



COTTAGE GROVE ADVISORY COMMITTEE
ON HISTORIC PRESERVATION

October 8, 2024

12800 RAVINE PARKWAY SOUTH
COTTAGE GROVE, MN 55016

TRAINING ROOM - 6:00 PM

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of Minutes
 - A August 13, 2024
Staff Recommendation:
5. Open Forum
6. Action Items
 - A Historic Context Study Project Kick-Off (New History)
 - B Committee Logo Review
 - C Commission Training - Part 1
7. Discussion Items
8. Project Updates - Verbal Update
 - A Preserve MN 2024 Conference
 - B Furber Farm Property
 - C Dowdle Puzzle
 - D Langdon Village - SWCTC Informational Video
9. Historic, Inquiries, Articles, and Research Information
10. Committee Comments
11. Council Comments
12. Adjournment



MINUTES
CITY OF COTTAGE GROVE
ADVISORY COMMITTEE ON HISTORIC PRESERVATION
August 13, 2024

Pursuant to due call and notice thereof, a meeting of the Advisory Committee on Historic Preservation was duly held at the Cottage Grove City Hall, 12800 Ravine Parkway South, Cottage Grove, Minnesota, on the 13th day of August 2024.

CALL TO ORDER

Chair Reckinger called the meeting to order at 6:03 p.m.

ROLL CALL

MEMBERS PRESENT: Herb Reckinger (Chair), Tony Brinkman, Linda Johnston, Marie Sumstine, Cindy Yff

MEMBERS ABSENT: Jacob Grundhauser, Joseph Gall, Councilmember Dave Thiede

OTHERS PRESENT: Conner Jakes, Planner

APPROVAL OF THE AGENDA

Motion made by Johnston to approve the Agenda with no changes. Brinkman seconded. The motion passed unanimously 5-to-0.

APPROVAL OF MINUTES

Johnston made a motion to approve the June 11, 2024 meeting minutes as is with no changes. Brinkman seconded. The motion passed unanimously 5-to-0.

OPEN FORUM

No one spoke.

ACTION ITEMS

Committee Logo Review

Jakes stated the Communications Department would like to revise the current ACHP logo to ensure the logo has high resolution for modern day use. With that, the Communications Department prepared three potential logos along with the current logo.

The committee discussed the three new proposed logos and stated overall agreement for the second option labeled as “B.” Sumstine stated the words Historic Landmark should be changed to reflect the committee and be labeled as “Advisory Committee on Historic Preservation.”

Sumstine made a motion to approve option “B” as the new ACHP logo, with the condition that the words “Historic Landmark” should be changed to “Advisory Committee on Historic Preservation.” Brinkman seconded. The motion passed 4-to-1.

DISCUSSION ITEMS

Preserve MN 2024 Conference

Jakes stated the annual Preserve MN Conference is scheduled for September 18-20 in Red Wing, MN and all committee members are invited to attend. Jakes stated a scholarship is available to satisfy the registration cost and the City would apply on behalf of interested committee members.

Cottage Grove Historic Landmark Notification & Eligibility Form

Jakes stated the City and committee currently does not have a historic landmark notification and eligibility form for new sites/resources to be added to the local register of historic sites and landmarks. Jakes stated that staff has produced nomination forms for the committee to review.

PROJECT UPDATES – VERBAL UPDATES

CLG Grant for Historic Context Study

Jakes stated that work will begin within the coming weeks as contracts and documents are being finalized and signed. Jakes stated at the next ACHP meeting on October 8, there will be a project kick-off meeting in which the committee will meet the consultant doing the work and be informed of next steps.

Historical Markers – MNHS Grant Submittal

Jakes stated that staff submitted a grant application to the MNHS on July 12 in order to produce historical markers.

Commissioner Training

Jakes stated there will be commissioner training at the next ACHP meeting that will focus specifically on preservation and is intended for heritage preservation committees.

Langdon Village – SWCTC Informational Video

Jakes stated the SWCTC is working on creating a video that will focus on the history of the Langdon Village area. The video is expected to be completed in fall 2024.

HISTORIC INQUIRIES, ARTICLES, AND RESEARCH INFORMATION

There were none.

COUNCIL LIASON COMMENTS

There were none.

COMMITTEE COMMENTS

There were none.

STAFF COMMENTS

There were none.

ADJOURNMENT

Johnston made a motion to adjourn the meeting. Brinkman seconded. The motion passed unanimously 5-to-0, and the meeting was adjourned.



TO: Advisory Committee on Historic Preservation
FROM: Conner Jakes, Planner
DATE: October 8, 2024
RE: Historic Context Study Project Kick-Off

Background

The City was awarded a Certified Local Government Grant by the Minnesota State Historic Preservation Office (SHPO) in the amount of \$30,000 to produce a Historic Context Study on the Suburban Expansion Era in Cottage Grove (1945-1990). The Grant was awarded with a project start date of July 1, 2024; however, contract signatures delayed the project start date until late August. As a result, the project kick-off meeting is being held at this October ACHP meeting with the project consultant, New History, discussing the project with the Committee.

Discussion

Through the Request for Proposal process, the ACHP selected New History as the consultant to conduct the work of the project. New History would like to kick-off the project with the Committee by providing an introduction and discussing project goals, purpose, and timeline. In addition, New History and staff will also discuss the public outreach that will be conducted with the project, so the Committee is aware. As part of the outreach involved with the project, staff and New History will be conducting resident interviews, hosting an open house (October 22 in the Training Room at City Hall from 4:30 p.m. to 6:00 p.m.), and hosting a webpage on the City website that will allow residents to provide stories and information.

Recommendation

That the ACHP receive a presentation from New History and staff relating to the Historic Context Study: Suburban Expansion Era (1945-1990) Project Kick-Off.

TO: Advisory Committee on Historic Preservation

FROM: Conner Jakes, Planner

DATE: October 8, 2024

RE: Committee Logo Review

Discussion

At its most recent meeting on August 13, 2024, the ACHP reviewed potential new logos for the Committee. The Committee authorized staff to move forward with the development of a specific logo with the proposed wording of “Historic Preservation Committee” instead of the prepared “Historic Landmark” wording. Staff has made the requested revisions and proposed two options for the finalized logo, which are shown below. Logo A is the same as previously proposed with the change in words, and Logo B is the same logo but with color.



Recommendation

That the ACHP discuss the above logo options and vote on which logo the committee should use.

HISTORIC PRESERVATION COMMITTEE
City of Cottage Grove



A



B



TO: Advisory Committee on Historic Preservation
FROM: Conner Jakes, Planner
DATE: October 8, 2024
RE: Commission Training – Part 1

Background

At its June 11, 2024, meeting, the ACHP received committee member training from the City Attorney. To further the Committee's knowledge, staff will be providing/presenting training specifically related to historic preservation.

Discussion

The training being provided was created through a partnership between the MN State Historic Preservation Office, City of Stillwater, City of Eden Prairie, and City of Mankato. The training consists of 9 parts/chapters which include:

- Chapter 1: Why Are We Here?
- Chapter 2: Legal Foundations
- Chapter 3: Designating Historic Properties
- Chapter 4: Treatment of Historic Properties
- Chapter 5: Nuts and Bolts for Commissions
- Chapter 6: Project Review
- Chapter 7: Special Legal Issues
- Chapter 8: Frequent Design Issues
- Chapter 9: Where Do We Go From Here?

Training will be split into two parts due to the amount of information to be covered. Attached to this memo are the PowerPoint slides being utilized for the training; a paper copy of the slides will be available at the meeting. The Committee is invited to ask questions, share stories, and participate in the training.

Recommendation

That the ACHP receive a training presentation from staff related specifically to historic preservation commissions.

Heritage Preservation Commission On-line Training



State of Minnesota
Final: August 30, 2016

Heritage Preservation Commission On-line Training

Introduction

Chapter 1. Why Are We Here?

Chapter 2. Legal Foundations

Chapter 3 Designating Historic Properties

Chapter 4. Treatment of Historic Properties

Chapter 5: Nuts and Bolts for Commissions

Chapter 6. Project Review

Chapter 7. Special Legal Issues

Chapter 8. Frequent Design Issues

Chapter 9: Where Do We Go From Here?



INTRODUCTION

Welcome!

- Preservation commissioners, serving as part of local governments across the state, play invaluable roles in promoting the active, respectful use of historic buildings and districts
- This on-line tutorial provides a foundation of basic principles, operating procedures and practical advice for Minnesota's Heritage Preservation Commissions, their staff, elected officials and for others interested in how commissions operate
- It serves as a companion piece to the *Minnesota Heritage Preservation Commission Training Manual* which provides more detail on these slides



About the Tutorial

- This tutorial offers practical training and education that commissioners and staff require to be effective
- It provides them with practical information: basic concepts, common terminology, and core principles of preservation practice
- While the training is targeted primarily towards commission members and staff, others such as code officers, elected officials, and Main Street managers may also benefit from the tutorial



Why Training is Important

- Commissioners must be equipped to fulfill their statutory roles in a responsive and sensitive way
- They also provide leadership for historic preservation at the local level
- This requires a depth of knowledge that covers a range of topics related to their responsibilities



Acknowledgements

Many people provided invaluable assistance on this project. The following individuals contributed to the development of the tutorial:

- City of Stillwater
Abbi Jo Wittman, City Planner
- City of Eden Prairie
Lori Creamer, Planning Technician
- City of Mankato
Mark Konz, Planning Coordinator
Courtney Kramlinger, Planning Assistant
- MNHS's Heritage Preservation Department
Michael Koop, Certified Local Government Coordinator



Special thanks to the partner communities in this project: Stillwater, Eden Prairie and Mankato.

- Winter & Company

Noré Winter
Julie Husband
Marcia Klopf
Harry Brennan
Christopher Ball
Betsy Shears

Additional credit is given to those communities that were interviewed and/or researched during the project. These include the following: Anoka, Belview, Carver, Duluth, Edina, Excelsior, Hastings, Henderson, Lanesboro, Litchfield, Minneapolis, New Ulm, Red Wing, Rochester, St. Cloud, St. Paul, Wabasha and Winona.

Finally, thanks goes to all those members of heritage preservation commissions who dedicate countless hours of service to their community. Grassroots preservation efforts rely heavily on the dedication of local preservationists who are actively involved in local government activities. Those qualified individuals who serve on local HPCs play a critical role in the protection and enhancement of the state's historic resources, and without their service, much of our heritage would be lost.

This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund of the Clean Water, Land and Legacy Amendment to the Minnesota Constitution, through the Minnesota Historical Society.



CHAPTER 1: Why Are We Here?

In this chapter:

- A. Introduction
- B. Why Do We Preserve Historic Resources?
- C. What Does Preservation Mean?
- D. What Is a Historic Property?
- E. What Are Our Goals For Preservation?
- F. How Did We Get Here?
- G. Role of the Commission
- H. Preservation Benefits
- I. Preservation Incentives



Local Heritage Preservation Commissions work to preserve historic resources, using a system of tools that represent best practices in the field.

NOTE:

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

CHAPTER 1: Why Are We Here?

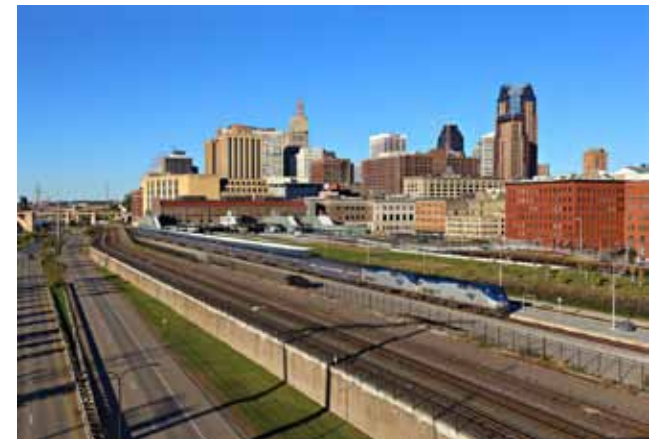
A Starting Question:

- Let's say you've just been invited to apply for a seat on the Heritage Preservation Commission in your community. You are certainly interested, but you need more information:
 - ▶ What is this all about?
 - ▶ What does "preservation" mean?
 - ▶ And what is the role of a preservation commissioner?

This chapter provides some answers...

In this chapter:

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A. Introduction

With Heritage So Rich:

- *“What we want to conserve, therefore, is the evidence of individual talent and tradition, of liberty and union among successive generations of Americans. We want the signs of where we came from and how we got to where we are...”*
 - ▶ *Introduction, by Sidney Hyman*

In this chapter:

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NOTE:

In 1966, a Special Committee on Historic Preservation for the U.S. Conference of Mayors explored the issue of heritage conservation in America. Their report, titled *With Heritage So Rich*, sparked adoption of the National Historic Preservation Act that year.

B. Why Do We Preserve Historic Resources?

There are many reasons, but these are key:

- **Honor our diverse heritage**
- **Support sound community planning & development**
- **Maintain community character & support livability**
- **Support sustainability**
- **Support economic development**

In this chapter:

A. Introduction

B. Why Do We Preserve Historic Resources?

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C. What Does Preservation Mean?

- Preservation means keeping properties and places of historic and cultural value in active use while accommodating appropriate improvements to sustain their viability and character
- It also means keeping historic resources for the benefit of future generations

In this chapter:

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D. What Is a Historic Property?

- A prehistoric or historic district, site, building, structure, or object, that has been determined to have historic significance, using adopted criteria
- One that is associated with an activity of importance in the community's history, or that represents a noteworthy designer, or type of building construction that is important in the area's history

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E. What Are Our Goals For Preservation?

1. To maintain a connection with the American experience
2. To preserve resources that reflect our heritage
3. To prevent the loss or substantial alteration of significant properties
4. To preserve historic resources in the public interest and for future generations
5. To establish federal assistance programs for the preservation of historic resources

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REFERENCE:

Please refer to page 24 in the Minnesota Preservation Plan for the goals and strategies set for the years 2012-2017.

F. How Did We Get Here?

Early Steps in Preservation:

1. Private organizations
2. Early local ordinances in the US and MN
3. State level activity
4. Federal level activity

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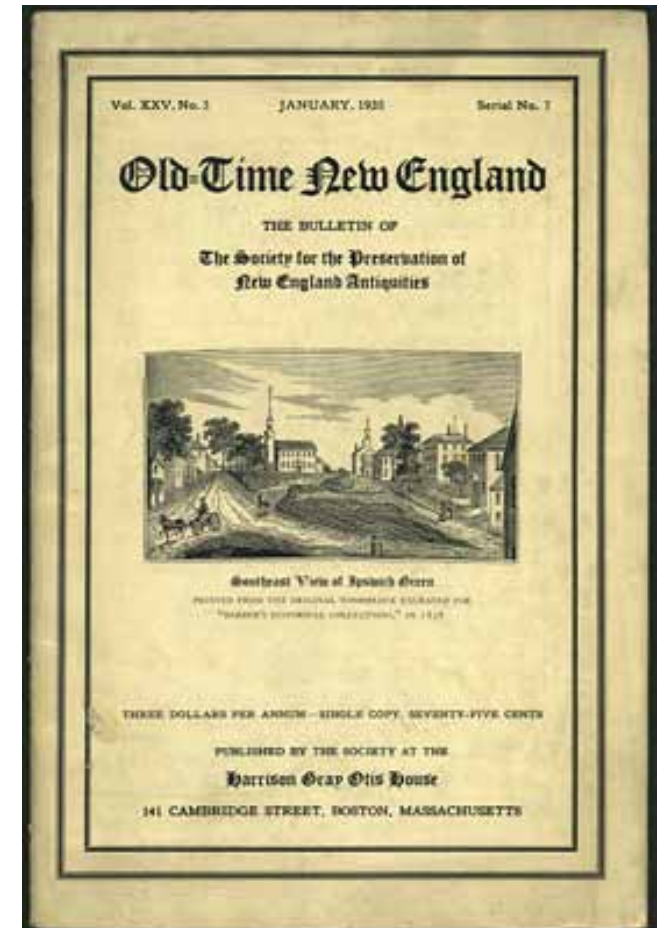
Private Organizations

Early preservation activities focused on individual properties:

- **1853: Mount Vernon Ladies Association**
 - ▶ The Mount Vernon Ladies' Association of the Union was created by Ann Pamela Cunningham to save the home of George Washington due to hotel development pressure
- **1910: Society for Preservation of New England Antiquities**
 - ▶ This Society was established to preserve individual properties of noteworthy significance, focusing on Boston and New England
- **Rivertown Restorations**
 - ▶ Founded in 1975 by Stillwater citizens concerned about the loss of its historic structures, city heritage and architecture
- **Preservation Alliance of Minnesota**
 - ▶ Formed in 1981 by citizens concerned with the long-term protection of historic places

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Early Local Preservation Ordinances and Actions in the United States and in Minnesota

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- **1931: Charleston, SC**
 - ▶ First local preservation ordinance in America
- **1936: Vieux Carré, New Orleans**
 - ▶ Established by the state legislature
- **1936: Boston, MA**
 - ▶ 15th local preservation ordinance
- **1969: State of Minnesota**
 - ▶ Minnesota State Historic Preservation Office created by state statute

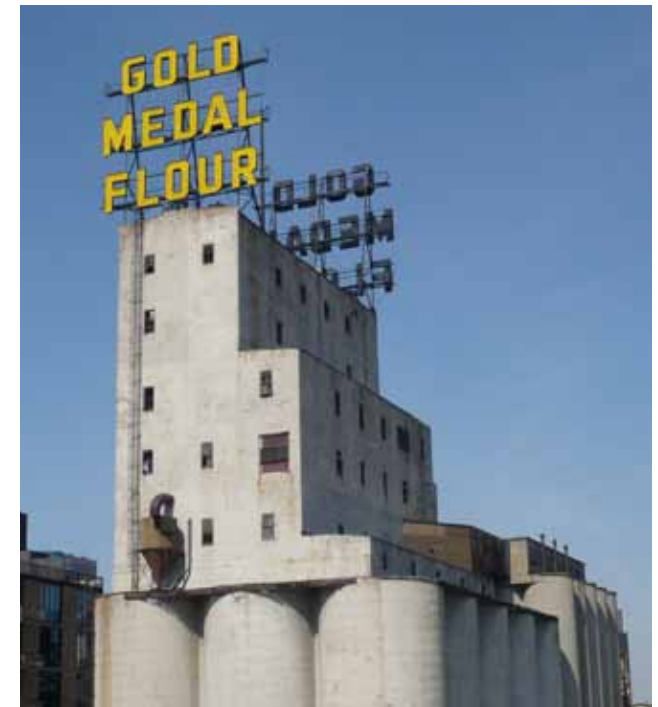


Early Local Preservation Ordinances And Actions....

- **1972: Minneapolis, MN**
 - ▶ Heritage Preservation Ordinance
- **1976: Saint Paul, MN**
 - ▶ Heritage Preservation Commission created by city ordinance
- **1981: Faribault, MN**
 - ▶ Heritage Preservation Ordinance
- **1985: Faribault, MN**
 - ▶ Minnesota's first Certified Local Government

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State Level Activity

- **Section 471.193 “Municipal Heritage Preservation” of the Minnesota Statutes**

- ▶ Defines that commissions may address these actions:

- Survey and designation
- Construction
- Alteration
- Demolition
- Other duties that may be delegated by the governing body

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Federal Level Activity

Early federal actions:

- **1935 - National Historic Sites Act**
 - ▶ Established the National Historic Landmarks (NHL) program and authorized the Secretary of the Interior to administer the program
- **1949 - Housing Act of 1949**
 - ▶ Kick-started the “urban renewal” program that would reshape American cities. The Act provided federal funding to cities to cover the cost of acquiring areas of cities perceived to be “slums”
- **1956 - Federal Aid Highway Act (also known as the Interstate Highway Program)**
 - ▶ Empowered the acquisition of rights-of-way for highways throughout America, often impacting older neighborhoods

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Federal Level Activity Cont.

Early federal actions:

- **1966 - National Historic Preservation Act**
 - ▶ Created the National Register of Historic Places, established grant programs for restoration projects and survey activity, and required review of federally involved projects for impacts on historic properties
 - ▶ Established a system of state and tribal liaison officers
- **1969 - National Environmental Policy Act**
 - ▶ While focused on ecology and biological resources, it came to influence procedures used to identify, designate and protect historic resources as well

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Federal Level Activity Cont.

Early federal actions:

- **1976 - American Revolution Bicentennial**
 - ▶ Spurred new interest in history and historic properties
 - ▶ Encouraged a surge in local governments establishing preservation commissions
- **1980 - Certified Local Government program**
 - ▶ Focused on promoting historic preservation at the grass roots level
 - ▶ Established as an amendment to the National Historic Preservation Act
 - ▶ Certified Local Governments are active partners in the Federal Historic Preservation Program

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G. Role of the Commission

- **Stewardship**
- **Identification**
- **Evaluation**
- **Designation**
- **Education**
- **Planning**
- **Partnerships**

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H. Preservation Benefits

- **Economic Benefits**
 - ▶ Historic Rehabilitation
 - ▶ Heritage Tourism
 - ▶ Economic Vitality
- **Environmental Benefits**
 - ▶ Embodied Energy
 - ▶ Sustainable Building Materials
 - ▶ Building Energy Savings
 - ▶ Smart Growth
- **Livability Benefits**
 - ▶ Preservation Builds Strong Communities

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I. Preservation Incentives

Federal Financial Incentives and Programs

- Certified Local Government (CLG)
- Low-Income Housing Tax Credit
- New Markets Tax Credits

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State Programs

- Minnesota Historical & Cultural Heritage Grants
- Minnesota Historic Structure Rehabilitation State Tax Credits
- State Capital Project Grants-In-Kind
- Heritage Partnership Program
- Historic Recognition Grants Program
- Small Cities Development Program (DEED)

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Local Programs

- Little Falls: Low Interest Loan/Grant Fund
- Mankato: Commercial and Residential Rehab Programs
- Albert Lea: Broadway Ridge Renewal Grant
- Chaska: Initial Architectural Feasibility Grant & Storefront Rehab Loans
- Minneapolis: Facade Improvement Matching Grant Program

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Other Potential Incentives

- Low Interest & Zero Interest Loan Programs
- Exemptions and Variances
- Technical Assistance
- Easements

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Local & Statewide Resources That Can Help

- Local Government Websites
- Local Historical Societies
- Minnesota Historical Society
- Minnesota Office of the State Archaeologist
- Minnesota Archaeological Society
- Preservation Alliance of Minnesota

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Federal Preservation Activity

- The National Park Service
- The National Trust for Historic Preservation
- Advisory Council on Historic Preservation
- National Conference of State Historic Preservation Officers
- National Alliance of Preservation Commissions
- Preservation Action
- The Archaeological Conservancy

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CHAPTER 2: Legal Foundations

In this chapter:

- A. Legal Basis
- B. How Do We Find What Is Historically Significant?
- C. Tools Used to Identify Historic Properties
- D. How Do We Officially Recognize Properties of Historic Significance?
- E. How Does National Register of Historic Places (NRHP) Designation Work?
- F. How Does Local Designation Work?
- G. What Legal Issues May Be Raised?



NOTE:

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

CHAPTER 2:

Legal Foundations

A Starting Question:

- You are a member of your local preservation commission, which is considering the designation of the city's oldest house as a historic landmark. The owner, who objects to the designation, has asked if the city has a right to do so.
 - ▶ How do you answer?
 - ▶ What is the legal basis for regulations related to preservation?

In this chapter:

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CHAPTER 2: Legal Foundations

A Quick Answer:

- *“Fundamentally, communities do have the right to protect historic properties. However, they must do so within the parameters of laws that affect regulation on property and they must employ accepted operating procedures.”*
 - ▶ *Tom Mayes, Legal Counsel, National Trust for Historic Preservation*

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A. Legal Basis

- **Community Preservation Ordinance**
- **Basic Elements of a Preservation Ordinance**
 - ▶ Statement of Purpose
 - ▶ Preservation Commission Established
 - ▶ Commission Power and Duties
 - ▶ Criteria for Designating Historic Properties
 - ▶ Procedures for Designating Historic Landmarks and Districts
 - ▶ Reviewable Actions and Procedures
 - ▶ Standards for Review
 - ▶ Economic Hardship
 - ▶ Interim Protection Provisions
 - ▶ Minimum Maintenance (Demolition by Neglect)
 - ▶ Enforcement and Penalties
 - ▶ Appeals

In this chapter:

A. Legal Basis

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Key Principles for a Preservation Ordinance

- **Must promote a valid public purpose**
 - ▶ In some way advance the public health, safety, morals or general welfare
- **Must not be so restrictive as to deprive a property owner of all reasonable economic use of his property**
- **Must honor a citizen's constitutional right to "due process"**
 - ▶ Fair hearings must be provided and rational procedures must be followed
- **Must comply with relevant state laws**
- **Must apply with equal force to everyone**

In this chapter:

A. Legal Basis

- B. How Do We Find What Is Historically Significant?
- C. Tools Used to Identify Historic Properties
- D. How Do We Officially Recognize Properties of Historic Significance?
- E. How Does National Register of Historic Places (NRHP) Designation Work?
- F. How Does Local Designation Work?
- G. What Legal Issues May Be Raised?



Rules of Procedure Include:

Meetings

- Schedule for meeting (e.g., once a month)
- Attendance requirements (maximum of excused absences)

Filing an application

- Schedule for filing
- Submittal requirements

Public notification of a hearing

- A sign posted at the site
- A published announcement

Process for public comment

- At a public hearing
- Prior to a public hearing

In this chapter:

A. Legal Basis

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- F. How Does Local Designation Work?
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Rules of Procedure Include:

Public hearing process

- Receive staff comments
- Receive applicant's presentation
- Receive comments from the public
- Questions by the commission

Decision-making

- Requirement of a quorum
- Rules for discussion among the commission
- Make a motion
- Vote

In this chapter:

A. Legal Basis

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Rules of Procedure Include:

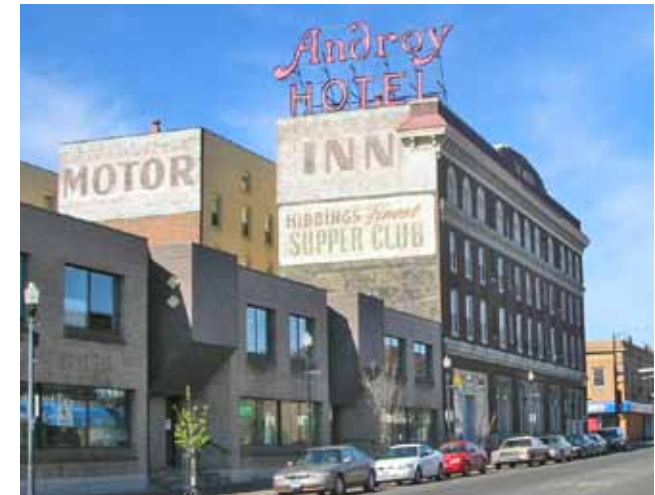
Disposition of the agenda item (by vote)

- Approval as submitted
- Approval with modifications indicated at the meeting
- Continuation to another meeting
- Denial

In this chapter:

A. Legal Basis

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Rules of Procedure Include:

Consent docket

- Several items may be approved in a single motion when there are no objections

Pre-application conference with staff

- Provides opportunity to advise applicants early in the process

Recording decisions

- Most hearings are tape or video recorded
- Written minutes, including decisions, are usually prepared

In this chapter:

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Rules of Procedure Include:

Administrative approval

- Delegate staff to approve minor decisions

Ex parte communication

- Avoid communications about a pending application outside the public hearing (ex parte)
- If communication does occur, the rules usually require an announcement at the hearing, and the commissioner involved, must recuse him or herself from participating in a discussion about the property

In this chapter:

A. Legal Basis

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B. How Do We Find What is Historically Significant?

- Professionals in the fields of history, historic preservation and historical architecture work with staff, commission members and advocates to evaluate properties

In this chapter:

- A. Legal Basis
- B. How Do We Find What Is Historically Significant?**
- C. Tools Used to Identify Historic Properties
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Appendix II • Central Business District Survey Form Sample

Minnesota Architecture-History Inventory Form Inventory # WE-WSC-007

Survey Name **City of Waseca Downtown Comprehensive Survey**
Survey Date **Fall 2001-Spring 2012** Prepared by **Thomas R. Zahn & Associates LLC**

Property Location

Address **100 State Street North** City/Twp **Waseca/Woodville** County **Waseca**
PIN **17.100.1420** T-R-S Quarter-Quarter **T107N R22W Sec. 18 NE-NE**
USGSQaud **Waseca** UTM Zone **15** Coordinates **459366 4880608**
Legal **ORIGINAL PLAT S 30 FT OF LOT 12 BLK 8**

Property Information

State Historic Context **Railroads and Agricultural Development, 1870-1940**
Local Historic Context **City of Waseca Context 4 - Commerce and Industry**

Date Constructed **1903** Historic Name **First National Bank**

Style **Renaissance Revival** Integrity **Good** Condition **Very Good**

Description

This turn of the 20th century 2-story Renaissance Revival commercial block is sheathed in cream brick and stone. The classically detailed building is crowned with a parapet balustrade. Decorative brick banding surrounds the structure below the roofline on the two major facades, facing State Street and Elm Avenue. The second story of the State Street facade displays four Roman-arched windows with brick crowns and stone sills. • The Elm Avenue second story windows have flat stone lintels and sills. The first floor is sheathed with stone and displays a columned and pedimented entry door on State Street flanked by two large window openings. A newer oval plaque is affixed to the building between the entrance and the southerly window that reads "1903". • The Elm Avenue facade has a similar window treatment with stone lintels and sills. The back, stuccoed facade displays shallow arched window openings and entry.

History of Use

This building housed the First National Bank from its construction with a barbershop in the basement with a public library in the back. By 1919 bank offices had replaced the library and by 1930 the barbershop had been replaced with a retail store. The bank occupied the space until 1971. The Waseca Emporium was in place along with the Central Natural Gas Company and a travel service in the 1970s. The second floor also housed an optometrist and beauty center. In 2007 the main space became the Daily Grind coffee shop.

Present Use **Commercial: Coffee Shop** Property Type **Building**

NR Status **Not listed** NR Recommendation **Recommended for designation as part of a historic downtown commercial district**

In this chapter:

- A. Legal Basis
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Example of historic district survey form.

How Do We Find What is Historically Significant?

Surveyors:

- Use adopted standards that are recognized nationally
- Employ a variety of research tools in making those determinations

In this chapter:

- A. Legal Basis
- B. How Do We Find What Is Historically Significant?**
- C. Tools Used to Identify Historic Properties
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C. Tools Used to Identify Historic Properties

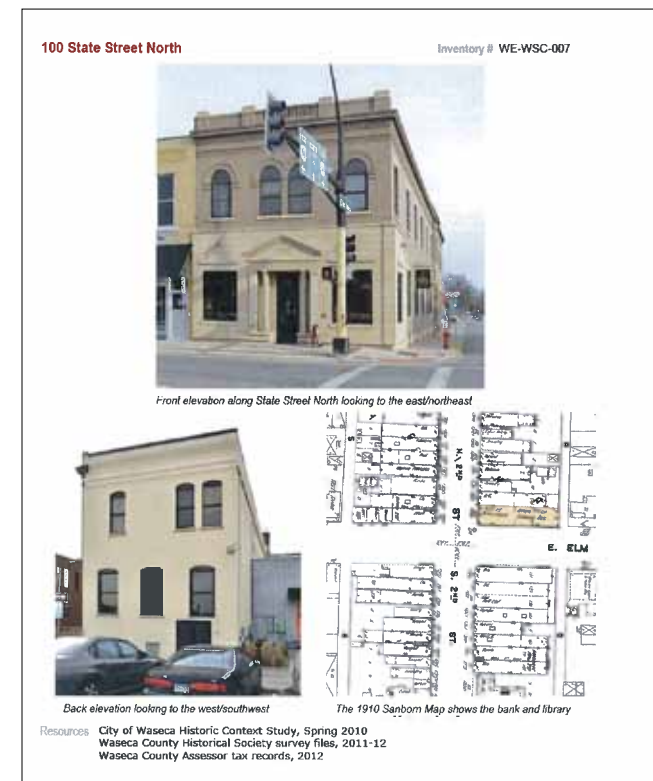
Identifying historic properties begins with a survey...

Survey Includes:

- Field inspection
 - ▶ Description
 - ▶ Condition
- Historic information
 - ▶ Physical
 - ▶ Cultural
- Photographs, drawings and maps

In this chapter:

- A. Legal Basis
- B. How Do We Find What Is Historically Significant?
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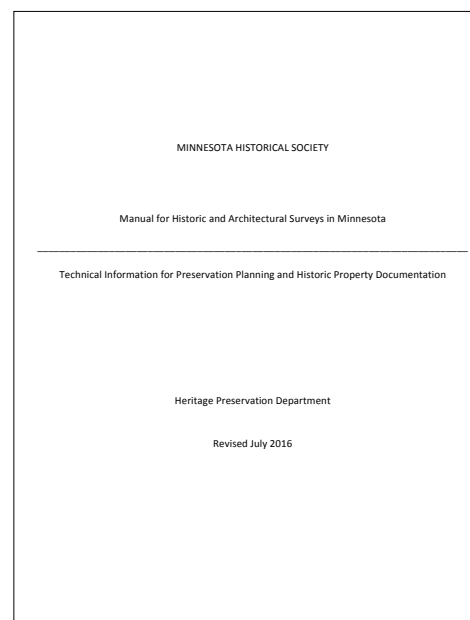
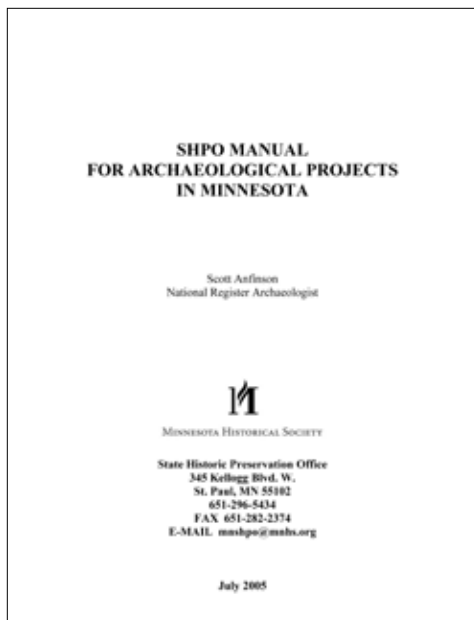


Example of historic property survey form.

Tools Used to Identify Historic Properties

A survey is conducted...

- With guidance of the Minnesota State Historic Preservation Office
- Meeting standards established by the Secretary of the Interior



Covers to the survey manual documents created by the Minnesota SHPO.

In this chapter:

- A. Legal Basis
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OBJECTIVE CRITERIA:

It is important that surveys be conducted in an objective manner, using criteria that have been adopted by the commission. These should be consistent with those employed by the Secretary of the Interior, but may include other criteria as well.



Tools Used to Identify Historic Properties

Survey information is then entered into an inventory.

Inventory

- A catalog of survey information
- Organized by individual property addresses
- Includes properties identified as:
 - ▶ Having significance
 - ▶ Lacking historic significance

In this chapter:

- A. Legal Basis
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NOTE:

An INVENTORY is distinct from official designation as a historic resource in a historic REGISTER, in that being on the inventory usually does not involve regulation of property, whereas official designation as a landmark does.



Criteria for Evaluating Significance

Age

- Must be 50 years old or older

Integrity

- Must retain integrity of:
 - ▶ Location
 - ▶ Design
 - ▶ Setting
 - ▶ Materials
 - ▶ Workmanship
 - ▶ Feeling
 - ▶ Association

In this chapter:

- A. Legal Basis
- B. How Do We Find What Is Historically Significant?
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RETAINING INTEGRITY:

A property must retain sufficient integrity in many of these aspects to convey its historical, cultural, or architectural significance



Criteria for Evaluating Significance

A property must have significance in one or more of these categories:

- Association with historic events or trends
- Association with individuals who made a demonstrable and lasting contribution
- Architectural merit
- Potential to yield information that will contribute to a better understanding of our past

In this chapter:

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LOCAL VARIATIONS IN CRITERIA:

Note that each community may have criteria that vary somewhat from this list.



Criteria for Evaluating Significance

In order to determine significance, these tools are used:

Historic contexts

- These discuss the patterns and trends that produced individual properties in the community

Historical themes

- Information based on a subject, specific time period or geographic area

In this chapter:

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Integrity

A property must retain integrity...

In this chapter:

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Contributing Property



This building retains its integrity

Contributing Property with Some Alterations



Although somewhat altered, this building retains sufficient integrity

Non-Contributing Property with Major Alterations



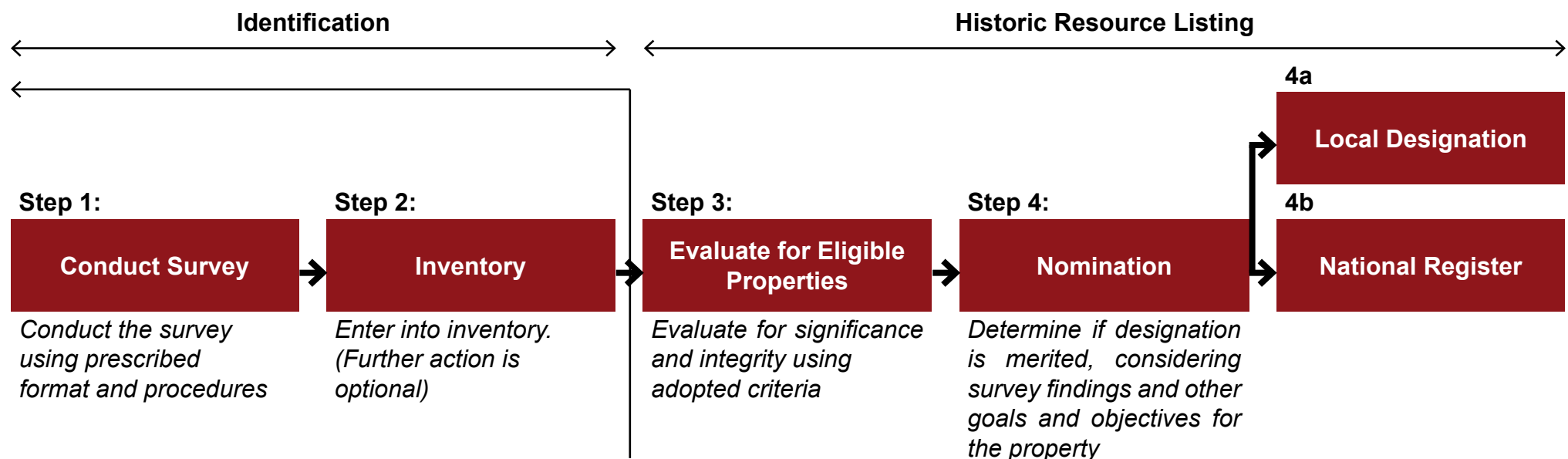
This building does not retain its integrity

Criteria for Evaluating Significance

Surveys and inventories MAY lead to official designation, but not always.

In this chapter:

- A. Legal Basis
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D. How Do We Officially Recognize Properties of Historic Significance?

- Properties may be designated as “landmarks” in a process that follows legal requirements
- “Historic Register”
 - ▶ A listing of properties that are officially designated as historic and appear in either the National Register of Historic Places and/or a local register
- Properties on a historic register may be eligible for special benefits and subject to specific requirements

In this chapter:

- A. Legal Basis
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Types of Designation

Historic properties may be designated at one or more of these levels:

- Federal
 - ▶ National Register of Historic Places
- Local government level
 - ▶ Provides for local commission review

MINNESOTA NATIONAL REGISTER:
The Minnesota Historical Society keeps a full interactive National Register of Historic Places database. Please visit the link below for more information:

www.mnhs.org/nrhp

In this chapter:

- A. Legal Basis
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LEVELS OF DESIGNATION:

Since properties may be designated at more than one level, this may be confusing to lay people, and it is important that you are clear in discussions about designation.



E. How Does National Register of Historic Places Designation Work?

- Recognizes districts, buildings, structures, objects, and sites for their significance in American history, archeology, architecture, engineering, or culture, and identifies them as worthy of preservation
- A program of the U. S. Department of the Interior, National Park Service
- Administered at the State level by the Minnesota State Historic Preservation Office

In this chapter:

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- D. How Do We Officially Recognize Properties of Historic Significance?
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LEVELS OF SIGNIFICANCE:

Note that, while it is named the “National Register,” properties can be listed as having national significance but some may only be significant at a state or even a local level. They must, however, meet the National Register criteria.



National Register Listings in Minnesota

- The National Register currently (as of 2016), comprises:
 - ▶ 1,600 NR listings, which represent more than 7,300 resources, including 201 historic districts
- Listed properties span a wide variety of types and periods, ranging from prehistoric archeological sites to buildings of the recent past, and include rural landscapes, urban and suburban neighborhoods, bridges, sailing vessels, and more

In this chapter:

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Effect of National Register Listings on Property Owners

- Honors the property by recognizing its importance to the community, state, or to the nation
- Confers a measure of protection from harm by federal or state activities
- Does not place any restrictions on the actions of private property owners
- Donations of preservation easements on Register-listed properties also may qualify for charitable tax deductions
- A property listed only in the National Register may be altered or demolished following general building and demolition codes of local communities

In this chapter:

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RETAINING INTEGRITY:

Listing in the National Register also is the effective threshold for eligibility for a variety of programs designed to assist in the preservation of significant properties, including Federal and State tax credits for certain types of rehabilitation work. Other financial incentives for preservation include grants and loans.



F. How Does Local Designation Work?

The Legal Basis for Local Designation

- Properties are designated under the community's "police power"
- Authorization is set forth in Section 471.193 "Municipal Heritage Preservation" of the Minnesota Statutes
 - ▶ This is considered "enabling legislation"
 - ▶ Any local ordinance must be in agreement with the applicable state enabling legislation

In this chapter:

- A. Legal Basis
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THE COMMISSION'S ROLE:

Note that the commission's role is advisory in the designation process. The governing body makes the formal decision.



CHAPTER 3: Designating Historic Properties

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
- D. Significance and Integrity
- E. Defining Districts and Using Boundaries



CHAPTER 3: Designating Historic Properties

In this chapter:

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A Starting Question:

- A property owner has indicated to you that they are interested in having their residence designated as a local historic landmark under the community's preservation ordinance, and they want to know what the process will be. How will you answer them?



A. Designating Historic Properties

- Designation is a zoning action
- It is only made by a local governing body (i.e. Mayor/Council) through adoption of an ordinance
- The designation ordinance includes:
 - ▶ Description of the historic, architectural, or archeological significance of the property
 - ▶ Boundaries of the property
 - ▶ Reference to the local code that allows the government to make the designation

In this chapter:

- A. Designating Historic Properties
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NOTE:

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

Steps in the Designation Process

1. Prepare the nomination
2. File the nomination with the HPC
3. Schedule a HPC hearing
4. Preservation Commission decision
5. Referral to Planning Commission
6. City Council / county commissioners hearing
7. Appeal (if requested)

In this chapter:

- A. Designating Historic Properties
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- D. Significance and Integrity
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City of Northfield		Heritage Preservation Site Designation	
Minnesota		Type 4 Review	
GENERAL INFORMATION			
1. Applicant			
Name: _____			
Street: _____	City: _____	State: _____	Zip: _____
Business Telephone: _____		Fax: _____	
Email: _____			
2. Property Identification Number (PID) for this application: _____			
3. Property Address for this application:			
Street: _____		City: Northfield	State: MN Zip: 55057
4. Project Name and Project Description:			

5. Property Owner			
<input type="checkbox"/> Same as the Applicant			
Name: _____			
Street: _____	City: _____	State: _____	Zip: _____
Business Telephone: _____		Fax: _____	
Email: _____			
6. Project Contact (Architect, Designer, Engineer, Land Surveyor, or Landscape Architect, if applicable)			
Name: _____		Role in Project: _____	
Company: _____			
Street: _____	City: _____	State: _____	Zip: _____
Business Telephone: _____		Fax: _____	
Email: _____			
City Use Only			
Received by: _____	Date Received: _____	Date Complete: _____	
Permit No.: _____	Fee: _____	Date Paid: _____	
Other: _____	Escrow: _____	Date Paid: _____	
Community Development 801 Washington Street Northfield, MN 55057		Phone: 507-645-3059 www.ci.northfield.mn.us	
Page 1			

The Commission's Role

1. Review the nomination
2. Hold informational meetings
(highly recommended)
3. Make formal recommendation to
the elected body

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
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Boundaries



B. Inventories

Some key questions:

- What is an inventory?
- How is an inventory used?
- Why is it important to keep an inventory up to date?

In this chapter:

- A. Designating Historic Properties
- B. Inventories**
- C. Types of Historic Properties
- D. Significance and Integrity
- E. Defining Districts and Using Boundaries

NOTE:

An INVENTORY is distinct from official designation as a historic resource in a historic REGISTER, in that being on the inventory usually does not involve regulation of property, whereas official designation as a landmark does.



What is an Inventory?

- A collection of data about the potential historic significance of properties in the community
 - ▶ Includes any surveys of historic resources, as well as individual evaluations of properties that may be conducted for a variety of research purposes
- Maintained as an informational source
- Does not itself bring with it any regulatory requirements

In this chapter:

- A. Designating Historic Properties
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FOR MORE INFORMATION

The State of Minnesota maintains a survey of over 70,000 structures and 18,000 archaeological sites throughout the state.

<http://www.mnhs.org/shpo/survey/inventories.php>



How is an Inventory Used at a Local Level?

In this chapter:

- A. Designating Historic Properties
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- As a reference point in determining if any properties would merit consideration for designation
- As a means of developing educational materials
- When developing neighborhood plans
- When evaluating development proposals under other permitting regulations

MINNESOTA ARCHITECTURE - HISTORY INVENTORY FORM

Project: Local Historic Bridge Study - Phase II
Minneapolis, Hennepin County, Minnesota

Identification		SHPO Inventory Number
Historic Name	Bridge 90482	HE-MPC-9000
Current Name	Bridge 90482	Review and Compliance Number
Field #		Form (New or Updated)
Address	400 Black Nokomis Ave S over Minnehaha Creek	Description
City/Twp	Minneapolis	Linear Feature? No
County	Hennepin	HPC Status: Potential
Legal Desc.	Twp 28 Range 24 Sec 13 QQ NENE	Resource Type: Structure
USGS Quad	ST PAUL WEST	Architect/Engineer: City Engineer of the City of Minneapolis
UTM Zone	15N Datum NAD83	Style: No Style
Easting	483755 Northing	487384
Property ID (PIN)		Construction Date: 1922
		Original Use: Transportation
		Current Use: Transportation

Description

90482 carries Nokomis Avenue South over Minnehaha Creek, between East 4th and East 47th Streets, in Minneapolis, Hennepin County, Minnesota. The bridge crosses over Minnehaha Creek in a north-south alignment that is skewed to the creek, as the creek passes under the bridge in a southeast to northeast alignment. The bridge is located within the Minnehaha Segment of the Grand Rounds, which is defined by the creek and Minnehaha Parkway. The linear park area surrounding Minnehaha Creek features a valley of varying width, generally with steep bluffs on either side. Dense areas of mature trees as well as manicured open spaces with walking and biking trails line the creek.

Bridge 90482 is a single span, reinforced-concrete, deck-girder bridge that was constructed in a Classical Revival style. The bridge has a total structure length of 41 feet, with a 36 foot long main span. The cut-to-out deck width is 56 feet. The substructure is comprised of reinforced-concrete abutments, and concrete wingwalls. An arched fascia girder on both sides obscures the abutments and girders from view, except for under the span. There are recessed panels in the spandrel walls and a large keystone at the top of the arch. Projecting rusticated pilasters are found at either end of the arch. There is a continuous band of decorative deck coping that extends the length of the structure.

The superstructure consists of nine reinforced-concrete deck girders that rest on the concrete abutments. The deck consists of a 30 foot wide concrete roadway with raised concrete sidewalks on either side. The solid concrete railing features square end posts with shallow pyramidal caps on each end. There are two intermediate posts that have decorative molding on the sides and pyramidal caps. Railing panels consist of three groups of seven vertical, rectangular openings in the railing. A short metal tube railing was added to the top of the concrete balustrade in 1989. The entire r

Integrity - Good

Bridge 90482 remains in its original location over Minnehaha Creek, retains its park-like setting within the Minnehaha Segment of the Grand Rounds, and retains its historic use as a crossing over Minnehaha Creek. As such, the bridge retains good integrity of location and setting. According to the registration requirements in the "Reinforced Concrete Highway Bridges in Minnesota MPRM," in order to be eligible for the NRHP, "the significant reinforced-concrete element in the superstructure span...must be in substantially original condition. Because this engineering element is the most important feature of bridges in this property type, neither an original substructure nor an original deck and railing system are necessary for the bridge to be eligible (although these components, when original, may enhance the significance of the bridge)" (Frame 1989:1-7). Since the bridge's construction in 1921, routine maintenance has been performed on the bridge, including a new concrete wearing surface and the addition of metal pipe railings to meet safety requirements in 1989. The bridge railing was rehabilitated in 2012. While the railing retains its historic design, a coat of gray special surface finish was applied to the railing as part of the rehabilitation.

HE-MPC-9000

Example of inventory form for Minneapolis, MN

C. Types of Historic Properties

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties**
- D. Significance and Integrity
- E. Defining Districts and Using Boundaries

The types commissions discuss most often are:

Building

- A structure which is intended to shelter some sort of human activity. Examples: a house, barn, or church

Historic District

- A geographically definable area, possessing a significant concentration of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development



Types of Historic Properties

In this chapter:

- A. Designating Historic Properties
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The types commissions discuss most often are:

Object

- Constructions that are usually artistic in nature, or small in scale when compared to structures and buildings, and generally associated with a specific setting or environment. Examples: monuments, sculptures and fountains



Site

- A discrete area significant solely for activities in that location in the past, such as a battlefield or designed landscape (parks and gardens)



Types of Historic Properties

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties**
- D. Significance and Integrity
- E. Defining Districts and Using Boundaries

The types commissions discuss most often are:

Structure

- A functional construction intended to be used for purposes other than sheltering human activity. Examples: an aircraft, a ship, a grain elevator, and a bridge
- Other categories also are used. These include:
 - ▶ Cultural landscape
 - ▶ Traditional cultural property
 - ▶ Maritime sites
 - ▶ Archaeological resources



Landmarks and Districts

Contributing Property:

- Any building, structure, object or site within the boundaries of the district which reflects the significance of the district as a whole, because of historic associations, historic architectural qualities or archaeological features
- Another key aspect of the contributing property is historic integrity

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties**
- D. Significance and Integrity
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Landmarks and Districts

Non-contributing Property:

- In a historic district, those properties that do not have historic significance are termed “non-contributing”
- This does not indicate that the property is incompatible in its character with the district; that is a different consideration

In this chapter:

- A. Designating Historic Properties
- B. Inventories
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What Makes a Non-Contributor?

- It is of more recent construction, and therefore does not have historic significance at this time
- It is an older property, but is substantially altered and therefore has lost its integrity
- There is insufficient information to determine that the property has historic significance

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties**
- D. Significance and Integrity
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D. Significance and Integrity

Age of Historic Resources:

- In general, properties must be at least 50 years old
- Exceptions do exist when a more recent property clearly has historic value

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
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Significance Criteria

Most local governments apply criteria adapted from those of the Secretary of the Interior:

- Association with events or trends important in the history of the community
- Association with individuals who made a demonstrable and lasting contribution
- Architectural merit
- The potential to yield information that will contribute to a better understanding of our past

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
- D. Significance and Integrity**
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Integrity

- In addition to demonstrating significance, a property must retain physical integrity to reflect that significance
- It must not have been substantially altered since the period of historical association

In this chapter:

- A. Designating historic properties
- B. Inventories
- C. Types of historic properties
- D. Significance and integrity**
- E. Defining districts and using boundaries



Aspects of Integrity

Integrity includes:

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
- D. Significance and Integrity**
- E. Defining Districts and Using Boundaries

NOTE:

Please refer to the companion Manual for additional information.



What are Character-Defining Features?

In this chapter:

- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
- D. Significance and Integrity**
- E. Defining Districts and Using Boundaries

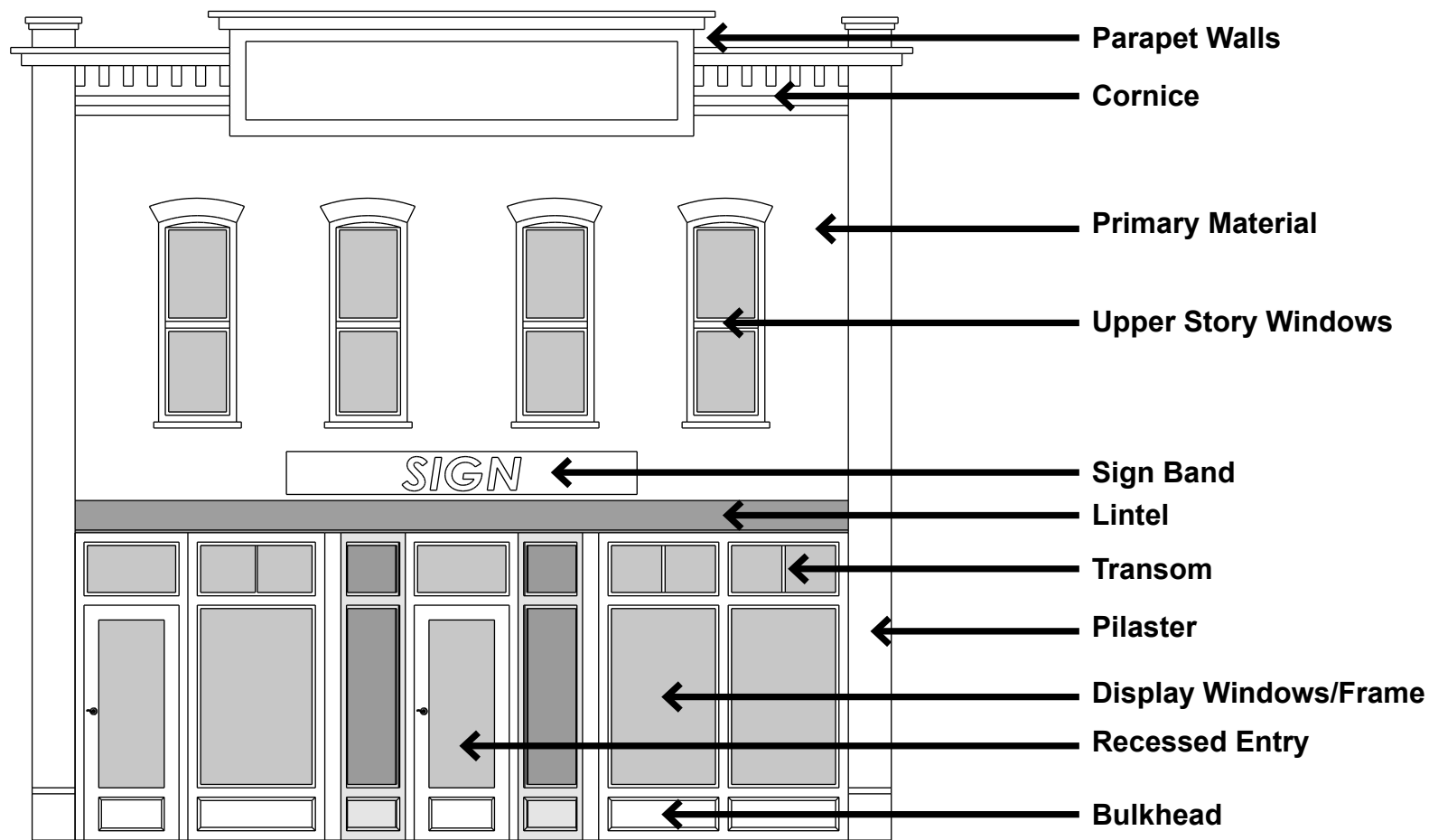
- Some basic character-defining feature categories:
 - ▶ Shape of the building overall (simple rectangle, complex composition)
 - ▶ Roof shape (sloping, flat)
 - ▶ Roof details (eaves, rafters)
 - ▶ Openings (windows and doors)
 - ▶ Projections (porches, turrets, bay windows)
 - ▶ Craftsmanship - trim and other components (decorative elements, railings, shutters)
 - ▶ Materials



What are Character-Defining Features?

In this chapter:

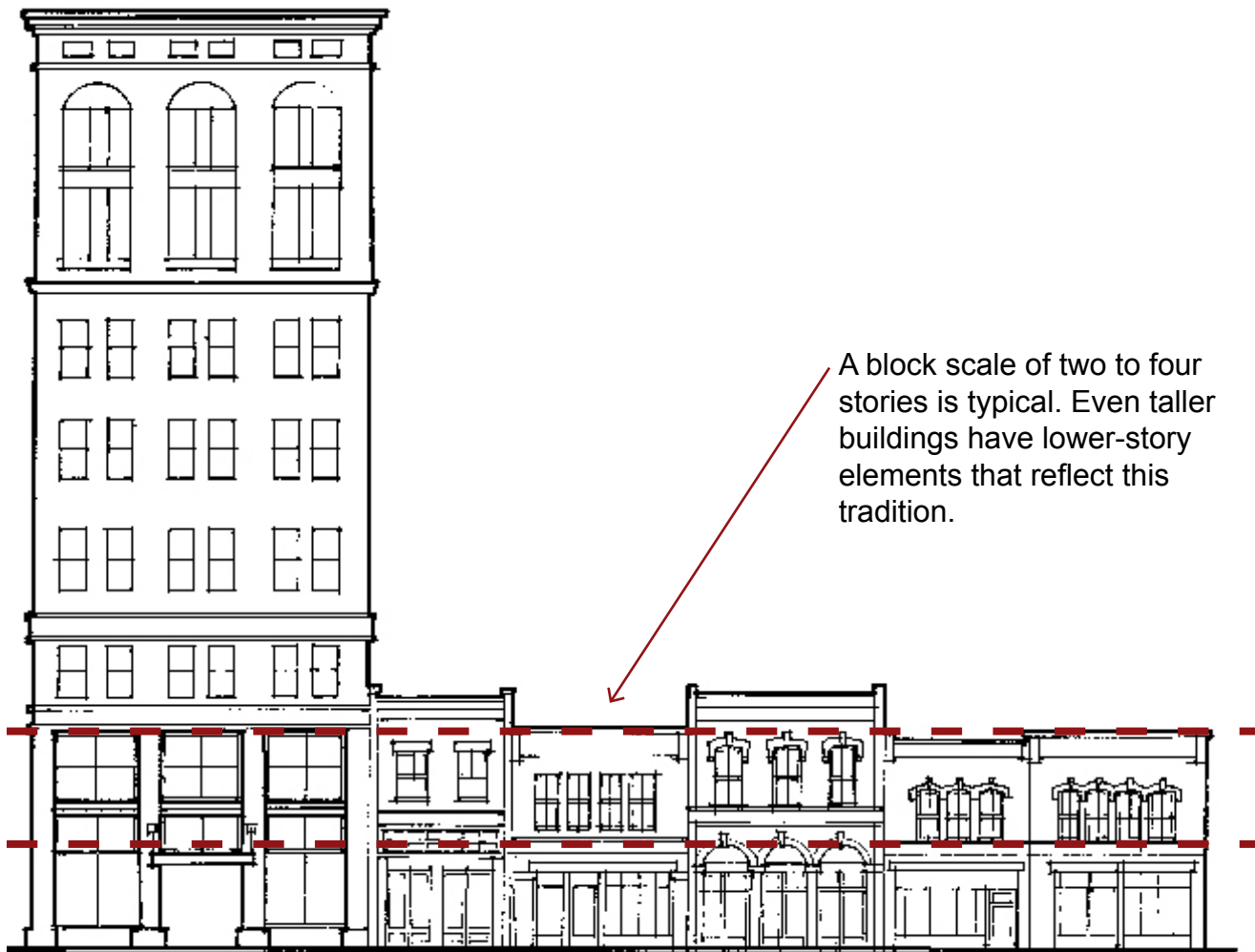
- A. Designating Historic Properties
- B. Inventories
- C. Types of Historic Properties
- D. Significance and Integrity**
- E. Defining Districts and Using Boundaries



What are Character-Defining Features?

In this chapter:

- A. Designating Historic Properties
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CHAPTER 4: Treatment of Historic Properties

In this chapter:

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



CHAPTER 4: Treatment of Historic Properties

In this chapter:

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A Starting Question:

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



A. Determining What's Important To Preserve

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

In this chapter:

- A. Determining What's Important To Preserve
- B. Basic Preservation Principles
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NOTE:

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

Individual Landmarks

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

In this chapter:

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- D. Applying These Principles



Significance and Integrity of a Contributor

In this chapter:

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



Setting Priorities for Key Features

- Some features may be more important in conveying the historic significance of a property
- For many buildings, facades seen from the public way often contain more character-defining features than other facades

This series of sketches (to the right) illustrate a method of evaluating the priorities for preserving key features.

Primary facade: Highly valued character-defining features

Secondary wall: Moderately high value, with fewer character-defining features

Rear wall: Few character-defining features

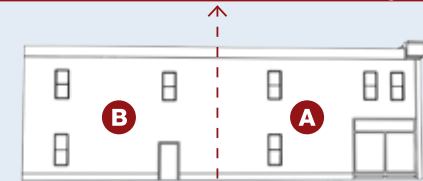
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Location A: Primary Facade



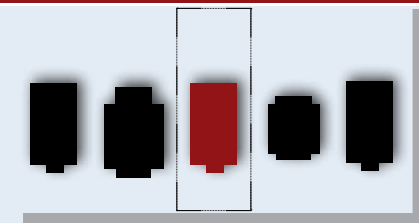
Location A: Highly Visible Secondary Wall
Location B: Less Visible Secondary Wall



Location C: Not Highly Visible Rear Wall



Site Plan



B. Basic Preservation Principles

The following principles are based on the Secretary of the Interior's Standards for the Treatment of Historic Properties and apply to all historic properties:

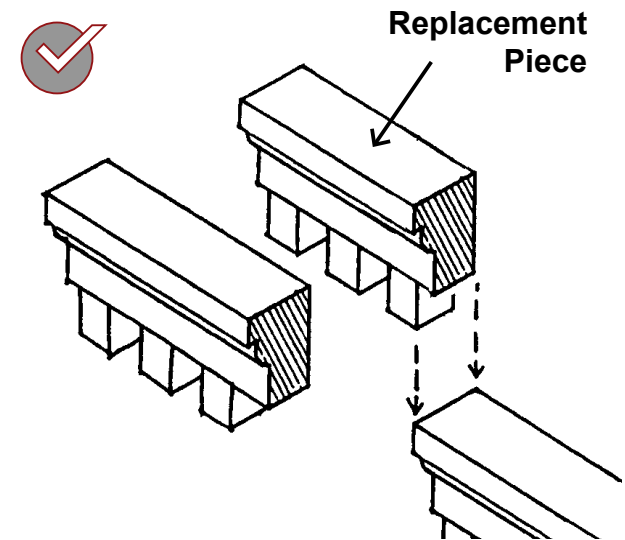
In this chapter:

- A. Determining What's Important To Preserve
- B. Basic Preservation Principles**
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- D. Applying These Principles

REFERENCE:

The Secretary of the Interior's Standards for the Treatment of Historic Properties can be found at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

- **Principle 1: Preserve key features**
 - ▶ Those elements that convey significance should be preserved
- **Principle 2. Retain integrity**
 - ▶ Retain historic fabric wherever possible
- **Principles 3. Respect the historic character of a resource**
 - ▶ Don't try to change the style or make it look older than it is
- **Principle 4. Seek uses that are compatible with the historic character**



Where replacement of a character-defining feature is required, remove only those portions that are deteriorated beyond repair.

C. Alternative Treatments For a Historic Property

Four alternative “treatments” are used for historic resources:

1. Rehabilitation

- The process of returning a property to a state that makes a contemporary use possible while still preserving those portions or features of the property which are significant to its historical, architectural and cultural values
- Rehabilitation may include a change in use of the building or additions. This term is the broadest of the appropriate treatments and is often used in local design review guidelines with the understanding that it may also involve other appropriate treatments
- Rehabilitation is what commissions focus on

In this chapter:

- A. Determining What’s Important To Preserve
- B. Preservation Principles
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- D. Applying These Principles

The fundamental concept for rehabilitation is that improvements should take the “path of least interference” with key features of the property. This is a commission’s primary focus.

Note that guidelines for treatment of historic properties must be consistent with those generally recognized by the Minnesota Historic Trust.



C. Alternative Treatments For a Historic Property

2. Preservation

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

In this chapter:

- A. Determining What's Important To Preserve
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- D. Applying These Principles



C. Alternative Treatments For a Historic Property

3. Restoration

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

In this chapter:

- A. Determining What's Important To Preserve
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- D. Applying These Principles



C. Alternative Treatments For a Historic Property

4. Reconstruction

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

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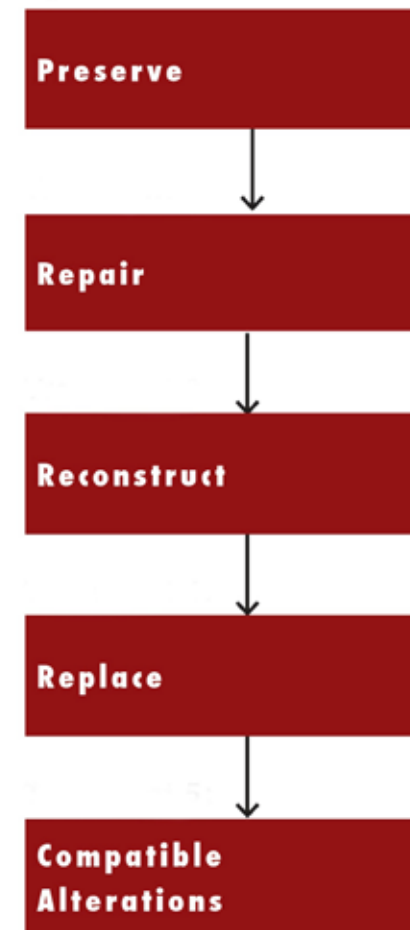
The Basics for the Rehabilitation Approach

In this chapter:

- A. Determining What's Important To Preserve
- B. Preservation Principles
- C. Alternative Treatments For a Historic Property**
- D. Applying These Principles

- **Step 1: Preserve**
 - ▶ Maintain all features in good condition, first
- **Step 2: Repair**
 - ▶ If the feature is deteriorated, repair it
- **Step 3: Reconstruct**
 - ▶ If the feature is missing, reconstruct it
- **Step 4: Replace**
 - ▶ If not feasible to repair, then replace
- **Step 5: Install Compatible Alterations**
 - ▶ If an addition is needed, design it to minimize impacts
 - ▶ Also distinguish new changes from original historic elements

PREFERRED SEQUENCE OF IMPROVEMENTS

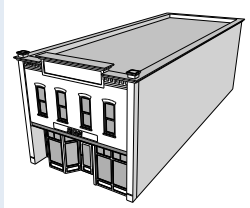


Steps in Developing an Appropriate Approach

In this chapter:

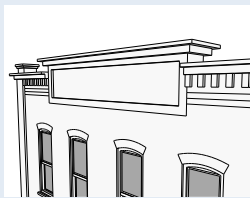
- A. Determining what's important to preserve
- B. Preservation principles
- C. Alternative treatments for a historic property**
- D. Applying these principles

Step 1: Why Is The Building Significant? Determine Building Significance



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

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



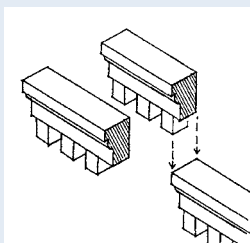
Integrity. The condition of a building and its features contribute to the overall significance of the building. A building with historic integrity has a sufficient percentage of character-defining features, and key features remain intact. These key elements allow a building to be recognized as a product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

Step 3: What Is The Desired Project?



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

Step 4: What Is The Treatment Strategy



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

D. Applying these Principles

Case Study 1:

In this chapter:

- A. Determining What's Important To Preserve
- B. Preservation Principles
- C. Alternative Treatments For a Historic Property

D. Applying These Principles



Before:

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



After:

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

D. Applying these Principles

Case Study 2:

In this chapter:

- A. Determining What's Important To Preserve
- B. Preservation Principles
- C. Alternative Treatments For a Historic Property

D. Applying These Principles



Original Character

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



Interim Condition

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



After Rehabilitation

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

D. Applying these Principles

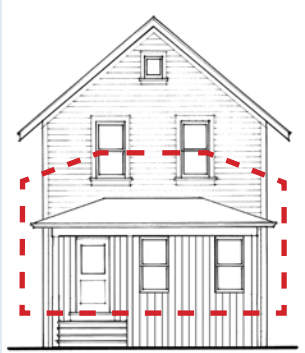
Case Study 3:

In this chapter:

- A. Determining What's Important To Preserve
- B. Preservation Principles
- C. Alternative Treatments For a Historic Property

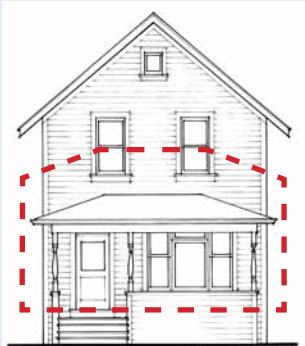
[D. Applying These Principles](#)

Existing Altered Porch



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

Treatment 1: Reconstruction



When Should I Use This Approach?

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

Treatment 2: Replace



When Should I Use This Approach?

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

D. Applying these Principles to an Addition

Case Study 4:

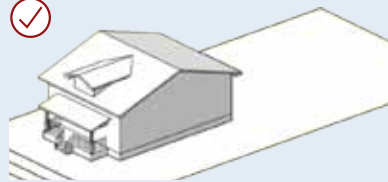
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- B. Preservation Principles
- C. Alternative Treatments For a Historic Property

D. Applying These Principles

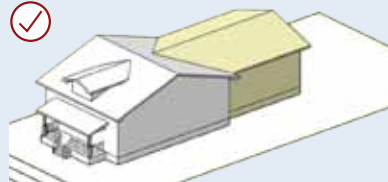
Original Structure

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



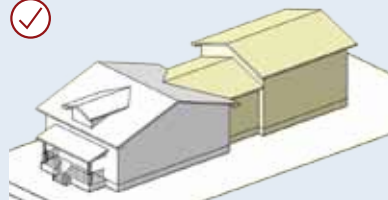
One-Story Attached Addition

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



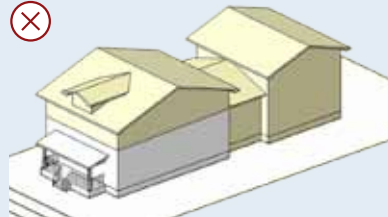
One-and-a-Half Story Addition with Connector

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



Inappropriate Two-Story Roof-Top Addition

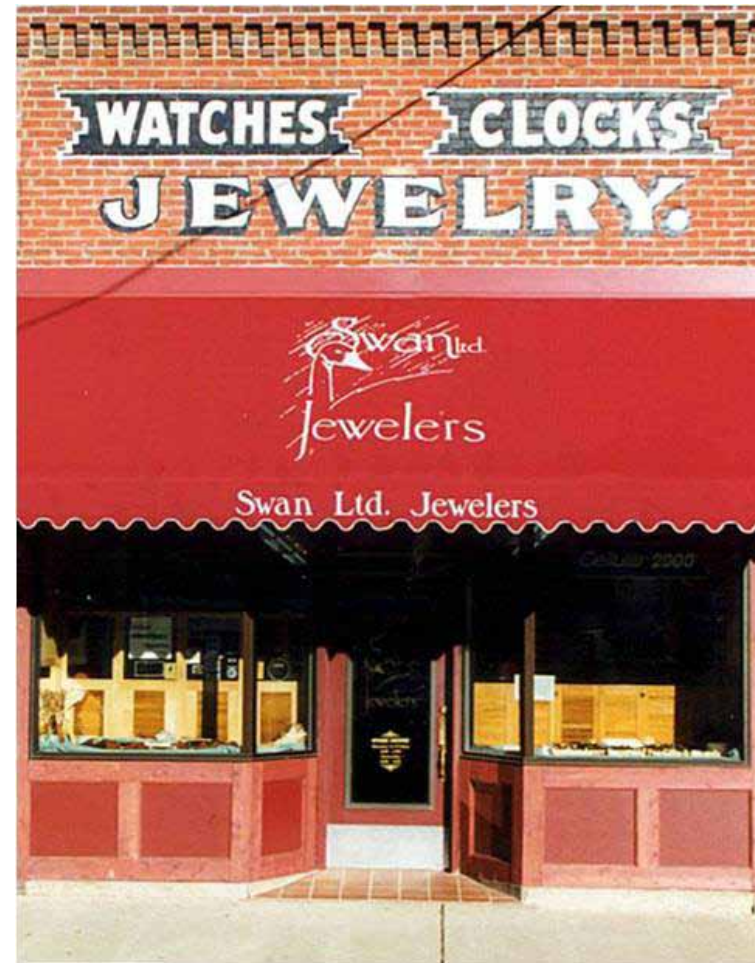
The roof-top addition illustrated at right is inappropriate because it substantially alters the primary façade of the historic structure.



CHAPTER 5: Nuts and Bolts For Commissions

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines
- D. Defensible Decision-Making



CHAPTER 5: Nuts and Bolts For Commissions

In this chapter:

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A Starting Question:

- You are a new member of your local preservation commission, and you will be participating in your first public hearing
- A proposal to rehabilitate a historic building is on the agenda
- How will you and your colleagues operate as a commission?
- And how will you make your decisions?



B. Policy Base of Historic Preservation

Statewide Preservation Plan

- 6-year statewide plan developed by SHPO as blueprint for preservationists

Community Preservation Plan

- Provides detail about the community's historic resources, identifies key participants and sets forth specific action items
- May set priorities for surveying outreach and incentives
- May describe how preservation partners can work with the commission to accomplish goals

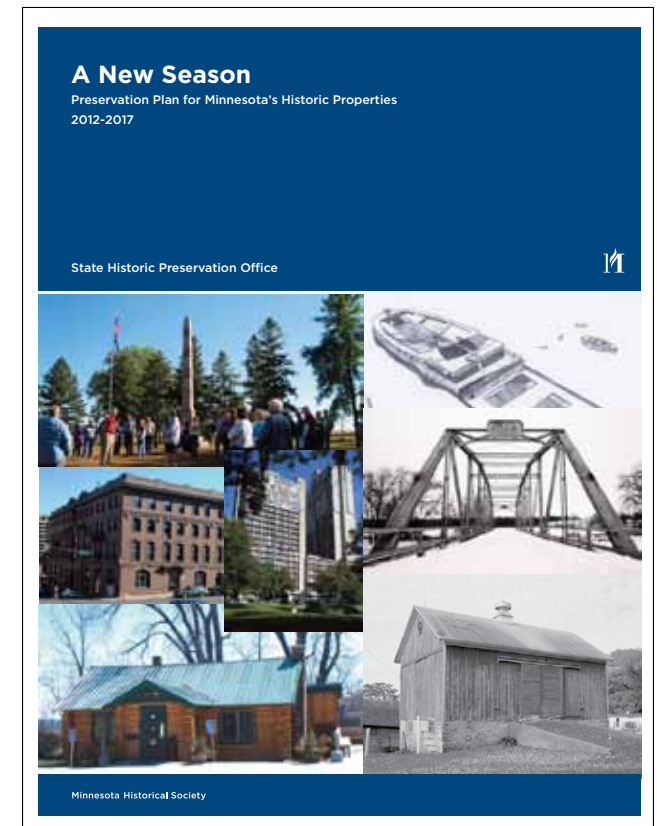
In this chapter:

A. Roles of the Players

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Cover of the Minnesota 2012-2017 Preservation Plan.

Policy Base of Historic Preservation

Comprehensive Plan

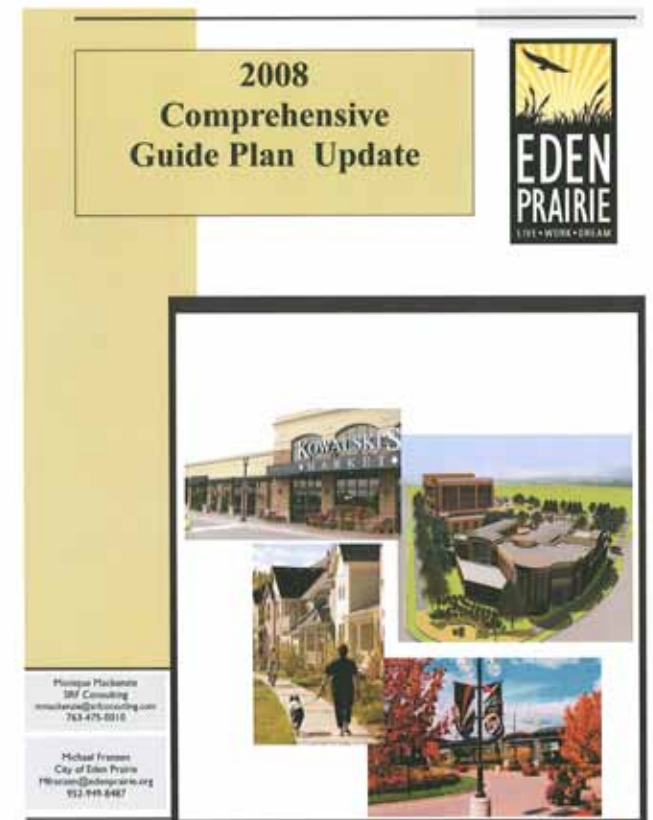
- The primary policy document for a local government
- Historic preservation is addressed with other land use and sustainability policies

Preservation element of the Comp Plan

- The Comp Plan should contain policies and actions related to historic preservation

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation**
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C. Design Guidelines

An adopted set of guidelines is essential

- Commissioners should refer to their design guidelines for all project review

What are design guidelines?

- Criteria that guide commissions and property owners on historic resource treatment decisions
- Usually a separate document from the ordinance, but may be included in the code itself

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
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Design Guidelines

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
- D. Defensible Decision-Making

- Enable consistent and fair decisions
- Address rehabilitation and new construction
- May also address signage, site design, demolition, relocating structures and streetscapes and treatment of individual landmarks
- Should be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties



How are Design Guidelines Used?

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
- D. Defensible Decision-Making

1. As an educational tool

- To inform the general public and property owners of best practices in the treatment of historic resources

2. In advance planning for a project

- For use in the early stages of planning an improvement project

3. In commission decision-making

- To issue a certificate, the commission must find that the activity complies with all the relevant design guidelines





Key Design Guideline Components:

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
- D. Defensible Decision-Making

LEGEND

- A Design Topic**
Describes the design topic addressed by the Design Standards that follow.
- B Intent Statement**
Explains the desired outcome for the design topic and provides a basis for the Design Standards that follow. If a standard does not address a specific design issue, the intent statement will be used to determine appropriateness.
- C Design Standard**
Describes a desired performance-oriented design outcome.
- D Additional Information**
Provides a bulleted list of suggestions on how to meet the intent of the design standard. These are not the only alterations that can be applied.
- E Images**
Clarify the intent of the design standard by illustrating appropriate and inappropriate design solutions (see below).
-  **Appropriate**
Images marked with a check illustrate appropriate design solutions.
-  **Inappropriate**
Images marked with an X illustrate inappropriate design solutions.

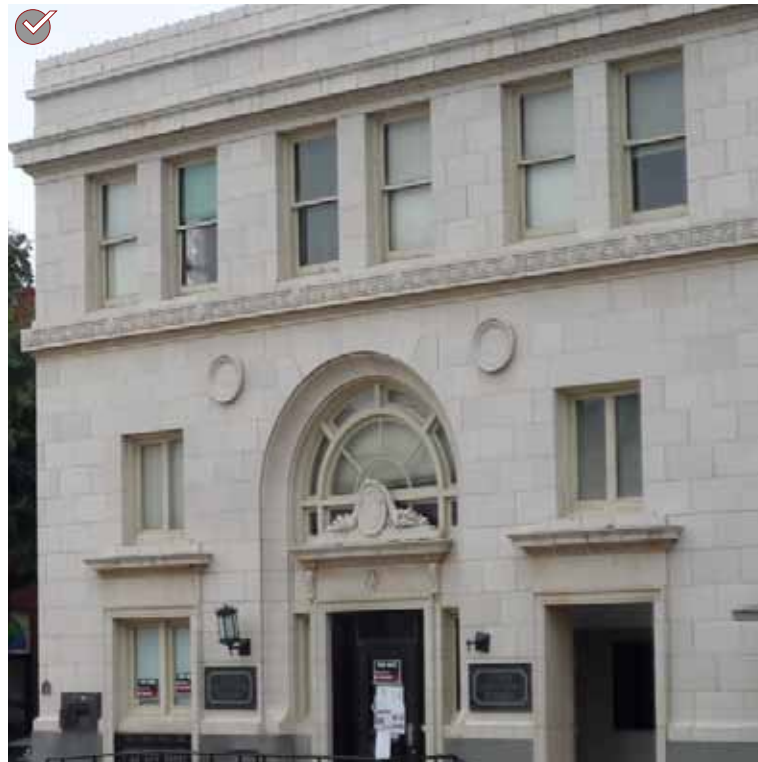
SAMPLE DESIGN STANDARD

A ARCHITECTURAL DETAILS

- B** Historic feature, including original materials, architectural details and window and door openings, contribute to the character of a structure. They should be preserved when feasible.

C 1.1 **Preserve significant stylistic and architectural features.**

- D**
 - Storefronts, cornices, brackets, doors, and windows should be preserved.
 - Do not remove or alter architectural details that are in good condition or that can be repaired.



Protect and maintain significant stylistic features, such as these window features, cornice details and ornaments.

More About Design Guidelines

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
- D. Defensible Decision-Making

Are “guidelines” enforceable?

- Ya sure, you betcha, especially when clearly linked to criteria in the ordinance
- Some communities, in order to make this clear, use the term “standards”

What if we don’t have guidelines?

- The National Park Service’s Illustrated Guidelines for Rehabilitating Historic Buildings can serve very well, and many communities adopt them as interim guidelines



Some Sample Guidelines

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
- D. Defensible Decision-Making

GENERAL HISTORIC DESIGN STANDARDS

Proper treatment of historic buildings will ensure that they continue to contribute to the historic character of the Downtown Heritage Resource District. This section provides general historic design standards for important architectural details, materials and finishes as well as building components.

Character-defining Features

Key character-defining features contribute to the character of a structure. Such features vary by architectural style. The design standards below provide general guidance for the treatment of these features. The method that requires the least intervention is preferred.

3.5 Preserve significant stylistic and character-defining features.

- Storefronts, cornices, brackets, doors and windows should be preserved.
- Employ preventive maintenance measures such as rust removal, caulking and repainting.
- Do not remove or alter architectural details that are in good condition or that can be repaired.

3.6 Repair deteriorated features.

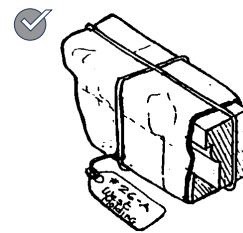
- Patch, piece-in, splice, consolidate or otherwise upgrade existing materials, using recognized preservation methods.
- Isolated areas of damage may be stabilized or fixed using consolidants. Epoxies and resins may be considered for wood repair.
- Removing a damaged feature that can be repaired is not appropriate.
- Protect significant features that are adjacent to the area being worked on.

3.7 Use methods that minimize damage when disassembly of a historic element is necessary for its repair.

- When removing a historic feature, document its location so it may be repositioned accurately.



Preserve significant stylistic and character-defining features, such as this canopy.



When disassembly of a historic feature is required in a rehabilitation procedure, document its location so that it may be repositioned accurately.



Character-defining features contribute to the character of a structure.



Do not remove or alter character-defining features that are in good condition or that can be repaired.

Some Sample Guidelines

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
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NEW COMMERCIAL BUILDING DESIGN

Mass and Scale

Traditionally commercial buildings had varied heights, articulated masses, visually interesting skylines and pedestrian-scaled street fronts that contribute to a sense of human scale. A new building should continue to provide a variety of pedestrian-friendly scales and visually appealing masses. Buildings should not be monolithic in scale or greatly contrast with those seen traditionally in Downtown Plano.

5.10 Maintain the traditional size of buildings as perceived at the street level.

- The street facing facade height of a new building should fall within the historic context of the area. It should respect the traditional proportions of height to width.
- Floor-to-floor heights should appear similar to those of traditional buildings downtown, especially those at ground level.
- For larger buildings new construction should incorporate design features, such as setbacks, that break down the mass into modules that suggest the underlying historic height, width and lot pattern.

5.11 Establish a sense of human scale.

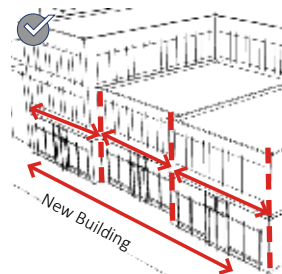
- Use vertical and horizontal articulation design techniques to reduce the apparent scale of a larger building mass.
- Incorporate changes in color, texture and materials to help define human scale.
- Use architectural details to create visual interest.
- Use materials that help to convey scale in their proportion, detail and form.



A new building should be designed with a pedestrian-scaled street front.



For larger buildings, new construction should incorporate design features that break down the mass into modules that suggest the underlying historic height, width and lot pattern.



New facade widths should reflect the traditional range of the building widths seen on the block.

Some Sample Guidelines

In this chapter:

- A. Roles of the Players
- B. Policy Base of Historic Preservation
- C. Design Guidelines**
- D. Defensible Decision-Making

Site Design Guidelines

OUTDOOR OPEN SPACE

Outdoor open space includes public and semi-public areas such as plazas, courtyards, patios, small park spaces or landscaped features that is visible from surrounding streets. New development should incorporate outdoor open space that projects a vibrant image and invites pedestrian activity with durable furnishings and visual elements such as public art to add interest.



Create a sense of enclosure for an outdoor open space area by positioning buildings to frame the space or define it with landscaping.



Furnish outdoor open space with benches, tables, shelters, and landscape features.



Orient outdoor open space to pedestrian activities, views, cultural resources, and natural features.



Locate outdoor open space to provide a focal point for a new development.

20 FARRAGUT ARCHITECTURAL DESIGN GUIDELINES

Site Design Guidelines

Open Space Design Elements

Outdoor open space should be designed and furnished to provide a pedestrian amenity. Where possible, it may also be integrated into the on-site stormwater management system to maximize the usable portion of a property.

1.12 Furnish outdoor open spaces to encourage active use.

- a. Furnish outdoor open space with benches, tables, shelters, and landscape features.
- b. Ensure that furnishings are durable and suitable for outdoor conditions.
- c. Locate furnishings near actively used pedestrian areas, such as major pedestrian routes, building entrances and outdoor gathering places.
- d. Locate furnishings so they will not impede the primary pedestrian way.
- e. For a small project, such as a new single-story building, consider using simple outdoor furnishings, such as a bench, near a building entry.

1.13 Design outdoor open space to incorporate Low Impact Development (LID) principles for stormwater management.

- a. Design and locate larger stormwater management systems such as bioretention areas to serve as usable open space or site amenities.
- b. Use permeable surfaces and paving systems to assist with stormwater drainage.
- c. See "Stormwater Management & Low-Impact Development" on page 28 for more information.



Design outdoor open space to incorporate Low Impact Development principles for stormwater management.

21 FARRAGUT ARCHITECTURAL DESIGN GUIDELINES

Design Options for Outdoor Open Space

Outdoor open space can include both active and passive designs, as illustrated below.

Plaza



Courtyard



Stormwater Retention Area



A page example from the design guidelines for Farragut, TN includes criteria for treatment of outdoor open spaces.

CHAPTER 6: Project Review

In this chapter:

- A. What is the HPC's Scope of Authority?
- B. When is Design Approval Required?
- C. What are the Steps in the Review?
- D. Citing Design Guidelines
- E. Potential Actions



CHAPTER 6: Project Review

A Starting Question:

- A property owner has submitted a proposal to make improvements to their house, which is a contributor in the local historic district
- What will you consider in the evaluation?
- What should you NOT consider in making your decision?

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
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NOTE:

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

A. What is the HPC's Scope of Authority?

- Usually defined in the preservation ordinance
- Usually a Commission considers only EXTERIOR alterations but in some cases, the ordinance may permit the local government to designate interiors as well, which will also be subject to review
- The commission is limited to considering the work described in the application for the approval or Certificate of Appropriateness (COA)

In this chapter:

A. What Is the HPC's Scope of Authority?

- B. When is Design Approval Required?
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B. When is Design Approval Required?

Most commissions require approval for these actions:

- Construction
- Alteration
- Reconstruction
- Moving
- Demolition
- Any other exterior change

In this chapter:

A. What Is the HPC's Scope of Authority?

B. When is Design Approval Required?

C. What are the Steps in the Review?

D. Citing Design Guidelines

E. Potential Actions



This residence is undergoing a foundation and porch alteration. A project of this degree requires thorough review.

C. What are the Steps in the Review?

Before the meeting:

1. Confirm that submittal documents are complete
2. Visit the site
3. Review background information
4. Review the submittal documents

NOTE:

Be certain to be familiar with each application. If it appears that a commissioner is unfamiliar with a proposal during a hearing, it can undermine the credibility of the decision.

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
- C. What are the Steps in the Review?**
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- E. Potential Actions

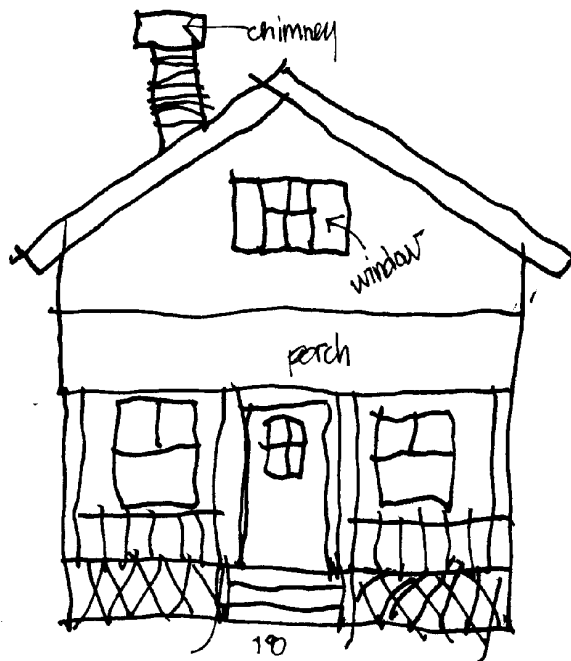


Commissioners should visit the site of any proposal that they will review. This will require a Public Notice of commissioners touring the site together.

Adequate Documentation

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
- C. What are the Steps in the Review?**
- D. Citing Design Guidelines
- E. Potential Actions



Unacceptable

- Not to Scale



Acceptable

- To Scale
- Can be measured



Acceptable

- Technical Drawing
- To Scale
- Can be measured

What are the Steps in Review?

At the meeting:

1. Introduce the Commission and the review process
2. Explain the purpose of the review
3. Call each case according to the published agenda
4. Introduce the applicant and their project
5. Listen to the staff report
6. Listen to the applicant's presentation
7. Ask for clarification
8. Take public comments

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
- C. What are the Steps in the Review?**
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What are the Steps in Review?

At the meeting:

9. Take statements from other public agencies or organizations
10. Critique the proposal
11. Allow the applicant to respond
12. Entertain a motion
13. Vote on the proposal
14. Summarize the results
15. Record the decision

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
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Special Review Questions

1. What is the context?
2. What is the impact of the proposal?
3. Which are the critical design issues?
4. Can the design issues be grouped?
5. Are non-design issues embedded?

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
- C. What are the Steps in the Review?**
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Evaluation Techniques:

Use these techniques in your evaluation:

- **Use simple, clear language**
- **Use the guidelines**
- **Keep the discussion moving**
- **Keep the discussion on track**

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
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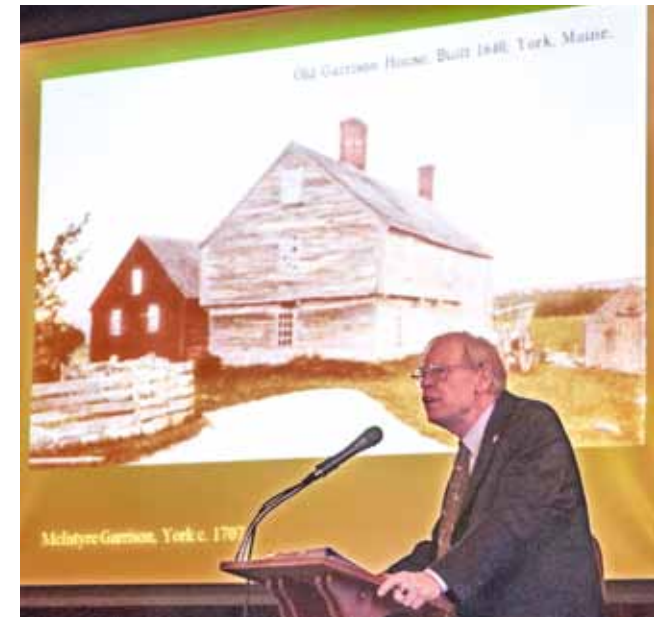


D. Citing the Guidelines

- Be certain to cite the guidelines
- This makes it clear that the commission has made its decision objectively, using the tools that are officially adopted, not through personal taste or arbitrarily

In this chapter:

- A. What Is the HPC's Scope of Authority?
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- D. Citing Design Guidelines**
- E. Potential Actions



Encourage the applicant to relate their project to appropriate sections in the design guidelines.

E. Potential Actions

These are the options:

1. Approve as submitted
2. Approve with conditions for alterations to the submittal
3. Deny as submitted
4. Continue for additional information

In this chapter:

- A. What Is the HPC's Scope of Authority?
- B. When is Design Approval Required?
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- D. Citing Design Guidelines
- E. Potential Actions**

