historic Albert Lea, Minnesota.

Both days will be filled with sharing, learning, networking, and strengthening preservation efforts in our state.

Choose from a variety of traditional preservation sessions as well as a track geared for local history and museum enthusiasts. Learn about recent efforts by downtown Albert Lea business owners to revitalize their downtown, returning Cass Gilbert's masterpiece State Capitol to its original grandeur, how underutilized historic buildings became new cultural assets, the fundamentals of historic resource surveys, how to use the rehabilitation standards to transform your downtown, and much more.

### KEYNOTE SPEAKER

#### CHERI REGISTER

Author & researcher

**STORIES IN THE ABSENCE:  
RECOVERING HISTORY WHERE IT  
HAS LEFT LITTLE TRACE**

Cheri Register will base her talk on her mission as writer and researcher to tell lost or vaguely remembered stories about life in Freeborn County, her home county. These are contentious stories about disruptive and contested events, and they elicit mixed responses, depending on the reader's current or ancestral stake in the matter. She will refer specifically to the absences: the empty field at Blazing Star Landing where the packinghouse stood until it burned in 2001 and was then torn down, and the drained farmland around Hollandale and Moscow that was once a huge wetland.

Cheri Register's recent book, *The Big Marsh: The Story of a Lost Landscape*, won a Minnesota Book Award. Her memoir of the 1959 meatpacking strike in Albert Lea, *Packinghouse Daughter*, won a Minnesota Book Award and an American Book Award. She taught creative nonfiction writing at the Loft Literary Center for twenty years and has served as a mentor and manuscript adviser for many writers. Register graduated from Albert Lea High School and has a Ph.D. in Scandinavian Languages and Literatures from the University of Chicago.

*We gratefully acknowledge the generous support of the Horace F. and Esther Chamberlain Fund for Historic Preservation to make this conference possible.*

Sponsored by the Minnesota Historic Preservation Office of the Minnesota Historical Society, with support by the City of Albert Lea. Hosted by the Albert Lea Heritage Preservation Commission, the City of Albert Lea, the Albert Lea Convention and Visitors Bureau, the Albert Lea-Freeborn County Chamber of Commerce, and the Freeborn County Historical Society.



### CONFERENCE HIGHLIGHTS

#### Wednesday evening, Sept. 13

5-8 pm • Evening Welcome Reception

Intellicents, 100 N. Broadway Ave.

Tour the recently rehabilitated historic Southern Minnesota Gas and Electric Company Building, including the 1960s vintage kitchen that was used as a set for a local television show. Winners of the 2017 Minnesota Main Street Awards will be announced during the reception.

#### New in 2017! Poster Share

Create and bring a poster illustrating a special project or place from your community. Use any medium you like on a 20" x 30" poster board. Bring it for display in a public place in downtown Albert Lea during the conference.

#### Thursday evening, Sept. 14

5-8 pm • Hometown Harvest Dinner

Enjoy complimentary dinner under the stars on Broadway, hosted by and provided to conference participants by Experience Albert Lea. Then wander and shop in downtown Albert Lea.

#### Tours: Friday, Sept. 15 1-4:30 pm (choose one)

##### Albert Lea: Preserving the Past While Shaping the Future

Highlights include downtown rehab projects, Fountain Lake houses, Three Oak Vineyard and Winery, Pickerel Lake Church, and the Freeborn County Historical Museum.

##### Archaeology and Prairie School Buildings of Mower County

Visit Grand Meadow Quarry Archaeological District, Purcell & Elmslie's Exchange State Bank, and the Grand Army of the Republic Hall.

##### Mason City, Iowa

Tour Frank Lloyd Wright's Historic Park Inn, the \$5,000 fireproof Stockman House, and Rock Crest-Rock Glen Historic District, a significant Prairie School planned development.

#### THURSDAY, SEPT. 14 & FRIDAY, SEPT. 15

##### SESSIONS WILL INCLUDE:

- The Vitality of History: Downtown Albert Lea's Story
- Back to Life: How Three Abandoned/Underutilized Buildings Became New Cultural Assets
- Yes, You Can! Using Rehab Standards to Transform Your Downtown
- The Conservation Treatment of Fine Art at the Minnesota State Capitol
- Fundamentals of Historic Resource Surveys

## Conference Registration Form

REGISTRATION DEADLINE: WED., SEPT. 6, 2017.

Name (please print clearly) \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime telephone (is this a mobile phone?  Yes  No) \_\_\_\_\_

Email address \_\_\_\_\_

#### REGISTRATION FEES: (Please check all that apply)

- \$100 full conference
- \$70 one day only (select one):  Thu.  Fri.
- 10% discount for MNHS members

Member number: \_\_\_\_\_

Student registration (with current ID)

- \$70 full conference
- \$50 one day only (select one):  Thu.  Fri.

Name of institution: \_\_\_\_\_

Total registration fee \$ \_\_\_\_\_

#### PAYMENT:

Check payable to the Minnesota Historical Society

Please go to [mnhs.org/preservmnn](http://mnhs.org/preservmnn) to register online with a credit card.

#### PLEASE MARK YOUR SELECTIONS: (Check all that apply)

Registration fee includes everything except Thursday lunch, which is on your own. Please check if you plan to attend the following:

- Wed. evening reception
- Thu. evening Hometown Harvest Dinner

FRIDAY AFTERNOON TOUR SELECTION (Choose one)

- Albert Lea: Preserving the Past While Shaping the Future
- Archaeology and Prairie School Buildings of Mower County
- Mason City, Iowa

Friday lunch option:  Vegetarian meal

#### Mail completed form and payment to:

Minnesota Historical Society  
Box Office, Floor A  
345 W. Kellogg Blvd., St. Paul, MN 55102-1906

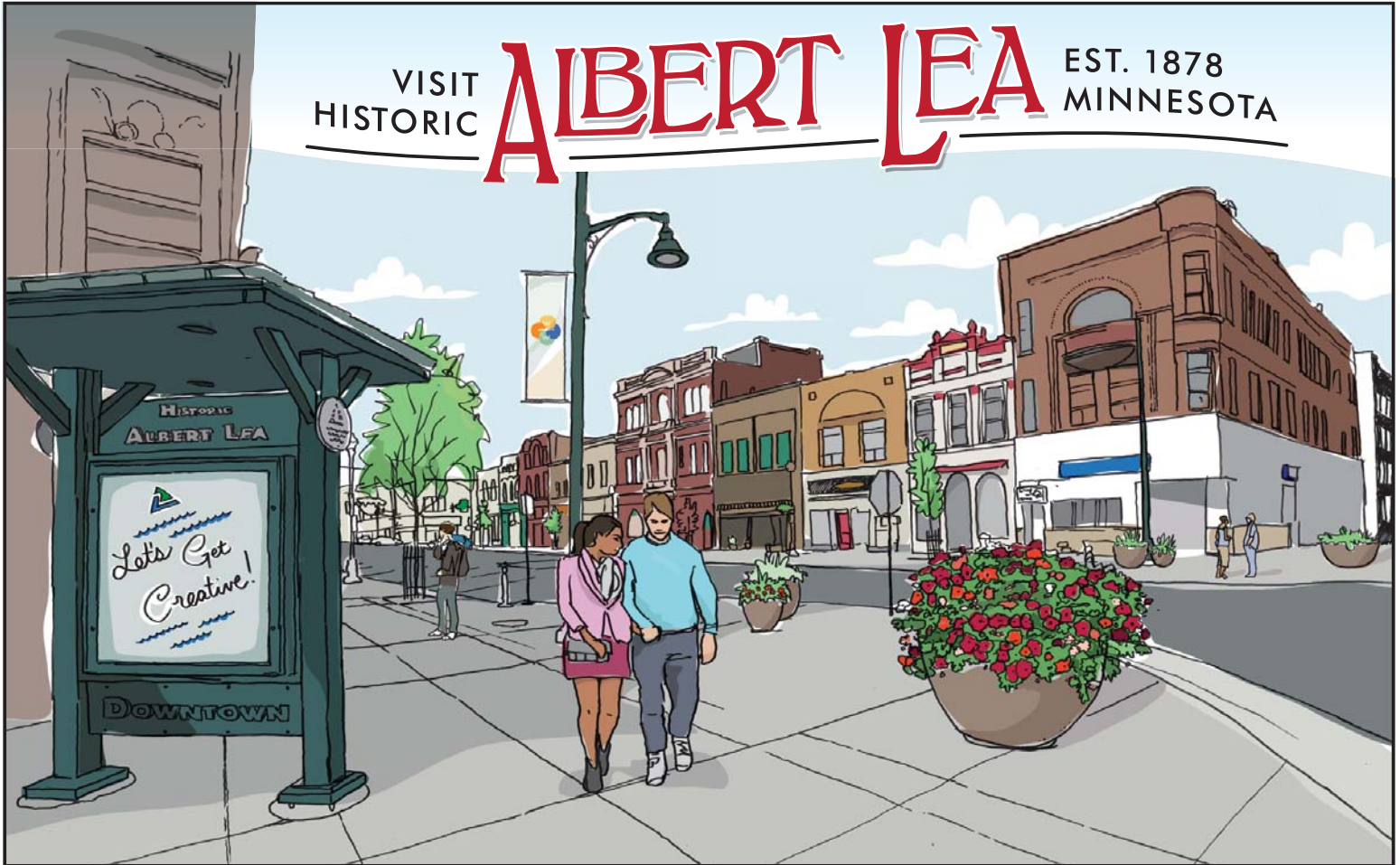
No refunds for cancellations. Registration exchanges will be charged a 20% fee.

Should you receive more than one copy of this brochure, please use the extra brochure to introduce someone new to the conference.

For information on sessions, tours, and registration, go to  
[mnhs.org/preservmnn](http://mnhs.org/preservmnn)

37TH ANNUAL STATEWIDE HISTORIC PRESERVATION CONFERENCE  
SEPTEMBER 13-15, 2017

VISIT  
HISTORIC **ALBERT LEA** EST. 1878  
MINNESOTA



NEW IN 2017  
**POSTER  
SHARE!**

We invite you to bring a poster with you to this year's conference to share with us the work you are doing in your community and we will put it on display during the conference.

**Create & Submit Your Poster:**

- Include the name of your town
- 20x30 in size
- Mounted on cardboard or foam core
- 2 dimensional only

Bring your poster to the Wednesday evening reception or Thursday morning registration. If you have questions contact Molly Patterson-Lundgren at [mollypl@wsbeng.com](mailto:mollypl@wsbeng.com).

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MINNESOTA HISTORICAL SOCIETY

MEMORANDUM

DATE: July 11, 2017

TO: Certified Local Governments

FROM: Amy Spong *AS*  
Deputy State Historic Preservation Officer

SUBJECT: CLG Funds for Scholarships to Attend Annual Statewide Preservation Conference

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Because not all Certified Local Government (CLG) funds were awarded in April, additional money is available for scholarships to attend the Annual Statewide Preservation Conference in Albert Lea this September 13-15, 2017.

**Scholarships**

The City of Albert Lea will host the 37<sup>th</sup> Annual Statewide Preservation Conference on September 13-15, 2017. Heritage Preservation Commissioners and city staff of CLGs are invited to apply for a CLG grant for a scholarship to assist in covering the cost of attending the conference.

The conference includes an array of educational sessions, mobile workshops and tours. Information about the conference including the schedule and program can be found online at [www.mnhs.org/preservemn](http://www.mnhs.org/preservemn). Scholarship recipients must also register for the conference. PLEASE NOTE: **Online conference registration will be available beginning July 10, 2017.**

**Recipients must attend the conference on both Thursday and Friday.** Scholarships will cover registration and mileage for up to two vehicles per city. Carpooling is strongly encouraged. Hotel expenses can be requested from cities located more than 50 miles from Albert Lea. Grants must be matched on a one-for-one basis. Travel time and attendance at the conference can be used as match.

Each CLG may request scholarships for as many participants as they wish. Scholarships will be awarded on a first-come, first-served basis, until all funds have been expended. There will likely be a high demand for scholarships, so you should submit your application as soon as you can. **Scholarship applications are due by Friday, August 11 2017. Application submitted after the deadline will not be accepted.**

Please note that the scholarships will be awarded to the CLG, to whom the reimbursement will be made. Matching funds can come from the CLG as city funds, in-kind match, or costs borne by the attendee. Any CLG under a cooperative agreement with the Minnesota Historical Society is eligible to submit an application for a scholarship. **Recipients must attend the conference on both Thursday and Friday.**

### **To Apply**

Applicants access the CLG Scholarship application through the grants portal (<https://mnhs.fluxx.io/>). The portal provides access to everything you'll need in administering a grant from the Minnesota Historical Society, from the application stage through reporting on the completion of a project. Here you will be able to track where an application is in the review process as well as have access to information about previous grants you have received. The portal allows you to save your work on an application and come back to finish it later.

Requests for grant assistance and general inquiries about the CLG grant program should be directed to Michael Koop, Historic Preservation Program Specialist, at 651-259-3452; [michael.koop@mnhs.org](mailto:michael.koop@mnhs.org).

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in Federally assisted programs on the basis of race, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.