I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES
   A. November 23, 2021

IV. UNFINISHED BUSINESS

V. NEW BUSINESS
   A. Window Replacement – Nicollet Hotel (Park Row) Window Replacement
   B. New Construction (213 Nassau Street) - Visualization

VI. REPORTS
   A. Atwood Realty (101 South Minnesota) Fire

VII. ADJOURNMENT

   Russ Wille
   Director of Community Development
CITY OF SAINT PETER  
HERITAGE & PRESERVATION COMMISSION  
Regular Meeting Minutes – Tuesday, November 23, 2021 
Community Center – St. Peter Room

The meeting was called to order by Chairperson Larry Potts at 5:33 pm. Commissioners Potts, Remo Alexandri, Sharon Lytinski, Joe Metzen, Emily Bruflat, and Brian Oviatt were in attendance. Absent was member Judy Douglas. Russ Wille and Administrative Secretary Cindy Moulton were also in attendance. Visitors present were Brytni Drevion and Taylor Stein of Amber Patterson Design.

Approval of Agenda

A motion was made by Metzen, seconded by Oviatt to approve the agenda as presented. All voting in favor, the agenda was approved.

Approval of Minutes

A motion was made by Oviatt, seconded by Metzen to approve the minutes of the November 23, 2021 regular meeting. All members voting aye, the minutes were approved.

Amber Patterson Design Co. – Façade Alteration

Wille stated that in May, 2021 the HPC approved signage and a façade alteration to 218 South Minnesota Avenue as submitted by Amber Patterson.

Patterson has taken also over the 216 South Minnesota Avenue property and has submitted a sign design review as well as a façade renovation application.

According to the request submitted by Patterson, she would like to expand the signage completely across both store fronts (216 & 218 South Minnesota Avenue). She has also proposed that black panelling be installed over the center brick column.

Wille expressed his reservation of one sign across two store fronts. He recommended that it be made to look like two store fronts reminiscent of the past.

Oviatt said it makes sense to have one continuous sign as there is one owner, one business, and one use.

Alexandri approved of the design.

Potts said that at the last HPC meeting the Commission talked about having two store fronts in larger buildings. He asked if the Commission wanted the look of one large storefront.

Oviatt felt that the existing building looked like one structure.

Lytinski also felt the building was built as one.

Bruflat was more concerned with the panelling installed over the brick.
Oviatt stated that the brick on the column is not the original brick. He felt that painted wood panels would be more appropriate to have a more finished look.

Drevlon said that it was not their intention to paint the brick column but to use painted paneling.

Oviatt wanted the column to remain.

Potts said he wanted consistency and if a covering is put on the column it would resemble two store fronts.

Wille commented that he spoke with Patterson and she indicated that she wanted continuation of the two store fronts.

Potts thought the building would appear too contemporary if painted paneling were installed on the column.

Bruflat and Metzen were comfortable with attaching the paneling over the brick as long as the brick is not damaged.

Wille stated the paneling would need to be attached to the mortar, not the brick.

A motion was made by Oviatt, seconded by Bruflat to approve the full length sign and to allow for the attachment of the painted panels on the column as long as they are attached to the mortar and not the brick. Alexandri suggested the panels be painted black. All members voting aye, the motion carried.

**Sandwich Boards – Regulations/Permitting**

Wille provided the history of the use sandwich board signs after the Governor declared the Covid-19 situation to be a public emergency.

Wille stated that because of the unprecedented disruption to normal business activities, the City allowed the use of sandwich board signs without HPC approval. He indicated that since the declaration has been lifted, several sandwich board signs remain within the Heritage Preservation District without undergoing the traditional review by the Commission.

Wille asked the Commission whether they felt the review of individual sandwich board signs need to be reviewed by the HPC. He proposed that the sandwich board regulations be clarified and expanded to provide greater clarification of the rules.

Wille explained that business owners have expressed they would like to use solid molded plastic because of its durability and asked if the HPC would be willing to open up the criteria. They also asked if the permits could be approved administratively.

Oviatt did not see a problem with the idea as did Potts.

Lytinski said she likes the individuality of the signs and did not think that there should be more regulations put on business owners.
In reviewing the proposed sandwich board signage regulations, the Commission felt that "Sandwich board signs shall not include any moving or moveable parts" be removed from the regulations.

Alexandri brought up his concern with the neon sign in the Lotus Massage window.

Wille stated that the HPC does not have the authority to monitor indoor signage.

Lytinski expressed her displeasure with the color of the Mexicana awning and also the façade of the 4 Seasons Mall.

She stated that she was frustrated that the HPC picks and chooses what they enforce.

Alexandri asked if the HPC could approach the City Council and request that inside signage be regulated by the HPC.

A motion was made by Lytinski, seconded by Alexandri to advise City Councilmember liason Bruflat to bring the HPC’s concerns to the City Council regarding the regulation of indoor signage and the regulation of the façade of buildings such as the 4 Seasons Mall. All members voting aye, the motion carried.

Reports

Lytinski asked if the Mexicana awning could be placed on the next agenda.

Adjourn

A motion was made Oviatt, seconded by Litynski to adjourn. With all members voting aye, the meeting adjourned at 6:41 pm.
Memorandum

To: HPC Members

From: Russ Wille, Community Development Director

RE: Nicollet Hotel, LLC (122 South Minnesota Avenue) – Window Replacement

Peter Tanis purchased the Nicollet Hotel property in January, 2020. The 122 South Minnesota Avenue property is located within the Heritage Preservation District as designated by a previous City Council. The property is located within the Saint Peter Commercial Historic district as designated by the National Register of Historic Places where the building is individually listed.

The Nicollet Hotel was significantly damaged during the March 28, 1998 tornado event. The roof was partially removed during the storm and nearly every window on the structure was broken and structurally damaged.

To finance the 1999 repairs, the ownership group at the time applied for funding from the Historic Preservation Disaster Relief program administered by the Minnesota Historical Society. The owners also took advantage of the federal tax credits available for the repair and renovation of properties listed on the National Register of Historic Places.

Given the various sources of federal funding, the 1999 repairs were specifically approved by the State Historic Preservation Office and the replacement windows, roof and brick were determined to be appropriate to constitute a faithful repair of the historic structure.

At this time, after twenty plus years, there are certain window units on the Nicollet Hotel property that are in need of replacement. The current windows have deteriorated to the extent that the individual window units do not meet the standards of the Department of Housing and Urban Development as to weatherization. As such, the tenants cannot utilize federal funding to supplement the payments of their rent.

There are seven windows planned for replacement at this time. Three windows on the Park Row façade, three windows on the north façade and a single window unit on the western wall facing the north-south alley within block.

Given that the windows are purported to be identical to the windows approved in 1999, I would recommend that the HPC provide their approval of the project.

The only design concern that I have is that the window panes match the windows to be replaced. For instance, on the Park Row façade, the windows have a 4 over 4 pane design while the windows on the north façade have a 5 over 6 design.
Summary
Parcel ID: 194123672
Property Address: 122 S MINNESOTA AVE (Primary Address)
                     122 S MINNESOTA
                     ST PETER, MN 56082
Soc/Twp/Rng: Block 177 Lot 4 SubdivisionCd 19412 SubdivisionName AMENDED PLAT
(Note: Not to be used on legal documents)
Area: N/A
Use Code: 3A-Commercial/Industrial/Public Utility; 4A-Rental/Residential Non-Homestead 4 or More Unit
Tax Authority Group: 0508 ST PETER CITY

* The Use Code is the Assessor Office's determination of the use of the property and is not the same as the property's zoning.
* Please contact the zoning authority for information regarding zoning.

Owner
Primary Owner: Nicollet Hotel LLC
774 Sunnybrook Cir
Minnestar MN 55344
Alternate Taxpayer
Fee Owner

Land
Lot Dimensions: Regular Lot: 66.00 x 155.00
Lot Area: 0.24 Acres; 10,230 SF

Commercial Buildings
Type: Base Area, Year Built
Store - Retail Small: 2718, 1872
Apartment: 2682, 1872
Apartment: 980, 1872

Yard Extras
#1 - (1) Paving - Concrete 2,200 SF, Concrete Parking, Average Pricing, Built 2002
#2 - (1) Paving - Asphalt 1,000 SF, Asphalt Parking, Average Pricing, Built 2002

Permits
Permit # Date Description Amount
2019-00569 11/25/2019 Furnace 2.259
2019-00568 11/25/2019 Furnace 2.300
00019 02/09/2009 Rehab 67,552
02183 10/09/2002 Misc 119,331

Sales
Date Seller Buyer Recording eCRV Sale Condition - NUTC Type Multi Parcel Amount
1/31/2020 PARK ROW LLC NICOLLET HOTEL LLC 330762 1061202 Normal Arms-Length Transaction Deed $1,272,500.00

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Tax Statements

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* 2020 [PDF]
* 2019 [PDF]
* 2018 [PDF]
* 2017 [PDF]
* 2016 [PDF]
* 2015 [PDF]
* 2014 [PDF]
* 2013 [PDF]
* 2012 [PDF]

Photos

![Photo](image)

Sketches
# LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

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**Cashmere Clad Exterior**
- Painted Interior Finish - White - Pine Interior
- Ultimate Double Hung Insert G2
  - Inside Opening 33 1/2" X 78 1/2"
  - 0" Degree Frame Bevel
  - Glass Add For All Sash/Panels
- Top Sash
  - Cashmere Clad Sash Exterior
  - Painted Interior Finish - White - Pine Sash Interior
  - IG
  - Low E3 w/Argon
  - Black Perimeter and Spacer Bar
  - 1 1/8" SDL - With Spacer Bar - Black
- Rectangular - Special Cut 3W2H
- Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
  - Ogee Interior Glazing Profile
- Bottom Sash
  - Cashmere Clad Sash Exterior
  - Painted Interior Finish - White - Pine Sash Interior
  - IG
  - Low E3 w/Argon
  - Black Perimeter and Spacer Bar
  - 1 1/8" SDL - With Spacer Bar - Black
- Rectangular - Special Cut 3W2H
- Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
  - Ogee Interior Glazing Profile
- White Interior Weather Strip Package
- Beige Exterior Weather Strip Package
- White Sash Lock
- White Top Sash Strike Plate Assembly Color
- 1 Per Unit White Sash Lift
- White Window Opening Control Device
- Aluminum Screen
- Cashmere Surround
- Bright View Mesh
- ***Screen/Combo Ship Loose
- 3 1/4" Jams
- ***Note: Unit Availability and Price is Subject to Change

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**Cashmere Clad Exterior**
- Painted Interior Finish - White - Pine Interior
- Ultimate Double Hung Insert G2
  - Inside Opening 34" X 94"
  - 0" Degree Frame Bevel
  - Glass Add For All Sash/Panels
- Top Sash
  - Cashmere Clad Sash Exterior
  - Painted Interior Finish - White - Pine Sash Interior
  - IG
  - Low E3 w/Argon
  - Black Perimeter and Spacer Bar

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**OMS Ver. 0003.11.00 (Current)**

**Processed on: 12/1/2021 9:54:25 AM**

**Page 2 of 6**
As Viewed From The Exterior

Entered As: IO
FS 33 5/8" X 93 3/4"
10 34" X 94"
Egress Information
Width: 29 15/16" Height: 41 13/16"
Net Clear Opening: 8.70 SqFt
Sash Limiter and Window Opening Control Devices, when engaged, may reduce the egress opening dimensions of windows.

1 1/8" SDL - With Spacer Bar - Black
Rectangular - Special Cut 3W2H
Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
Bottom Sash
Cashmere Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E3 w/Argon
Black Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - Black
Rectangular - Special Cut 3W2H
Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
White Interior Weather Strip Package
Beige Exterior Weather Strip Package
White Sash Lock
White Top Sash Strike Plate Assembly Color
1 Per Unit White Sash Lift
White Window Opening Control Device
Aluminum Screen
Cashmere Surround
Bright View Mesh
***Screen/Combo Ship Loose
3 1/4" Jambs
***Note: Unit Availability and Price is Subject to Change

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Line #3
Qty: 1
Mark Unit:


Cashmere Clad Exterior
Painted Interior Finish - White - Pine Interior
Ultimate Double Hung Insert G2
Inside Opening 34" X 94 1/2"
0° Degree Frame Bevel
Glass Add for All Sash/Panels
Top Sash
Cashmere Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E3 w/Argon
Black Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - Black
Rectangular - Special Cut 3W2H
Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
Bottom Sash
Cashmere Clad Sash Exterior
Painted Interior Finish - White - Pine Sash Interior
IG
Low E3 w/Argon
Black Perimeter and Spacer Bar
1 1/8" SDL - With Spacer Bar - Black
Rectangular - Special Cut 3W2H
Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
White Interior Weather Strip Package
Beige Exterior Weather Strip Package
White Sash Lock
White Top Sash Strike Plate Assembly Color
1 Per Unit White Sash Lift
White Window Opening Control Device
Aluminum Screen
Cashmere Surround
Bright View Mesh
***Screen/Combo Ship Loose
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**As Viewed From The Exterior**

Entered As: IO
FS 32 5/8" X 77"
30 3/8" X 77 1/4"

Egress Information
Width: 28 15/16" Height: 33 7/16"
Net Clear Opening: 6.72 SqFt
Sash Limiters and Window Opening Control Devices, when engaged, may reduce the egress opening dimensions of windows.

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1 1/8" SDL - With Spacer Bar - Black
Rectangular - Special Cut 3W2H
Cashmere Clad Ext - Painted Interior Finish - White - Pine Int
Ogee Interior Glazing Profile
White Interior Weather Strip Package
Beige Exterior Weather Strip Package
White Sash Lock
White Top Sash Strike Plate Assembly Color
1 Per Unit White Sash Lift
White Window Opening Control Device
Aluminum Screen
Cashmere Surround
Bright View Mesh
***Screen/Combo Ship Loose
3 1/4" Jamb

**Note: Unit Availability and Price is Subject to Change

Project Subtotal Net Price: USD
0.000% Sales Tax: USD
Project Total Net Price: USD
Memorandum

To: HPC Members

From: Russ Wille, Community Development Director

RE: New Construction (Marc Bachman) 213 West Nassau Street

Marc and Wendy Bachman have approached the City Council regarding the opportunity to purchase the vacant property at 213 West Nassau Street (see map). The property is owned by the City of Saint Peter.

The property is located within the Heritage Preservation District as designated by the City Council in 1988.

Prior to the development of a purchase agreement, it would be necessary for the HPC to undertake the new construction design review process that was utilized for the construction upon Municipal Parking Lot #5.

Please take a moment to review the materials in the agenda packet. It would be proposed that the HPC’s review would include, but not necessarily restricted to the following:

- Scale
- Height
- Color
- Orientation
- Materials
- Roof Line
- Setback
- Landscaping
- Proportions
- Rhythm
- Ornamentation

At this meeting, in the absence of any renderings or elevation drawings, the HPC will be asked to undertake a visualization process and verbalize their thoughts regarding what would constitute an appropriate in-fill construction project.
HPC PURVIEW

In the case of a proposed new building, that such building will not in itself, or by reason of its location on the site, materially impair the architectural or historic value of buildings on adjacent sites or in the immediate vicinity within the Heritage Preservation Property.

In each case, the Commission shall make findings that the appropriate guidelines and rules have been followed. The supplementary guidelines shall be advisory but not binding.

- Heritage Preservation Ordinance
  City of Saint Peter

All new retail or commercial structures in the CBD shall be subject to the design review process of the Heritage Preservation Commission.

Signs, accessory buildings, residential structures and interior remodeling shall not be subject to the design review process if the property is outside of the Heritage Preservation District.

- Zoning Ordinance
  City of Saint Peter

INFILL CONSTRUCTION

The construction of new buildings on vacant lots in downtown should be encouraged. The design of a new infill building, particularly its front façade, is a special problem. The new façade should be designed to look appropriate and compatible in the midst of the surrounding buildings.

What is good infill design? There is no absolute answer; a good design will vary according to its setting. Because an infill building is new, it should look new. However, its appearance must always be sensitive to the character of its neighbors without mimicking them.

- Main Street – Keeping Up Appearances
  National Trust for Historic Preservation

The proposed new construction does not have to replicate the existing style of the surrounding architecture, but it should be compatible. The proposed project should be evaluated for its compatibility with the surrounding historic district based on a number of criteria. These include:

- Site Placement
- Architectural characteristics
- Materials
- Height & Massing
- Development Patterns
- Proportion & Style

-Regulating New Construction in Historic Districts
  National Trust for Historic Preservation

- Mom & Pops
- Sticks in Stones
- Courthouse + Human Services
- Municipal Parking Lot #5
The design of a new building is critical to preserving the character of a historic district. The new building should contribute to that character by respecting the location, design, materials and other character-defining elements of the historic buildings as well as respecting the character of the landscape and other important features of the street and district. **A new building should be compatible with the existing environment without exactly duplicating existing buildings.**

The key to the design of a new building that enhances the existing environment is its compatibility with neighboring buildings. Compatibility is achieved through careful attention to the following design principles of building:

- Setback
- Proportion
- Height
- Roof Shape
- Orientation
- Rhythm
- Materials
- Details / Ornamentation
- Scale
- Massing
- Color
- Landscape Features

Compatibility is based on a thorough understanding of the design principles of existing buildings, as well as those used to design landscape features and secondary buildings on site. **Compatibility should also involve analysis of how these design principles are used in the neighborhood and how they can be interpreted using today’s materials and construction techniques.**

Compatibility does not mean exactly duplicating the existing buildings or environment. **A new building should be seen as a product of its own time. To reproduce a historic building, or try copy exactly a style from the past, creates a false sense of history. By relating to the existing buildings and the environment but being of its own time, a new building shows a district’s evolution just as the existing buildings show its past.**

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**New Construction in Historic Districts**
District of Columbia – Preservation Alliance

**Architectural Style.** The design of your new building should be distinguishable in its own time period. Do not try to duplicate the historic architectural styles of nearby buildings or copy a historic appearance. **Think of your building design as a contemporary interpretation of traditional buildings.** Someone who quickly glances at your streetscape should not be jarred by the look of your building. However, a close look at your infill design should reveal differences in the detailing. In other words, your design should not accentuate your new building over any others, but it should enhance the overall appearance of the streetscape.

**Mass and Scale.** Your infill construction should be consistent in mass and scale to the buildings to which it is visually connected. If your lot allows your building to be larger than adjacent ones, visually divide your building’s façade into smaller bays or vertical sections to match nearby patterns. Floor-to-floor heights should be similar to those in nearby traditional buildings, especially first floor windows. Your building’s height should not be more than one story different from the height of other buildings on the block.

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**Appropriate New Construction in Historic Districts**
Wisconsin Historical Society

Designing a new building to fit within the historic character of the Old Town Historic District requires careful thought. **Preservation in a historic district context does not mean that the area must**
be “frozen” in time, but it does mean that, when new building occurs, it shall be in a manner that reinforces the visual characteristics of the district. This does not imply, however, that a new building must look old. In fact, imitating historic styles is discouraged.

Rather than imitating older styles, a new design shall relate to the fundamental characteristics of the historic context while also conveying the design trends of today. It may do so by drawing upon basic ways of building that make up a part of the character of the district. Such features include the way in which a building is located on its site, the manner in which it relates to the street and its basic mass, form and materials. When these design variables are arranged in a new building to be similar to those seen traditionally, visual compatibility results.

- Old Town Historic Design Standards
  Fort Collins, Colorado
INFILL CONSTRUCTION

The construction of new buildings on vacant lots in downtown should be encouraged. The design of a new infill building, particularly its front facade, is a special problem. The new facade should be designed to look appropriate and compatible in the midst of the surrounding buildings.

What is good infill design? There is no absolute answer; a good design will vary according to its setting. Because an infill building is new, it should look new. However, its appearance must always be sensitive to the character of its neighbors without mimicking them.

There are several ideas that should govern the visual relationship between an infill building and its neighbors.

- **Proportions of the Facade**

  The average height and width of the surrounding buildings determines a general set of proportions for an infill structure or the bays of a larger structure.

  ![Proportions of the Facade Diagram]

- **Detailed Facades**

  The infill building should fill the entire space and reflect the characteristic rhythm of facades along the street. If the site is large, the mass of the facade can be broken into a number of smaller bays, to maintain a rhythm similar to the surrounding buildings.

  ![Detailed Facades Diagram]

- **Composition**

  The composition of the infill facade (that is, the organization of its parts) should be similar to that of surrounding facades. Rhythms that carry throughout the block (such as window spacing) should be incorporated into the new facade.

- **Proportions of the Openings**

  The size and proportion of window and door openings of an infill building should be similar to those on surrounding facades. The same applies to the ratio of window area to solid wall for the facade as a whole.

- **Materials**

  An infill facade should be composed of materials similar to the adjacent facades. The new building should not stand out against the others.

- **Color**

  The colors chosen for an infill facade should relate to the building's neighbors.

- **Building Setback**

  The new facade should be flush to its neighbors.
Memorandum

To: HPC Members

From: Russ Wille, Community Development Director

RE: Fire Damage (Plaid Hat Properties, LLC) 101 South Minnesota Avenue

The structure at 101 South Minnesota Avenue was significantly damaged due to a fire on Saturday, December 18th. Atwood Century 21 Realty was the ground floor tenant and there were residential rental units on the second floor.

The property is located within the Heritage Preservation District as designated by the City Council. The building was also designated as a “contributing” building within the Saint Peter Commission Historic district as designated by the National Register of Historic Places.

The property is owned by Plaid Hat Properties, LLC and Eric Harriman is listed on the Secretary of State’s website as the Registered Agent of the LLC. Eric is one of the rental property managers employed by Coldwell Banker – Fisher Commercial out of Mankato.

I will provide a report as to the status of the renovation / demolition process contemplated.
Business Record Details

Minnesota Business Name
Plaid Hat Properties LLC

Business Type
Limited Liability Company (Domestic)

File Number
1056519700024

Filing Date
12/21/2018

Renewal Due Date
12/31/2022

Registered Agent(s)
Eric T Harriman

Status
Active / In Good Standing

Registered Office Address
442 Belgrade Ave Apt 26
North Mankato, MN 56003
USA

Manager
Eric Harriman
201 N Riverfront Dr., #230
Mankato, MN 56001–5600
United States

Principal Executive Office Address
201 N Riverfront Dr., #230
Mankato, MN 56001–5600
United States

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