



HERITAGE PRESERVATION COMMISSION AGENDA

3RD FLOOR CONFERENCE ROOM WEDNESDAY, APRIL 15,
2026

6:00 PM

1. Call to Order/ Approve Agenda
2. Election of Officers
3. Approval of the Minutes of January 21, 2026, Heritage Preservation Commission Meeting
4. General Heritage Preservation Items
 - A. Citizen Comment Period
5. Design Reviews
 - A. Resolution HPC-2026-001 Approve a COA for 14 3rd St NE
6. Items for Discussion
 - A. Review of the HPC Bylaws
7. Adjournment



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Harry Davis, Planning Manager
THROUGH:
MEETING DATE: April 15, 2026
SUBJECT: Election of Officers

BACKGROUND:

According to the HPC bylaws, officers are to be elected at the annual monthly meeting in each fiscal year. Officers include a Chairman and a Vice-Chairman. Each board member shall hold office for one year. No member may serve more than two full consecutive terms as Chairman. The Director of Community Development or designated staff liaison shall be the Secretary of the Commission.

Current Chair: Colton Hogan Current Vice-Chairperson: Cori Weems

REQUESTED ACTION:

Members must nominate, discuss, and vote on a new Chair and Vice-Chair.

ATTACHMENTS:



HERITAGE PRESERVATION COMMISSION MINUTES

PUBLIC MEETING ROOM

WEDNESDAY, JANUARY 21,
2026

6:00 PM

Meeting Items

1. Call to Order/ Approve Agenda

A regular meeting of the Heritage Preservation Commission was called to order by Chair Coltan Hogan at 6:02 p.m. The Commissioners in attendance were Ron Dwyer, Cori Weems, Susan Powell, and Chair Hogan. Also in attendance was Harry Davis, IV, City Planning Manager.

2. Approval of the Minutes

Motion by Ron Dwyer, seconded by Cori Weems, to approve the meeting minutes as presented. The motion passed unanimously.

3. General Heritage Preservation Items - None.

A. Citizen Comment Period – None.

4. Design Reviews - None

5. Items for Discussion

A. 14 3rd St NE

Three windows, two will be on the back or north side, and one with a bathroom will be on the west side. North window - PVC. W. window -- PVC -- fiberglass
Dwyer comments on window specs. Morris supports the concept. Davis summarizes what needs to be changed to bring the project to HPC for approval.

B. Potential Mixed Use Project between 217 and 223 Central Ave

Baraniak summarizes the project for HPC.

C. 2026 Preservation Awards Program

D. Pre 2026 Annual Meeting

Suggested that the HPC focus on how to improve the promotion of history in the community.

6. Adjournment

Motion by Cori Weems, seconded by Susan Powell, to adjourn the meeting at 6:54 p.m. The motion passed unanimously.

By: _____

HONESTY ▪ RESPECT ▪ DEDICATED ▪ VISIONARY ▪ ACCOUNTABILITY



Request for Action

TO: Faribault Heritage Preservation Commission
FROM: Harry Davis, City Planning Manager
THROUGH:
MEETING DATE: April 15, 2026
SUBJECT: Resolution HPC-2026-001 Approve a COA for 14 3rd St NE

BACKGROUND:

Trevor Morris of Third Street Ventures (Applicant/Property Owner) submitted a COA application for replacing three windows on the backside of the building at 14 3rd ST NE. The property is within the Heritage Preservation District and zoned CBD. Staff reviewed the project and the Commercial District Design Guidelines and the Secretary of the Interior's Standards and determined that the windows are compatible and respectful to the building's character and craftsmanship. Staff recommends in favor of the project as requested. Please see the attached resolution for a full list of criteria and findings

REQUESTED ACTION:

Approve Resolution HPC-2026-001

ATTACHMENTS:

1. Resolution HPC-2026-001 Approve a COA for 14 3rd St NE

CITY OF FARIBAULT

HERITAGE PRESERVATION COMMISSION

RESOLUTION #HPC-2026-001

APPROVE A CERTIFICATE OF APPROPRIATENESS FOR 14 3RD ST NE

WHEREAS, Trevor Morris of Third Street Ventures (Owner/Applicant) submitted a Certificate of Appropriateness (COA) application for property at 14 3rd St NE in the City of Faribault's Heritage Preservation District (HPD); and

WHEREAS, the Applicant seeks approval to remove and replace 3 existing, non-original, double-hung windows with new double-hung windows made of fiberglass, then use low expansion foam, caulk, and paint around the window to fill the gap (attached as Exhibit B); and

WHEREAS, according to the City's Historic Building Inventory (# RC-FAC-266) this building is significant for its painted brick façade harmonizing with the G. Fleckenstein block and its identical storefronts (attached in Exhibit C); and

WHEREAS, the City Planning Manager reviewed the application against the Commercial District Design Guidelines for the HPD and the Secretary of the Interior's Standards for Rehabilitation criteria to provide findings; and

WHEREAS, the HPC reviewed the recommended findings at a public meeting of the commission on April 15, 2026; and

WHEREAS, the HPC approved a Certificate of Appropriateness (Exhibit A) on April 15, 2026 subject to conditions stated in Section 2 of this Resolution, and adopted the following criteria and findings:

- 1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.**

Finding: The use of the property is not changing with the proposed window replacements. The first floor's primary use will remain commercial, and the upper floor will remain

residential, consistent with its recent historical use, due to the underlying zoning.

2. **The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.**

Finding: The new windows will be made of fiberglass and shall be made to appear like wood so the building's character itself will not change. The new windows should match the existing window dimensions on the same façade to create a consistent window rhythm. The window dimensions may be slightly altered to fit the existing space in the white surround. The new windows will not impact the façade and are not on the street-facing facade, so therefore will not remove or alter distinctive features of the buildings.

3. **Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.**

Finding: The windows shall be standard double-hung and consistent with the other windows on the same facade. Window installation shall include suitably filling in the gap between the white surround and the new window to appear like the existing windows. No changes will be made to create a false sense of historical development.

4. **Changes to a property that have acquired historic significance in their own right will be retained and preserved.**

Finding: No proposed changes to the property will remove or impair any historical changes previously made to the property.

5. **Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.**

Finding: No changes to distinctive examples of materials or craftsmanship on the building will be removed or altered.

6. **Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new**

feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

Finding: The applicant reports that the existing windows are in a critical state, with broken glass and deteriorated wood. The existing windows cannot be easily or economically repaired and must be replaced.

- 7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.**

Finding: This standard does not apply. No chemical or physical treatments are used with this proposal.

- 8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.**

Finding: This standard does not apply. No archaeological resources are impacted by the proposal.

- 9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.**

Finding: The new windows are modern but compatible with the building. They fit in with the appearance of the building and do not detract from its distinctive features.

- 10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

Finding: The new windows could be removed in the future and not be detrimental to the historic form and character of the property.

NOW, THEREFORE, BE IT RESOLVED BY THE HERITAGE PRESERVATION COMMISSION OF THE CITY OF FARIBAULT, MINNESOTA, AS FOLLOWS:

Section 1. Certificate of Appropriateness. The Heritage Preservation Commission hereby approves a COA for new windows at 14 3rd St NE, as requested.

Section 2. Conditions of Approval. The Heritage Preservation Commission adopts and applies the following conditions of approval to the COA issued on April 15, 2026:

1. The applicant shall submit a building permit consistent with the approved COA. Any substantial changes or variations to the proposal, as determined by the City Planning Manager, shall require additional review and approval by the HPC.
2. All work must be completed by January 22, 2027. If an extension is required, the applicant must submit a written request to the City Planning Manager by December 23, 2026. Failure to receive an extension by December 23, 2026 or failure to complete the work described in this document by the deadline will render this Certificate of Appropriateness void.

Section 3. Findings. The recitals in this Resolution are integral to this Resolution and, where applicable, constitute the findings of the Heritage Preservation Commission.

Section 4. Request to take Additional Steps. The Heritage Preservation Commission authorizes the City Administrator, City Staff, and the City's Consultants to take any additional steps and actions necessary or convenient to accomplish the intent of this resolution.

Section 5. Effective Date. This resolution shall be effective upon passage.

Date Adopted: January 21, 2026

Faribault Heritage Preservation Commission

Chair

ATTEST:

City Planning Manager

Exhibit A

COA Design Review
(add after approval and signatures)

DESIGN REVIEW APPLICATION FORM
Heritage Preservation Commission
CERTIFICATE OF APPROPRIATENESS

Site Address: 14 3rd St NE, 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 subject to the following conditions. 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:

1. The application submitted by Trevor Morris on behalf of Third Street Ventures for property at 14 3rd St NE, reviewed by the HPC on April 15, 2026, is approved and issued a Certificate of Appropriateness with the conditions outlined below per Resolution HPC-2026-001.
2. The criteria and findings in Resolution HPC-2026-001 shall form the foundation for approval of the COA.
3. The applicant shall submit a building permit consistent with the approved COA. Any substantial changes or variations to the proposal, as determined by the City Planning Manager, shall require additional review and approval by the HPC.
4. All work must be completed by April 16, 2027. If an extension is required, the applicant must submit a written request to the City Planning Manager by March 15, 2027. Failure to receive an extension by March 16, 2027 or failure to complete the work described in this document by the deadline will render this Certificate of Appropriateness void.

Date of Heritage Preservation Commission Review: 04/15/2026 _____
Certificate of Appropriateness Issued: 04/16/2026 _____
Expiration Date 04/16/2027 _____

Copies forwarded to
Building Official: _____ Property Owner: _____ Site File: _____ SCDP File: _____

Exhibit B

Design Review Application Submittal

(insert application materials after this page)



DESIGN REVIEW APPLICATION FORM

Heritage Preservation Commission

APPLICANT INFORMATION

Site Address: 14/16 3rd St NE	
Owner/Applicant: Trevor Morris - Third Street Ventures	
Mailing Address: 411 Chestnut Lane	City/State: Faribault
Phone Number: 507.661.0141	Site File Number:
Work Site Address: 14 3rd St NE, Faribault, MN 55021	

TYPE OF WORK

<input checked="" type="checkbox"/> Restoration	<input type="checkbox"/> Demolition	<input type="checkbox"/> Site Improvements
<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodeling	

SCOPE OF WORK

Brief Project Description: The project consists of the repair and maintenance of the three existing windows on the building at 14/16 3rd St NE (two PVC windows and one wood window). These windows are non-original replacements that were installed in a prior renovation. No change to the size, location, or configuration of the window openings is proposed.

Work will include:

- Cleaning, resealing, and repair of the existing PVC window components (gaskets, seals, hardware, and frames) to restore weather-tightness and operation
- Replacement of any broken or missing glass panes in all three windows
- Installation of new weatherstripping and hardware as needed to improve energy efficiency and performance

All work will be limited to the repair and preservation of the existing windows and will not alter the current fenestration pattern or the overall appearance of the building's façade. The repairs are consistent with the City of Faribault Commercial Historic District Design Guidelines (Section II.B – Windows and Doors), which allow for the repair of existing window elements and note that different materials may be acceptable on a case-by-case basis when the original historic windows are no longer present. The work follows the Secretary of the Interior's Standards for Rehabilitation by retaining the current window openings and maintaining the building's historic character.

ATTACHMENTS

<input type="checkbox"/> Historical Data / Site File Information	<input checked="" type="checkbox"/> Detailed Drawings of Proposed Modifications	<input checked="" type="checkbox"/> Manufacturers Specifications
<input checked="" type="checkbox"/> Photographs	<input checked="" type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Material Samples / Color Samples

ACTION OF HPC BOARD

Meeting Date:	Action Taken:
---------------	---------------

CERTIFICATE OF APPROPRIATENESS

<input type="checkbox"/> Issued	<input type="checkbox"/> 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.



DESIGNED: D.J.
 DRAWN: C.J.
 CHECKED: D.S.
 PROJECT: 24007
 REVISIONS:

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota. (Professional only)

DAVID J. MEDON
 License No. 498
 PDIP Exp. 26, 2024

HISTORICAL RENOVATION
 301 CENTRAL - 16 3RD ST NE
 MINNESOTA
 FARIBAUT



architects, inc.
 203 n.w. First Ave.
 Faribault, MN 55021
 507/334-2322

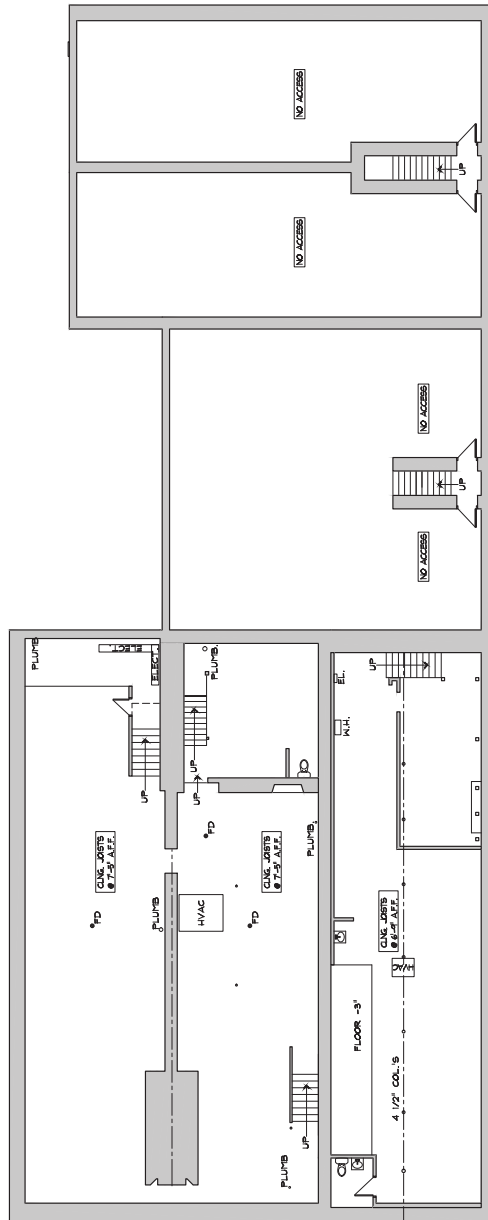
BASIMENT PLAN

A3.0

PRELIMINARY
 NOT FOR
 CONSTRUCTION

BASEMENT PLAN
 NORTH
 SCALE: 1/8" = 1'-0"

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DESIGNED: D.J.
 DRAWN: C.J.
 CHECKED: D.S.
 PROJECT: 24007
 REVISIONS:

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota. (Architectural only)

DAVID J. MEDON
 License No. 4984
 DMB Exp. 26, 2024

HISTORICAL RENOVATION
 301 CENTRAL - 16 3RD ST NE
 FARIBAUT MINNESOTA



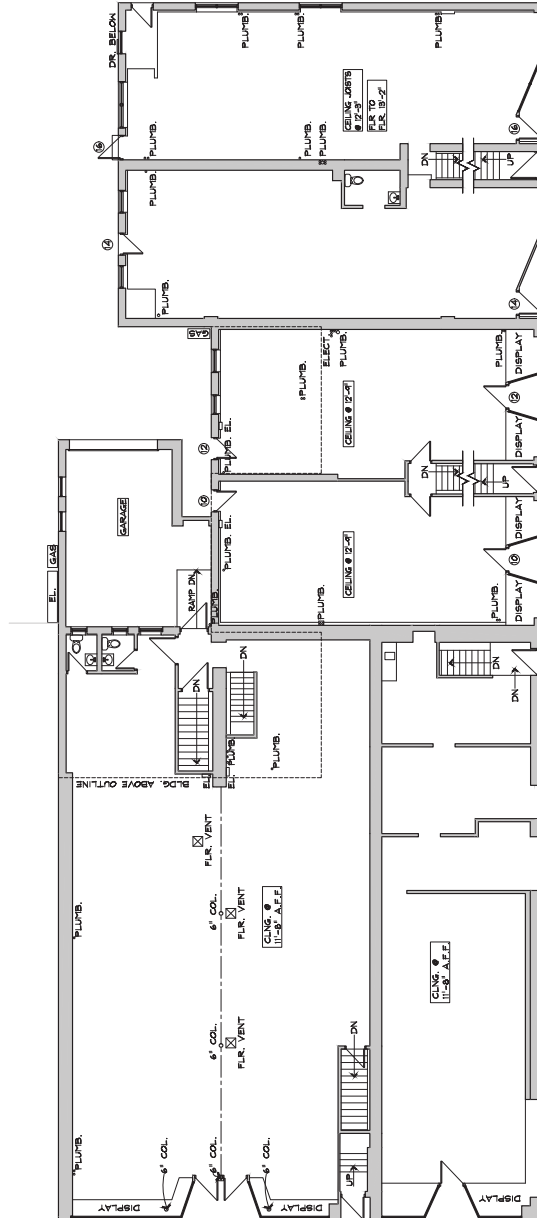
architects, inc.
 203 n.w. First Ave.
 Faribault, MN 55021
 507/334-2322

FLOOR PLAN
 A3.1

PRELIMINARY
 NOT FOR
 CONSTRUCTION

FLOOR PLAN
 A3.1
 NORTH
 SCALE: 1/8" = 1'-0"

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DESIGNED: D.J.
 DRAWN: C.J.
 CHECKED: D.J.
 PROJECT: 24007
 REVISIONS:

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect in the State of Minnesota. (Architects only)

DAVID J. MEDIN

License No. 496
 EXPIRES: Feb. 26, 2024

HISTORICAL RENOVATION
 301 CENTRAL - 16 3RD ST NE
 MINNESOTA
 FARIBAULT

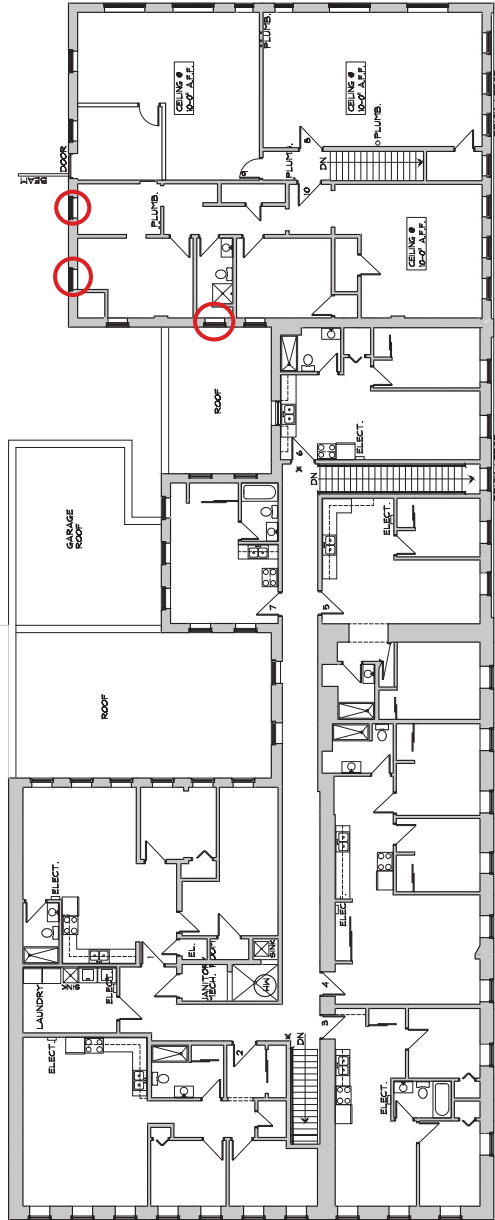


architects, inc.
 203 n.w. First Ave.
 Faribault, MN 55021

507/334-2322

UPPER FLOOR PLAN

A3.2



PRELIMINARY
 NOT FOR
 CONSTRUCTION

UPPER FLOOR PLAN
 A3.2
 NORTH
 SCALE: 1/8" = 1'-0"

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DESIGNED: D.J.
 DRAWN: C.J.
 CHECKED: D.S.
 PROJECT: 24007
 REVISIONS:

I hereby certify that the plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect in the state of Minnesota. (Architects only)

DAVID J. MEDIN
 License No. 493
 DMB Apr 07, 2024

HISTORICAL RENOVATION
 301 CENTRAL - 16 3RD ST NE
 MINNESOTA
 FARIBAUT

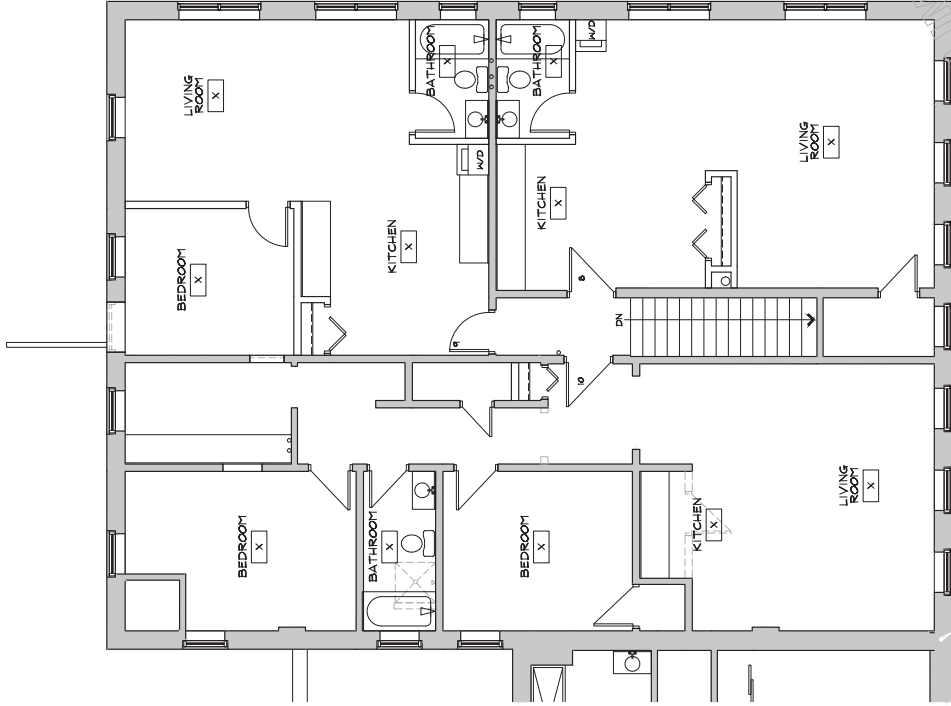


architects, inc.
 203 n.w. First Ave.
 Faribault, MN 55021

507/334-232

301 16 3RD CENTRAL LAYOUT

A3.5



PRELIMINARY
 NOT FOR
 CONSTRUCTION

16 3RD ST NE
 NORTH
 SCALE: 1/4" = 1'-0"

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Customer Quote



P.O. Box 25
 Hayfield, MN 55940-0025
 Phn: 507-477-3224
 Fax: 507-477-3605

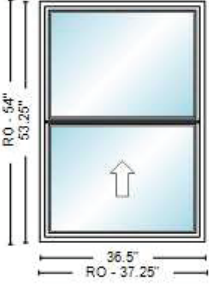
Quote # **162204**
PO #
Order Date: Quote Not Ordered
Est. Ship Date: Quote Not Ordered
Owner: BARRY POPP

Customer: _____

Ship To: _____

Job Information: _____
 Quote Name: Trimo 1416
 Project Name: Trimo 1416
 Client ID: 1428

***** ALL UNITS VIEWED FROM OUTSIDE LOOKING IN *****

Line Item	Quantity	Description:	Net Price	Extended Price
1	1	<p>Room: None Assigned</p>  <p style="text-align: center;">As Viewed From OUTSIDE</p>	\$354.23	\$354.23

201 Series, Double Hung
 Sash Split = Even , 26.625"
 E.S. 36.5" x 53.25"
 RO 37.25" x 54"

Interior Color White
 Exterior Color White
 BetterVue Fiberglass Half Screen, Screen Color White
 Hardware Color White

LowE
 Double Glazed
 Not Tempered
 No Tint
 No Pattern
 Argon Filled
 3/32" (2.3 mm)

White Jamb Return
 Nailing Fins

Does Not Meet Egress

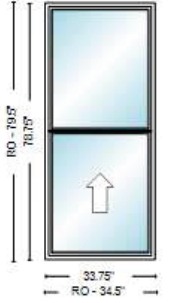
Clear Opening = 4.611979 sq. ft., must be (greater than or equal to) 5.7 sq. ft. to meet egress
 Clear Opening Width = 31.625 inches, must be (greater than or equal to) 20 inches to meet egress
 Clear Opening Height = 21 inches, must be (greater than or equal to) 24 inches to meet egress
 CPD (Certified Products Directory) = HWD-A-3-00118-00001 U-Factor = 0.28 SHGC (Solar Heat Gain Coefficient) = 0.37 CR (Condensation Resistance) = 62 VT (Visible Transmittance) = 0.56

Customer Quote

***** ALL UNITS VIEWED FROM OUTSIDE LOOKING IN *****

Line Item	Quantity	Description:	Net Price	Extended Price
2	1		\$439.86	\$439.86

Room: None Assigned



As Viewed From OUTSIDE

201 Series, Double Hung
 Sash Split = Even , 39.375"
 E.S. 33.75" x 78.75"
 RO 34.5" x 79.5"

Interior Color White
 Exterior Color White
 BetterVue Fiberglass Half Screen, Screen Color White
 Hardware Color White

LowE
 Double Glazed
 Not Tempered
 No Tint
 No Pattern
 Argon Filled
 3/32" (2.3 mm)

White Jamb Return
 Nailing Fins

Meets Egress

Clear Opening = 6.767578 sq. ft., must be (greater than or equal to) 5.7 sq. ft. to meet egress
 Clear Opening Width = 28.875 inches, must be (greater than or equal to) 20 inches to meet egress
 Clear Opening Height = 33.75 inches, must be (greater than or equal to) 24 inches to meet egress
 CPD (Certified Products Directory) = HWD-A-3-00118-00001 U-Factor = 0.28 SHGC (Solar Heat Gain Coefficient) = 0.37 CR (Condensation Resistance) = 62 VT (Visible Transmittance) = 0.56

Sub Total:	\$794.09
Freight:	\$0.00
Labor:	\$0.00
Tax:	\$58.56
Grand Total:	\$852.65

Exhibit C

Historic Inventory Files Partial Record for Site # RC-FAC-266

(insert records after this page)

HISTORIC SITES SURVEY
OF FARIBAULT



ROLL # 17
FRAME # 24

ADDRESS :14 - 16 3RD ST NE

HISTORIC SITES SURVEY OF FARIBAULT

PRESENT NAME OF SITE : K.C. INSURANCE/AFL-CIO

INVENTORY # RC-FAC-266

SITE ADDRESS : 14 - 16 3RD ST NE
N SIDE OF STREET

FIELDWORK DATE : 05 - 87
FIELDWORKER : Granger

SITE SUMMARY

INVENTORY #	PROPERTY TYPE	CONTRIBUTING STATUS	PHOTO I.D.
266 *	Commercial bldg./store	Contributing Building	17.24

PROPERTY SPECIFIC INFO

TAX PARCEL #
ASSESSOR'S MAP #

ZONING DISTRICT :
BUILDING PERMIT #

APPROX. LEGAL DESCRIPTION :

PRESENT OWNER'S NAME AND ADDRESS :

NEIGHBORHOOD SETTING :

SITE FEATURES :

POTENTIAL THREATS :

HISTORIC CONTEXTS :

Commerce

SIGNIFICANCE :

LOCAL
 STATE
 NATIONAL

DESIGNATION STATUS :

HPC SITE
 NR SITE
 HPC DIST Downtown
 NR DIST _____

ELEMENT SPECIFIC INFO

PRESENT NAME : K.C. INSURANCE/AFL-CIO
 HISTORIC NAME :

INVENTORY # RC-FAC-266

ADDRESS : 14 - 16 3RD ST NE

DESCRIPTION

DATE BUILT : Circa 1900
 DATE SOURCE :

PROPERTY TYPE : Commercial bldg./store
 PRESENT USE : Commercial bldg./store

STYLE : Victorian Commercial

INTACTNESS :

CONDITION :

INTACT
 SLIGHT ALTERED
 MODER ALTERED
 VERY ALTERED

EXCELL
 GOOD
 FAIR
 POOR

STORIES : 2
 ROOF STYLE : Flat
 WINDOWS : Rectangular 1/1
 FOUNDATION :

STRUCTURAL SYSTEM : Brick
 PRIMARY EXTERIOR : Brick
 SECONDARY EXTERIOR : Stone

ADDITIONAL COMMENTS :

ALTERATIONS : Storefront altered.

OPEN TO PUBLIC : YES NO LIMITED

BACKGROUND & SIGNIFICANCE

ARCHITECT :
 CONTRACTOR :

ORIGINAL OWNER :

HISTORIC BACKGROUND :

SOURCES :

STATEMENT OF SIGNIFICANCE :

Faribault Commercial Historic District

Street No **Street Name**

14 * 3RD ST NE

SHPO No

RC-FAC-

Property Name

Current Owner

PART OF 301 CENTRAL AVE

PIN

1831126302

Zone

15

UTM Easting

478645

UTM Northing

4904540

USGS Map

Faribault

Township

110

Range

20

Section

31

Quarter

NE

Q Q

NW

Legal Description

PART OF 301 CENTRAL AVE

Historic Use

Commerce: Restaurant

Current Use

Commerce: Specialty Store

Description

Architectural Style

Stories

2

Architect

Contractor

Primary Exterior

Brick

Foundation

Mix, stone & concrete

Roof Materials

Composition

Roof Form

Flat

Integrity

Moderately Altered

Condition

Good

Narrative Description

This two story commercial building is faced with painted brick to harmonize with the G. Fleckenstein block. The ground floor has two distinct storefronts with a central door leading to the second floor. The flanking storefronts are identical with recessed doors on the west portion (left) with plate glass display windows on the east (right). The bulkhead to the west is metal while the east shows aqua-colored tiles. The upper wall is slightly recessed with seven bays. Windows are one-over-one lights and have stone sills. there is a bit of patterned brickwork on the upper edge of this recessed space, and nothing elaborate on the cornice.

Faribault Commercial Historic District

Street No	Street Name	SHPO No	Property Name
14*	3RD ST NE	RC-FAC-	

History

Date Built	Date Source	Original Owner
1900 ca.	Sanborn Insurance Maps	

Historical Background

This was built between 1899 and 1905 and is associated with 301 Central Avenue, in fact, called the Fleckenstein blocks in 1902 city directory. In the first decade, it was a restaurant and saloon.

Sources

Historic Properties Survey, 1987; Polk City Directory, Faribault; Faribault HPC Property Files; Rice County Assessors Records

Historic Context

Commerce

NRHP Current	Local District Current	NRHP Recommend	Contributing
No	Yes	Yes	Contributing

Surveyed by Daniel J. Hoisington October, November 2012

Faribault Commercial Historic District

Street No	Street Name	SHPO No	Property Name
14 *	3RD ST NE	RC-FAC-	





Request for Action

TO: Faribault Heritage Preservation
Commission
FROM: Harry Davis
THROUGH:
MEETING DATE: April 15, 2026
SUBJECT: Review of the HPC Bylaws

BACKGROUND:

Every year the HPC should review and consider any updates to the by-laws. If any changes are proposed, they can be brought to the next meeting for approval.

REQUESTED ACTION:

Review and approve the bylaws for 2025. If any changes are proposed, they will be approved at the following meeting.

ATTACHMENTS:

1. By-laws HPC 2024 Approved

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 canceled or rescheduled by the Commission at a prior meeting.

Section 3. Special Meetings

The chair 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 the 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. If any member of the Heritage Preservation Commission feels that they have a conflict of interest in any matter that is on the agenda, they shall voluntarily excuse themselves, vacate their

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) 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 Chair and Vice-Chair 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 chair.

Section 9. Duties of Officers

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

- a. Chair:
 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 Chair:
 1. During the absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

c. Secretary

1. To keep minutes of all meetings, in an appropriate minute book.
2. To give or serve all notices required 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 they 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 chair 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

Amended this 15th Day of March 2023

ADOPTED AND APPROVED by the Heritage Preservation Commission of the City of Faribault, Minnesota this 15th Day of March, 2023.

_____, Chair

David Wanberg, Director
Department of Community and Economic Development