



HERITAGE PRESERVATION COMMISSION

August 11, 2026 – 5:30 p.m.
City Center – Room 109

AGENDA

- A. CALL TO ORDER AND ROLL CALL
- B. APPROVAL OF THE AGENDA
- C. APPROVAL OF MINUTES
 - 1. July 14, 2026
- D. PUBLIC HEARINGS
 - 1. Certificate of Appropriateness – 118-122 Broadway Ave S
 - 2. Certificate of Appropriateness – 115 College St W
- E. NEW BUSINESS
- F. COMMISSIONER COMMUNICATIONS
- G. STAFF COMMUNICATIONS
- H. ADJOURNMENT

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Heritage Preservation Commission of the City of Albert Lea. This document does not claim to be complete and is subject to change.

MINUTES OF THE ALBERT LEA HERITAGE PRESERVATION COMMISSION

Regular Meeting

July 14, 2026

5:30 pm – City Center

Meeting called to order at 5:32pm by Brad Kirchner.

MEMBERS PRESENT: Brad Kirchner, Jennifer Levisen, Tarrah Hall-Sather, Bob Furland, Pam Schmidt, Peter Sunnaborg, and Larry Baker.

MEMBERS ABSENT: Nic Lang.

STAFF PRESENT: Megan Boeck, Community Development Director, and Cierra Maras, Community Development Administrative Assistant.

INTERESTED PARTIES: None.

APPROVAL OF AGENDA

A motion was made by Schmidt and second by Hall-Sather to approve the agenda. Motion carried.

APPROVAL OF MINUTES

A motion was made by Hall-Sather and second by Furland to approve the June 9, 2026 meeting minutes as presented. Motion carried.

PUBLIC HEARINGS

None.

NEW BUSINESS

1) Certificate of Appropriateness Discussion – 118-122 Broadway Ave S

Boeck reviewed the staff report. Kirchner noted that ideally the board would discuss both options with the applicant coming back in August for a final Certificate of Appropriateness.

Hall-Sather questioned what was holding up the applicant on a decision and Kirchner stated it was the cost.

Levisen asked if there was a public safety hazard and Kirchner stated that it is not yet, but the applicant would like to get the windows taken care of sooner rather than later considering the weather.

It was the consensus of the board that the applicant would receive a staff approval for temporary plexiglass based on emergency repair and they would meet in August regarding a final Certificate of Appropriateness for a permanent solution.

2) Certificate of Appropriateness – Staff Approval – 115 College St W

Boeck reviewed the staff report and emphasized that the applicants had already ordered windows and city inspectors were on site and verified they were there. She noted that historic buildings that have been demolished were largely in disrepair due to leaks from roof and window failure.

Kirchner stated the guidelines previously did not require a like-for-like size requirement and that current guidelines now do have that requirement.

Schmidt asked if new buyers could be given any information on the historic district upon purchasing a historic property. Maras mentioned the historic district map could be used. Kirchner said he would like to have an educational event for downtown historic property owners. Baker stated he could make an announcement at the next council meeting regarding the historic district and HPC approvals that may be required for improvements. Boeck stated new buyers are welcome to call her directly.

COMMISSIONER COMMUNICATIONS

1) Introduction of New Commissioners

Commissioners introduced themselves.

STAFF COMMUNICATION

1) Nomination for Chair and Vice-Chair

Boeck explained the changes within the Inspection and Planning department, noting that they have now merged with the recent retirement of Building & Zoning Official Wayne Sorensen and are now Community Development.

A motion was made by Levisen and second by Hall-Sather to nominate Brad Kirchner as Chairman. Motion passed on a 5-0 voiced vote with Kirchner.

A motion was by Levisen and second by Hall-Sather to nominate Levisen as Vice-Chair. Motion passed on 5-0 voice vote with Levisen abstaining.

ADJOURNMENT

Motion by Hall-Sather and second by Furland to adjourn the meeting at 6:16pm. Motion carried.

Cierra Maras, Administrative Assistant

Brad Kirchner, Chair



TO: Heritage Preservation Commission
FROM: Megan Boeck, Community Development Director
DATE: August 7, 2026
RE: Certificate of Appropriateness – 118 & 122 Broadway Ave S

Terry Hall has updated his COA application for window replacement at 118 and 122 Broadway Ave S based on the attached specifications.

Please note, the property owner has not decided if the windows will be moon shaped or rectangle shaped inside of the window frame. However, both options will retain the moon shape appearance from the exterior.

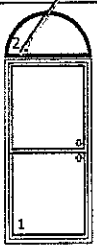
Staff recommends approval of the window replacement as stated above.

Please let me know if you have any questions.

1 W1

7 EA

Quaker Unit



** Viewed From Exterior **

Series: 3 1/4" - Emerge (E300)

Exact Size: 42 X 108 Rough Opening: 42 3/4 X 108 3/4

Model : 1 Wide Top Stack, Ship Mulls - Horizontal Mull-1:23723 - 1" Stack Mull, Mull Rating: DP-50, Mull Cut: Straight

Color: Dark Bronze, Paint Type: 2604,

Glass: Energy Basic (Dual Silver), Argon Filled,

Hardware: Black, Sash: Gravity Latch,

Screen: Full Screen, Material: BetterVue (TM), Ship: Screen With Product,

Install Acc: Drilling Fin,

Frame Depth: 3 1/4", Jamb Depth (From Fin): 2 5/16",

Unit: 1 - Double Hung Exact Size: 42 X 86,

NFRC - U-Factor: 0.41 SHGC: 0.3 VT: 0.51 AL: ≤ 0.3 CR: 51

Rating: CW-50

Top Glass: Cardinal LowE 272 - DSB / Clear - DSB, Strength: Annealed Glass IG Thickness: 1" Thickness

Bottom Glass: Cardinal LowE 272 - DSB / Clear - DSB, Strength: Annealed Glass IG Thickness: 1" Thickness

Unit: 2 - Half Round Exact Size: 42 X 21, Radius: 21,

NFRC - U-Factor: 0.31 SHGC: 0.37 VT: 0.63 AL: ≤ 0.3 CR: 57

Rating: CW-70

Fixed Glass: Cardinal LowE 272 - DSB / Clear - DSB, Strength: Annealed Glass IG Thickness: 1" Thickness

Overall Rating: DP-50

Unit: 1 - Meets Egress

Clear Opening: 36 1/2 X 34 5/8

Clear Opening Sqft: 8 13/16

Total Weight 152 lbs.

2

1 EA

Order Items

\$0.00

\$0.00

Weighted Average Rating

U-Factor: 0.39

SHGC: 0.31

VT: 0.53

DP: 50

Total Sqft : 220.5

Total Perimeter : 175 Feet

Total Windows : 14

Total Drops : 21

Total Weight : 1064

All Prices in USD

My Cost

Estimated Tax (if included)

0.000%

\$0.00

Total Quote Value

Quote Grand Total

(may be subject to sales tax)

TO: Heritage Preservation Commission
FROM: Megan Boeck, Community Development Director
DATE: August 7, 2026
RE: Certificate of Appropriateness – 115 College St W

A staff approval was issued for 115 College St W for replacement of four (4) upper story windows (windows only) based on the need for emergency repairs and/or stabilization. Since that time, the property owner has applied to replace the mapes panel with a reflective transom to hide the drop ceiling on the interior. To date, no specifications for the transoms have been submitted but staff recommends approving replacement to the same size and shape as is current.

Existing guidelines state that historic windows shall remain, be maintained regularly, and that when deteriorated beyond repair, the replacement windows should match historic.

Please let me know if you have any questions.

