

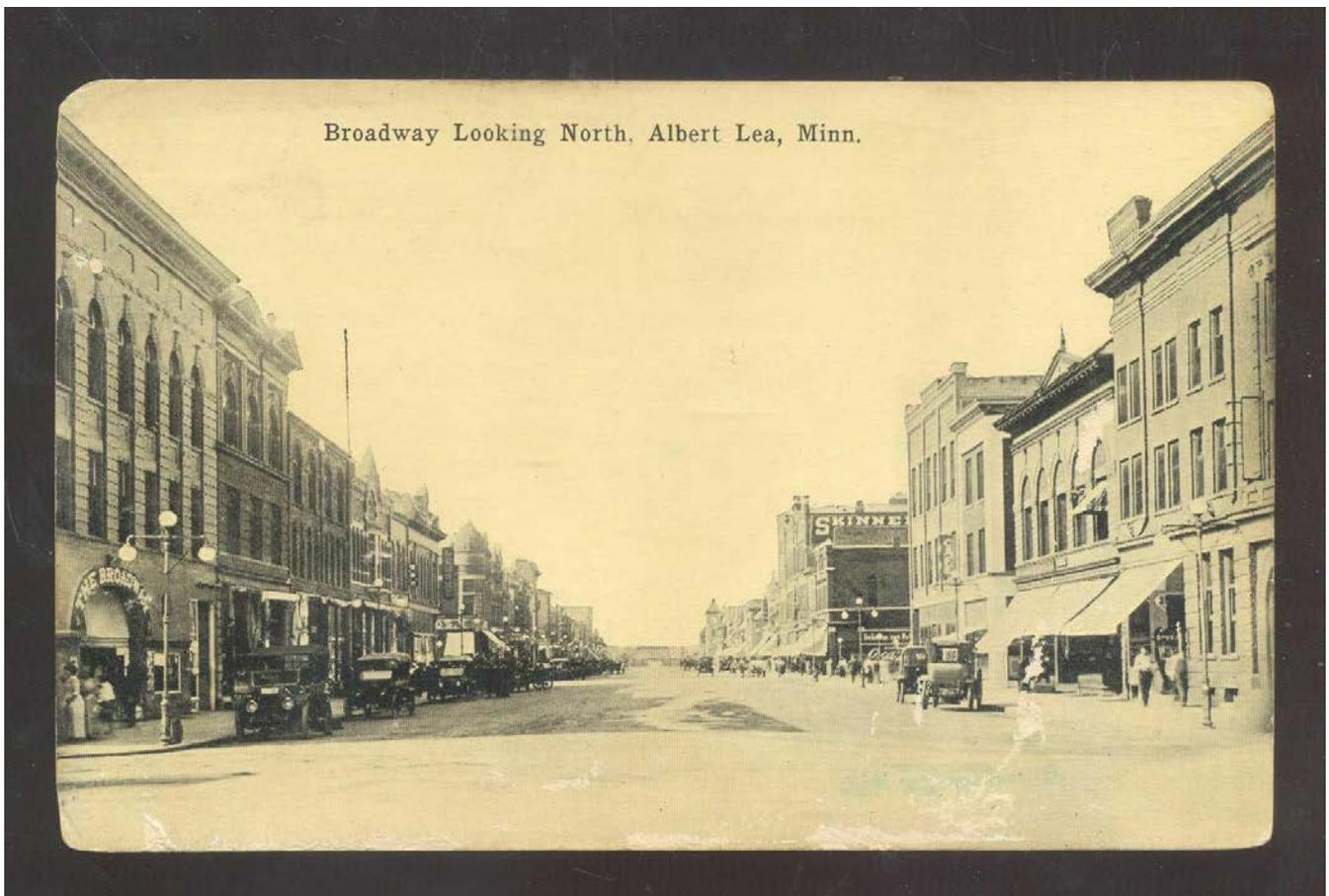
ALBERT LEA COMMERCIAL HISTORIC DISTRICT DESIGN GUIDELINES

MARCH 06, 2024

PREPARED BY
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ARCHITECTS

PIGEON
CONSULTING

FOR



Broadway Looking North, Albert Lea, Minn.

Broadway Avenue, looking north, Albert Lea, MN. circa 1910s. (ebay.com)

ACKNOWLEDGMENTS

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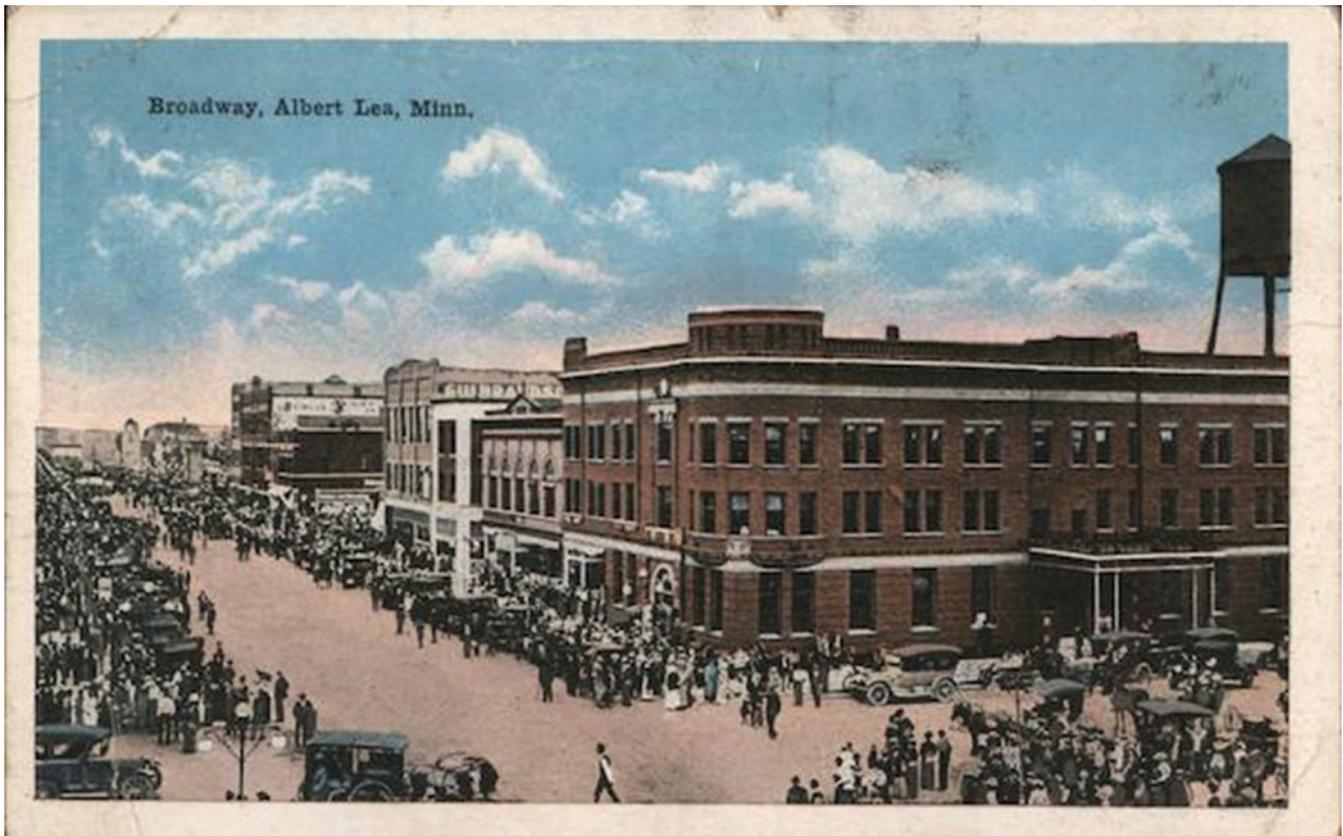
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WHY SAVE HISTORIC ALBERT LEA?

THE PURPOSE OF HAVING HISTORIC DESIGN GUIDELINES

Design guidelines are intended to provide consistent and clear design standards, and align with other city-wide goals.

WHY DO WE NEED DESIGN GUIDELINES?

- Preserve and strengthen Albert Lea's historic character and unique sense of place
- Increase the vibrancy and engagement
- Support long-term investment
- Support sustainability goals
- Bolster community pride

HOW DO DESIGN GUIDELINES HELP?

1. Provide a framework of guidance that focuses on the retention of historic buildings and character while also allowing for sensitive growth and modernization.
2. Allow for flexible design approaches to address the specific needs of historic buildings.
3. Minimize potential negative impacts resulting from inappropriate treatments.
4. Clarify preservation and rehabilitation standards for property owners, architects, designers, contractors, realtors, engineers and others.
5. Provide consistency among City staff and the Historic Preservation Commission (HPC).

Maintenance: Historic components to be retained, preserved, and repaired.

Rehabilitation: Historic components remain. Repair or replace elements to match historic.

New Construction: Infill construction on a vacant lot or non-contributing lot or building.

Postcard view of Broadway at Williams Street, looking north, circa 1930s (hippostcard.com)



**HISTORIC
CONSTRUCTED
BETWEEN 1874 & 1953**

**NON-HISTORIC
CONSTRUCTED
AFTER 1953**

The Secretary of the Interior has four standards for treating historic properties. These guidelines focus primarily on the first two.

- 1) PRESERVATION
- 2) REHABILITATION
- 3) RECONSTRUCTION
- 4) RESTORATION

The guidelines generally follow a formula of least intrusive to most intrusive.

1) Protect and Maintain

2) Retain and Repair

3) Replace

Minor projects or projects that comply with the guidelines can be reviewed by staff. Larger projects will be required to have a public hearing and receive approval from the Heritage Preservation Commission.

Projects that may receive staff approval include:

- In-kind roof replacement
- Repointing
- Changes that replicate existing design
- Minor siding or masonry repairs
- Installation of signs and awnings that meet design guidelines
- Installation of safety and security equipment
- Emergency stabilization and repairs

A Heritage Preservation Commission review may be required for repair or modification projects that include:

- Storefronts
- Windows
- Doors and entries
- Exterior wall materials
- Signs
- Historic detailing
- Additions
- Moving a building
- Complete or partial demolition
- Construction of a new building
- Construction of new sidewalks, fences, parking facilities
- Site improvements if adjacent to or within view of the public rights-of-way

To begin the review process or discuss project and application requirements, please contact the Community Development Director at info@ci.albertlea.mn.us or (507) 377-4330 or send an inquiry to the following address: City of Albert Lea, 221 East Clark Street, Albert Lea, MN 56007.

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PART I. INTRODUCTION

In 2023, MacDonald & Mack Architects and their partner, Pigeon Consulting, were retained to update the design guidelines with the following goals:

- Update the historic preservation ordinance, in particular the application process and requirements.
- Address and link City goals for energy efficiency, sustainable design opportunities, and community wellness to align with the City’s Blue Zones program and Climate Action Plan.
- Make the guidelines more accessible and user-friendly to the general public and business owners.

1.1 PURPOSE OF DESIGN GUIDELINES

Benefits of Preservation and the Revitalization of the Downtown Core

Reuse of existing buildings has an intrinsic value. Through the preservation and rehabilitation of Albert Lea’s historic buildings comes an understanding of how the past influenced the present, and how the present affects the future. These tangible resources provide an ongoing understanding of

changing social, economic, and cultural values. However, building preservation and reuse are not only historical concepts, but also are sustainable and practical disciplines with economic, social, environmental, and educational benefits.

Economic

- The downtown core is the face of Albert Lea for new businesses to start or relocate.
- The State of Minnesota allows an income tax credit of up to 20% for rehabilitation of a building that contributes to a historic district listed in the National Register of Historic Places. This is in addition to the 20% federal historic preservation tax credit.
- Rehabilitation of existing buildings can be a catalyst for economic development and increase local property values. When a property is vacant and neglected, it can negatively affect the surrounding area. Conversely, a successfully renovated project can spur positive change well beyond the property line, leading to neighborhood improvements and investments.



View of Broadway, looking north, circa 1920s. (Albert Lea Tribune)



Top: View of the historic district, 2023. (MacDonald & Mack Architects)
Middle: View of the Jacobson Building, 2023. (MacDonald & Mack Architects)
Bottom: Historic Photo of Albert Lea, looking North on Broadway, circa 1921. (MNHS)

- Preserving existing buildings helps attract and retain small businesses. Existing buildings provide ideal locations for many of these small businesses.

Social

- Historic downtowns are often seen as the heart of the community.
- The level of civic pride, which largely determines the amount of citizen involvement in a community, is affected by the well-being of the downtown.
- This citizen involvement includes volunteering, improving personal property, contributing to charity, attending and participating in community events, and getting involved in the decisions that affect the downtown.

Environmental

- Reusing historic buildings is the ultimate form of recycling. When historic buildings are demolished, besides the loss of historic assets, their embodied energy, which is the amount of energy associated with extracting, processing, manufacturing, transporting, and assembling building materials, is lost and building material waste contributes to the landfills.
- Historic buildings were designed to operate on much lower energy budgets and also took advantage of natural elements. High ceilings, natural light, windows for cross ventilation, and shutters and canopies for controlling sunlight are effective means to reduce a building's energy consumption.
- Albert Lea's downtown is pedestrian-friendly with a variety of uses including retail stores, restaurants, housing, offices, municipal, and entertainment. Consequently, the people who live and work in and around historic downtowns can satisfy many of their needs by walking, which creates a built-in customer base, improves quality of life and well-being, promotes smart growth, and reduces reliance on cars.

Educational

- Adult and public-school education, involvement, and commitment by understanding local history, the value of that history, and applications for that history



View of Broadway, looking north. Circa 1940. (MNHS)

Importance of Protecting the District and Planning for the Future

Making downtown an enjoyable, welcoming place to visit and do business in, is critical to Albert Lea’s success in revitalizing downtown through rehabilitation of historic buildings and redevelopment of vacant properties. These design guidelines represent a key step in this effort, providing a road map for stewardship of the downtown core in ways that make it a distinctive, vibrant commercial and social heart of the city.

The historic downtown core is not successful for its unique shops alone, but also for the experiences of residents and visitors, both real and perceived, within the businesses and even the historic district as a whole. A positive experience hinges on several factors, including great shopping, attractive streetscape and operating storefronts, effective signage, superior customer service, and community events – all of which require business owners and local government working together for the collective good.

These design guidelines are intended to assist decision-makers – property owners, developers, contractors, and City policymakers – in preserving Albert Lea’s buildings and enhancing downtown’s appeal, which will ensure the long-term success of the heart of Albert Lea. These guidelines are not rigid rules but recommendations for building owners

on how exterior improvements can not only improve the appearance of their own buildings, but also the overall character of downtown Albert Lea, thereby aiming to attract more people to downtown Albert Lea by creating a destination place.

Why the Design Guidelines Were Developed

The City of Albert Lea, its residents, and its visitors are proud of their historic character, and with the local listing of the district in 2004, the HPC was created to advise on proposed projects within the district in order to maintain, stabilize, restore, and rehabilitate its historic downtown. The historic district design guidelines are intended to ensure the coordinated design of building exteriors, additions, new construction, and accessory structures to create visual harmony by maintaining the historic character and integrity of the district. These guidelines are further intended to promote the use of materials that are appropriate, sightly, and of sufficient quality to maintain the property value and character of the district for the long-term.

1.2 BRIEF HISTORY OF THE HISTORIC DISTRICT

The Albert Lea Commercial Historic District was originally designated in 1987 and expanded in 2003. The district is historically significant for both its architecture and its

representation of the “heyday” of Albert Lea’s retail and commercial center. As the county seat of Freeborn County and a “location at the junction of several major east-west and north-south railroad lines,” Albert Lea was well positioned to be an urban center in southern Minnesota. The Albert Lea Commercial Historic District represents the heart of the city’s downtown retail and commercial center, which developed in the late nineteenth and early twentieth centuries and then evolved after World War II to meet the evolving needs and tastes of shoppers and tenants.

For more detailed histories of the evolution of downtown Albert Lea, see the 1987 and 2003 National Register of Historic Places nominations.

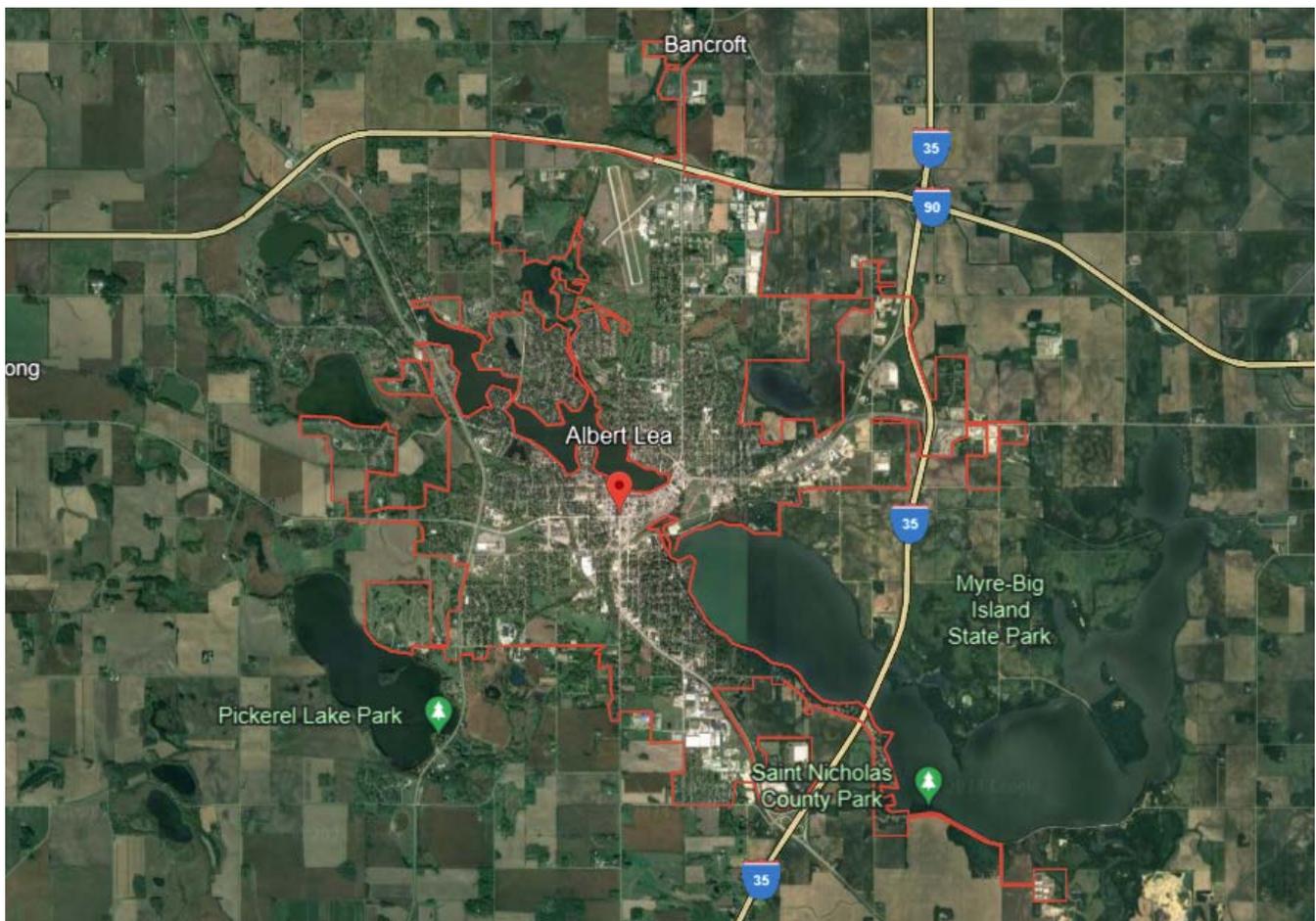
1.3 LOCATION AND BOUNDARIES

The historic district is located in the center of downtown Albert Lea, and is comprised of an irregular shape, roughly

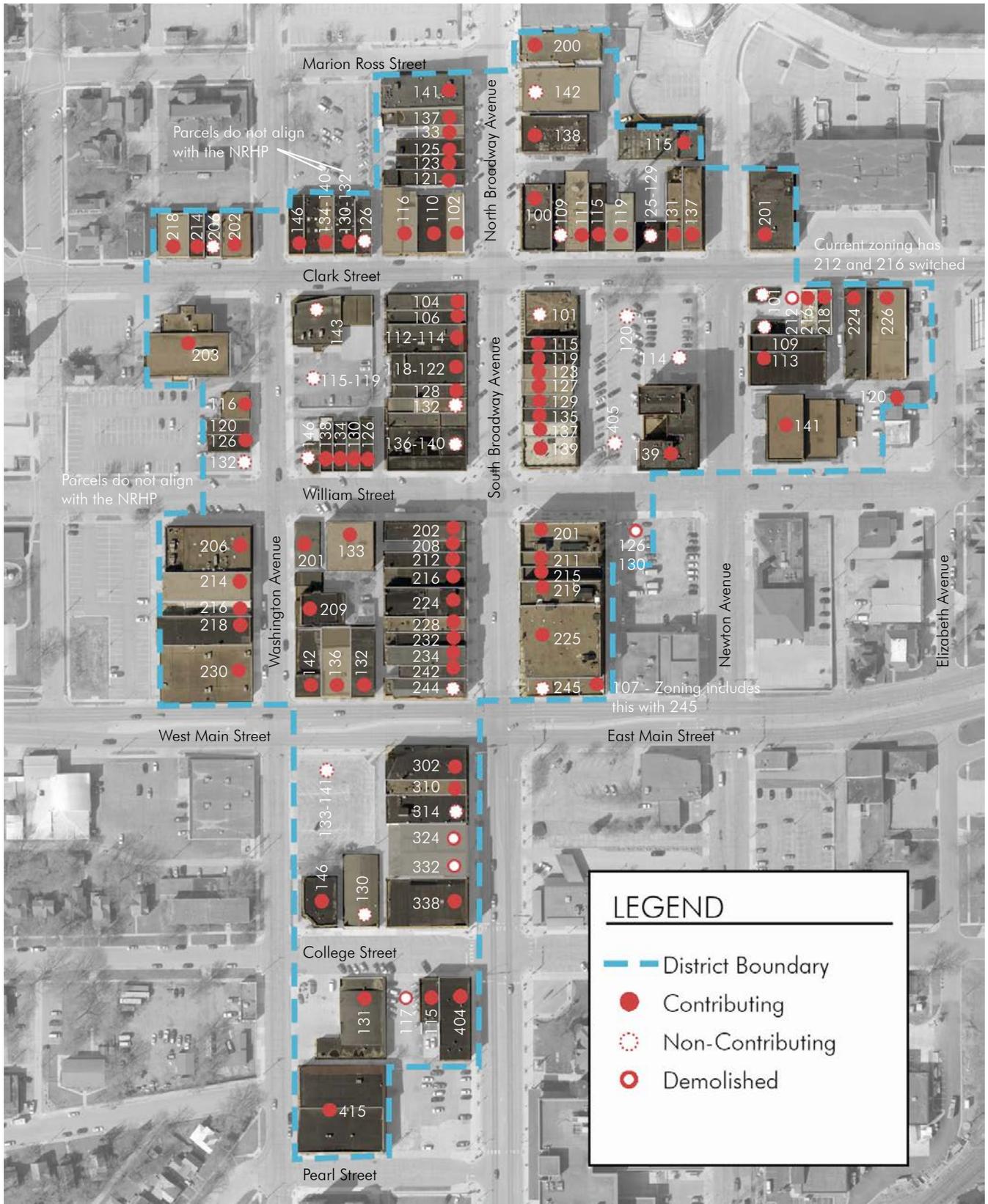
bounded by Washington Avenue at the west, Elizabeth Avenue at the east, Water Street at the north, and East Pearl Street at the south. It is situated just south of Fountain Lake. Main Street, the primary road from the interstate (I-35) runs east to west through the middle of the district. The local historic district boundary matches the National Register of Historic Places historic district boundary.

1.4 MAP

Please refer to the maps of Albert Lea and the historic district on the following pages.



Vicinity map showing Albert Lea. (Google Earth)



Map of the Albert Lea historic district. (Macdonald & Mack Architects)

1.5 HISTORIC PRESERVATION ORDINANCE

Chapter 24 of the Code of Ordinances in the City of Albert Lea, Minnesota.

"The city council finds that the historical, architectural, archaeological, engineering and cultural heritage of the city is among its important assets. Therefore, the purpose of this chapter is to establish a municipal program of heritage preservation, as authorized by Minn. Stats. § 471.193, to promote the rehabilitation and conservation of historic properties for the education, inspiration, pleasure and enrichment of the citizens and visitors of the city." See Appendix 4.5 for the text of the Historic Preservation Ordinance

Role of the Heritage Preservation Commission (HPC)

The HPC was created to oversee the rehabilitation and redevelopment activities within the district. The guiding purpose of the HPC is to promote an understanding of the history, beauty, and architectural value that Albert Lea possesses. The designation of the downtown as an historic district provides a regional and national marketing opportunity to create a unique point of interest. The HPC is advised by the City Building Official and the Community Development Director. When an owner is interested in making building improvements, the proposals are reviewed by the HPC staff and sometimes the commission, and building permits may be granted when the review process has been completed.

1.6 DESIGN GUIDELINES OVERVIEW

Period of Significance and Design Elements

1874- 1953, Significant under Criterion A: Commerce and C: Architecture. The broad period of significance for the district means that there is a wide selection of appropriate materials and the potential for greater flexibility. Original materials (those that remain from the date of original construction) may not be present as they may have been replaced with more modern materials, even before 1953. Any material or feature installed prior to 1953 is considered historic because they have attained significance and fall within the period of significance. The basis for all historic preservation design guidelines and standards is to retain and repair historic materials to the greatest extent possible. Materials that were installed after 1953 are not considered historic and may be replaced with compatible materials.

Applying the Guidelines

The guidelines focus primarily on preservation and rehabilitation, two of the four treatment methods of the Secretary of the Interior's Standards for the Treatment of Historic Properties (the "Standards"). While the guidelines are generally based on the Standards, the design guidelines that follow are intended to provide guidance to ensure that proposed design solutions are creative while also being appropriate for the long-term preservation of the district. See Appendix 4.3 for the full text of the Standards.

The Secretary of the Interior has four standards for treating historic properties. These guidelines focus primarily on the first two.

- 1) PRESERVATION
- 2) REHABILITATION
- 3) RECONSTRUCTION
- 4) RESTORATION

The guidelines generally follow a formula of least intrusive to most intrusive.

1) Protect and Maintain

2) Retain and Repair

3) Replace

Contact the City with any questions on the status of your property, as well as the nominations, which can be found on the City's website.

Preservation assumes that the historic materials and features are of primary importance and that they will be retained to the greatest extent possible and not replaced as part of a proposed project.

Rehabilitation, by its very nature, assumes some amount of repair of existing materials or alteration in order to maintain the utilization of the building, oftentimes coming in the form of upgrades to accessibility or otherwise to comply with current code requirements. Repairs and alterations still must not damage or destroy character-defining features.

Each project must identify the historic property boundary and character-defining features of the building(s), as well as evaluate the scope of proposed work against the impact to the historic building, remaining historic materials and features, and the district overall. Because of the inherent uniqueness of each building and proposed project, rehabilitation work will have a different effect on each property. What is acceptable for one project, may not necessarily be appropriate for another project. The guidelines strive to provide a model process for owners, developers, City staff, and HPC members to follow.

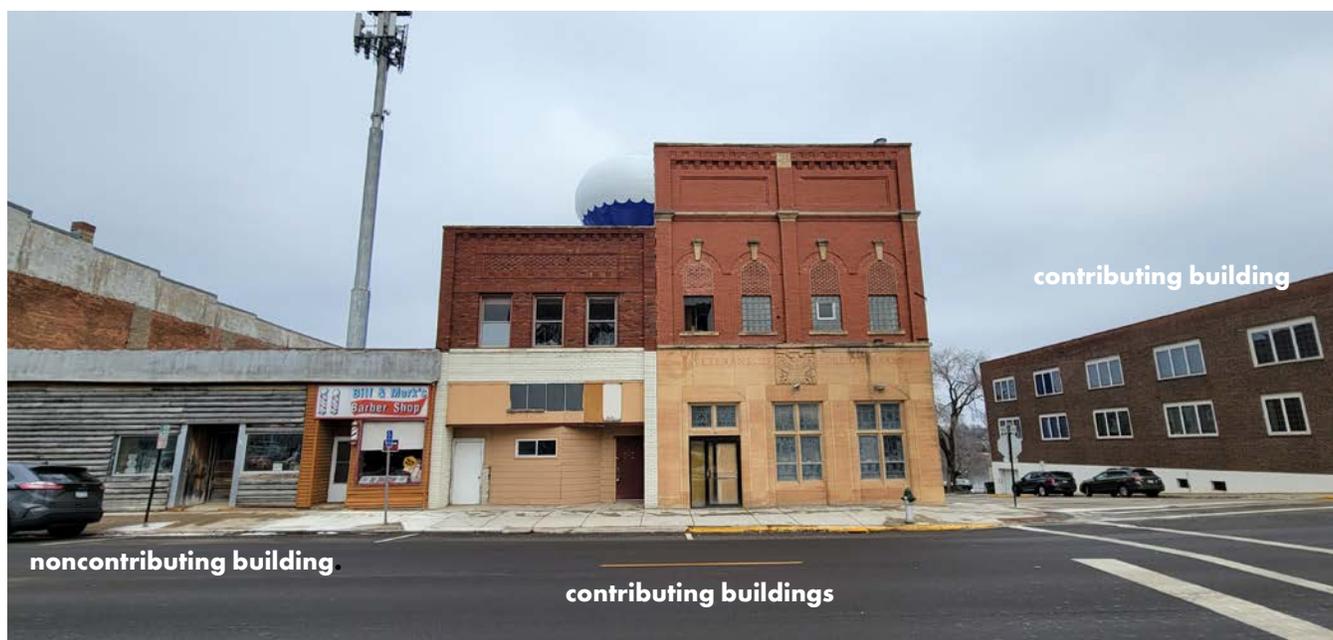
The guidelines apply to all properties listed as contributing to the district, as well as new infill construction within the historic district boundary. Properties considered non-contributing are not required to adhere to the historic district design guidelines. The distinction of contributing versus non-

contributing is made on page 11 and in Appendix 4.1.

- Contributing properties are those that make the district historic. These properties were constructed during the period of significance and retained a significant amount of integrity at the time of the National Register of Historic Places nominations. Additional alterations may have occurred after the period of significance ended in 1953.
- Generally, non-contributing properties do not contribute to the historic significance of the district. Meaning, they were either constructed after 1953, are parking lots, or did not retain enough integrity to be included in the historic district at the time of the nominations.

Planning for your Project

There are several competing needs when planning a project on an existing historic building, such as building code, accessibility, funding options, regulatory agency review, etc. that make project coordination and collaboration critical for the success of your project. To plan a successful project, it is essential that discussions occur early on in a project. **Ask for help.** Work with City staff, including your preservation planner and code official, before starting a project. City staff, not the commissioners, are there for you and can help pull together relevant historical information on your building. There are also architects and consultants who specialize in historic building projects. Refer to Appendix B



in the Comprehensive Plan for various funding options (e.g. TIF, Paul Bruhn grants, Legacy Grants, Tax credits, façade improvement grants, Broadway Ridge Renewal Grant fund, south Broadway Urban Renewal Grant/Loan Program).

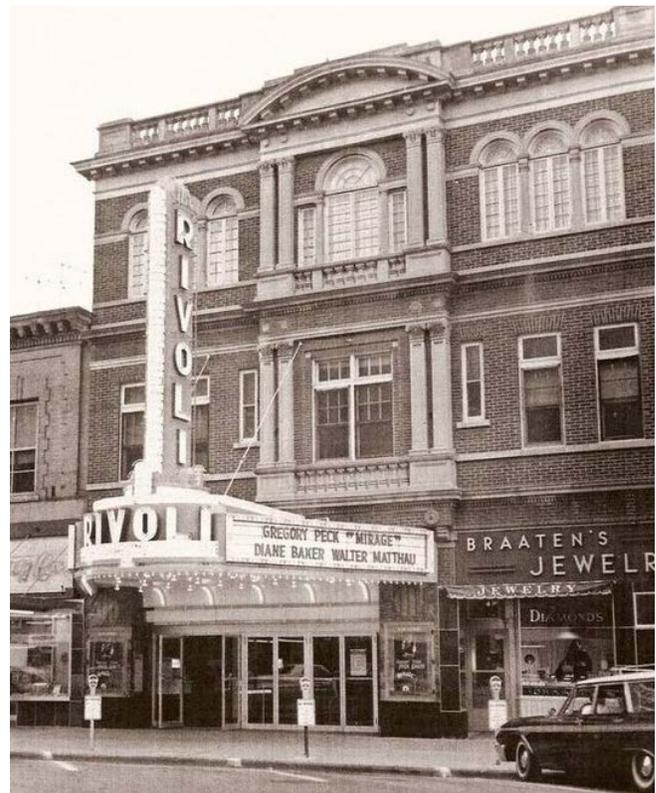
Economic Hardship or Technical Infeasibility

Staff, and the commission, will review claims for cases of economic hardship or technical infeasibility on a case-by-case basis. These claims must demonstrate the inability, either financially or technically, of an owner to follow the design guidelines for making appropriate repairs. To consider your case, your application must include documentary evidence including:

- Illustrative photos and narratives identifying the issue, cause of the issue, and clear explanations of why appropriate methods and materials cannot be used.
- Multiple cost estimates for undertaking the work comparing the historically appropriate materials and methods versus alternate materials and methods. Even though alternate materials and methods may be proposed, they should meet the guidelines as closely as possible.
- Product information for comparison.

Character-Defining Features of the District

- Road Patterns: grid pattern with alleys
- Lot configuration: typically zero lot line setback, storefronts/ground level engagement (many slightly recessed at entries), height, rectangular massing and footprint
- Building types: two-part commercial block (two to -six stories, fills lot, dominant front, first and second story zones – clearly delineated, public ground floor, private upper floors; one-part commercial block (one-story, fills lot, dominant front, storefront),
- Building styles: Commercial (Italianate, 19th Century commercial, Richardsonian Romanesque (202-204 S Broadway), Classic Revival (139 S Broadway, 201-203 S Broadway), 209-221 S Washington), early 20th Century commercial, Craftsman (117-119 S Broadway, 223-241 S Broadway (and classical influence))), Art Deco, Civic or institutional are freestanding with green space, Utilitarian style for warehouse/industrial, French Classical (220-222 S Broadway); Romanesque (283, 242, and 244 S Broadway, 336-346 S Broadway);



Top: View of Rivoli Theater, circa 1965. (Cinematreasures.org)
Bottom: View of local Albert Lea businesses on Broadway Avenue, circa 1920s. (Albert Lea Tribune)



Postcard view of Broadway at Williams Street, looking north, circa 1930s (hippostcard.com)

**HISTORIC
CONSTRUCTED
BETWEEN 1874 & 1953**

**NON-HISTORIC
CONSTRUCTED
AFTER 1953**

Queen Anne (314 S Broadway); Romanesque Revival (119-123 E Clark); Streamline modern (137 E Clark, 226 E Clark – entrance)); Beaux-Arts (146 West College); Moderne (141 South Newton, WPA; 104 S Washington);

- Materials: Brick, stone, terra cotta, concrete, metal paneling, metal tiles, structural glass tile, tile, glass block, prism glass, wood
- Features and details: 3-part storefront design (base, middle, top), primary entrances, awnings/canopies, signage, punched upper-level windows, façade rhythm, cornice, parapets, flat roofs
- Uses: retail and commercial at ground level, office or residential above, service/industrial use, civic/government (library, post office), entertainment, fraternal organizations
- Landscape features: None within the typical main street configuration; minimal (grassy lawn, shrubbery, plantings) at buildings off of the main streets and set back from the street
- Streetscape features: non-historic street trees, sidewalks, on-street parking at the front, service/loading at rear, streetlights

Design Principles for Preservation and Rehabilitation

Many buildings within the historic district retain their original character on the upper levels. Few retain original details

at the ground level, in fact, many buildings modified their storefronts within the expanded period of significance or even after, but prior to the creation of the HPC and design guidelines. Buildings that were significantly altered can typically assume greater flexibility in what is appropriate, with regard to the design of replacement features such as storefronts, and use of materials. To the extent possible, modification to storefronts and building façades should seek to remove inconsistent modern layers of materials in order to emphasize the design and materials appropriate to the historic district.

Design Principles for New Construction

The primary design principle for new construction within the historic district is to maintain the scale and massing of the remaining historic buildings. New, or infill, construction shall be compatible with the overall streetscape and be clearly of its time, in lieu of matching the adjacent historic buildings. The district should remain harmonious and new buildings, though compatible, should also be differentiated so it is clear that they are not historic. The height, massing, and setback should be compatible with surrounding structures. Materials should be of high-quality to meet environmental goals and achieve a longer life span. For example, vinyl is not an appropriate material due to its poor quality, short life span, and overall impact to the environment. The use of artificial historic design details, thereby creating a false sense of history, shall be avoided.



Top Left: View of historic Carnegie Library, looking northwest, 2024. (MacDonald & Mack Architects)
Middle Left: View of the historic district, looking west, 2024. (MacDonald & Mack Architects)
Bottom Left: View of the Jacobson Building, looking southeast, 2024. (MacDonald & Mack Architects)
Top Right: View of the Post Office, looking west, 2024. (MacDonald & Mack Architects)
Middle Right: View of historic district, looking southwest on Broadway, circa 1960s. (Author Unknown)
Bottom Right: View of Freeborn County Human Services building, looking south, 2024. (MacDonald & Mack Architects)

PART II. DISTRICT DESIGN GUIDELINES

The guidelines begin with describing the maintenance of properties, then move on to site context and planning, the treatment of historic properties, new construction and additions, and finish with guidelines for relocation, demolition, and neglect.

2.1 MAINTENANCE GUIDELINES

Owners of historically significant resources shall maintain in good condition the exterior of the resource in compliance with the Design Guidelines, including maintenance of interior features which would prevent deterioration of exterior features. Many of these maintenance scopes of work are minor and can be reviewed by staff. If work is determined to be more significant or deviates from the guidelines, the project will require review by the commission and is noted as such.

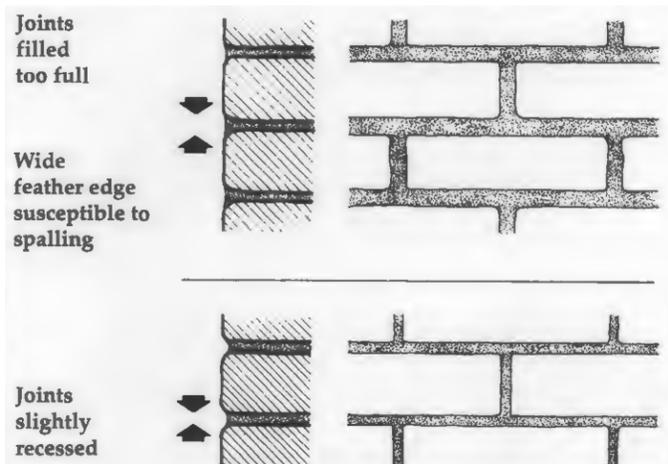
Alternative materials may be considered for many of the historic materials, where the deterioration is so extreme that replacement is justified and the historic material is unavailable. However, alternate materials will be reviewed with the following in mind: impact on historic significance of the material to be removed, durability, appearance (including sheen in some cases), location of feature, environmental impacts, and how the alternative material interacts with adjacent historic materials. The economic and

technical feasibility of in-kind replacement materials will also be considered by the commission. See section 1.6D for information to be submitted with the application. In general, alternate materials require review by the commission and do not qualify for administrative approval.

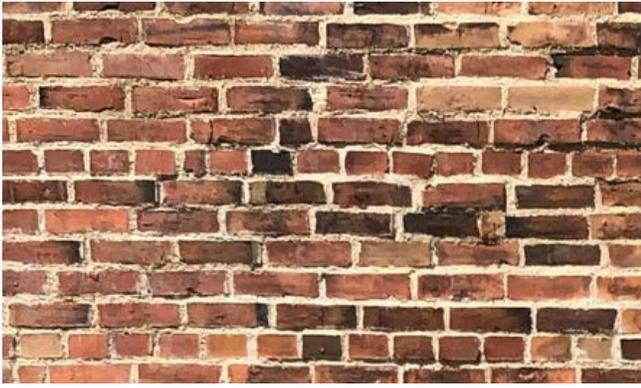
A. Masonry (Wall Material and Detailing; Brick, Stone, Terra Cotta, Concrete)

1. Repairs and Rehabilitation:

- a. Preserve and maintain historic masonry.
- b. Repair and, repoint only where if needed. Repairs, such as patching, and replacement should match the historic condition and material as closely as possible. Patching mortars include Dutchman patches or Jahn restoration mortars or similar. The color and texture of the patch should match the historic masonry.
- c. Repointing mortar should match the historic joint in pattern, color, profile, size, and style to the greatest extent feasible.
- d. Replacement should only be used where unavoidable and should match the historic condition and material as closely as possible. Masonry bond pattern(s) should be retained during all rehabilitation work.
- e. Avoid covering masonry with permanent materials such



Left: Historic photo of First National Bank Building, note the masonry detailing. (Albert Lea Tribune)
Right: Comparison of the effect of mortar installation methods. When joints are filled too full, it changes the character of the brick wall. Most historic joints are slightly recessed. Repointing work should match the historic condition as close as possible. Image courtesy of the National Park Service (Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings).



Top: Example of a close repointing match. (MacDonald & Mack Architects)
Middle: Example of a poor repointing match. (National Park Service)
Bottom: Historic storefront framing, 2023. (MacDonald & Mack Architects)

as stucco or EIFS.

f. Do not paint previously unpainted masonry as it can cause damage to the underlying masonry.

g. Avoid the use of magnesium chloride de-icers on or near stone or make sure it is cleaned off of stone surfaces after the ice is melted (this includes where it may have come into contact with the stone walls).

h. Avoid the use of sodium chloride de-icers on or near concrete surfaces.

i. See also Preservation Brief 2, 7, and 15.

2. Cleaning

a. Cleaning and stripping paint should always be undertaken using the gentlest means possible to avoid damaging the historic materials. Avoid sandblasting and chemical strippers. If paint stripping cannot be done without damaging the masonry, do not strip off the paint, instead repaint the building with breathable paint.

b. Cleaning is generally not necessary unless the pollutants, efflorescence, graffiti, or biological growth are causing damage to the building or if the owner wants cleaning done for aesthetic reasons. Cleaning requires mock-ups to be reviewed and approved by the HPC staff.

c. Refer to Preservation Brief 1, 6, and 38 for information on cleaning masonry buildings.

3. Sealers and Coatings

a. Coatings, such as masonry sealers, are generally not appropriate for historic masonry structures unless it can be proven that the historic masonry appearance will not be changed, further damage will not be done by sealing the building, and there is a demonstrated need for the application of a sealer. A maintenance plan must be in place as most sealers are intended to be re-applied every several years. Sealers cannot be removed.

B. Wood (Storefront, Siding, Trim, Details, Cornice)

1. Preserve and maintain historic wood elements. Avoid obscuring or concealing. Prime and paint to ensure longevity of features.

2. Repair as needed using epoxy consolidants.

3. Replace only if deteriorated beyond repair (remove only portions that are deteriorated or damaged), retain significant



Left: Historic metal awning back band, 2023. (MacDonald & Mack Architects)
Right: Historic floor tile, 2023. (MacDonald & Mack Architects)



detail and replicate when necessary.

4. The application of new or conjectural wood details that provide a false sense of history shall be avoided.
5. Simplified details may be provided where they were known to have existed, but the exact details and profile are unknown.
6. See also Preservation Brief 10.

C. Metal

Metal is found throughout the district on storefronts, behind awnings, awning framing, siding, details, cornices, railings, signage, and grates.

1. Regular maintenance is critical to prevent rust and corrosion. High-quality exterior paint, that is appropriate for metal, is key to preserving metal.
2. Retain and repair significant historic metal features to the greatest extent possible. Repairs to historic metal shall follow preservation best practices and avoid damaging the remaining historic metal. Metals can be patched. Asphalt products or sealants shall not be used as patching or coating materials.
3. Where missing or damaged beyond repair, replacements should match the historic in size, appearance, profile, texture, and sheen. Replace only the deteriorated portion in kind in lieu of full replacement. Substitute materials may be proposed for replacements where the historic material is technically or economically infeasible and the replacement

matches the visual characteristics of the historic material, but will require review by the HPC.

4. Modifications to railings, where replacement is needed, will be considered by the commission where required to comply with the zoning ordinance or building code.
5. Sandblasting or other abrasive cleaning methods shall be avoided.
6. Avoid the use of chloride-based de-icers on or near metal as it will cause corrosion. Instead, use acetate based de-icers, such as sodium acetate.
7. See also Preservation Brief 27.

D. Tile

Tile is used both at the storefront bulkheads and also at the storefront entry floor.

1. Retain and repair the historic tile to the greatest extent possible. Use exterior-grade grout to ensure longevity of the installation.
2. Replacements, where tile is missing or damaged, should match the existing as close as possible, in size, profile, color, and grout joint size.
3. Where large portions of tile are missing, full replacement with new tile or a compatible alternate material may be considered but requires review by the commission.
4. If magnesium chloride de-icers are used for ice melt, they need to be removed as soon as the ice is melted, otherwise

the chemical will damage the tile.

5. See also Preservation Brief 40.

E. Glass

1. Historic glass should be retained to the greatest extent possible.

2. Retain structural glass tile used on storefront walls. This glass tile may be replaced in kind where damaged or missing. Where large portions of glass tile are missing, new tile or a compatible alternate material may be considered by the commission.

3. Missing or damaged storefront, window sash, door, or transom glass may be replaced in kind. Storefront, window sash, and door glass should be clear and not textured or tinted, unless it was historically.

4. Minimal tint may be considered in low-E or other glass replacements for a more energy-efficient option. Glass samples should be submitted with your application.

5. Glass can be insulated if the existing system can support the added weight.

6. Where previously completed interior modifications prevent visibility or light transmittance of the transom window, historic glass may be replaced with a textured glass, or covered with a textured window film, to conceal the interior modifications (such as a lowered ceiling), after review by the commission.

7. See also Preservation Briefs 12 and 33.

F. Paint

Paint is required to increase the longevity of many building materials, including wood and metal used in windows, doors, bulkheads, cornices, or other decorative features. Paint is intended to emphasize the feature and complement the building materials of the building and is not intended to provide a monochromatic appearance.

1. Choose paint that does not contrast too greatly with the existing building materials, is compatible with adjacent properties, and is appropriate for the era of the building (historic paint catalogues, historic photos, paint analysis,



Top: Historic structural glass tile, 2023. (MacDonald & Mack Architects)
Middle: Historic prism glass tile transom. Accessed 2024. (Google Earth)
Bottom: Historic New England (historicnewengland.org) Credit: Timothy R. Tiebout

etc.).

- <https://www.historicnewengland.org/preservation/for-homeowners-communities/your-old-or-historic-home/historic-colors-of-america/>
- <https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>
- <https://www.sherwin-williams.com/en-us/color/color-collections/historic-paint-colors>

2. It is generally not appropriate to paint masonry unless it is already painted. This was often done to conceal defects or conceal soft brick. Paint removal from masonry is encouraged if the paint is not historic and/or can be done without damaging the historic materials.

G. Windows

1. In general, historic windows shall remain, maintained regularly (paint and glazing), and be repaired using the best preservation practices for patching, consolidating, splicing, and reinforcing.

2. Basic maintenance, such as glazing, re-roping, fit, alignment, glass, paint, and efficiency are not justified reasons for replacement.

3. Where deteriorated beyond repair or missing, the condition should be documented, and replacement windows shall match the historic. Documentation, including clear photos and condition descriptions, shall be submitted with the application.

4. Alternate materials may be considered where compatible to the historic appearance (wood, aluminum-clad wood, fiberglass, or custom aluminum profiles with a prefinished, painted, or clear-anodized, black, or dark bronze aluminum finish, dependent on the character of the building). Vinyl is not an appropriate substitute material and modern aluminum storefront is typically inappropriate for window replacements because of its dimensions and simplicity, unless that was the historic material and style.

5. See also Preservation Briefs 9, 10, 13, 33.



Top: Postcard of Home Investment Building and Elks Club, looking northwest, circa 1930s. (Author Unknown)
Middle Photo (top): Photo of historic wood windows. Accessed 2024. (Google Earth)
Middle Photo (bottom): Photo of historic wood windows. Accessed 2024. (Google Earth)
Bottom: Photo of historic wood windows. Accessed 2024. (Google Earth)



Top: Historic wood paneled door, 2023. (MacDonald & Mack Architects)
Bottom: Postcard view of Broadway at Williams Street, looking north, circa 1930s (hippostcard.com)

H. Doors

1. Retain, preserve, and maintain historic doors where they still remain.
2. Repair as necessary, using best preservation practices for the specific material (see above guidelines for wood, glass, or metal).
3. Replacement doors will be considered where the historic is missing or deteriorated beyond repair and shall be a door compatible to the storefront style and historic character of the building.
4. Historic doorways shall remain in their historic location and the size should only be altered if necessary to comply with building code requirements. The alteration should be designed in the least impactful way to the adjacent construction. This work requires review by the commission.

I. Roof

1. Retain historic forms and materials where remaining and possible.
2. Repair small areas of damage with like materials.
3. When deteriorated beyond repair, or sustaining a large amount of damage, replace with material that generally matches the characteristics of the historic roof material.
4. See also Preservation Briefs 4 and 30.

J. Vacant Storefronts

Vacant storefronts should be attractive. Some strategies to accomplish this include:

1. Ensure vacant commercial space looks well-maintained, attractive, and well-advertised to have the best chance of attracting possible tenants (remove old window stickers, clean windows and siding, new paint).
2. Install "For Rent" signs that highlight the cooperative efforts of the City and local business group (for the prospective tenant and downtown).
3. Display local artists' work in window displays.
4. Have residents write down on removable vinyl stickers what they wish was in the vacant space and place the stickers in the window.

5. Use the windows to display posters for community events, high school sports schedules, high school trophies, or historic photos of the community or building.

6. Let other local businesses take turns “renting” display windows for advertising space.

7. Change any displays on a regular basis, such as quarterly or monthly.

2.2 SITE CONTEXT DESIGN GUIDELINES [Existing And New Construction]

A. Pedestrian-Oriented Design: Work proposals should demonstrate a commitment to maintaining a pedestrian priority.

1. Retail or other commercial uses at ground level are strongly encouraged to retain the community-feel.

2. The use of storefronts in the district is a significant character-defining feature and new construction shall include a storefront in the design. Front entrances, and sometimes second level entrances are located on street-facing primary façades.

3. The sidewalks should physically and visually connect the street to the building, particularly at the primary façade and to the main entrance.

4. All new construction shall have a strong relationship with the street.

5. Blank walls, closed curtains, and neglected storefronts should be avoided.

6. Window displays should allow the customer a full view of the interior. They should be attractive when viewed from both the sidewalk and the store interior and allow people in the store to see out.

7. Natural light should be allowed to penetrate into the store interior.

B. Site Planning

Identification of existing and proposed pedestrian and service access and adjacent property location is required within the submitted site plan drawing.



Left: Postcard of historic Albert Lea streetscape, looking east on West Clark Street circa 1910. (ebay.com)
Right: Photo of Albert Lea streetscape, looking north on Broadway, 2023. (MacDonald & Mack Architects)



Top: Two primary facades on corner Post Office building looking northeast circa 1940s. (ebay.com)
Bottom: Primary facades typical facing street; corner building such as this one, may consider the side street-facing facade as secondary, 2023. (MacDonald & Mack Architects)



Top: Dead-end alley condition, with appropriately placed trash receptacles and utility lines/equipment. Screening is preferred, but is not always possible, 2024. (MacDonald & Mack Architects)

Middle Left: Typical alley condition, 2024. (MacDonald & Mack Architects)

Middle Right: Alley condition, with appropriately placed trash receptacles and utility lines/equipment. Screening is preferred, but is not always possible, 2024. (MacDonald & Mack Architects)

Bottom: Rooftop equipment shielded from view, 2024. (MacDonald & Mack Architects)



Left: Streetscape demonstrating lack of landscaping and non-historic street trees, 2023. (MacDonald & Mack Architects)
Right: Streetscape demonstrating sidewalks and street features, 2024. (MacDonald & Mack Architects)



1. Lot Size and Design

- a. Lot size should comply with all applicable zoning regulations.
- b. Lot design should promote development that is pedestrian friendly, promotes street life, activity, and public safety, and visually and physically enhances and harmonizes with the historic district as well.
- c. Lot width should be compatible with the historic district such that redevelopment reads as cohesive with the established district.

2. Street Orientation

- a. Identification of primary and secondary (if applicable) street frontage is required within the site plan boundary, shown on the site plan drawing.
- b. Infill New construction should have an orientation consistent with adjacent historic properties.

3. Setbacks

- a. Setbacks of new construction should be consistent with the established setbacks of the historic district. These are typically zero lot lines at the front and sides; the front (and side at corner buildings) façade(s) abuts the sidewalk.
- b. For vacant sites or proposed infill projects that are located between buildings with different setbacks, proposed new construction should comply with zoning code requirements and be compatible with the adjacent historic properties.
- c. Viewsheds should be taken into consideration when

planning new construction or additions. The view of contributing historic buildings shall not be blocked by new buildings and historic buildings should retain their prominence over the new building.

C. Site, Streetscape, and Landscape Design Features

1. Streetscape: New and/or improved streetscapes shall be sensitive to the existing streetscapes by maintaining compatible rhythms of features along the street.

2. Landscaping

- a. Retain any remaining historic landscape features and preserve existing trees to the greatest extent possible. The existing trees are not historic but are now an important feature in the streetscape.
- b. Landscaped yards exist on very few properties within the district. These properties shall retain the historic landscape.
- c. Landscaping should preserve and enhance, but not detract from the historic character.
- d. New trees should be located where damage to historic buildings and fabric can be avoided, and pedestrian areas will not be blocked.
- e. Select trees and plants that are native, non-invasive, and are sized and located appropriately to avoid obscuring the primary façade(s).

3. Open Space

Did not exist during the period of significance and is generally not appropriate in this district.



Broadway at William Street, looking south, circa 1940s. Note the type of street lighting. (ebay.com)

4. Sidewalks

- a. The existing sidewalks, including location, should be maintained. Replace damaged portions to match.
- b. New sidewalks should use compatible materials, such as concrete, brick, and stone.
- c. New sidewalks should align with the existing or historic sidewalks, be the same width, and of compatible materials and configuration. New sidewalks should consider existing trees.
- d. Use de-icers appropriate to the sidewalk and adjacent building materials to avoid unnecessary damage to historic materials.

5. Exterior Lighting (wall-mounted, ceiling, light poles, etc.)

- a. Retain and repair remaining historic light fixtures.
- b. Provide new lighting to illuminate building entrances, pedestrian walkways, advertising, or to enhance the visitor's comfort and experience. Excessive lighting is prohibited. Refer to historic photographs for design and placement precedent. Even where historic photographs do not show exterior lighting, it is appropriate from a safety perspective to provide new lighting that is compatible with the historic district.
- c. New lighting should consider the impact on the overall

appearance of the district.

- d. Light fixtures should be concealed or integrated into the overall design of the project, and light sources should be shielded from pedestrian or motorist view. Unshielded wall pack light fixtures are prohibited.
- e. Additional security lighting, where needed, shall be located discreetly, and avoid damaging or obscuring historic features.
- f. Light poles shall be compatible to the human scale and character of the historic district.
- g. Wiring and conduit shall be concealed to the greatest extent possible.
- h. Submission of a coordinated lighting plan is required as part of the building plans and should provide information on each light fixture proposed, including fixture sections, lamp type, and wattage.

6. Fences And Retaining Walls

Limited fences and retaining walls exist within the district. Fences are most commonly located at the rear of a property; however, fence or guardrail features are also located at the side(s) of historic buildings at window wells or basement stairwells.

- a. Retain and repair existing historic fences. Maintain properly to avoid deterioration and loss of historic fabric.

See maintenance guidelines above for specific materials.

b. Where features are missing or deteriorated beyond repair, replace in kind (where evidence exists), or as close to the historic possible. If no evidence remains, use a simple, compatible design. Alternate replacement options for historic features may be considered where the HPC deems in-kind replacement infeasible. The new design shall not detract from the historic character of the building, site, or district.

c. Where needed, new fences shall be located at the rear of buildings and shall be compatible with the historic character of the building and district in material, proportion, height, features, and opacity. Metal was most commonly used historically for fences, though wood and masonry may be appropriate in some cases. Chain link and plastic fencing, as well as the use of slats in open fencing, are not acceptable.

d. New retaining walls, if needed, should be compatible with the historic character of the building and district, and similar in scale, texture, color, and form of any remaining walls. Appropriate materials for retaining walls include masonry or poured concrete. Avoid the use of concrete blocks and timber or railroad ties.

7. Parking and paving materials

Identification of parking and parking access is required within the submitted site plan drawing where modifications are proposed as part of the new construction or historic building rehabilitation project.

- a. Existing street parking should be retained.
- b. Parking lots should be located behind buildings.
- c. Parking lots should be screened from the street and sidewalk by plantings or partial height walls. The height of screen walls should comply with the zoning code.
- d. Apart from existing street parking, parking should not be directly adjacent to public sidewalks. A minimum setback of five feet from the end of an automobile is required.
- e. The same care should be taken in the design of parking structures as with any other building regarding setback, massing, height, proportions, façade openings, detailing, and materials.

8. Utility and Service Areas

a. All utilities and services shall be located to allow the least physical and visual alteration, including damage of

or obscuring historic materials.

b. Utility and service areas must be located toward the rear of the building and screened when possible.

c. Exterior trash and storage areas, and mechanical systems should be shielded from view of nearby streets and adjacent structures in a manner that is compatible with the building and site design, as well as the historic district, unless site conditions restrict the ability to shield such features.

d. All roof equipment should be screened from public view and shall cause little to no damage to historic material. Rooftop equipment shall not obscure character-defining features.

e. Systems that penetrate exterior walls shall be avoided to the greatest extent possible.

f. Exterior utility lines should be avoided as much as possible. If there are no other methods of installation, the lines may be considered at the rear facade if the need for the system is justified and the installation will not damage, obscure or detract from the historic character of the building.

g. Consider relocating highly visible utilities whenever possible. The placement of utilities shall not interfere with public or loading access to rear entrances.

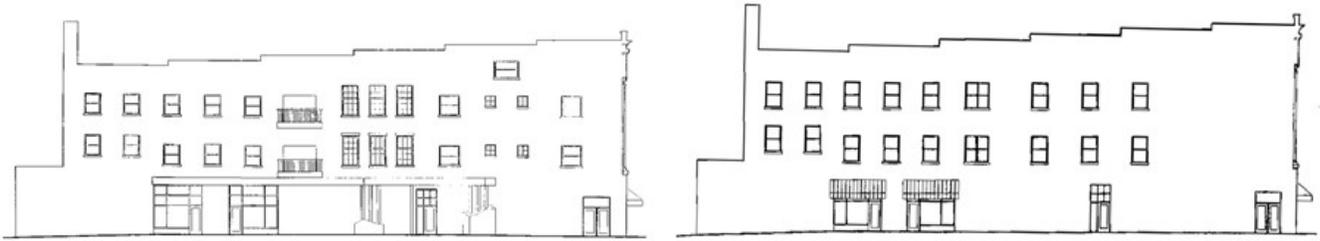
h. Equipment proposed to be mounted to the building should be kept to a minimum and shall not damage the historic building or materials, for example equipment should be mounted through mortar joints and not masonry faces.

2.3 GUIDELINES FOR THE TREATMENT OF HISTORIC PROPERTIES

A. Proposed Changes

Where proposed changes would alter any of the features and categories noted below, the owner is required to provide appropriately scaled plan and elevation drawings, and in some cases details, indicating all proposed changes and the impact to the historic building.

The HPC does not have purview over painted color finishes, but it is suggested that a historic color palette be used. Where materials are pre-finished, or have an integral color system, such as metal, fiber cement, tile, or others, the HPC will review the proposed color for its historic appropriateness.



19th century commercial building with exposed partywall.

Diagram for new window openings. The left diagram is an inappropriate treatment of the windows and the right is an acceptable solution. (NPS)

B. Contextual Approach

Preservation and rehabilitation activities within the historic district should be carried out in a manner sensitive to the historical context. A project proposal should demonstrate an effort to preserve the unique features of the historic building and the district as a whole. Project proposals must consider a building's current and adjacent historic context. Remaining existing elements inconsistent with a building's historic façade should be removed rather than repaired, and the proposed façade modifications should be compatible to the building and district, and based on historic photographs where possible. Where no evidence of the exact shape or size of missing details, a simplified design is generally preferred.

C. Building Mass and Orientation: Maintain the shape, mass, height, scale, proportion, rhythm, roof shapes, and orientation of historic buildings.

1. Proportions and Openings

- a. New openings will be considered on secondary façades but are generally not appropriate on primary façades. Proposed new openings shall be compatible with the rhythm, size, proportion, type, and configuration of the historic windows, but shall be differentiated by simpler detailing (e.g. flat steel lintels instead of arched masonry, one-over-one double-hung instead of multiple muntin patterns, etc.).
- b. Permanent infill of window openings on a street-facing façade is not appropriate. Temporary infill may be considered based on proposal and timeline to complete proposed rehabilitation work. Where permanent infill is deemed necessary or appropriate on a secondary façade, the infill shall be compatible with the building type, character of the historic district, and be reversible in

nature. Appropriate materials shall be durable and will depend on the character and age of the building, and may include brick, stucco, metal, and glass block.

- c. Doors and windows may, in no scenario, be altered by reducing the opening and providing a smaller door or window.

2. Façade Rhythm

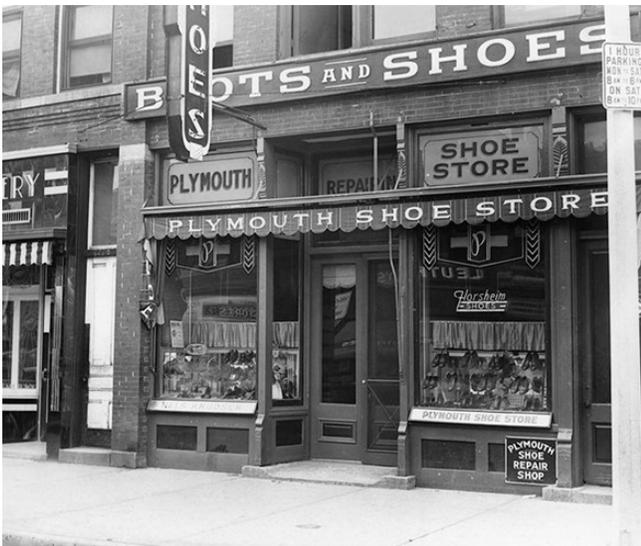
The historic rhythm of the façade should be maintained.

D. Architectural Elements

1. Preservation of Historic Detailing

Architectural ornamentation is an important element contributing to the historic character of the district. Articulated cornices, corbelled brickwork, belt courses, and pronounced window lintels and sills are examples of ornamentation common in the historic district. Use historic photographs for evidence of historic detailing and precedence where missing.

- a. Preserve historic building elements that contribute to the building style, historic character, and period of significance. The period of significance of the district should be respected by retaining changes to the building that are true to the broad period of significance, including previous alterations which have gained significance over time. Avoid alterations that make a building appear to be of a different era.
- b. Where features are missing or deteriorated beyond repair, replacement features should match the historic as close as possible. Where limited evidence exists, replacement features should be a compatible, often simpler, design.



Top: Example of expressed structure. Accessed 2024. (Google Earth)
Middle: Historic Albert Lea storefront. Accessed 2024. (Google Earth)
Bottom: Example storefront configuration. (Albert Lea Tribune)

2. Materials and Exterior Finishes: Historic wall materials used within the district include brick, stone, terra cotta, concrete block, metal, wood, tile, and pigmented structural glass. Keep in mind that historic materials may include those materials that were installed after the date of original construction and up until the end of the period of significance, 1953, as their installation, even if on a turn of the century building, may have acquired significance over time.

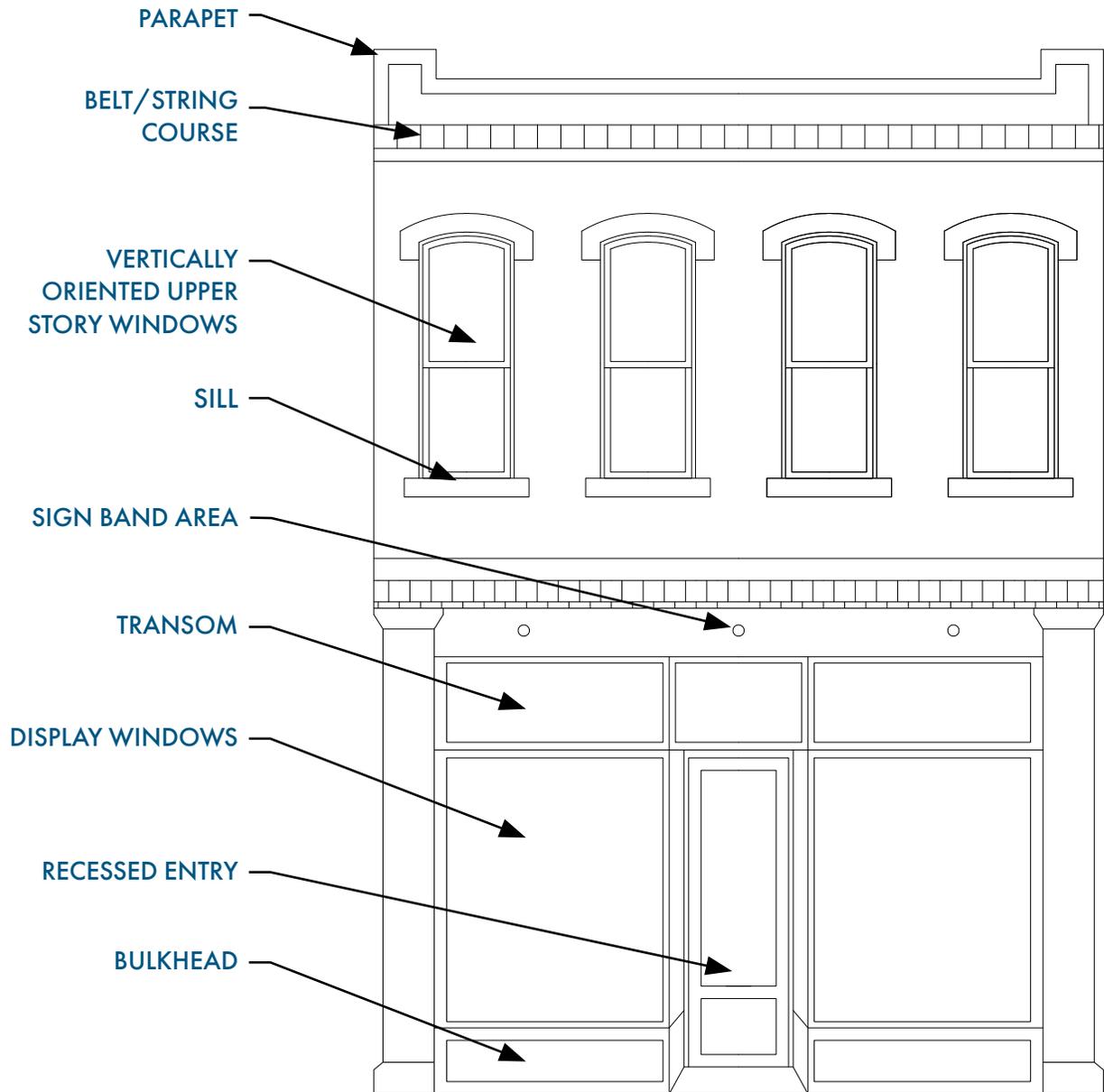
- a. See also specific material guidelines above under the Maintenance Guidelines section in 2.1.
- b. The existing materials should be dated to the extent they can be, based on photographic and physical evidence.
- c. Historic wall materials should be retained and repaired to the greatest extent possible.
- d. Where historic materials are missing or deteriorated beyond repair, they may be replaced to match the characteristics and visual appearance of the historic material.
- e. Historic siding materials generally include wood or metal; however, wood composites or fiber cement may be considered as a substitute material on a case-by-case basis. Many substitute materials are not appropriate due to their durability, non-permeability, installation methods, permanence, or appearance. Inappropriate substitute materials include, but are not limited to, vinyl, EIFS, PVC, and particle board. **In any case, siding that was installed during the POS, but that conceals historic building materials may be replaced if it can be proven that it has not damaged the underlying historic building materials or if any damage will be repaired to preservation best practices.**
- f. In no situation is it appropriate to re-clad a historic building by covering historic materials with new materials.
- g. Historic buildings should retain their load-bearing or visual strength and structural emphasis to continue to convey their historical significance, particularly where the expression is a character-defining feature of a building.

E. Substitute Materials

1. Substitute materials may be considered if their use does not damage or alter the appearance of the historic building.
2. Substitute material proposals will be reviewed carefully with the following in mind: impact on historic significance



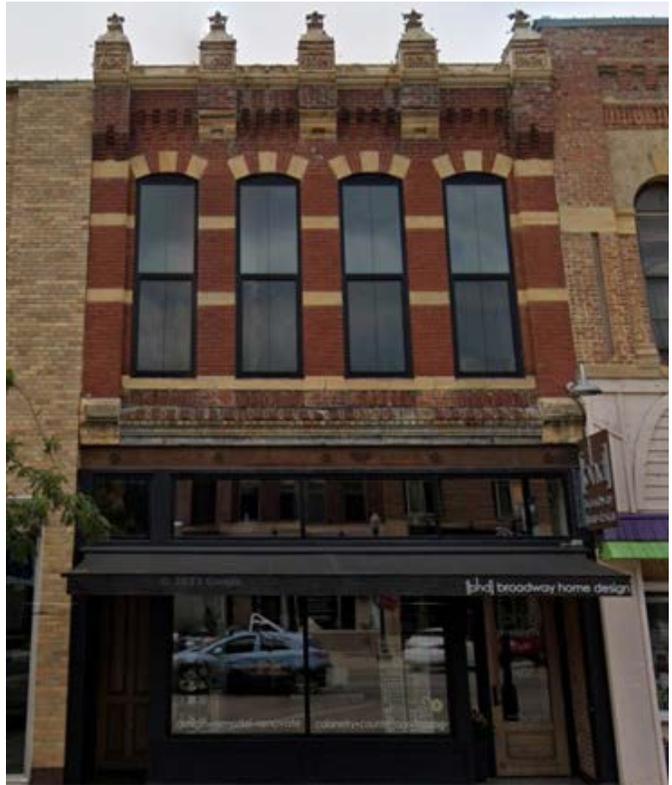
Left Top, Middle, and Bottom: Examples of facade rhythm. Accessed 2024. (Google Earth)
Right Top: Arched opening detail, 2023. (MacDonald & Mack Architects)
Right Middle: Masonry opening detail, 2023. (MacDonald & Mack Architects)
Right Bottom: Tile floor and masonry detailing, 2023. (MacDonald & Mack Architects)



Primary facade/storefront elevation diagram.

Color: The HPC does not have purview over painted color finishes, but it is suggested that a historic color palette be used. Where materials are pre-finished or have an integral color system, such as metal, fiber cement, or tile, the HPC will review the proposed color for its historic appropriateness.

APPENDIX 4.3 PAINT RESOURCES



Top Left: Example of a storefront configuration. Accessed 2024. (Google Earth)
Middle Left: Example of historic storefront display window. Accessed 2024. (Google Earth)
Bottom Left: Example of historic storefront display window. Accessed 2024. (Google Earth)
Top Right: Example of a storefront configuration. Accessed 2024. (Google Earth)
Bottom Right: Example recessed storefront. Accessed 2024. (Google Earth)



Left and Right: Examples of entrance configurations, 2023. (MacDonald & Mack Architects)

and integrity, durability, how well the alternate replicates the visual and aesthetic characteristics of the historic material (including sheen in some cases), location of feature and visibility from the street, environmental impacts, how the alternative material interacts with adjacent historic materials, whether or not the historic material or skilled craftspeople are available, and the inability of a historic material to meet the current code requirements.

F. Primary Façade(s)

Primary façades, and in some cases secondary façades, of downtown commercial buildings are divided into three distinct parts: the storefront, upper façade, and cornice. Few buildings within the district do not follow this façade organization and are typically standalone buildings. Relevant guidelines will apply to those buildings.

1. Ground Level Storefronts (including Front Entrances)

a. Design Elements

In general, retain and repair remaining historic materials and features, which could be non-original replacements installed prior to 1953, that have achieved historic significance.

i. Configuration

The typical historic three-part composition (base, middle, top), including any entry recesses and angled or curved walls, shall be retained and preserved. Continuous storefronts may not be proposed across different buildings (based on the evaluations in the National Register nominations).

ii. Bulkhead (Base)

The base or bulkhead of the storefront was generally finished with paneled wood, stone, brick, structural pigmented glass, metal, or tile. In most cases, the bulkhead is below waist level. For mid-century modern storefronts, the height of the bulkhead was sometimes increased.

1) Remaining historic bulkhead materials shall be retained and repaired to the greatest extent possible.

2) Where a new or replacement storefront is proposed or where historic materials are missing or deteriorated beyond repair, they may be replaced with a material and design that is compatible with the historic building, historic storefront style, and the historic district as a whole. Modern aluminum storefront is generally not appropriate as a base material and design unless it existed historically.

iii. Display Windows and Frames

Display windows are the link between pedestrians and the business inside and occupy the largest portion of the storefront system. Historic display window frame systems held very large pieces of glass and were typically constructed of wood, aluminum, or bronze, with minimal width, and a decorative profile.

1) Historic display windows should be retained to the greatest extent possible.

2) Rehabilitations should preserve the historic size, division, framing, and shape of display windows.

3) Replacements, where historic storefronts are missing, significantly modified outside of the period

of significance, or deteriorated beyond repair, should be in kind and/or based on historic photos and precedent and should be compatible with the building and historic district.

4) Where replacement, in whole or in part, is necessary, the HPC will review proposals for substitute materials where in-kind replacement is economically or technically infeasible. Replacement materials must be compatible and convey the same visual characteristics as the historic storefront.

5) Modifications to the storefront system configurations may be proposed where impacted by current code requirements.

6) Reflective, mirrored, or heavily tinted glass is prohibited, as it would convey a conflicting modern appearance. Minimal tinting and insulated glass will be considered in replacement display window glass to promote greater energy efficiency.

7) The size and placement of mullions should be compatible with the historic, while complying with current building code requirements.

8) Modern aluminum storefront is generally not a compatible replacement material, unless a more historically compatible aluminum profile is used and the finish is painted, pre-finished, or clear, black,

bronze, or dark bronze anodized, depending on the historic character of the building.

9) Interior modifications that prevent light or view into the storefront, such as dropped ceilings, solid full-height or partial height walls, within three feet of the storefront display or transom windows shall be avoided.

iv. Transom Windows

Transom windows are a small band of windows located above the display windows and used the same framing materials as the display windows. Textured or prism glass was used historically to help diffuse the light rays. Historically, they functioned as early energy savers by allowing daylight to enter deep into the interior space of a building. When fully operable, they also allowed excessive heat to escape. Transom windows can still be found in many historic buildings underneath cover-ups and/or above dropped ceilings.

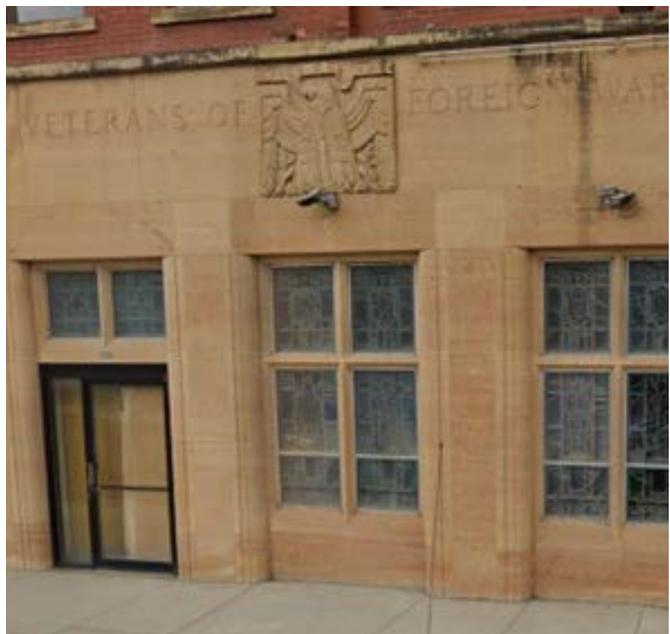
1) The historic transoms should be retained whenever possible.

2) Repairs or replacements where damaged beyond repair, should match the historic as close as possible.

3) Restoring historic transoms when covered by a non-historic material is recommended. In



Left: Example of historic transom glass, protected by outer window pane. Accessed 2024. (Google Earth)



Right: Example of entrance configuration (door not historic). Accessed 2024. (Google Earth)



Top: Basement Entrance, 2023. (MacDonald & Mack Architects)
Middle/Bottom: Historic building with overhead door openings on a primary facade. Accessed 2024. (Google Earth)

some cases, it may not be appropriate to restore an original transom based on newer storefront materials that were installed during the period of significance.

4) If the ceiling inside the store was lowered previously for mechanical systems, it may be stepped back or sloped up a minimum of five feet back from the storefront to meet the transom. Alternately, textured transom glass may be considered by the commission as a way to conceal the dropped ceiling.

5) See above requirements for display windows for appropriate transom framing materials.

v. Entrances

In historic buildings, primary commercial storefront entrances are typically recessed from the front plane of the structure, providing a sheltered area to the interior of the store, additional display space, and emphasis on the location of the entrance. Full angled front storefront walls were introduced during the later part of the period of significance. Secondary entrances were often flush with the primary plane of the building, but sometimes they were recessed.

1) Recessed entries shall be retained in historic buildings and are recommended in new construction. In most cases, a recessed entry is required by various building or zoning codes to avoid encroaching on the public sidewalk.

2) Additional entrance openings on historic storefronts are generally not appropriate, unless they existed historically.

3) Modifications to the historic location of the storefront entrance door are not appropriate.

4) Historic primary and secondary doors shall be retained and preserved.

5) Repair historic doors using the material's preservation best practices.

6) Replacements for primary doors that are missing or deteriorated beyond repair shall have an appearance compatible to the historic character of the building and style of the storefront.

7) Painted wood doors are preferred, though metal doors may have been used historically as well, with the same framing system as the adjacent

storefront system. Large glass lites were frequently used in primary entrances and glass was typically clear. Secondary doors can be solid on secondary façades or have a smaller glass lite on either primary or secondary façades and the design can be simpler and subordinate to the primary doors; clear, textured, or patterned glass can be used in secondary doors.

8) Aluminum doors and doorframes, aluminum windows, and accessories are generally not allowed, although painted, clear, dark bronze, or black anodized, or pre-finished aluminum may be acceptable if historically compatible profiles are proposed or if that was the historic condition.

9) Overhead doors: Storefront window systems may not be replaced with overhead doors or other operable panels. Overhead doors are appropriate where they existed historically, including at primary façades. Replacement doors and infill should be compatible with the historic design and condition, building type, age, and door location. Appropriate doors are generally wood paneled or metal and may include glazing depending on the building.

vi. Sign Band (see 2.7 Signage)

- 1) Retain and repair historic sign bands.
- 2) Restore historic sign bands when possible. Where sign bands are missing or deteriorated beyond repair, a replacement sign band that matches the historic may be proposed.

vii. Storefront Cornice

- 1) Retain and repair the historic cornice where it remains. See Maintenance Guidelines for the specific material's preservation best practices.
- 2) Replace only those components that are deteriorated beyond repair or missing. Replacement components should match in kind.
- 3) Where a cornice is missing entirely, a new cornice, matching the historic where solid evidence exists, or a simplified cornice where the design is unknown, may be proposed to be restored or reconstructed. It is preferred to use the material that was in place historically, but alternate materials may be proposed.



Top/Middle Top: Cornice/Parapet Conditions, 2024 (MacDonald & Mack Architects)
Middle Bottom: Appropriate awning placement. Accessed 2024. (Google Earth)
Bottom: Historic metal awning backband, 2023. (MacDonald & Mack Architects)



Top: Historic awnings in Albert Lea circa 1930s-40s. (Albert Lea Tribune)
Middle: View of Broadway, looking north, note awnings at the storefronts and upper level windows circa 1940s. (Albert Lea Tribune)
Bottom: View of Broadway, looking south, note the canopies. (Author Unknown)

b. Awnings and Canopies

Fabric awnings were common along the streetscape in the historic district. Their functions included shading the building and merchandise, bringing a human scale to a tall building, shielding pedestrians from the elements, creating a space to socialize, and provide signage space. In many cases, a historic metal awning back band is extant. Refer to the zoning code for additional design requirements.

- i. Retain and repair remaining historic awnings and metal back band to the greatest extent possible.
- ii. Though many historic awnings were retractable, fixed awnings may be proposed if they do not detract from the historic appearance of the building.
- iii. New awnings may be proposed where historic evidence suggests that awnings did historically exist on the building and have since been removed or are damaged beyond repair. Replacement awnings should match the historic characteristics as closely as possible. Shed style awnings are the most appropriate. Fixed, round-headed awnings will be considered only over arched windows or doors where they existed historically, and only if placed below or within the arched lintel.
- iv. If new awnings are proposed on a building which did not historically have awnings, it must not detract from the historic character of the building or district, damage, or conceal historic features.
- v. The scale of awnings should fit the geometry of the building façade, windows, and door openings.
- vi. Awnings should generally be installed to cover only the transom window or the display window and must fit within the historic width and shape of the storefront.
- vii. The color and pattern of awnings shall be compatible with the building façade. Large areas of bright colors are inappropriate.
- viii. The awning valence, or skirt, should be proportioned to the size of the awning, but may not exceed 12 inches in height, or as otherwise indicated in the zoning ordinance.
- ix. Signs on awnings are permitted on the front valence.
- x. Back lighting of awnings is prohibited.
- xi. Canopies: Typically, canopies were metal. Retain and repair historic canopies. A new canopy, matching the historic as close as possible, can be proposed where one existed historically and is now missing. All

“The face of downtown”

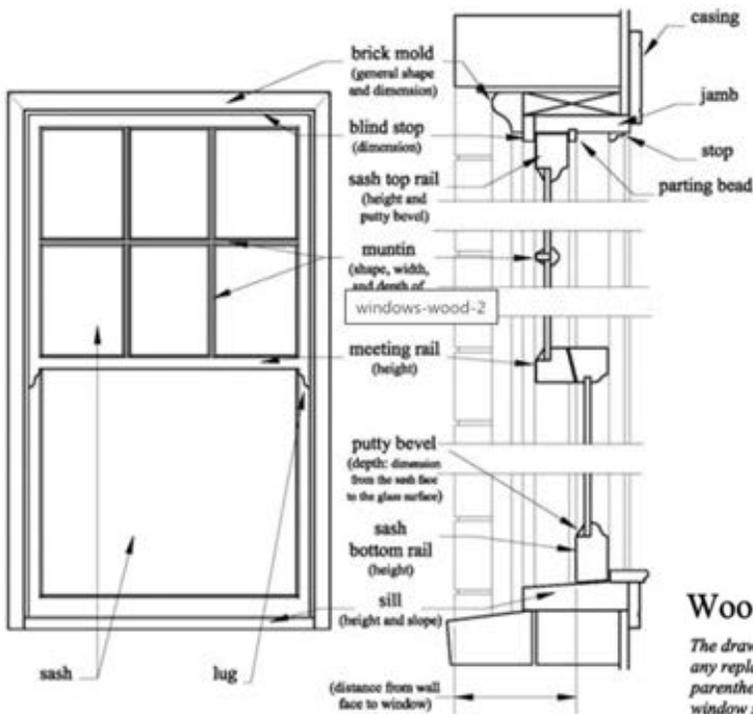
Commercial buildings of this era typically feature upper and lower facades, both of which are significant to the character of the building, and thus the historic district as a whole. The economic importance and vitality are reinforced by the prominent storefront and street presence, as well as the use of durable materials and architectural detailing. These buildings are the predominant building type in our historic commercial downtown and are essential to the commercial and developmental history of Albert Lea.



Top: Upper level windows and details, 2024. (MacDonald & Mack Architects)

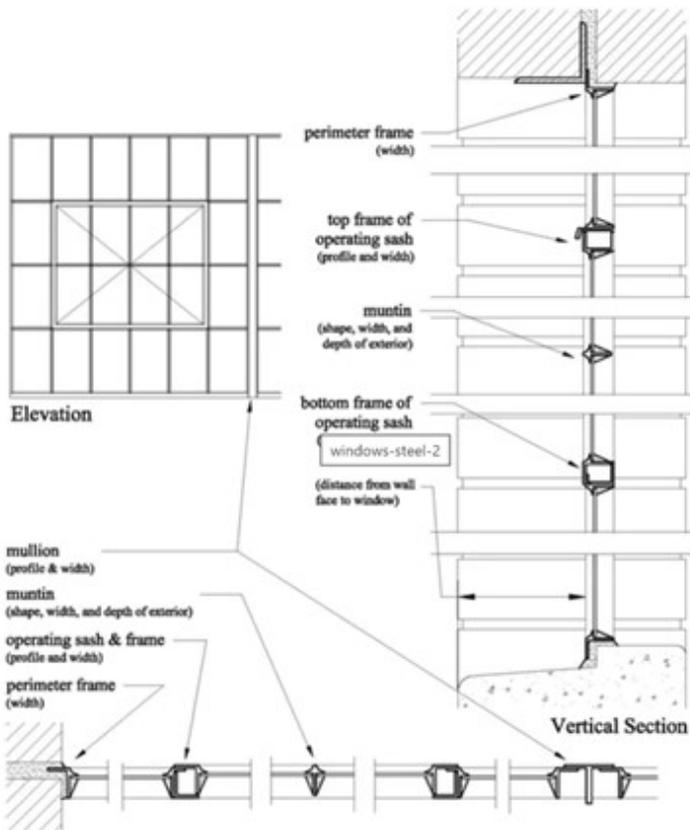
Bottom Left: Historic window openings at upper levels on a primary facade, 2023. (MacDonald & Mack Architects)

Bottom Right: Historic window openings at upper levels on a side facade, 2024. (MacDonald & Mack Architects)



Wood Windows

The drawings below show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. Note that the section drawing on the right shows the relationship of the window sash to the exterior wall plane.



Industrial Steel Windows

These drawings show the details required to document existing historic windows and any replacement windows. The specific information needed about each element is noted in parentheses. For replacement windows, be sure to show not only the typical muntin dimensions, but also any variations within the unit, such as wider pieces that support the operable sash.

Wood and steel window diagrams. (National Park Service)

zoning ordinances must be followed in the design of a new canopy.

xii. Awnings and canopies should be installed through mortar joints and not masonry faces or other historic materials. Avoid damaging remaining historic materials.

xiii. Continuous awnings or canopies may not be proposed across different buildings, as evaluated in the National Register nominations.

2. Upper Façade Details

a. Windows

Windows are one of the most important character-defining features of a historic building which help to convey the style and demonstrate the quality craftsmanship of the past. Historic windows can typically be repaired and, when properly maintained, can last a long time.

i. Retain and repair remaining historic windows to the greatest extent possible.

ii. Repair methods and materials should be appropriate for and compatible with the specific historic materials.

iii. Where historic window components or whole windows are missing or deteriorated beyond repair, replacement windows shall match the historic size, type, profile, configuration, architectural trim, glass, finish, location, and operation of window as close as possible. New windows shall not reduce the size of the historic opening and shall be installed at the same depth as the historic windows. Appropriate replacement windows shall be wood, aluminum-clad wood, fiberglass, or custom profile aluminum with a pre-finished, painted, or clear, dark bronze, or black anodized finish. Modern aluminum systems with standard profiles are generally not appropriate for replacement of historic wood or metal windows. Alternate materials may be considered by the commission based on their visual accuracy and compatibility, durability, and environmental sensitivity.

iv. The removal of historic prism glass or other leaded windows will only be considered if the feature is deteriorated beyond repair and the deterioration is causing a life safety hazard. In such situations, the historic feature shall be documented and replaced in kind or with a compatible replacement. The replacement shall have similar characteristics to the historic feature such that the visual appearance is not

significantly diminished by the replacement.

v. Muntins in true divided light windows shall be retained and repaired. Where replacement is necessary in whole or in part, the new muntins shall be true divided lights or simulated divided lights with integral muntins, and of dimensions as close to the historic as possible. The use of only applied or internal shall be avoided.

vi. Historic windows that were previously replaced or infilled may be restored to the historic size and a replacement window matching the criteria above is provided.

vii. New windows may have been installed in non-historic openings. Replacement of these non-historic windows will be considered, but the new window shall be compatible and differentiated from the historic. Alternately, the opening may be returned to its historic state, matching the adjacent wall material and construction as close as possible.

viii. New window openings are not appropriate on primary façades.

ix. Security grilles and other similar features will be considered if necessary to address safety concerns and other efforts are explored with no success. The feature must not cause damage to the historic building and materials and be as visually unobtrusive as possible.

b. Skylights

i. Retain and repair historic skylights using preservation best practices for the specific materials. Avoid covering historic skylights.

ii. Replacement materials, where components are missing or deteriorated beyond repair, shall match the historic, or have similar visual characteristics as the historic material.

iii. The introduction of new skylights may be considered if it can be demonstrated that their installation will not damage significant historic materials or features. A new skylight must not be visible from the street, and it will not compromise the historic character of the district.



Left: View of typical flat roof shape with stepped parapet. Accessed 2024. (Google Earth)
Right: Masonry and roof details. Accessed 2024. (Google Earth)



G. Secondary Façade(s)

1. Windows

- a. See requirements above for window guidelines.
- b. New window openings may be proposed on secondary façades where their introduction does not detract from or diminish the historic character of the building or compromise the architectural integrity. New window openings shall be compatible to the character of the historic building in size, proportion, operation, rhythm, and window materials. New windows shall not damage or obscure character-defining features.

2. Person Doors

Requirements for person doors on secondary façades are noted above.

3. Rear/loading Entrances

Because public parking in the historic district may also be located behind the buildings, rear entrances can provide an important point of public access to businesses.

- a. The rear façade of a building should be clean and well-maintained and may include small signs or window displays to provide a safe and welcoming appearance.
- b. Retain, repair, and maintain historic loading docks, whether currently in use or not. Historic loading docks may not be removed unless it can be demonstrated that they are a life safety hazard or are causing damage to the historic building.
- c. Appropriate replacement doors are generally wood paneled or metal and may include glazing depending on the building.

d. Replacement overhead doors at alley façades openings may be simplified and more utilitarian in design.

e. New rear or loading entrances and doors may be proposed where needed to support the function of the building and where their installation does not damage or remove significant historic building materials or design features and is designed to be compatible to the building and historic district.

4. Fire Escapes, Basement Entrances, Window Wells

a. At the primary façade, retain existing historic fire escapes, basement entrances, and window wells to the greatest extent possible. Use preservation best practices for maintenance of and repairs to the specific material of the feature, typically metal.

b. If a fire escape or basement entry is no longer needed, its removal may be considered if it is demonstrated that keeping it in place is a security or life safety concern.

c. If the feature is to remain, it must be properly maintained to avoid becoming a hazard, even if it is decommissioned and becomes a relic.

d. Replace features where they are missing or deteriorated beyond repair. Replacement features and materials shall match the historic and/or be compatible to the historic building and district.

e. A basement entry may be converted to a window well if the stairs are too enticing to vandals.

f. Where these features are located on a secondary façade, modification or removal will receive greater flexibility.

g. New fire escapes, basement entrances, or window wells may be proposed where needed to comply with current code requirements, to support the function of the building, and where their installation does not damage, obscure, or remove significant historic building materials or design features and is designed to be compatible to the building and historic district.

H. Roofs and Roof Details

The predominant roof shape in the historic district is flat or slightly sloped for drainage, typically with articulated parapets. These parapets are often embellished with brick detailing and may be stepped or sloped to achieve a visually interesting yet harmonious sequence along the building façade.

1. Cornice

a. Historic cornices are typically metal, wood, brick, or stone, and should be retained and repaired to the greatest extent possible using preservation best practices for the specific material(s).

b. Where historic cornices were previously removed or are deteriorated beyond repair, they may be replaced with a new cornice, matching the historic design as close as possible. If the historic design is not clear, a simplified compatible design may be considered.

c. Repairs and replacement should use the same materials unless technically or economically infeasible. In that case, substitute materials will be evaluated on a case-by-case basis, based on successful previous installations, durability, installation methods, and profiles.

d. New cornices, where none existed historically, are not appropriate.

2. Parapet

a. Retain and repair historic parapets using preservation best practices for the specific material.

b. It may be appropriate to restore a previously altered parapet, if the changes occurred after 1953. The restored parapet should match the historic based on photos.

c. Where parapet materials are missing or deteriorated beyond repair, they may be replaced in kind. Substitute materials may be considered by the commission if they convey the same visual appearance and are compatible to the building.

3. Chimneys

a. Historic chimneys shall remain and be maintained and repaired according to the guidelines for masonry.

b. Alteration of a historic chimney will only be considered if determined to be a life safety hazard.

c. Caps may be provided when necessary, using materials matching the historic or in the case of a new cap, by using as minimal a profile as possible.

d. Missing chimneys may be reconstructed to their historic appearance, using materials that match the historic.

I. Accessibility:

1. Solutions for accessibility and universal design within the district will be considered in collaboration with the building official, HPC staff, and other historic regulatory agencies as applicable where the feature is designed in a manner that is compatible with the historic building and district and the addition of such features does not obscure or damage historic building features or materials.

2. Ramping is frequently necessary at storefront entries, either interior (preferred) or exterior, due to an elevation change. Secondary façades are the preferred location for ramps. No matter the location, ramping shall comply with all zoning ordinance and building code requirements and have minimal visual impact to the building, shall not obscure significant historic details, particularly when proposed at the primary façade and storefront. Ramps should be scaled appropriately for the building and be visually compatible in design and materials.

3. Accessibility modifications shall have minimal impact on the historic character of the building and district, should be reversible, and have simple detailing without the use of conjectural features.

4. The installation of accessible automatic door operators shall be on a freestanding post where possible and compliant with the zoning ordinance or minimally attached to the building in a way that does not damage historic materials. For example, on masonry buildings, the operator shall be installed through mortar joints and not the masonry faces.

5. Some accessibility upgrades, (e.g. elevators) are proposed to be located in an addition, rather than modifying and removing historic building material by locating at the interior of the building. See guidelines below for additions.

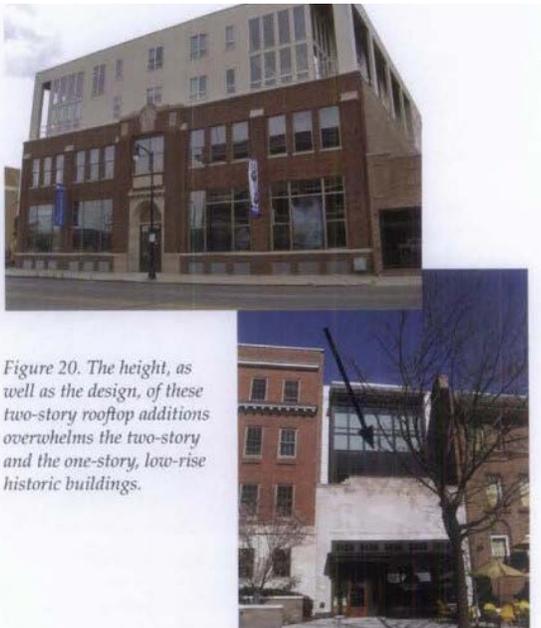


Figure 20. The height, as well as the design, of these two-story rooftop additions overwhelms the two-story and the one-story, low-rise historic buildings.



Top: Addition example (NPS)
Middle: Addition example where the new section is appropriately scaled, reflects the design language of the historic Art Deco hotel, and the recessed connector allows it to be viewed a new and individual building. (NPS)
Bottom: Addition example where the small size and use of matching materials ensures that the addition looks compatible with the historic building. (NPS)

J. Energy and Sustainability

Energy efficiency methods and sustainable materials will be reviewed on a case-by-case basis by staff and commissioners. Non-historic, and in some cases historic, materials and features may be replaced with new energy efficient, water saving, or recycled/ recyclable materials that are compatible with the remaining historic fabric.

1. Conduct a comprehensive energy audit to determine the current energy loss, prior to undertaking energy efficiency upgrades.
2. Retain inherent historic features that promote energy efficiency such as natural ventilation (operable windows and transoms), window treatments, cornices, and awnings.
3. Use energy efficient materials if they do not negatively impact the integrity or character of the historic building or district.
4. Provide weatherstripping and sealant.
5. Provide storm windows and doors that are compatible with the historic building and do not damage or obscure significant details. Storm windows should align with the frame and configuration of the historic window. New muntin patterns should not be introduced in a storm window, where the historic window does not have that pattern. Appropriate storm windows will be wood or pre-finished or painted aluminum, with or without screens.
6. Modify historic windows to accommodate insulated glazing if the historic window profile will allow.
7. Insulation shall be installed in basements or attics. Insulation proposed at exterior walls shall prove to not damage the exterior wall assembly through modeling software.
8. Insulation shall not be proposed at the exterior where it is visible.
9. Locate solar panels where they are not visible from the public way. Flat roofs in the commercial district are an ideal location for solar panels as they are concealed by the parapet wall. Metal frames and attachments for solar panels shall be painted to match the roof or other adjacent materials.
10. Where additional energy upgrades are necessary, the work shall not damage the historic character of the building.

2.4. GUIDELINES FOR NEW CONSTRUCTION AND ADDITIONS

A. Site Planning

1. See sections above for Site Context Design Guidelines and Site, Streetscape, and Landscape Design Features Guidelines.

2. Additions

- a. Additions should be placed on secondary façades where they are minimally or not at all visible from the street and primary façade.
- b. The addition shall be subordinate to the primary structure and be compatible with the historic character of the building and district but differentiated in its use of detailing.
- c. Construction of an addition should not obscure historically significant details or result in the damage or loss of historic fabric.
- d. Additions should be constructed so that they are reversible and avoid the removal of large sections of walls, such that if ever removed, the form and integrity of the historic building would not be negatively impacted.
- e. Decks may be considered at rear façades, but their design must be compatible to the historic building in proportion, form, size, shape, and materials.

B. Building Mass and Design

The small scale of the historic downtown core is a distinctive characteristic. Large-scale buildings can overshadow and diminish the district's historic character. Infill construction shall be differentiated from, but harmonious with the historic district.

1. Mass and Height

- a. The height of an infill building should be no higher than the average height of the buildings on the block.
- b. Step backs on upper levels (those proposed that are above the range of neighboring buildings) may be considered to gain building height and reduce visual bulk.

2. Architectural Elements

- a. General: The use of artificial historic design details, thereby creating a false sense of history, will not be considered.
- b. Primary Façade(s): For new construction, a minimum of

60 percent of the front street level façade, and 30 percent of side street or rear façades, is required to be transparent.

3. Storefronts and Entrances

- a. Storefronts on new construction should be harmonious with both the adjacent buildings and the rest of the historic district.
- b. Main entrance(s) should be located on the primary (front) façade.
- c. The placement of primary entrances on infill construction should be similar to the entry patterns along the adjacent streetscape.

4. Doors and Windows

- a. Doors and windows on infill construction within the district should have a similar rhythm, proportion, and orientation as historic windows on adjacent buildings in the district.
- b. Applied muntins are not appropriate.
- c. Avoid the use of reflective or tinted glass.

5. Materials

- a. Materials should be high quality, meet environmental goals, and be durable to ensure a long life span.
- b. Compatible and contemporary materials shall be used. Appropriate materials may include masonry, metal, concrete, wood, glass, and tile.
- c. Vinyl is not appropriate as a material due to its poor quality, short life span, and overall impact to the environment.

6. Roofs and Upper Story Details

Roofs for new construction should be flat or gently pitched and hidden behind parapet walls that articulate the rhythm of the building.

- a. Parapet: The design of parapets (e.g. size, configuration, and detailing) should be similar to nearby historic buildings.
- b. Rooftop deck/patio
 - i. A patio or deck, including its guardrail, may be proposed if its installation cannot be seen from the street.
 - ii. The guardrail design should be minimal and may be of a simple metal and/or glass construction.
 - iii. Shade structures should be avoided, particularly when visible from the street.

c. Rooftop addition: Rooftop additions are rarely appropriate on buildings less than four stories in height.

i. If proposed, the addition must not be visible from the street, including a few blocks away, or minimally so that its construction does not detract from the historic appearance and character of the building or district.

ii. If access is required to a new proposed roof deck, the addition shall be minimal and must be minimally or not visible from the street.

iii. For any rooftop construction proposed, visibility studies shall be provided to the commission for review.

d. Green roof: Green roofs will be considered where they can be accommodated without drastically modifying the existing structural system and where not visible from the street.

7. Fire escapes, basement entrances, window wells:

a. New fire escapes, basement entrances, and window wells may be proposed on secondary façades. These features are rarely appropriate on a primary façade. New features should not be visible from the front façade.

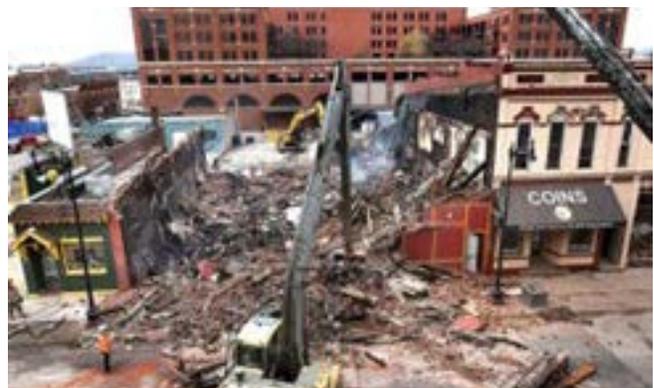
b. The installation of new features should not damage, obscure, or remove existing character-defining features.

c. Fire escapes, basement entry guardrails and handrails, and window well guardrails or grates shall be simple in design and constructed of powder-coated, otherwise pre-finished, or painted metal.

2.5. GUIDELINES FOR NEGLECT

A. Neglect

Every owner of a building in the historic district shall maintain the building in good repair to reduce the potential for life safety hazards, ensure the continued availability of the structure, to prevent deterioration or decay of the building, and avoid impairment to surrounding structures. Neglect can include some of the following: Deteriorating paint to the point of material rot or decay, pest infestation, damaged and deteriorated masonry or other materials that causes a life safety hazard for pedestrians, roof leaks, broken windows, boarded up openings, insufficient weather protection, flooding basements, sidewalk deterioration, etc.



Top: Example of neglect and rehabilitation. The Robinett Building was one of few surviving structures in Greensburg after a tornado. The tornado had primarily damaged the rear portion of the building, particularly the parapet. (NPS)
Middle: Example of a neglected building. (NPS)
Bottom: Example of a demolition. (NPS)

2.6. GUIDELINES FOR RELOCATION AND DEMOLITION

A. Relocation

1. Relocation is preferred to demolition and will be considered if it is the only viable option to saving the historic resource. Avoid relocation if possible. If destruction is imminent and all other options have been explored, relocation will be considered.
2. The new site shall be submitted with the application to relocate. Refer to Section 1.6.D. of the guidelines for additional documentation required to submit with the application to prove economic or technical infeasibility.
3. The historic setting of the building with relation to the street shall be maintained and the new site shall be compatible with the historic character of the building.
4. The route of relocation shall be planned carefully to avoid challenging roadways, comply with height, weight, or size limitations, minimize the potential to damage the building being relocated or adjacent existing buildings, and avoid utilities that could cause clearance problems.
5. The method of relocation shall be reviewed by the HPC. Hire a licensed professional building moving contractor with specific experience moving historic structures. Protect building components from damage during the move.
6. Proposed redevelopment plans for the site shall be reviewed by the HPC.

B. Demolition

1. Demolition of historic buildings is not typically an appropriate option and should be avoided whenever possible. The demolition of a historic resource diminishes the integrity of the historic district and creates unnecessary waste. Demolition should be avoided if it results in an adverse effect to the character of the historic district.
2. The owner shall explore alternative options, such as reuse, selling to a buyer willing to preserve and redevelop the existing building, or relocating.
3. Demolition may be considered if a resource has been proven to be suffering irreparable structural failure or

otherwise poses an imminent threat to public health or safety. Applications for demolition shall include the following:

- a. Structural reports
 - b. Cost comparisons
 - c. Proposed redevelopment plans
4. Intentional neglect is not a justified reason for demolition.
 5. If, after thoughtful exploration, demolition is unavoidable, the owner shall mitigate the loss by extensive photographic documentation prior to demolition. A digital copy of the photographs should be submitted to the City for recordkeeping. Deconstruction and salvaging of historic materials shall be incorporated into the demolition project.
 6. Demolition of non-contributing buildings may be considered but shall not have an adverse effect on the historic character of the district.

2.7 GUIDELINES FOR SIGNAGE

Refer to Chapter 50 – Zoning, Article IV. – Signs, Sec. 50.0853 (4) for additional and more specific signage requirements. Refer to the zoning map to determine the zoning district for your project. The historic district includes the following zones: Central Business District, Residential Preservation District, and Diversified Central District. Though all signage must comply with the zoning ordinance, the following are guidelines for designing signage appropriate to the historic district. Historically, downtown Albert Lea had many types of signs, including projecting and blade signs, wall-mounted signs, painted wall signs, and sometimes banners. Signs were used to identify buildings, dates of construction, and the names of businesses. Signs were typically fairly simple with large lettering on contrasting backgrounds, and the placement varied from entrances, on windows, above storefronts, and at the tops of walls.

A. General Guidance

1. Retain and repair remaining historic signs.
2. Signs that are integrated into the building façade, such as a building name or construction date, shall be retained.
3. Sign bands should incorporate individually mounted or painted letters (wood, metal, or glass) which do not detract

from the architecture and their design should be compatible to the historic building and district.

4. Proposed new signage should be sized and shaped to be compatible with the historic district and building, using historic photographs for precedent whenever possible. Appropriate sign types shall comply with the zoning code, but may include projecting signs, vertical blade signs, sign bands, window signs, canopy signs, awning signs, marquee signs, and sandwich board signs.

5. New signs shall not extend across multiple building façades, unless that condition existed historically.

B. Location and Attachment

1. New signs should be located to complement the historic building and adjacent historic buildings.

2. Traditional sign placement is encouraged to enhance architectural elements of the façade.

3. New signage should not obscure or conceal historic features, including historic painted, or “ghost” signs.

4. Painted or applied signs should be installed on a flat surface of the building.

5. New signage should not be installed on roofs.

6. Signs should be attached to the building in the least damaging way. Attachment points should be through mortar joints and not masonry faces.

7. Awning signs should be placed on the valence or face, but not both.

8. Projecting signs are generally most appropriately placed near the main entrance.

9. Vertical blade signs should be located at corners of buildings or at a change in massing and should not project below the first-floor window header.

10. Window signs are generally decals and should be affixed to storefront glass.

11. Marquee signs should only be proposed where they existed historically.

C. Materials and Lighting

1. New sign materials should be compatible with the historic building façade and the district. Appropriate materials may include wood, metal, and glass. Paint may be proposed if a building was previously painted and paint removal is not possible without damaging the building. Painted signs are not allowed on unpainted buildings, unless there are existing ghost signs.

2. Alternative sign materials may be proposed and will be evaluated against their quality and durability, as well as their historic compatibility.

3. Banners were historically used for advertising and are typically temporary. Proposed banners should be made of flexible fabric and their installation shall not obscure or damage historic building materials and features.

4. Spotlights and internal lighting are generally not appropriate. Downlighting, such as gooseneck fixtures, or other compatible fixtures, as well as concealed lighting are appropriate. Backlighting may be appropriate depending on the sign design.

5. Exterior and interior signs that move, flash, or display electronic reader boards are not appropriate, unless they existed historically.

6. Neon signs may be appropriate based on physical or photographic evidence, and are typically located at the interior of the building.

7. Exposed exterior conduit should be avoided, unless it is demonstrated that it cannot be seen from the street.



14. This Ogden, Utah, sign is a superb example of neon. Photo: de/bel Patterson Tiller.

12. The sign on this historic building gives important information about its past. Photo: Thomas C. Jeter



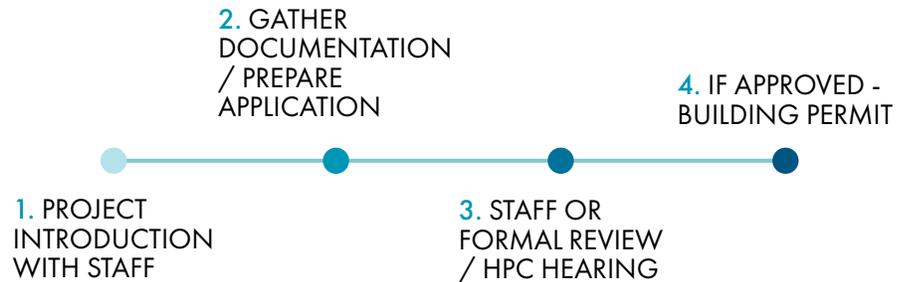
Top Left: Examples of signage. (NPS)
Bottom Left: Examples of signage. (NPS)
Top and Bottom Right: Examples of signage. (NPS)

PART III. DESIGN REVIEW APPLICATION PROCESS

0.0 Check the historic preservation ordinance and specific requirements to see what kind of approval the project needs.

0.1 When necessary, create deliverables to be included with the application so the staff and HPC can understand the project and its impact on the building and the downtown historic district.

0.2 Submit the application and supplemental materials.



3.1 PROJECTS COVERED BY THE GUIDELINES

Minor projects or projects that comply with the guidelines can be reviewed by staff. Larger projects will be required to have a public hearing and receive approval from the Heritage Preservation Commission.

Projects that may receive staff approval include:

- In-kind roof replacement
- Repointing
- Changes that replicate existing design
- Minor siding or masonry repairs
- Installation of signs and awnings that meet design guidelines
- Installation of safety and security equipment
- Emergency stabilization and repairs

A Heritage Preservation Commission review may be required for repair or modification projects that include:

- Storefronts
- Windows
- Doors and entries
- Exterior wall materials
- Signs
- Historic detailing
- Additions
- Moving a building
- Complete or partial demolition
- Construction of a new building
- Construction of new sidewalks, fences, parking facilities
- Site improvements if adjacent to or within view of the public rights-of-way

SUBMISSION DELIVERABLES

1. Site plan
2. Architectural elevations
3. Contextual sketches
4. Material samples
5. Descriptions of methods for cleaning, maintaining, restoring, or improving materials
6. 8.5" X 11" color photograph of site, building, and surrounding area
7. Historic photographs showing the building's original appearance
8. Any other content that could help convey the project goals and design

SUBMISSION FORMAT

- 1 x 24"x36" set
- 1 x letter (8.5" x 11") or tabloid (11" x 17") set

HOW TO SUBMIT

In person

Mail

CD

Email

Material samples
still need to be
submitted with
these options.

WHERE TO SUBMIT

Email: info@ci.albertlea.mn.us

Mail: 221 East Clark Street
Albert Lea, MN 56007

3.2 SUBMITTAL PROCESS

A. In addition to the historic preservation ordinance and specific requirements noted in sections above, the following information will be required to be included with the application for the staff and HPC, when necessary, to fully understand the project and its impact on the building and the downtown historic district:

- Site plan at 1" = 20'-0" scale, with graphic scale showing dimensions, adjacent properties and structures. Landscaping, parking, lighting, grading, and drainage plan to the same scale.
- Architectural elevations of all sides of the project and floor plans at 1/8" = 1'-0" scale. Elevations should include the adjacent building on each side of the proposed project.
- Contextual sketches, if necessary to convey the full project and relationship to the historic district.
- Material samples, showing actual materials to be used, their color, and details showing how and where they'll be used.
- Descriptions of the methods of cleaning, maintaining, restoring, or improving existing building materials.
- 8 1/2" x 11" color photographs of the site, building, and surrounding area.
- Photographs showing the original historic appearance of the subject building. Historic photographs may be found at the State Historic Preservation Office, the Freeborn County Historical Society, the Albert Lea Public Library, and the Minnesota Historical Society. Call the City for additional help locating relevant photographs.
- Any other additional information that helps convey the project design and goals.

3.3 REVIEW PROCESS

The Community Development Division of the Heritage Preservation Commission (HPC) aims to support the development of successful project proposals, with the goal of preserving and rehabilitating properties in the historic district in order for the character and integrity of the district to be maintained.

A. Informal Review

The first step in the application process is an informal project introduction with the Staff of the Community Development Division through email(s), phone call(s), or virtual or in-person meeting(s). At this meeting, the elements of your plan and the submission requirements will be discussed. This meeting will provide guidance for the formal review of your project. If needed, the City can help pull together historic images of your property if needed (e.g. Minnesota Historical Society, Freeborn County Historical Museum, etc).

B. Preparing for Formal Review

In preparing for the formal review, you should consider the resources required to make your presentation. These may include historic photographs, newspaper articles, material and color samples, as-built drawings, mock-ups, and presentation drawings representing your proposal. Provide the HPC with a clear and concise description of your proposal. All documentation for the formal application review must be submitted to the Community Development Director a minimum of 15 days prior to the HPC formal review meeting.

HPC meetings typically occur once a month on the second Tuesday, at 5:30 p.m. at City Center. Meeting dates can vary but are posted on the City's website.

The applicant should plan to attend the formal review meeting. The date of submission is considered the application date.

C. Staff Review and Response

Staff will review your application and either:

1. Prepare a formal staff report to provide an opportunity for the HPC to review the presentation materials and staff report prior to the formal review meeting. You will receive notification regarding the time and location of the formal review meeting (see City ordinance).
2. Review your application administratively. If your project is reviewed by staff only, staff will contact you directly if the project is denied, or if approved, staff will log your project approval in the permit software and bypass the HPC public

hearing process. Your application will then proceed to the building official for permit approval.

D. Formal Review / HPC Public Hearing

The formal review will take place at a regular or special meeting of the HPC. Presentations should last no longer than 30 minutes and will be followed by a 15-minute period for questions and discussion.

E. Following the Formal Review

Following the formal review meeting and approval, staff documents the decision digitally and moves it along in the permit process. The applicant receives a printed permit upon final permit approval by the building official.

F. Appeals

Refer to the historic preservation ordinance for information on appealing your project.

3.4 BUILDING PERMIT

Building permits are required for most improvements and all signs. Once the HPC staff or commission have reviewed and approved the proposed project and application, a building permit may be obtained from the City of Albert Lea Division of Inspection. Plan reviewers may request additional information during the permit review process. If so, the applicant will be informed during the informal review meeting.

3.5 CONTACT INFORMATION

To begin the review process or discuss project and application requirements, please contact the Community Development Director at (507) 377-4330, info@ci.albertlea.mn.us or send an inquiry to the following address: City of Albert Lea, 221 East Clark Street, Albert Lea, MN 56007.

3.6 VIOLATIONS OF THE GUIDELINES

Work Done within the Historic District Without Obtaining Approval: For contributing historic properties within the

HPC meetings typically occur once a month on the second Tuesday, at 5:30 p.m. at City Center. Meeting dates can vary but are posted on the City's website.

historic district, exterior work begun without approval by the City and/or HPC constitutes a violation of city ordinance, see 1.013 General Penalty. A Stop Work Order, or a Cease and Desist will be issued. Outcomes may include the following:

- The property owner will be required to complete and submit an application after the fact to request the work to remain as is or with modifications based on conditions from staff and the HPC to align with the guidelines.
- If the completed work meets the guidelines, it will be reviewed by staff and/or the HPC. If the work is then approved, the violation will convert to a Certificate of Appropriateness.
- The property owner submits an application to retain and/or continue work that does not appear to meet the guidelines. In such instances the request will require review by City staff and the HPC. The HPC may approve in part or in whole, may require changes, and/or may deny and require returning to its historic condition.
- The owner fails to obtain approval and fails to bring the work into compliance. This constitutes a violation of the city ordinance and owners will face a fine and a potential misdemeanor complaint.
- Owners that begin work under an approved application but either do not finish the work or fail to comply with the conditions of the approval are in violation of the city ordinance.
- Owners in violation will face fees and potential misdemeanor per the city ordinance.

PART IV. APPENDICES

4.1 TABLE OF CONTRIBUTING VS. NON-CONTRIBUTING BUILDINGS

ADDRESS	STATUS	DATE(S) OF CONST
1. 202 N Broadway	Yes	1903
2. 143-147 N Broadway	Yes	1909-1910
3. 138-148 N Broadway	No	1923
4. 137 N Broadway	Yes	1913
5. 132 N Broadway	Yes	1919-1920
6. 131-133 N Broadway	Yes	1899
7. 125 N Broadway	Yes	1886-1891
8. 123 N Broadway	Yes	1886-1905
9. 121 N Broadway	Yes	1892
10. 101 N Broadway (also 102 W Clark)	Yes	c. 1879
11. 100 N Broadway	Yes	1921-1922
12. 106-110 W Clark	Yes	c. 1884-1886
13. 116-120 W Clark	Yes	c. 1923-1925
14. 126 W Clark	No	c. 1884-1886
15. 130-132 W Clark	Yes	c. 1910-1918
16. 134-140 W Clark	Yes	c. 1910-1918
17. 143 W Clark	No	1955; 1965
18. 146 W Clark	Yes	c. 1926-1931
19. 202 W Clark	Yes	1926
20. 206 W Clark	No	c. 1899-1905
21. 214 W Clark	Yes	c. 1905-1910
22. 218-220 W Clark	Yes	c. 1905-1910
23. 111-113 E Clark	Yes	1924
24. 115 E Clark	Yes	c. 1924-1926
25. 119-123 E Clark	Yes	c. 1886-1891
26. 120 E Clark	No	1965
27. 125-129 E Clark	No	Pre-1884
28. 131 E Clark	Yes	c. 1918-1926
29. 137 E Clark	Yes	1910
30. 201 E Clark	Yes	c. 1910-1918
31. 212 E Clark (razed)	Yes	c. 1918-1926
32. 216 E Clark	Yes	c. 1910-1918
33. 218 E Clark	Yes	c. 1910-1918
34. 222-224 E Clark	Yes	c. 1918-1918
35. 226 E Clark	Yes	c. 1939-1948

36. 101-105 S Broadway	No	1946
37. 104 S Broadway	Yes	1874
38. 108 S Broadway	Yes	1905-1918
39. 112-114 S Broadway	Yes	1925
40. 115 S Broadway	Yes	1883
41. 117-119 S Broadway	Yes	1878
42. 118-126 S Broadway	Yes	c. 1883-1886
43. 121 S Broadway	Yes	c. 1883
44. 127 S Broadway	Yes	c. 1887
45. 128 S Broadway	Yes	Pre-1884
46. 129 S Broadway	Yes	1893
47. 133 S Broadway	Yes	1888
48. 134 S Broadway	No	1880
49. 136-148 S Broadway	No	1942
50. 137 S Broadway	Yes	c. 1880
51. 139 S Broadway	Yes	1902-1903
52. 201-203 S Broadway	Yes	1922
53. 202-204 S Broadway	Yes	1892
54. 208 S Broadway	Yes	c. 1880-1884
55. 211 S Broadway	Yes	1923
56. 214 S Broadway	Yes	1899
57. 215 S Broadway	Yes	1923
58. 216-218 S Broadway	Yes	c. 1899
59. 219 S Broadway	Yes	1909
60. 220-222 S Broadway	Yes	1916
61. 223-241 S Broadway	Yes	1925
62. 228 S Broadway	Yes	1902
63. 232 S Broadway	Yes	c. 1880-1881
64. 238 S Broadway	Yes	c. 1899
65. 242 S Broadway	Yes	1890
66. 243-245 S Broadway	No	1955
67. 244 S Broadway	No	1888
68. 107 E Main	Yes	c. 1918
69. 302-308 S Broadway	Yes	1903
70. 310 S Broadway	Yes	Pre-1886
71. 314 S Broadway	No	1886
72. 330 S Broadway (razed)	Yes	c. 1891-1899

73.	332 S Broadway (razed)	Yes	c. 1891-1899
74.	336-346 S Broadway	Yes	1902, 1927, 1947
75.	400-410 S Broadway	Yes	Pre-1886, 1904, 1910
76.	115 W College	Yes	c. 1905-1910
77.	119 W College (razed)	Yes	c. 1905-1910
78.	130 W College	No	c. 1918-1926
79.	131-147 W College	Yes	c. 1938-1949
80.	146 W College	Yes	1903
81.	120 Elizabeth	Yes	c. 1931-1938
82.	120-122 W Main	Yes	c. 1905-1910; 1950
83.	132-136 W Main	Yes	c. 1905-1926; 1940s
84.	133-141 W Main	No	Undocumented
85.	142 W Main	Yes	1941
86.	115 N Newton	Yes	c. 1918-1926
87.	101 S Newton	No	1964
88.	109 S Newton	No	c. 1899-1905
89.	113-115 S Newton	Yes	c. 1899-1918
90.	114 S Newton	No	c. 1918-1926
91.	141 S Newton	Yes	1936-1937
92.	101 W Pearl	Yes	c. 1914-1926
93.	104 S Washington	Yes	1939-1940
94.	115-119 S Washington	No	1973
95.	116-118 S Washington	Yes	1948-1950
96.	120 S Washington	No	c. 1918-1926
97.	126 S Washington	Yes	c. 1926-1931
98.	130 S Washington	No	1968
99.	201-205 S Washington	Yes	1948
100.	204-208 S Washington	Yes	1948
101.	209-221 S Washington	Yes	1904; 1949-1950
102.	214 S Washington	Yes	c. 1910-1918
103.	216 S Washington	No	c. 1910-1918
104.	218 S Washington	Yes	c. 1910-1918

105. 230-232 S Washington	Yes	1946
106. 123-133 E William	No	c. 1960-1975
107. 126-130 E William (razed)	Yes	1922-1923
108. 135-141 E William	Yes	1916
109. 126 W William	Yes	c. 1886-1891
110. 130 W William	Yes	c. 1884-1886
111. 133 W William	Yes	1926
112. 134 W William	Yes	c. 1918-1926
113. 138 W William	Yes	c. 1910-1918
114. 142-150 W William	No	1957

4.2 GLOSSARY OF HISTORIC ARCHITECTURAL TERMS

Addition: Any horizontal or vertical expansion connected to a building that includes walls and a roof.

Alley: A narrow passageway between or behind buildings.

Alteration: A modification to the exterior of a building.

Appropriate: Suitable for, or compatible with, a historic property and its character based on accepted standards and techniques for historic preservation.

Arcade: A succession of contiguous arches, with each arch supported by a colonnade of columns.

Articulation: The expression of distinct features or elements.

Awning: A feature that is typically constructed of a metal frame and stretched canvas that is affixed to the building above the storefront or upper-level windows.

Back Lighting: Signage or other element intended to be viewed with a light source behind it.

Banner: A sign constructed of non-rigid material.

Belt Course: A horizontal band at the exterior of a building, typically marking the floor level, window sill, or window lintel level.

Blue Zones: Regions in the world where people are claimed to live, or have recently lived, longer than average.

Brick Bond: The pattern in which masonry is laid to tie together the thickness of the wall.

Bulkhead: The bottom, typically solid, portion of a storefront system.

Canopy: A permanent feature that is attached to a building, typically over entrances or windows, to provide shelter or shade.

Casement: A window with sash hung vertically, and which opens inward or outward.

Certificate of Appropriateness: A document approving work on the exterior of buildings within the historic district where the proposed work meets the design guidelines. In order to obtain a Certificate of Appropriateness, an

application must be filed with the HPC for review and approval prior to obtaining a building permit.

Character-defining Feature: Individual physical features of a building or district which contributes to the overall historic or architectural character and is recognized as being significant as such.

Climate Action Plan: A detailed and strategic framework for measuring, planning, and reducing greenhouse gas emissions and related climatic impacts.

Climate Resilience: The capacity of a natural environment to prevent, withstand, respond to, and recover from a disruption. The process of adjusting to new climate conditions in order to reduce risks to valued assets.

Compatible/Compatibility: Consistent and harmonious as to form, proportion, scales, color, materials, surface treatment, and size.

Composition: The planned arrangement of parts to form a whole.

Contributing Resource: A resource that is historically significant within the parameters of the listed historic district criteria and period of significance.

Corbelled Brickwork: A shelf or ledge formed by projecting successive courses of masonry out from the face of the wall.

Cornice: The decorated projection at the top of a wall provided to protect the wall face or to ornament and finish the eaves.

Demolition: The dismantling, razing, destroying, or wrecking of any building or structure or any part thereof.

Demolition by Neglect: A situation in which a property owner intentionally allows a historic property to suffer severe deterioration, potentially to the point where a property is beyond repair; often used to circumvent historic preservation regulations.

Design Elements: The fundamental aspects of any visual design which include shape, color, space, form, line, value, and texture.

Designated Property: A building or structure which is formally protected by legal statute because of its historic significance. A building can be designated individually or together with many properties in a district.

Divided Light: Multiple panes of glass that are separated by muntins or grilles.

Double-hung: A window with two sashes, each movable up and down.

Downspout: A pipe that carries water from the gutters to the ground or cistern.

Elevation: A scaled, flat representation of one side of a building or structure.

Exterior: The outside of a building.

Façade: An exterior wall of a building.

Façade Opening: A window or door opening in an exterior wall of a building.

Footprint: The area within the exterior walls of a building.

Ghost Sign: A hand-painted advertising sign that remains on an exterior building wall.

Green Space: Any permeable vegetated surface, public or private, set apart for recreational, aesthetic or ecosystem services in an otherwise urban environment.

Historic: A building or individual feature that was constructed within the period of significance.

Historic Character: All visual aspects and physical features that comprise the appearance of every historic building.

Historic District: A designated group of buildings that together form a historically or architecturally significant area.

Infill: The rededication of land in an urban environment, usually an open space, to new construction.

Integrity: The ability of a property to convey its historical attributes and significance.

Lintel: A beam that is placed above a window or door.

Load-bearing: Any wall of a building that is part of its structure and provides support for it and other constituent elements, such as beams, vaults, lintels, pillars, and columns.

Maintenance: The ongoing upkeep and repair performed on a building to keep it safe, presentable, functional, and generally in good condition.

Marquee: A structure, or sign, placed over the entrance to a hotel, theater, casino, train station, or similar building.

Massing: The structure in three dimensions. Massing influences the sense of space which the building encloses, and helps to define both the interior space and the exterior shape of the building.

Neglect: A building which is ruinous or so dilapidated as to be unfit for use or occupation.

Non-contributing: A building or site that is not historically significant within the parameters of the listed historic district criteria and period of significance.

Non-historic: A building or individual feature that was constructed outside of the period of significance.

Original: A component of a building which dates to its initial construction.

Parapet: A low wall around the edge of a roof, designed to prevent those behind it from falling over.

Period of Significance (POS): The period when the historic events associated with the historic district occurred.

Pier: A vertical support for a structure.

Pilaster: Shallow rectangular column that projects slightly beyond the wall into which it is built.

Preservation: To sustain the existing form, integrity, and material of a building or structure.

Primary Façade: Any one or more exterior façades of a building which faces a public right-of-way.

Proportion: The visual effect of the relationship of the various objects and spaces that make up a structure to one another and to the whole.

Rehabilitation: The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Reconstruction: The attempt to restore the original appearance of a building that has been destroyed, demolished, or severely altered by former reconstructions.

Renewable Energy: Energy resources that are naturally replenishing such as solar, wind, hydro, and geothermal energy.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Replicate: Matching exactly the existing feature.

Retractable: A cantilevered awning supported entirely from a wall surface which may be retracted or folded up against the wall surface in which it is attached.

Rhythm: The repetition of elements.

Roofline: The highest point of a roof or building parapet.

Secondary Façade: A façade not facing a public street or otherwise visible to the public, and that does not contain the primary entrance.

Secretary of the Interior's Standards: Standards and guidelines adopted and published by the National Park Service, United States Department of the Interior, for rehabilitation of historic properties. The four treatment approaches are Preservation, Rehabilitation, Restoration, and Reconstruction.

Setback: The minimum distance which a building must be set back from a street or adjacent structure.

Sign Band: A horizontally-oriented sign that sits flat against the façade, directly above the storefront.

Sill: The bottom of a system, window, door, or framing member.

Site Improvements: All horizontal improvements made on the land (parking lots, landscaping, paving, signage, etc.)

Storefront: The façade or entryway of a retail store located on the ground floor or street level of a commercial building, typically including one or more display windows.

Streetscape: Everything that makes up the scene on a street.

Transom: A small detail window placed above a door or window.

Utilitarian: A style that prioritizes functionality and practicality over purely aesthetic considerations.

4.3 SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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.
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.
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.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
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.
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.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
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.
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.

4.4 ADDITIONAL REFERENCES AND TECHNICAL RESOURCES

Preservation

Technical Preservation Services Publications: <https://www.nps.gov/orgs/1739/tps-publications.htm>

Preservation Briefs: <https://www.nps.gov/orgs/1739/preservation-briefs.htm>

Preservation Technical Notes: <https://www.nps.gov/orgs/1739/preservation-tech-notes.htm>

Interpreting the Standards Bulletins: <https://www.nps.gov/orgs/1739/its-bulletins.htm>

Roofing

Roofing Handbook for Historic Buildings: <https://s3.amazonaws.com/hpef-digitalpublications/roofing/HPEF-1999-RoofingHandbookForHistoricBuildings.pdf>

Lead Paint

<https://www.epa.gov/lead/lead-renovation-repair-and-painting-program-rules>

Paint Colors

<https://www.historicnewengland.org/preservation/for-homeowners-communities/your-old-or-historic-home/historic-colors-of-america/>

<https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

<https://www.sherwin-williams.com/en-us/color/color-collections/historic-paint-colors>

<https://www.historicnewengland.org/preservation/for-homeowners-communities/your-old-or-historic-home/historic-colors-of-america/>

<https://www.benjaminmoore.com/en-us/paint-colors/historical-collection>

<https://www.sherwin-williams.com/en-us/color/color-collections/historic-paint-colors>

Sustainability

CARE: The CARE Tool allows users to compare the total carbon impacts of renovating an existing building vs. replacing it with a new one. <https://www.caretool.org/>

Weatherization of Historic Buildings: <https://www.nps.gov/orgs/1739/weatherization-of-historic-buildings.htm>

The Greenest Building: Quantifying the Environmental Value of Building Reuse: https://living-future.org/wp-content/uploads/2022/05/The_Greenest_Building.pdf

NPS Sustainability Guidelines: <https://www.nps.gov/crps/tps/sustainability-guidelines/index.htm>

Treatment Guidelines

<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>

<https://www.nps.gov/crps/tps/rehab-guidelines/index.htm>

<https://www.nps.gov/subjects/taxincentives/planning-successful-rehabilitation.htm>

Windows

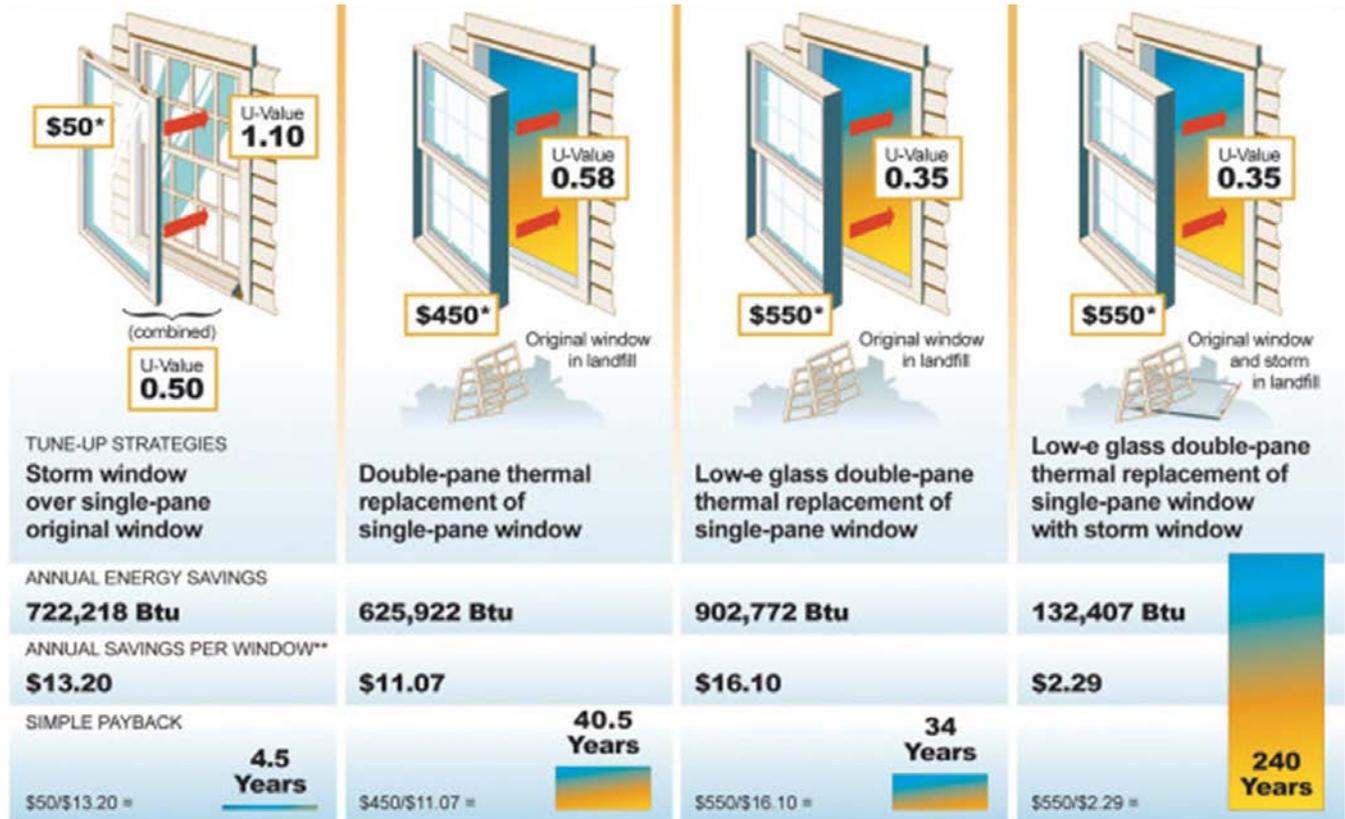
Saving Windows, Saving Money: Evaluating the Energy Performance of Window Retrofit and Replacement: https://cdn.savingplaces.org/2023/05/18/16/12/26/783/120919_NTTP_windows-analysis_v3lowres.pdf

The Case for Repairing Wood Windows: <https://www.oldhouseonline.com/gardens-and-exterior/preserving-wood-windows/>

Window Handbook: <https://s3.amazonaws.com/hpef-digitalpublications/windows/HPEF-1991-WindowHandbook.pdf>

Window Workbook: <https://s3.amazonaws.com/hpef-digitalpublications/windows/HPEF-1986-WindowWorkbookForHistoric+Buildings.pdf>

What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows: https://www.kshs.org/preserve/pdfs/sedovic_36_4.pdf



* Cost of 3' x 5' window, installed
** Assuming gas heat at \$1.09/therm

John Van Pelt/OHJ archives; source Keith Haberern P.E., R.A., Courtesy of the Collingswood (N.J.) Historic District Commission

4.5 ORDINANCE

Chapter 24 HERITAGE PRESERVATION

Article I. General Provisions

Sec. 24.001. Public Policy and Purpose

The City Council finds that the archaeological, architectural, engineering, historical, and cultural heritage of the city is among its important assets. Therefore, the purpose of this chapter is to establish a municipal program of heritage preservation, as authorized by Minn. Stats. § 471.193, to promote the rehabilitation and conservation of historic properties for the education, inspiration, pleasure and enrichment of the citizens and visitors of the city.

To this end, there is hereby created within and for the City a Heritage Preservation Commission, which is charged with the stewardship of Albert Lea's heritage. The purposes of this ordinance are to:

- (a) Promote and safeguard the heritage of the City of Albert Lea by preserving properties which reflect the City's archaeological, architectural, engineering, historical, and cultural heritage.
- (b) Promote the preservation and continued use of historic properties for the education and general welfare of the people of the City of Albert Lea.
- (c) Protect and enhance the City of Albert Lea's appeal and attraction to residents and visitors, while enhancing its economic viability and vitality through the protection and promotion of its heritage resources.
- (d) Provide education opportunities on heritage preservation and act in an advisory capacity to the citizens of Albert Lea on the identification, preservation, and continued use of historic properties.

Sec. 24.002. Definitions

The following words, terms, and phrases, when used in this chapter, shall have the means ascribed to them in this section, except where the context clearly indicates a different meaning.

- (a) Certificate of Appropriateness means an approval issued by the staff of the Heritage Preservation Commission prior to the construction, demolition, alteration, or relocation of any publicly or privately owned heritage preservation site pursuant to section 24.004.
- (b) Commission means the Heritage Preservation Commission established under the provisions of this article.
- (c) Contributing Resource means a building or structure which has been determined to be historic and significant within a heritage preservation district and which retains historic integrity to the period of significance of the district. A property or structure can be contributing even if it has been altered, if it maintains the character defined for the district.
- (d) Design Guidelines are the established criteria by which any proposed changes to a heritage preservation site shall be evaluated.
- (e) Heritage Preservation District means a concentration of two (2) or more properties linked by significance and located in a contiguous area and duly designated as a heritage preservation district pursuant to

section 24.003. A heritage preservation district shall have the same protection and meaning as a heritage preservation site under this article. Land and structures which do not contribute to the significance of the district may be included within the boundaries of a heritage preservation district when necessary to protect the significance and visual unity of the whole.

- (f) Heritage Preservation Site means a single area, building, structure, or object, which has been duly designated as a heritage preservation site pursuant to section 24.003.
- (g) Integrity is the ability of a property to convey its historic significance through location, setting design, materials, workmanship, feeling, and association.
- (h) National Register of Historic Places is the nation's official list of properties worthy of preservation designated by the National Park Service. Nominations of properties within Minnesota to this list are made through the auspices of the State Historic Preservation Officer.
- (i) Non-Contributing Resource means a building or structure which, due to the date of construction, alterations, or other factors, does not support the historic significance or character of a historic district.
- (j) Period of Significance means the period when the historic events associated with the heritage preservation site occurred.
- (k) Staff Approval means an approval issued by heritage preservation staff evidencing the review and authorization of plans for minor alterations of any publicly or privately owned heritage preservation site pursuant to section 24.004.

Sec. 24.003. Designation of Heritage Preservation Sites

Following careful historic resource surveys, the Commission shall undertake to establish and maintain a preservation catalog of structures, sites, and areas having documented archaeological, architectural, engineering, historical, and cultural interest or value. The catalog, which will be limited to exterior elements, may include single structures or sites, heritage preservation districts, manmade or natural elements, works of art, or integrated combinations thereof and shall serve as the primary source of local heritage designations. In establishing the catalog, the Commission shall notify and solicit the views of property owners and residents of resources proposed for heritage designation. All Heritage Preservation Sites previously designated by the City of Albert Lea shall continue their designation under this ordinance, unless the Commission specifically finds that any such sites do not meet the designation criteria provided in this subdivision.

- (a) Procedure for designation. Proceedings to establish a new heritage preservation site, or to change the boundaries of an existing heritage preservation site, may be initiated in one (1) of the following ways:
 - (1) By petition of an owner of a residential or commercial property.
 - (2) By petition of sixty (60) percent of the owners of properties within the boundaries of a proposed heritage preservation district.
 - (3) By resolution of the Heritage Preservation Commission. The Commission shall hold a public hearing prior to taking action.
 - (4) All property owners within the area under consideration shall be given ten (10) days' written notice of said hearing. Notice shall be published in the official paper not less than ten (10) days prior to the hearing. Such resolution shall be approved by a majority vote of the Commission.

- (b) Eligibility. To be eligible for designation, the Commission must determine that the property being considered possesses one (1) or more of the following qualities and that the property retains integrity to the proposed period of significance.
- (1) Archeological significance. The site has yielded or has the potential to yield information important to history or prehistory.
 - (2) Architectural significance. Possessing distinctive characteristics of style place, period, method, or materials of construction or represents the significant work of a builder or architect.
 - (3) Engineering significance. A work demonstrating a significant technology, design, or method of construction.
 - (4) Historical significance. Associated with activities, processes, events, trends, or persons of importance to the community, state, or nation.
 - (5) Cultural significance. A landmark of manmade or natural features, or a combination thereof.
- (c) Planning Commission Review. The city Planning Commission shall be advised of the proposed designation of a heritage preservation site. The Heritage Preservation Commission shall advise the site/district, including boundaries, and secure from the city Planning Commission its recommendation with respect to the relationship of the designation to the comprehensive plan of the city, its opinions as to the effect of the proposed designation upon the surrounding neighborhoods, and its opinion and recommendation as to any other planning consideration which may be relevant to the proposed designation, together with its recommendation of approval, rejection, or modification of the proposed designation. The Heritage Preservation Commission may make such modification, changes, and alterations concerning the proposed designation as it deems necessary in consideration of the recommendation of the city Planning Commission.
- (d) State Historic Preservation Office's Review. Prior to making its recommendation to the City Council, every proposal of designation by the Commission shall be sent to the State Historic Preservation Office for review and comment in writing within sixty (60) days.
- (e) Findings and Recommendations. The eligibility of a property for designation shall be determined by the Commission following a public hearing. Notice of the hearing shall be given to the owner or any person having a legal or equitable interest in the property being proposed for designation, to all property owners of record located within three hundred fifty (350) feet of the proposed designation and be published once in the official newspaper at least ten (10) days prior to the hearing. Following the consideration of all oral and written comments, including comments from the Planning Commission and State Historic Preservation Office, the Commission shall make a determination with respect to the proposed designation, by resolution, within fourteen (14) days of the hearing.
- (f) Council Designation. The Commission shall forward its recommendations, findings, and support data, together with the comments of the Planning Commission and of the State Historic Preservation Office, to the City Council. The City Council shall hold a public hearing prior to making its determination of a proposed designation. The procedure for the hearing shall be the same as is required by the Commission. Following consideration of all oral and written comments, the City Council may, by

affirmative vote of five (5) members, approve a resolution designating a heritage preservation site or heritage preservation district.

(g) Notification of Property Owner and Other Agencies of Designation.

- (1) Within ten (10) days of City Council approval, the office of the city clerk shall record with the county recorder the legal description as heritage preservation sites by the City Council and shall submit a copy of the City Council's resolution to the city building official and city planner.
- (2) Within five (5) working days of City Council approval, the secretary shall send a copy of the City Council resolution and a letter outlining the obligations resulting from such designation to the owner of record of each designated property.

(h) Affirmation of Existing Zoning. The designation of a heritage preservation site or district shall not change or affect the uses allowed, or restrictions applicable, under any other zoning classification. However, once designated, the additional guidelines of the site or district shall also apply.

(i) Amendment and Rescission of Designation. A petition to amend the boundaries of or rescind any designation may be initiated through one (1) of the following methods:

- (1) By petition of any owner of his residential or commercial property within an existing heritage preservation site.
- (2) By petition of sixty (60) percent of the property owners located within an existing residential or commercial heritage preservation district.
- (3) By resolution of the Heritage Preservation Commission.

The procedure for an amendment or rescission shall comply with the same procedure set forth herein for designation. In the case of the designation rescission, the petition shall set forth reasons as to why findings made for designation rescission may be made if one (1) or more of the following findings are made:

- (1) Procedural or professional errors were made in the designation process.
- (2) The designated property has been destroyed or radically altered to the point where the majority of its original historic qualities have been lost or removed and cannot economically be replaced.

Sec. 24.004. Heritage Preservation Application Procedures

(a) In general. All applications shall be processed by the City Planner or Building Official. Heritage Preservation applications shall not be required for the following activities:

- (1) Painting
- (2) Interior remodeling when such work does not, in any way, alter the exterior character of a structure.
- (3) Use or change in use of a structure.
- (4) Emergency repairs of a temporary nature to structures affected by fire, vehicle damage, vandalism, windstorm, or the like. Such approval shall be limited to repairs necessary to make the structure windtight, waterproof, and free from unauthorized entry. Unless approved by the Commission, temporary repairs shall extend for a period not to exceed one hundred and twenty

- (120) days. If required, all final repairs shall be reviewed pursuant to subsection (b) or (c) of this section. In emergency situations where immediate repair is needed to protect the safety of the structure and its inhabitants, the building official may approve temporary or limited repair without prior Heritage Preservation Commission action. In the case of a permit issued pursuant to this section, the building official shall immediately notify the Heritage Preservation Commission of this action and specify the facts or conditions constituting the emergency situation.
- (b) Staff Approval. An application for Staff Approval shall be made to Heritage Preservation staff before any of the following work is begun on a heritage preservation site:
- (1) Maintenance or reconstruction where any exterior surface materials or features are to be replaced with identical materials, such as where in-kind replacement materials will be installed to the original configuration, and where such activity will affect no more than forty (40) percent of the structure.
 - (2) Roof replacement or repairs that are not visible from the public right-of-way.
 - (3) Installation of security and safety equipment.
 - (4) Installation of signage, awnings, and lighting that comply with zoning regulations and Design Guidelines.
- (c) Certificate of Appropriateness. An application for a Certificate of Appropriateness shall be made to the Commission before any of the following work is begun on a heritage preservation site:
- (1) Any exterior repair, alteration, or modification, including site work, unless excepted in subsection (a) or identified in subsection (b).
 - (2) Destroying a building in whole or in part.
 - (3) Construction of new buildings or additions to existing structures.
- (d) Permit Application and Plans. The building official, through the Commission secretary, shall refer applications for building permits for any action defined in subsection (c) of this section to the Heritage Preservation Commission for review and written approval, approval with conditions, or denial. Every application for a building permit in relation to property designated as a heritage preservation site shall be accompanied by plans and elevations, photographs, specifications, material selections, and/or a written description fully describing the proposed work.
- (e) Commission Review. Following staff review, the Commission shall review applications and approve certificates of appropriateness, authorizing the building official to issue permits. The process for Commission review is as follows:
- (1) A public hearing for the purpose of receiving the recommendations from concerned citizens and the applicant shall be conducted. Notice of the time, place, and purpose of the hearing shall be published in the official newspaper and sent to the permit applicant at least ten (10) days prior to the date of the hearing. Notice shall also be sent to all property owners within a designated district or within three hundred fifth (350) feet of the applicant's property, whichever is greater.
 - (2) If, pursuant to subsection (g) of this section, the Commission determines that the work to be performed meets the relevant Design Guidelines and does not adversely affect the site, the

application shall be approved by resolution. A copy of the resolution, along with applicable conditions, shall be given to the applicant and building official.

- (3) If it is determined that the work to be performed does not meet the relevant Design Guidelines, the application shall be denied and the building official immediately informed in writing. The Commission shall furnish the permit applicant with a copy of the decision together with recommendations for changes necessary before the Commission will reconsider the permit application. In any written order denying a permit application, the Heritage Preservation Commission shall advise the applicant of their right to appeal to the City Council and include this subsection in such orders.
- (4) **Limitations.** The Commission shall make its findings and recommendations within sixty (60) days of the application, unless additional time is extended by the applicant. Failure to act within sixty (60) days shall constitute an approval and the building official shall authorize a permit for the proposed work.
- (f) **Appeal to City Council.** The permit applicant may appeal the Commission's order and decision to the City Council. Such an appeal shall be made within fifteen (15) working days of the Commission's order. In considering the appeal, the Council shall follow the appeal procedures outlined in subsection (e) (1) of this section. Notice of the Council's hearing date shall be given to the Commission. Following the consideration of all oral and written comments, the Council may, by a majority vote, adopt a resolution approving the permit. A copy of the Council's order shall be given to the applicant and building official.
- (g) **Permit Issuance.** The building official shall not issue permits for these applications until receiving written approval from the Heritage Preservation Commission or City Council.
- (h) **Criteria.** When reviewing an application as described under this section, the Commissioner shall consider whether the work affects the heritage preservation site as follows:
 - (1) **Proposed alteration or addition to an existing property.** The Commission's written findings shall refer to the following criteria:
 - a. The Commission shall be guided by the Secretary of the Interior's Standards for the Treatment of Historic Properties as well as by local standards or Design Guidelines adopted by the Commission.
 - b. Consideration shall be given to clear cases of economic hardship or to deprivation of reasonable use of the owner's property.
 - (2) **Proposed demolition or removal of a building or structure.** The Commission shall consider whether or not the request for demolition or removal is valid or necessary. The Commission's written findings shall refer to the following criteria:
 - a. Consideration shall be given to the significance or architectural merit of the building itself, in terms of unusual or uncommon design, texture or materials that could not be reproduced or reproduced only with great difficulty or expense and, if applicable, the contribution the building makes to the historic or architectural character of the heritage preservation district.

- b. Consideration shall be given to the economic value, usefulness, and replacement cost of the building as it now stands and as remodeled or rehabilitated, in comparison to the value or usefulness of any structures proposed to replace the present buildings, and to what viable alternatives may exist.
 - c. Consideration shall be given to the present structural integrity of the building to determine whether or not it constitutes a clear and present danger to the life safety of the public. The Commission may contract for a professional estimate of the structural integrity and an estimate of the cost of correcting dangerous deficiencies, with council approval.
 - d. Consideration shall be given as to whether or not the demolition is necessary to facilitate a defined public purpose.
- (3) Proposed new construction or relocation. The Commission shall consider the effect of the work on the historic and architectural character of adjacent heritage preservation sites. The Commission's findings shall refer to the following criteria:
- a. The design for new construction should meet the Design Guidelines for new construction, where such guidelines exist.
 - b. The new building should be compatible with the height, width, depth, massing, and setback of surrounding buildings.
 - c. The amount of solid wall to window and door openings should be proportional to that of the surrounding buildings.
 - d. The shape and pitch of the roof or cornice should be compatible with that of the surrounding buildings.

Secs 24.005. Public Hearings

All applications requiring a public hearing as set forth in this chapter, except appeals of decisions by the HPC, shall be processed in the following manner.

- (a) Applicant and HPC Staff engage in a Project Introduction meeting.
- (b) Certificate of Appropriateness Application is submitted to HPC Staff.
- (c) Certificate of Appropriateness Application is reviewed by HPC Staff and, if the application is complete, scheduled for a public hearing.
- (d) Public Hearing agenda and Staff Report are posted to the City's website.
- (e) Certificate of Appropriateness Application is heard at the scheduled Public Hearing. All hearings are open to the public and any person may appear and testify at a hearing. Upon conclusion of public testimony and Commission discussion, the Commission shall announce its decision or recommendation.
- (f) Commission decisions are logged in the City's permit software.

24.006-24.026. Reserved

Article II. Heritage Preservation Commission

Sec. 24.027. Heritage Preservation Commission Established; Responsibilities

- (a) There is hereby created within and for the City a Heritage Preservation Commission with the following responsibilities:
- (1) To conduct continuing surveys and research in order to identify properties which have archaeological, architectural, archaeological, engineering, historical, or cultural significance to the community;
 - (2) To recommend to the city council properties which meet the criteria of significance stated herein for designation as heritage preservation sites;
 - (3) To protect heritage preservation sites by public review of proposed alterations, relocations, demolitions, or new construction within designated site boundaries;
 - (5) To review and comment on applications pertaining to land use, signs, subdivisions, and site plans on properties designated as heritage preservation sites;
 - (6) To advise the planning commission and/or the city council regarding measures required or appropriate for the preservation, protection or maintenance of heritage preservation sites, which may include, but shall not be limited to, variances or amendments to the zoning (a)code, rules governing construction, demolition, alteration or use, or the removal or repair of a blighting influence incompatible with the physical well-being of designated properties;
 - (7) To promote public recognition and appreciation for heritage preservation sites. It shall periodically publish a register of designated and potential heritage preservation sites and districts, along with guidelines and preservation programs available at that time; and
 - (8) To contract the services, on a permanent basis, of technical experts and such persons as may be required to perform its duties, subject to approval of the city council.
- (b) The Commission shall not make applications to the National Register of Historic Places or to the state for the designation of an historic site or district without the consent of the City Council.

Sec. 24.028. Commission Composition

The heritage preservation commission membership shall include representation from the following:

- (a) An architect, or if an architect is not available, an experienced person of the building trades.
- (b) A professional or experienced person in the areas of history, architectural history, archaeology, planning, design, building trades, landscape architecture, or law.
- (c) A member of the county historical society.
- (d) A representative of the city planning commission.
- (e) Persons with a demonstrated interest and/or expertise in historic preservation.

Sec. 24.030. Commission staff.

City staff assigned to the Commission shall be the Community Development Director, who shall serve as secretary. The secretary shall:

- (a) Keep minutes and records of all meetings and proceedings;
- (b) Be responsible for publication of copies of the minutes, reports, and decisions of the Commission and all other applicable agencies and individuals identified herein; and
- (c) Give notice as provided herein or by law for all public hearings conducted by the Commission.

Sec. 24.031. Annual report.

An annual report shall be prepared and submitted to the state historic preservation officer by October 31 of each year. The commission shall also include its annual report in the annual report of the city. The report shall contain a statement of the commission's activities and plans.

Sec. 24.032. Meetings.

- (a) The Commission shall meet not less than four (4) times a year to initiate and conduct ongoing surveys and nominations of properties, to review potential heritage preservation sites, to make recommendations of properties to city council for designation, and to approve the commission's annual report.
- (b) The Commission shall meet at its earliest convenience, when called by the chairperson, to review such building permits or applications as are referred to it.

4.6 DISTRICT DEVELOPMENT TIMELINE

- 1987 The Albert Lea Commercial Historic District was listed in the National Register of Historic Places (NRHP)
- 2003 NRHP district boundaries expanded to include 91 contributing buildings.
212 North Broadway was excluded from the expansion due to substantial alterations.
- 2004 The commercial district was locally listed, with the same boundaries as the NRHP.
The Heritage Preservation Commission was created.
- 2005 Historic District Design Guidelines developed.
- 2011 Design Guidelines updated.
- 2016 Albert Lea became a Blue Zones community.
- 2019 Albert Lea became a Main Street Community.