



HERITAGE PRESERVATION COMMISSION AGENDA

3RD FLOOR
CONFERENCE ROOM

WEDNESDAY, FEBRUARY 15,
2023

6:00 PM

1. Call to Order
2. Approval of the Minutes
3. General Heritage Preservation Items
 - A. Citizen Comment Period
 - B. Oath of Office
 - C. Introductions
 - D. 2023 Chair and Vice Chair Appointments
 - E. Information Only - Downtown Public Art Permit by Paradise Center for the Arts
4. Design Reviews
 - A. Application to Amend Original Design Certificate for 216-218 Central Ave
5. Items for Discussion
 - A. Work Plan Discussion
 - B. Bylaws Review
 - C. Official Interpretation of Design Review Application Process
6. Adjournment

Heritage Preservation Commission

Meeting Minutes

January 17, 2023

1. Call to Order/Approve Agenda

Chair Sauer called the meeting to order at 6:00 p.m.

Members present: Lee Nordmeyer, Cori Weems, Ron Dwyer, Rob Kuhlman, Sam Temple, Karl Vohs and Chair Sauer

Absent: None.

Chair Sauer requested a motion to approve the agenda. Temple made a motion and seconded by Weems. Motion carried on a 6/0 vote.

2. Approval of the Minutes from November 16, 2022 Regular Meeting

A motion was made by Vohs, seconded by Nordmeyer to approve the minutes of November 16, 2022. Motion carried on a 6/0 vote.

3. General Heritage Preservation Items

A. Citizen Comment Period – None.

4. Design Reviews

A. Unapproved Repairs at 216 Central Ave N

On April 19th 2021, the Heritage Preservation Commission (HPC) reviewed and approved a Certificate of Appropriateness related to proposed repairs to the buildings at 216 and 218 Central Ave. The original approved scope of work is identified in Exhibit 1 – Certificate of Appropriateness.

On October 18th 2022, the HPC was asked to consider an after-the-fact deviation from the original approved Certificate of Appropriateness. The contractor installed concrete masonry units (CMU) over the steel lintel on 216 instead of repairing/replacing the brick as the original scope of work called for. At the time of the October 18th HPC meeting, an attorney representing the building owner revealed that the deviation was executed without the consent of the building owner. There was no formal application filed, and because the contractor did not have authorization to seek approval for the deviation the request was considered invalid. The HPC tabled discussion of the changes and identified three concerns they wanted to see addressed before considering the change:

1. That the inclusion of hard CMU with the soft brick could accelerate the deterioration of

the historic façade; it was suggested a licensed engineer or similarly qualified professional certify the structural appropriateness of the material change.

2. That the inclusion of the CMU could disqualify the building from historic tax credits; it was suggested that a specialized consultant or professional staff person from the State Historic Preservation Office (SHPO) verify that the change would not disqualify the building from receiving preservation tax credits.
3. That the application for a Certificate of Appropriateness for the changes needed to be submitted by the building owner or on their behalf.

On November 16th 2022, the contractor attended the HPC meeting and presented a narrative description of the changes made, his justification for making such changes, and intended future work that would render the CMU indistinguishable from the original brick. The HPC reiterated the three conditions upon which they would consider an Application for a Certificate of Appropriateness.

On December 21st 2022, City Staff received a letter from Douglas R. Hughes, PE, Structural Principal at Larson Engineering stating that “In my opinion I do not see any concern for having masonry and brick combined and being placed on the lintel.”

As of January 5th 2023, no valid Application for a Certificate of Appropriateness for the after-the-fact deviation has been received. Additionally, no certification regarding the qualification for tax credits has been received. The HPC may determine if the attached letter satisfies the first condition.

The HPC review the repairs as they exist and decide between the following three options.

1. Deviations are substantially similar to the repairs outlined in the Certificate of Appropriateness issued on 4/19/2021.
 - a. No further action is required. Parties will be notified in writing.
2. Deviations are acceptable, or acceptable with conditions -
 - a. The HPC shall notify the building owner that they accept the changes and request a formal Application for a Certificate of Appropriateness showing revised plans be filed. The building official shall be notified that the HPC approves of the changes.
 - b. If conditions are required, then HPC shall communicate in writing those conditions and a deadline for them to be met, after which failure to meet the conditions will result in recommendation to initiate enforcement action.
3. Repairs are unacceptable –
 - a. The HPC shall deem the deviations as inconsistent with the plans approved in April of 2021, and shall turn the matter over to the City Zoning Department who will initiate enforcement. The building owner shall have 30 days to submit a revised plan detailing proposed actions to bring the deviated portion of the repairs into compliance with the Downtown Historic District Design Guidelines.

Staff Recommendation

The Community Development Coordinator recommends that the HPC find the repairs as they exist unacceptable as the CMU does not meet the following conditions of the guidelines:

“a. Original material such as brick, stone and mortar shall be retained.”

Explanation: The Concrete Masonry Units (CMU) installed replaced the original brick and mortar. The original material was not retained as specified in the original plans.

“c. When repair or replacement of masonry or mortar is required, a similar material shall be used.”

Explanation: The CMU does not constitute a similar material to the original masonry or mortar. In appearance, hardness, chemical composition, wearing/weathering and breathability, the concrete is substantially dissimilar to the original (and surrounding) brick and mortar.

“d. New masonry added to the structure or site, such as new foundations or retaining walls, shall be compatible with the color, texture and bonding pattern of original or existing masonry.”

Explanation: The CMU is gray in color, easily distinguishable from the yellow and tan bricks of the historic façade. The CMU is scored to look like brick, however the scoring relief noticeably deeper than the relief between the brick and mortar joints, and the “joints” are the same color, texture, and materials as the “bricks.”

Vohs mentioned the tax credits and if the deviation would affect the receipt of the funding. He asked if the staff was in touch. Hughey stated that the HPC cannot require them to follow the SHPPO guidelines, and it was the building owner’s responsibility. Temple asked about turning it back to the owner; however, the contractor applied for the revised; does the contractor have the authority to make this request? Hughey stated that the HPC has the authority ensure work conducted conforms to approved plans.

After some discussion, the commission was in agreement with the staff recommendation and directed staff to continue to work with the parties to come up with an acceptable solution.

A motion was made by Temple, seconded by Vohs to deny the repairs as is as recommended by staff. Motion carried on a 6/0 vote.

B. Golf Box Awning and Sign Review

The building at 409 Central Ave currently houses a digital golf experience business called The Golf Box. The owners of The Golf Box are requesting approval to install an awning over the door of the building that features the business logo and name on the top and on each side. They have also installed a window sign that features the business logo and name. The total square footage of all "4" signs (3 on the awning, 1 in the window) is 19.5 sqft. The question for the HPC is whether the awning constitutes 3 signs or 1 sign.

Per the downtown sign ordinance, none of these signs are required to meet the raised-lettering or raised-border requirements of other signs. There are no proposals to provide lighting for these signs. The downtown sign ordinance also allows for a maximum total of 96 Sqft of sign space for this building based on its 46 linear feet of frontage.

The Community Development Coordinator's recommendation is to approve the proposed signs as long as they are installed in conformance with the ordinance.

A motion was made by Weems, seconded by Vohs to Approve the Certificate of Appropriateness for the proposed signage at 409 Central Ave. Motion carried on a 6/0 vote.

C. Former Farmer Seed and Nursery Site

Here on behalf of Midwest Storage and Nicole Elsayaf was Samantha Zahratka as well as an unidentified male. Jeff Jarvis, the artist of the proposed mural was also in attendance.

On May 3rd, 2022 the HPC approved the certificate of appropriateness for demolition subject to the following conditions:

- 1) The HPC shall provide a design review for development plans before construction to assure the design includes themes representing the Farmer Site heritage at the site.
- 2) Historic items and signage must be a part of the new development plans for the site, including components salvaged from the historic building and re-used in the new development.
- 3) Ensure that the historical items like the public art representing the site be preserved and maintained.

Jarvis mentioned that it was going to be roughly 8' to 10' wide on each side and approx. 8' tall. There are no formal dimensions yet. Zahratka stated that they had authorized each side of the pavilion to be 4' wide. Chair Sauer asked what might be going on the board. Jarvis did show the fleet of the salesman and maybe some old catalog covers, maybe on the back side of each wing. Nordmeyer asked about the setback distance from the roadway. Hughey stated that it looks as though 15 to 20' but no formal site plan has been approved yet. Jarvis said that it would be nice to have a bench in there. Vohs asked about the stones. Jarvis stated that the metal is fabricated to have the stone look as tin siding. Vohs stated that he would like to see signs in there that represent the heritage. Talked about the new building being contrary in look. Temple stated that there is nothing heritage with the new design Temple mentioned that the Planning Commission discussed the garage door openings but City Council voted that the inclusion of the garage doors was not a significant change; however, Temple did feel that it was. The bright blue and the now overhead doors are blue as well. Chair Sauer asked if the blue was consistent. Hughey stated that he thought it to be a brand coloring. Weems asked about the trees on the west side. They discussed that those trees might not be theirs but the railroad's trees. Vohs asked if they could use any of the materials on the roof. Jarvis said probably not. Jarvis mentioned that the posts will be reclaimed. They would like to keep the original colors of the former Farmer Seed evident. Once again, these plans are conceptual. Jarvis said the position is probably accurate. The Farmer Seed sign is saved. Temple asked about lighting? Jarvis said no.

Weems left at 6:58.

A motion was made by Nordmeyer, seconded by Temple to approve the designs as proposed with the deviations from the original request and then requested updates as it progresses. Motion carried on a 4/1 with Vohs voting Nay.

5. Items for Discussion

A. National District and HPC District Boundaries

In 2022 the National Historic Register District for downtown Faribault was expanded. It is no longer contained wholly within the City's designated Heritage Preservation District. Unfortunately, several buildings that were included were demolished in fall of 2022 by Rice County. These included the buildings at 308 & 310 1st Ave NW. The question before the commission is whether the existing Heritage Preservation District Boundaries are adequate/appropriate given the expanded National Historic District Designation.

A motion was made by Temple, seconded by Vohs to expand the HPD to match the proposed boundaries. Motion carried on a 5/0 vote.

B. Representative of HPC on Rice County Historical Society Board

State rules regarding designation as a Cooperating Local Government (CLG) require that a member of the HPC also serve on the board of the Rice County Historical Society. State Statute also requires that members of the HPC be residents of the city they are serving. We are therefore seeking one of our HPC members to volunteer to serve on the Rice County Historical Society Board. Peter Waldock is Vice Chair of that board, and will nominate an individual who volunteers so that we can meet this requirement.

The time commitment would include:

As a member of the Board of Directors, an individual is responsible for attending monthly meetings and serving on at least one committee. All Board members are also asked to attend events and be a member of the RCHS. The term is for 3 years.

RCHS Committees

In addition, the RCHS has several committees that work to keep the museum going. Each would welcome additional volunteers. These are: Building Committee, Collections Committee, Educational Committee, Fair Committee, Programs Committee, Publications Committee, and Event Committee. If you are interested in helping any of these committees out, please call the museum at 507-332-2121

Meetings are the second Wednesday of the month and last approximately 1.5 hours (5:30pm - 7pm). Meetings are located at the Historical Society Museum.

The City may be willing to pay the annual dues (\$35/year) to meet the requirement that a board member be a dues-paying member of the Historical Society. In this case- it may be workable that the City is the member, and the individual serving for the City could be rotated on an annual basis etc.

After a short discussed, Chair Sauer offered to volunteer and Temple also, as an additional or alternative, offered to volunteer on the Rice County Historical Society.

Hughey stated that the next HPC meeting with be the annual meeting. He then announced that for Commissioner Vohs, this was his last meeting as a committee member. He

congratulated him on his years of service and invited him to attend for input as a concerned citizen in future meetings.

6. Adjourn

A motion was brought by Commissioner Dwyer and seconded by Commissioner Temple to adjourn the meeting at 7:24 p.m.

Respectfully submitted,

By: Kari Casper, Recording Secretary



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: Oath of Office

BACKGROUND:

The City Clerk will be present to perform the swearing-in of new and re-appointed members.

REQUESTED ACTION:

ATTACHMENTS:



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: Introductions

BACKGROUND:

REQUESTED ACTION:

Each commission member and staff member will introduce themselves to the group. Please include the following:

1. Name
2. One sentence about your interest in or experience with historic properties.
3. One thing you are excited about this year.

ATTACHMENTS:



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: 2023 Chair and Vice Chair Appointments

BACKGROUND:

HPC Bylaws require that the commissioners appoint one member to serve as Chair and one member to serve as Vice Chair. Appointments are for one year, and a member is limited to serving not more than two consecutive years as Chair.

In 2022, David Sauer served as Chair, and Same Temple served as Vice Chair. David Sauer also served as Chair in 2021, and is therefore ineligible to serve as Chair again in 2023.

REQUESTED ACTION:

1. A motion to nominate an as-yet-to-be-named member of the commission to serve as Chair will be made and approved by a majority of the commission members.
2. A motion to nominate an as-yet-to-be-named member of the commission to serve as Vice Chair will be made and approved by a majority of the commission members.

ATTACHMENTS:

1. By-laws HPC 2022 Approved Amendment (Proceedings - Agenda Contents) 5.13.22

Faribault Heritage Preservation Commission
BYLAWS

Section 1. Annual Meeting

The annual meeting of the Heritage Preservation Commission shall be the first regular meeting in the month of February of each year. Such meeting shall allow for the election of officers for the ensuing year and such other business as shall be scheduled by the Heritage Preservation Commission.

Section 2. Regular Meetings

Regular meetings of the Heritage Preservation Commission shall be held at the City Hall at 6:00 P.M. on the third Wednesday of each month. At such meetings the Commission shall consider all matters properly brought before the Commission. Notice of meetings to each member need only be in the form of the Agenda for said meeting. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting.

Section 3. Special Meetings

The chairman or five members of the Commission may call a special meeting. Such meetings shall be called with a seventy-two-hour notice to all Commission members and members of the news media.

Published notice in the official newspaper shall also be given; notice shall also be posted on the City Hall Bulletin Board. Either or both notices shall specify: (1) items to be considered at the meeting, and (2) the date, time and place of meeting. Special meetings shall be held in City Hall unless the Commission has determined that other facilities are to be used.

Section 4. Quorum

At any meeting of the Heritage Preservation Commission, a quorum shall consist of a simple majority of members of the Commission, based on a commission size of seven members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 5. Voting

At all meetings of the Heritage Preservation Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member of the Heritage Preservation Commission shall feel that he has a conflict of interest in any matter that is on the agenda, he shall voluntarily excuse himself,

vacate his seat, and refrain from discussing and voting on said item as a Heritage Preservation Commissioner. The secretary shall record in the minutes that no vote was cast by such member. The affirmative vote of a simple majority of members of the commission as provided in Section 4 shall be necessary for the adoption of any Resolution or other voting matter.

Section 6. Proceedings

- a. At any regular meeting of the Heritage Preservation Commission the following shall be the order of business. (1) Call to Order; (2) Minutes of Previous Meeting; (3) General Heritage Preservation Items; (4) Designs Reviews; (5) Items for Discussion; (6) Other Items (7) Adjournment
- b. Each formal action of the Heritage Preservation Commission required by law, city charter or ordinances shall be embodied in a formal Resolution duly entered in full in the Minute Book after an affirmative vote as provided in Section 5.

Section 7. Rules of Procedure

All meetings of the Heritage Preservation Commission shall be conducted in accordance with Robert's Rules of Order.

Section 8. Officers

The officer of the Heritage Preservation Commission shall consist of a Chairman and Vice-Chairman elected by the commission at the annual meeting for a term of one year. The Director of Community Development or designated staff liaison shall be the Secretary of the Commission. In the absence of the Secretary, the presiding officer shall designate an acting Secretary. No member may serve more than two full consecutive terms as chairman.

Section 9. Duties of Officers

The duties and powers of the officers of the Heritage Preservation Commission shall be as follows:

- a. Chairman:
 1. To preside at all meetings.
 2. To call special meetings in accordance with these By-Laws.
 3. To sign all documents of the Commission.
 4. To see that all actions are properly taken.
- b. Vice Chairman:
 1. During the absence, disability or disqualification of the Chairman, the Vice Chairman shall exercise or perform all the duties and be

subject to all the responsibilities of the Chairman.

c. Secretary

1. To keep minutes of all meetings, in an appropriate minute book.
2. To give or serve all notices require by law or by these By-Laws.
3. To prepare the agenda for all meetings.
4. To be custodian of all records.
5. To handle funds allocated to the Commission.
6. To sign official documents of the Commission.

Section 10. Committees

The Heritage Preservation Commission may establish standing committees for a term of one (1) year. After the term of one year, a committee may be established upon review. Also Ad Hoc Committees may be established to address and study various issues.

Section 11. Attendance

Each member of the Heritage Preservation Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Commission shall notify the Community Development Department at City Hall at the earliest possible opportunity and, in any event, prior to 4:30 p.m. on the day of the meeting. The Director of Community Development or staff liaison shall notify the chairman in the event that the projected absences will produce a lack of quorum.

Section 12. Vacancies

Should any vacancy occur among the members of this Heritage Preservation Commission by any reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the City Administrator by the Secretary along with a recommended replacement to the vacancy. It is desired by the Heritage Preservation Commission that the new commission member have interest or knowledge in architectural design or a construction professional that has experience in the field of historic preservation. Should any vacancy occur among officers of the Commission, the vacant office should be filled in accordance with Section 8 of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

Section 13. City Code Recognized

Chapter 30 of the Faribault Code of Ordinances establishing this Heritage Preservation Commission and all other chapters referring to this Commission are hereby recognized and are to be complied with.

Section 14. Amending By-Laws

These By-Laws may be amended at any meeting of the Heritage Preservation Commission provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

These By-Laws shall take effect upon adoption and all prior rules and By-Laws are rescinded.

Adopted this 26th day of August 1981.

Amended this 15th day of July 2003

Amended this 20th day of November 2007

Amended this 15th day of July 2008

Amended this 16th day of March 2010

Amended this 16th day of December 2019

Amended this 17th Day of November 2021

ADOPTED AND APPROVED by the Heritage Preservation Commission of the City of Faribault, Minnesota this 17th Day of November, 2021.

David Sauer, Chairperson

Deanna Kuennen, Director
Department of Community and Economic Development



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: Information Only - Downtown Public Art Permit by Paradise Center for the Arts

BACKGROUND:

The Paradise Center for the Arts has proposed a public art project to install crosswalk murals on Central Avenue at 3rd Street and carved art tiles that will be temporarily affixed to buildings at 329 Central Avenue and 301 Central Avenue. A public art permit is scheduled for City Council at its meeting on February 28, 2023.

Details of the public art project are provided as an attachment with this memo.

REQUESTED ACTION:

This report is provided for information only. No action is needed.

ATTACHMENTS:

1. Public art permit requests PCA EDA Creative Placemaking 2023

Project Summary

Public Art Permit Requests – Paradise Center for the Arts & City of Faribault EDA Placemaking Public Art

Project 1:

Artist Name: Jordyn Brennan

Title of Project: Creative Matters

Location of the project: Central Avenue north and south crosswalks, at intersection 3rd Street NW and 3rd Street NE

Estimated Completion: April 23, 2023. April 28 5pm-6pm reception.

Project 2:

Artist Name: Tami Resler

Title of Project: Historical Tile Temporary Installation

Location of the project: 4th Street side of the 301 Central Avenue Building, and the 3rd Street side of the 329 Central Avenue Building.

Estimated Completion: End of March 2023. Reception date TBD.

Julie Fakler Visual Arts & Education Director

Paradise Center for the Arts

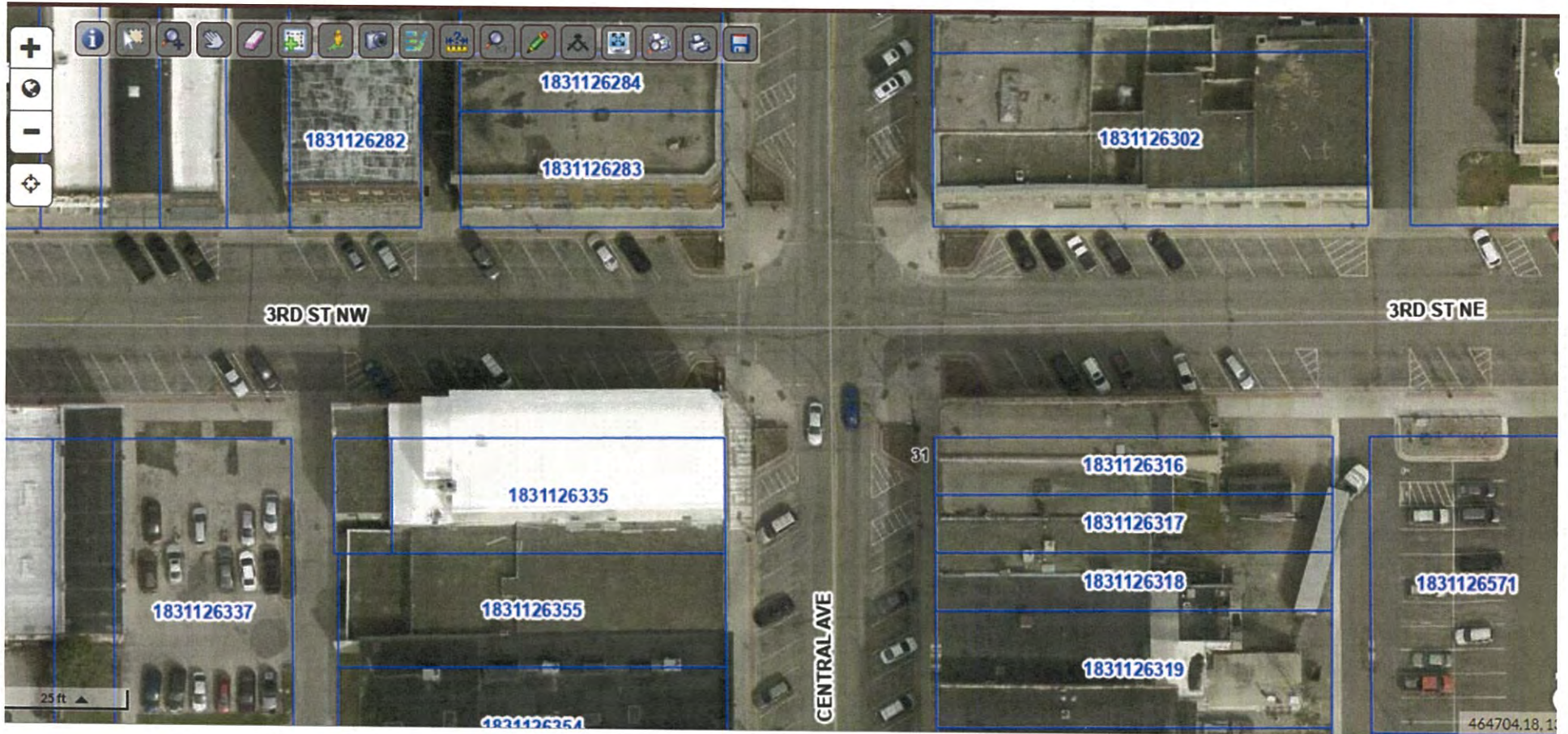
321 Central Avenue N. Faribault MN 55021

info@paradisecenterforthearts.org

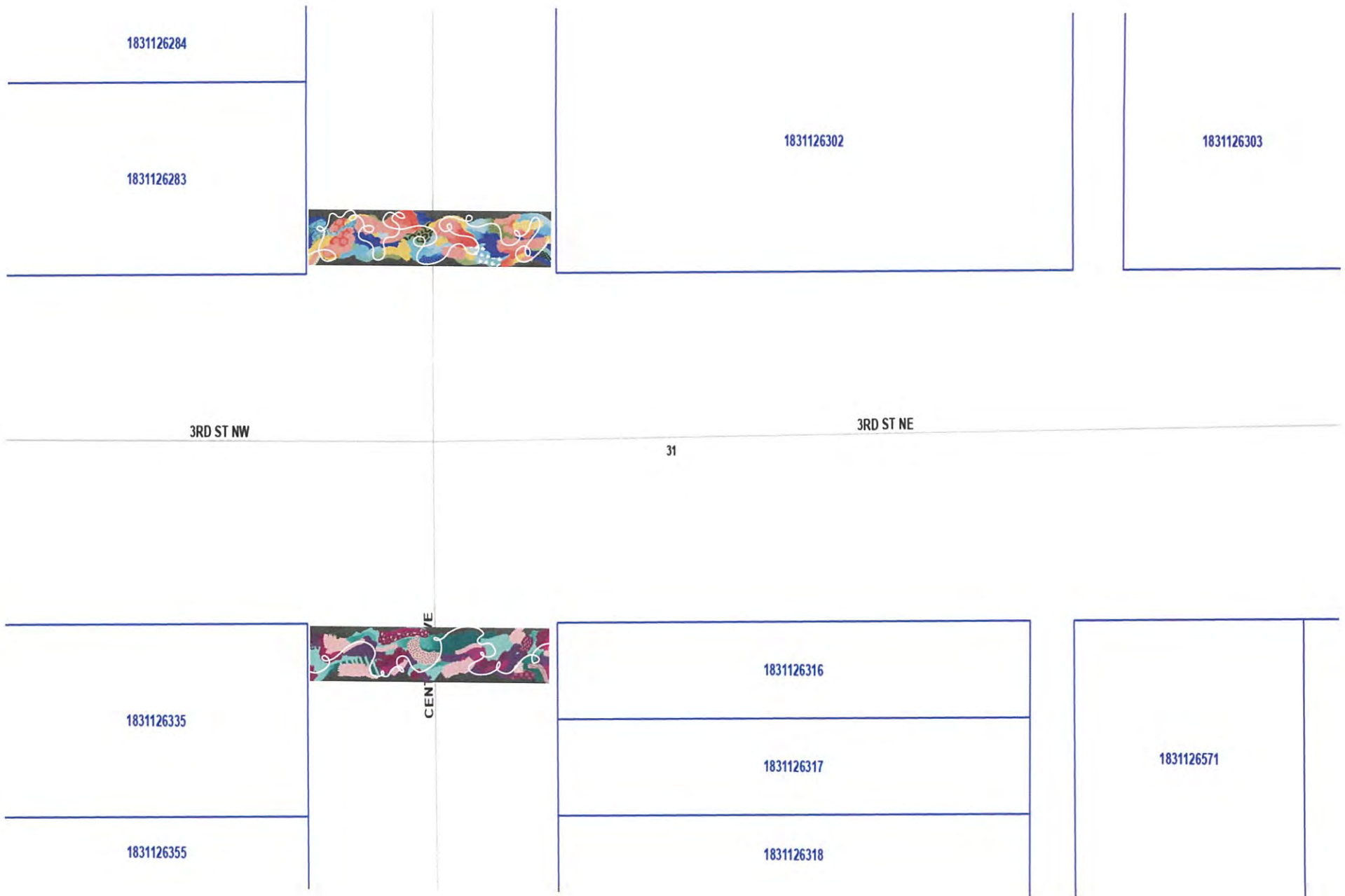
507-332-7372 ext. 4







Intersection for Jordyn Brennan's placemaking artwork



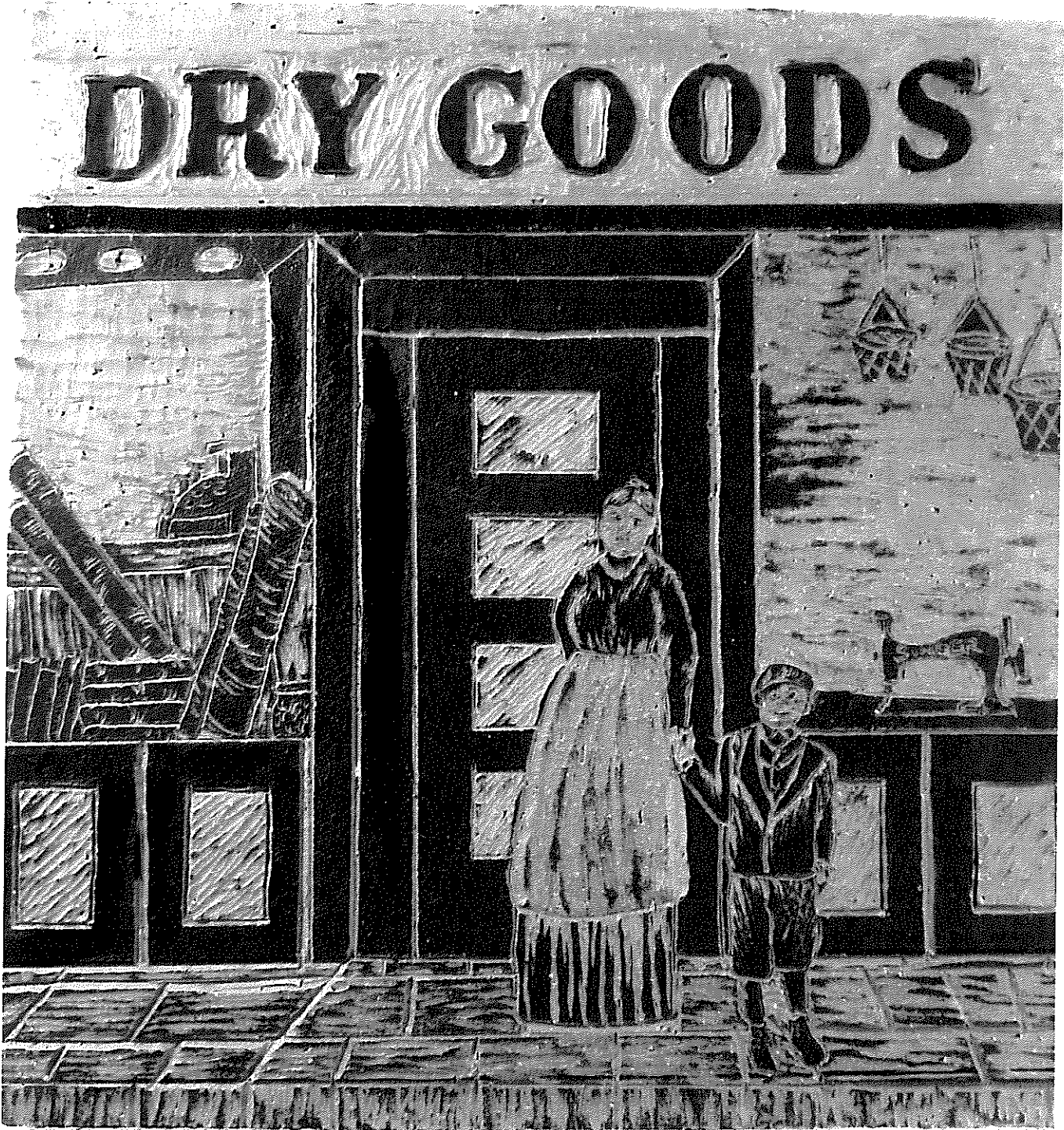




Artist Work Samples

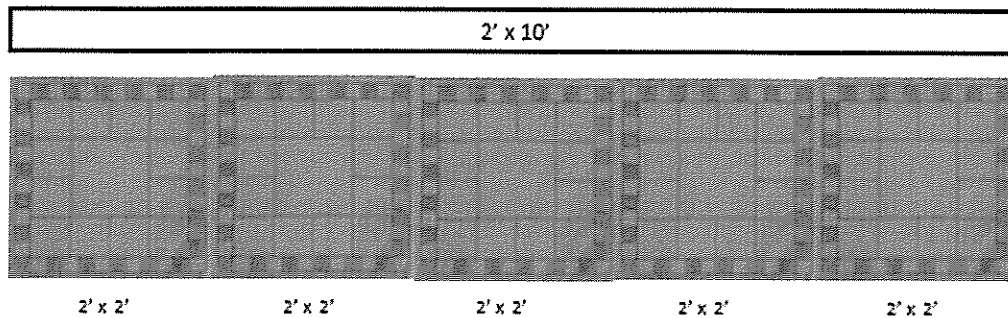
Image 1

This image is a 10" x 10" tile carved using the sgraffito technique. (The tile is covered with a black slip and then carved back to reveal the clay beneath and accentuate the illustration in black.) The subject references the downtown history of dry goods stores. Created June 2022 using midrange white with added grog.



PROJECT DESCRIPTION

The image below shows the layout the installation. The center square of each panel is 10"x10", surrounded by multiple 5" square tiles, which are then bordered by multiple 2" tiles. The center squares will be themed to illustrate the use of the building upon which they are applied. Themes will include: Dry Goods, Billiards and Cigars, Soda Shop, Clothing shop, Jewelry store, and others. The 5" tiles surrounding them will include smaller vignettes of Faribault native flora and fauna, industrial equipment and other small scenes of interest to the community and applicable to the theme of "Faribault."



Full installation includes five panels = Five 10" x 10" carved tiles, Sixty 5" x 5" tiles (20 of which are carved, 40 field tiles), 340 field tiles: 2" x 2"

The overarching theme of this project is to tell the viewer a story of the community they are in through images on clay. It will answer questions about the history of the building and tell the story of the people who stood where the viewer stands. It will also stir an interest in the rich and storied history of the town. Working with Sue Garwood at the Rice County Historical Society I will use historical details about downtown buildings to create tiles that are not only beautiful and interesting, but illustrate the history of Faribault and the buildings it is comprised of.

Upon approval of the proposed project, I will start making field tiles first (the blank tiles), and then the carved tiles which showing generic scenes or vignettes of Faribault-specific themes. Those tiles will be finished by August 1, by which time I will have the location chosen and can start to carve the final five large center tiles for the installation. Those tiles are specific to the history of the building onto which they will be applied. Those tiles will be finished by September 15.

The tiles will be installed on the panels by the end of September at which point they can be applied to the prepared building site.

The audience of this endeavor is not only tourists and visitors, but the residents of Faribault who live, work and visit downtown Faribault. The artwork is intended to create a relationship between the physical structures that we are surrounded by and the people who have lived there and live their now. I'm excited to promote the Placemaking project through my own Facebook page: TamiReslerPottery, on my personal Facebook page, through my ongoing relationship with the Paradise and their network of supporters, and through my contacts at the radio and newspapers.



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey
MEETING DATE: February 15, 2023
SUBJECT: Application to Amend Original Design Certificate for 216-218 Central Ave

BACKGROUND:

On April 19th 2021, the HPC approved a Certificate of Appropriateness for facade repairs to the building at 216-218 Central Ave.

In 2022, the contractor deviated from the approved repair plans by replacing a section of the historic brick facade with concrete masonry units (CMU). This resulted in a dispute between the building owner and the contractor. Due to the ongoing dispute, the building facade repairs as originally proposed were never completed. Specifically, the cleaning and repair of portions of the original brick were replaced with CMU, which does not match in color, texture or material, the original materials of the historic facade.

On January 18th 2023, the HPC voted to find the repairs inconsistent with the original Certificate of Appropriateness and turned the matter over to the City's Planning and Zoning Division to pursue resolution, including, if necessary, enforcement action against the building owner.

On January 24th 2023, the Community and Economic Development Director, City Administrator, City Attorney, and Community Development Coordinator met with the building owner and their attorney to discuss resolution of the situation prior to initiating enforcement actions. The parties agreed that to avoid enforcement action, the building owner would submit an application to amend the original Certificate of Appropriateness to include the following:

1. The CMU will remain (removing it presents a significant structural risk to the integrity of the structure).

2. The CMU, crooked I-beams, and crooked transom windows will be covered with a semipermanent sign board designed and installed to create the appearance of a square and level facade.
3. The sign boards are subject to the downtown sign ordinance, and any exceptions required to meet the intent of disguising the CMU and crooked elements would need to be identified in the application.
4. All appropriate facade elements, including but not limited to the sign boards, windows, window hoods, trim, and cornice will be made or painted to match in color.
5. The installation of the sign boards will require a building permit, and the building owner or their representative is responsible for obtaining all appropriate permits.
6. The City has identified June 30th 2023 as an appropriate deadline for completing the proposed scope of work, and will not pursue enforcement against the building owner for this work, prior to this date. If an extension is required to complete the proposed work, the building owner or their representative will submit a request in writing and document the need for the extension.

Because no lettering, branding, other graphics, or content are proposed for the sign panels, no application for a sign permit is being reviewed at this time.

REQUESTED ACTION:

The Heritage Preservation Commission of the City of Faribault approves the following application to amend the Certificate of Appropriateness for 216-218 Central Ave dated April 19th 2021 to include the attached Application for Certificate of Appropriateness.

ATTACHMENTS:

1. 216 - 218 Central Faribault Revised SIGN BOARDS
2. Design Review Application Form 2023-02-10



Replacement of Historic Sign Panels - colors to match new Building Cornice

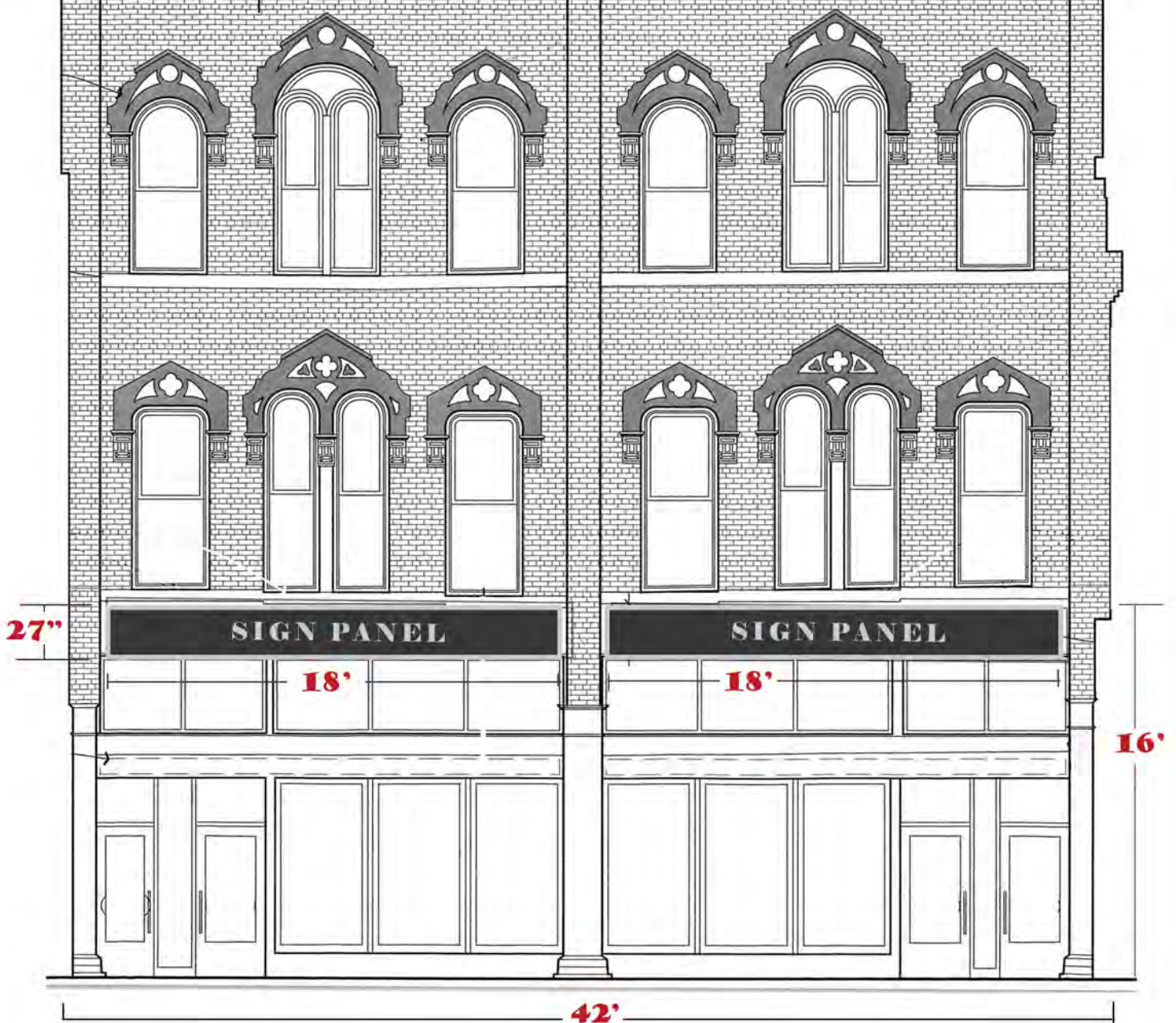
**216-218 CENTRAL AVE.
FARIBAULT, MINNESOTA**

02/08/2023

Multiple Occupancy Building

Building Frontage 42 Feet

1878



* 1. Replacemet of Original Historic Sign Panels

2. Panels to include raised borders

3. Panels to match Colors of Existing Cornice

4. Panels & Borders are Exterior MDO board

Total Area of Sign Panels: $2.2' \times 18' = 39.6 \text{ sq.ft.} \times 2 = 79.2 \text{ sq.ft.}$

216-218 CENTRAL AVE.
FARIBAULT, MINNESOTA

02/08/2023

Bahnhoff Design
612-968-5013

DESIGN REVIEW APPLICATION FORM

Heritage Preservation Commission

Site Address: 216-218 Central Avenue North, Faribault, MN 55021

Owner / Applicant: Darrell Jensen
Mailing Address: 216 Central Avenue North
City/ State: Faribault, MN 55021
Telephone Number: (612) 483-0367
Work Site Address: 216-218 Central Avenue North, Faribault, MN
Site File Number: _____

Type of Work: Restoration X Remodeling _____
 New Construction _____ Site Improvements _____
 Demolition _____

Brief Description of Project:

1. This application is for proposed changes to the original Certificate of Appropriateness, which include:
 - a. The CMU will remain.
 - b. Two sign boards will be installed above the clerestory windows, one on either side of the central column, to hide the I-beams, CMU, and out-of-level elements.
 - i. The sign boards will be installed so that they are aligned with the lowest upper-corner of the transom windows, in order to camouflage the top of the transom windows that are not level with the ground.
 - ii. The sign panels and raised borders will be constructed of exterior MDO board.
 - iii. The total proposed square footage for the two sign panels is 79.2 sq. ft., which is less than the allowable 80 sq.ft.
 - c. All appropriate façade elements, including but not limited to the sign boards, window hoods, window frames, door frames, etc. will be painted or otherwise made to match the color of the newly constructed cornice.
2. The proposed timeline for completion is June 30, 2023.
3. The sign boards will be constructed in conformance with the downtown Faribault sign guidelines and ordinances in order to meet the intent of.
4. An application for a sign permit is included with this application.

Attachments:	Historical Data / Site File Information	N/A
	Photographs	1 photo
	Detailed Drawings of Proposed Modifications	1 drawing
	Site Plan	N/A
	Manufacturers Specifications	N/A
	Material Samples / Color Samples	N/A

Action of HPC Board: Meeting Date: February 15, 2023
 Action Taken: _____

Certificate of Appropriateness: Issued: _____
 Denied: _____

Note: *If this project is submitted as part of the City's SCDP rehabilitation program, it must receive a "**no adverse effect**" ruling from The State Historic Preservation Office.*

Heritage Preservation Commission
CERTIFICATE OF APPROPRIATENESS

Site Address: 216-218 Central Avenue North, Faribault, MN 55021

I hereby certify that the Heritage Preservation Commission has reviewed the above-described project and found the work proposed by the applicant to meet or exceed the design guidelines established by the City of Faribault.

The design features approved by the Heritage Preservation Commission are to be considered a condition of the building permit issued by the City of Faribault as stipulated in the Code of Ordinances.

David Wanberg, Director of Community & Economic Development

Notes:

Date of Heritage Preservation Commission Review: _____
Certificate of Appropriateness Issued: _____
Expiration Date: _____

Copies forwarded to	Building Official:	<u>X</u> _____
	Property Owner:	<u>X</u> _____
	Site File:	<u>X</u> _____
	SCDP File	_____



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: Work Plan Discussion

BACKGROUND:

The Heritage Preservation Commission is required to establish an annual work plan. The Community Development Coordinator anticipates that this year will include numerous design reviews due to the recent change in ownership for multiple buildings downtown. However, the commission has responsibilities in addition to performing design reviews. By creating a work plan, the commission will ensure it is actively advancing the goal of preserving and promoting the cultural and architectural heritage of the city.

The Downtown Commercial Heritage Preservation District Design Guidelines were last updated in 2007. These guidelines replaced guidelines previously adopted in 1992. Over the past 15 years, the HPC has conducted numerous design reviews, and has developed insight into how well these guidelines function and where there is room for improvement. However, the current guidelines do not necessitate a significant over-haul.

The Community Development Coordinator therefore recommends that the commission devote its workplan for 2023 to revising the Heritage Preservation District Design Guidelines. Each month, the Community Development Coordinator will present a section of the guidelines for review with suggested revision. The section to be reviewed will be identified prior to the monthly meeting. Proposed revisions will be included as part of the normal meeting packet. At the monthly meeting, commissioners will discuss, offer suggestions, and vote to approve a set of revisions that will be incorporated into the final revised guidelines. The final product of the process will be a complete, revised set of Design Guidelines that will be presented for approval to the Heritage Preservation Commission and to the City Council if required.

REQUESTED ACTION:

Motion to approve the revision of the Downtown Commercial Heritage Preservation District Design Guidelines as the focus of the annual work plan for 2023.

ATTACHMENTS:



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: Bylaws Review

BACKGROUND:

The Bylaws of the HPC may be periodically updated if the commission has a need or desire to make any changes.

The Community Development Coordinator recommends that the gendered language in the bylaws be replaced by gender-neutral language. Specifically, commissioners are referred to as he/him, and the term "Chairman" is used. This should be replaced with they/them and "Chair" or "Chairperson" in keeping with contemporary practices.

As an example: "In the event that any member of the Heritage Preservation Commission shall feel that he has a conflict of interest in any matter that is on the agenda, he shall voluntarily excuse himself..."

Would become: "In the event that any member of the Heritage Preservation Commission shall feel that they have a conflict of interest in any matter that is on the agenda, they shall voluntarily excuse themselves..."

REQUESTED ACTION:

Motion to approve the revision of the Heritage Preservation Commission Bylaws to replace gendered language with gender-neutral language.

ATTACHMENTS:



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Mathias Hughey, Community Development Coordinator
MEETING DATE: February 15, 2023
SUBJECT: Official Interpretation of Design Review Application Process

BACKGROUND:

In 2007 the Heritage Preservation Commission and the City of Faribault adopted the City of Faribault Commercial Historic District Design Guidelines. These guidelines create an ambiguity, where on page 3, under the section titled "Design Review Application Process", the guidelines state: "The following actions DO NOT require HPC review unless they are publicly funded:"

- Reroofing
- Electrical work
- Interior work
- Sidewalks
- Awnings
- Mechanical equipment (unless it effects facade or may have visual impact)
- Repointing (tuckpointing)
- Fencing not attached to the building
- Site improvements

The enabling ordinance section 13-330. sub (D) *Exemptions*. A building permit and certificate of appropriateness shall not be required for the following activities:

1. Ordinary maintenance or repair of any exterior architectural feature to correct deterioration, decay, or damage, or to sustain the existing form, and that does not involve a material change in design, material, or outer appearance of the structure.

2. Change in paint color.
3. Work conducted entirely within the interior of the building and which has no effect on exterior architectural features.
4. Any physical improvements within and adjacent to public rights-of-way, provided that the Heritage Preservation Commission is notified and given an opportunity to comment on any improvements being ordered by the City Council.

Taken together, it appears that the intent of the guidelines is to ensure appropriate review of the expenditure of public funds within the historic district, and the intent of the ordinance is to prevent unnecessary delays or burdens in regular maintenance or of renovations which do not impact the experiential qualities of the district from the perspective of the street. In order to balance both objectives, the Community Development Coordinator proposes that the HPC adopt the following interpretation:

If a project within the Heritage Preservation District that would normally be exempt from HPC review receives public funding, the Director of Community and Economic Development or their designee will review the project application and determine whether all or part of the project will require HPC review. If it is determined that a review is appropriate or necessary, the normal review procedure will be followed, except that the Director of Community and Economic Development or their designee may limit the scope of work subject to HPC review. If it is determined that review is not appropriate or necessary, the Director of Community and Economic Development or their designee shall provide the required authorization to the building official.

REQUESTED ACTION:

Motion to approve the following interpretation of the City of Faribault Commercial Historic District Design Guidelines section Design Review Application Process: If a project within the Heritage Preservation District that would normally be exempt from HPC review receives public funding, the Director of Community and Economic Development or their designee will review the project application and determine whether all or part of the project will require HPC review. If it is determined that a review is appropriate or necessary, the normal review procedure will be followed, except that the Director of Community and Economic Development or their designee may limit the scope of work subject to HPC review. If it is determined that review is not appropriate or necessary, the Director of Community and Economic Development or their designee shall provide the required authorization to the building official.

ATTACHMENTS:

