

## **AGENDA**

### **HERITAGE PRESERVATION COMMISSION MONDAY, FEBRUARY 6, 2023**

#### **CITY COUNCIL CHAMBERS 5:00 P.M.**

1. Call to Order/Roll Call
2. Approval of Agenda
3. Consent Agenda
  - A. January 9, 2023, Meeting Minutes
  - B. January 30, 2023, Special Meeting Minutes
4. Public Comment
5. Request & Presentations
  - A. Approve Request for Proposal (RFP) and Preservation Specialist List
  - B. Approve Signage Permit Application for:
    - a. 104 North State Street
    - b. 308 South State Street
6. Information Exchange
  - A. CLG Grant application update
7. Next Meeting Date
  - A. Monday, March 7, 2023 @ 5:00 p.m., City Council Chambers
9. Adjournment

*Upon request, accommodations will be provided for individuals with disabilities wishing to participate.*

**MINUTES  
HERITAGE PRESERVATION COMMISSION MEETING  
MONDAY, JANUARY 9, 2023 AT 5:00 P.M.**

**CALL TO ORDER/ROLL CALL**

1. The Heritage Preservation Commission Meeting was called to order by Chair Anderson at 5:02 p.m.

Commission members Present: Chair, Julie Anderson Dan Forrest  
Tom Glaser

Commission members Absent: Molly Byron Council Representative-Vacant

Staff Present: Tina Wilson, PCED, Economic Development Manager  
Julia Hall, City Clerk

**ELECTION OF OFFICERS**

2. Chair: Julie Anderson was nominated by Glaser, seconded by Forrest. Motion carried 3-0.  
Vice-Chair: Dan Forrest was nominated by Glaser, seconded by Anderson. Motion carried 3-0.

**APPROVAL OF AGENDA**

3. Motion to approve agenda as present was made by Forrest, seconded by Glaser. Motion carried 3-0.

**CONSENT AGENDA**

4. Motion to approve consent agenda was made by Glaser, seconded by Forrest. Motion carried 3-0.

**PUBLIC COMMENTS**

5. None.

**REQUESTS AND PRESENTATIONS**

6. None.

**INFORMATION EXCHANGE**

- 7.
  - A. Tina Wilson, PCED reported that the 2022 Certified Local Government (CLG) Annual Report has been submitted. This report is required and is due annually by 1 October.
  - B. Tina Wilson, PCED asked the commission to offer some of their goals for 2023 to go in conjunction with the goals from 2022, these goals besides being used to guide meetings and projects will be used for grant application as well as for next years Certified Local Government (CLG) Annual Report.
    - i. Increase public engagement.
    - ii. Improvement partnership with the Historical; Society, Chamber of Commerce and Discover Waseca & Tourism,

- iii. Anderson suggested that she would like to see the Historical Preservation Commission represented at the Waseca County Fair either by their board or City Council. His could be done with sharing a booth possibly with the Chamber or the Historical Society.
- iv. Glaser offered to do a draft of a brochure for the walking tour.
- C. Tina Wilson, PCED reported information for the Certified Local Government Grant. The grant is expected to be used as part of the ongoing collaboration with the school for the Historic District Walking-Tour as well as other items to bring awareness to the Historical District. The draft for the application is due January 23<sup>rd</sup>, the final application is due by February 24<sup>th</sup>. The grant is a 70/30, 30% match, with the requirement of a Certified overseer of the project from a list that Tina Wilson received from Mr. Koop, who is the Certified Local Government Coordination with Minnesota Department of Administration. Awarding of the grant is expected April 3, 2023. Tina presented a sample of an approved grant to show what will be needed.
- D. More information on purpose for the grant will be compiled in a work session Friday January 13, 2023, at 9:00 a.m. in the East Conference Room at Waseca City Hall.

**NEXT MEETING DATE**

- 8. The next Heritage Preservation Commission meeting to be held, Monday, February 6, 2023, at 5:00 p.m. in the Waseca City Hall Council Chambers.

**ADJOURNMENT**

- 9. It was moved by Glaser, seconded by Forrest to adjourn the meeting at 5:43 p.m. Motion carried 3-0.

Respectfully Submitted,

Julia Hall  
City Clerk

**MINUTES**  
**HERITAGE PRESERVATION COMMISSION SPECIAL MEETING**  
**MONDAY, JANUARY 30, 2023 AT 5:00 P.M.**

**3B**

The Heritage Preservation Commission Special Meeting began at 5:00 p.m.

Commission members Present: Chair, Julie Anderson  
James Ebertowski  
Dan Forrest

Commission members Absent: Molly Byron  
Planning Commission Representative-Vacant

Staff Present: Tina Wilson, PCED, Economic Development Manager  
Julia Hall, City Clerk

Tina Wilson, PCED, the City's Economic Development Manager shared the need for a Request for Proposal (RFP) for a Preservation Specialist to meet requirements for the Certified Local Government.

Members were given a draft RFP to review.

A finalized RFP will be presented at the Heritage Preservation Commissions February 2023 meeting by Tina Wilson.

RFP will be by invitation to select qualified Preservation Specialists from a list provided by Michael Koop the Certified Local Government Coordinator with MN Department of Administration.

RFP will be due February 17<sup>th</sup>; selection is estimated to be at the Heritage Preservation Commissions March 2023 meeting.

Grant application is due February 24<sup>th</sup>, 2023.

The Heritage Preservation Commission Special Meeting adjourned at 5:32 p.m.

Respectfully Submitted,

Julia Hall  
City Clerk

## **REQUEST FOR PROPOSALS**

The City of Waseca Heritage Preservation Commission is inviting Minnesota Historical Society approved Preservation Specialists to submit proposals for the project named and described below. The Commission will respond to Specialists who submit proposals within two (2) weeks of the specified submittal date.

### **Expanding Public Knowledge of Waseca's Heritage**

#### **DESCRIPTION:**

The City of Waseca Heritage Preservation Commission (HPC) is preparing to apply for a Certified Local Government (CLG) grant available under the State Historic Preservation Office (SHPO) within the Minnesota Department of Administration. This grant is administered by the US Department of the Interior's Historic Preservation Fund (HPF) program in cooperation with the National Park Service. All activities undertaken as a part of this project must be deemed eligible and compliant with grant requirements. As part of that process, the HPC will need to contract with a Minnesota Historical Society approved Preservation Specialist to help oversee the project. The selected Specialist will be collaborating with the HPC and a Waseca High School instructor to utilize the talents of local youth to complete project deliverables.

This will be a City of Waseca HPC project. However, it is anticipated that the City will be the primary project administrator. Therefore, project contracts and payments will be managed by City staff.

#### **PROFESSIONAL SERVICES & DELIVERABLES:**

The services to be performed by the selected Preservation Specialist primarily involve working with the HPC and a Waseca High School instructor to prepare class curriculum to be used to educate high school students on how to research local historical sites and compose short stories to describe them. The final collection of short stories will then be distributed for public education using various multimedia platforms.

In cooperation with the Waseca HPC and School District, the following deliverables are expected:

- Develop a plan for the discovery and sharing of local history. This plan should consist of the forms of community engagement necessary to gather relevant historical information.
- Develop a school-year-long high school class curriculum teaching students how to research and write about historical sites in their hometown. The curriculum must be completed prior to the beginning of the 2023-24 school year.
- Create historical content for access through a mobile application, signage, print, or digital media for the purpose of public education.
- Create 3-5 minute audio/video clips for up to 20 historical sites.
- Prepare a final written report summarizing activities undertaken.

#### **BUDGET:**

The total estimated cost of this project is \$20,000. The CLG grant program requires a 30% cash or in-kind match, leaving 70% or \$14,000 in grant funds available for Preservation Specialist fees, a high school teacher stipend, and materials/supplies. The required 30% grant match will consist of a combination of donations and volunteer time.



Proposals should include anticipated travel expenses for visits to the City of Waseca Historical District and all costs should be tabulated by task. For mileage costs, please use current IRS mileage rates.

**TIMELINE:**

Proposals must include a timeline for the completion of all deliverables/major tasks (the high school class curriculum must be completed prior to the beginning of the 2023-24 school year). The total project is to be completed within Eighteen (18) months of commencement, which is expected on, or around August 30, 2024.

**EVALUATION AND SELECTION CRITERIA:**

- Project Understanding and Approach
- Previous Experience and Personnel
- Availability and Responsiveness
- Estimated Cost
- References

The award of a professional services contract will be based on proposal evaluations by the HPC and City staff, pending final contract negotiations with the selected Preservation Specialist.

**SUBMITTALS:** Please limit proposals to 10 total pages (single sided), not including the cover page.

Provide an electronic (PDF) version to:

Tina Wilson ( [tinaw@ci.waseca.mn.us](mailto:tinaw@ci.waseca.mn.us) )  
Economic Development Manager  
City of Waseca

**SUBMITTAL DEADLINE:** 4:00 PM Friday, February 17, 2023.

If you have any questions, please email me at [tinaw@ci.waseca.mn.us](mailto:tinaw@ci.waseca.mn.us) or call (507) 835-9741.

Sincerely,

Tina G Wilson, PCED  
Economic Development Manager  
City of Waseca

# Preservation Specialists Directory

This directory is a resource for products or services of companies/individuals with experience in preserving, rehabilitating, or evaluating historic properties or assisting local historical organizations and museums.

These companies/individuals have requested or consented to be placed on this list. The Minnesota Historical Society is not endorsing any of these companies or individuals. We strongly recommend checking references, reviewing previous projects, and conducting careful interviews of prospective providers.

## Join Our Preservation Specialists Directory

Complete the [Contractor Registration Form](#) to be listed in the directory. Read the [Directory Policy](#) before completing the Registration Form. Questions? Contact [preservationdirectory@mnhs.org](mailto:preservationdirectory@mnhs.org).

65 records

Company

City



State

Specialties





Company	Contact	City	State	Specialties
<a href="#">106 Group</a>	Anne Ketz	St Paul	MN	Archaeologists Exhibit Design Historians Historic Preservation Consultants Historic Tax Credits Consultant Interpretive Planner Museum Consultants Photography & Documentation, Collections
<a href="#">Adsit Architecture and Planning</a>	Mina Adsit	Minneapolis	MN	Architects, Historic Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">AECOM</a>	Lucy Harrington	Minneapolis	MN	Archaeologists Historians

Company	Contact	City	State	Specialties
				Historic Preservation Consultants
<a href="#">AKAY Consulting</a>	Alexa McDowell	Minneapolis	MN	Historians Historians, Oral Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">Albrecht Sign Company</a>	Eric Anderson			Historic Light Fixtures, Reproduction and Repair Historic Preservation Consultants Metals Restoration Plaques & Historical Markers
<a href="#">ALO Environmental Associates, LLC</a>	Amy Ollendorf, PhD	Hopkins	MN	Archaeologists Historians Historic Preservation Consultants
<a href="#">American Engineering Testing</a>	Bill Rebel	St Paul	MN	Engineers, Civil Engineers, Structural Historic Preservation Consultants Testing, Construction Materials
<a href="#">ARCH3, LLC</a>	Daniel Pratt	St Paul	MN	Archaeologists Archivists Digitization Historians Historic Preservation Consultants Photography & Documentation, Architectural
<a href="#">Archaeo-Physics, LLC</a>	David Maki	Minneapolis	MN	Archaeologists



Company	Contact	City	State	Specialties
				Historic Preservation Consultants
<a href="#">Beton Consulting Engineers</a>	Mark Lukkarila	Mendota Heights	MN	Engineers, Civil Engineers, Structural Historic Preservation Consultants Masons and Masonry Restoration Testing, Construction Materials
<a href="#">Blue Planet Museum Consulting, LLC</a>	Jane F. Bisel	Rochester	MN	Exhibit Design Historians Historic Preservation Consultants Historic Tax Credits Consultant Museum Consultants
<a href="#">Crowe Construction Management</a>	Patrick Crowe	St. Paul	MN	Contractors, General Historic Preservation Consultants
<a href="#">CTA Architects Engineers</a>	Sarah Berwald	Minneapolis	MN	Architects, Historic Architects, Landscape Engineers, Structural Historic Preservation Consultants Historic Tax Credits Consultant Log Structure Restoration Masons and Masonry Restoration Window Restoration
<a href="#">Cultural Resource Management UW-Milwaukee</a>	Jennifer Haas	Milwaukee	WI	Archaeologists Historians Historic Preservation Consultants
<a href="#">Damon Farber Landscape Architects</a>	Jean Garbarini	Minneapolis	MN	Architects, Landscape

Company	Contact	City	State	Specialties
				Historic Preservation Consultants
<a href="#">David Heide Design Studio</a>	David Heide	Minneapolis	MN	Architects, Historic Historic Light Fixtures, Reproduction and Repair Historic Preservation Consultants
<a href="#">Duluth Archaeology Center</a>	Susan Mulholland	Duluth	MN	Archaeologists Historians Historic Preservation Consultants
<a href="#">East View</a>	Grant Bistram	Minnetonka		Archivists Digitization Historic Preservation Consultants Microfilm/fiche Reader Equipment Microfilm/fiche Reproduction
<a href="#">Engan Associates Architects &amp; Interior Designers</a>	Richard P. Engan, AIA CID LEED AP®	Willmar	MN	Architects, Historic Historic Preservation Consultants
<a href="#">ESG Architecture &amp; Design</a>	Christine Pecard, NCARB, AIA, LEED AP			Architects, Historic Architects, Landscape Historic Preservation Consultants Historic Tax Credits Consultant Interpretive Planner
<a href="#">Ganzelworks</a>	Emily Ganzel	Saint Paul	MN	Historians Historic Preservation Consultants
<a href="#">Gravestone Restoration LLC</a>	Dave Hendricks	Apple Valley	MN	Contractors, General Historic Preservation Consultants

Company	Contact	City	State	Specialties
				Masons and Masonry Restoration
<a href="#">Greg Gaut, PhD</a>		Minneapolis	MN	Historians Historic Preservation Consultants
<a href="#">Hamline University Center for Anthropological Services</a>	Brian Hoffman	St Paul	MN	Archaeologists Historians, Oral Historic Preservation Consultants Museum Consultants
<a href="#">Hammel, Green and Abrahamson (HGA)</a>	Ginny Lackovic, AIA	Minneapolis	MN	Architects, Historic Architects, Landscape Engineers, Civil Engineers, Electrical Engineers, Mechanical (HVAC) Engineers, Structural Historic Preservation Consultants Lighting Consultant, Museum Masons and Masonry Restoration Photography & Documentation, Architectural
<a href="#">Hand Carved Stone LLC</a>	Monsieur Jean Pierre Jacquet	Burnsville	MN	Conservators, Objects, Archaeology, Furniture Contractors, General Historic Preservation Consultants Masonry Materials (brick, stone) Suppliers Masons and Masonry Restoration Museum Consultants Plaques & Historical Markers

Company	Contact	City	State	Specialties
<a href="#">HDR Engineering</a>	Michael Justin	Minneapolis	MN	Archaeologists Architects, Historic Engineers, Civil Engineers, Electrical Engineers, Structural Historic Preservation Consultants
<a href="#">Hengelfelt Restorations Inc</a>	Robert Hengelfelt			Carpenters, Finish, Millwork, and Moldings Contractors, General Historic Preservation Consultants Woodwork, Millwork, Moldings
<a href="#">Hess, Roise and Company</a>	Elizabeth Gales and Rachel Peterson	Minneapolis	MN	Historians Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">Historic Design Consulting LLC</a>	Mark Johnston	Vadnais Heights	MN	Doors Historic Preservation Consultants Painting, Decorative Finishes Window Restoration Woodwork, Millwork, Moldings
<a href="#">Historic Preservation Research</a>	Barbara Bezat	St. Paul	MN	Archivists Historians Historic Preservation Consultants
<a href="#">Hoisington Preservation Consultants</a>	Daniel J Hoisington	Roseville	MN	Exhibit Design Historians Historic Preservation Consultants Historic Tax Credits Consultant

Company	Contact	City	State	Specialties
				Interpretive Planner Museum Consultants Photography & Documentation, Collections
<a href="#">Jewel Metal Restoration LLC</a>	Joseph Nowlan	Waite Park	MN	Conservators, Objects, Archaeology, Furniture Doors Historic Light Fixtures, Reproduction and Repair Historic Preservation Consultants Metals Restoration Painting, Decorative Finishes Window Restoration
<a href="#">John Lauber and Company</a>	John Lauber	Minneapolis	MN	Historians Historic Preservation Consultants
<a href="#">John W. Meyer PhD</a>	John Meyer	Avon	MN	Historic Preservation Consultants
<a href="#">Landscape Research, LLC</a>	Carole Zellie, Amy Lucas	St Paul	MN	Historians Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">Lawrence Sommer Preservation Planning</a>	Lawrence Sommer	Mendota Heights	MN	Historians Historic Preservation Consultants Museum Consultants
<a href="#">Leo A Daly</a>	Michael Bjornberg	Minneapolis	MN	ADA Access Specialists Architects, Historic Engineers, Civil Engineers, Electrical Engineers, Fire Protection

Company	Contact	City	State	Specialties
				Engineers, Mechanical (HVAC) Engineers, Structural Historic Interior Conservation & Restoration Historic Interior Specialists Historic Preservation Consultants
<a href="#">LHB - Duluth</a>	Phillip Waugh	Duluth	MN	Architects, Historic Architects, Landscape Engineers, Civil Engineers, Electrical Engineers, Mechanical (HVAC) Engineers, Structural Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">LHB - Minneapolis</a>	Phillip Waugh	Minneapolis	MN	Architects, Historic Architects, Landscape Engineers, Civil Engineers, Electrical Engineers, Mechanical (HVAC) Engineers, Structural Historic Preservation Consultants Historic Tax Credits Consultant Security Consultants
<a href="#">MacDonald &amp; Mack Architects</a>	Todd Grover	Minneapolis	MN	Architects, Historic Historic Preservation Consultants Historic Tax Credits Consultant

Company	Contact	City	State	Specialties
<a href="#">MacRostie Historic Advisors LLC</a>	Allen Johnson	Chicago	IL	Historic Preservation Consultants
<a href="#">McFarlane Consulting LLC</a>	Joe McFarlane	St Paul	MN	Archaeologists Historians Historic Preservation Consultants
<a href="#">Mead &amp; Hunt</a>	Emily Pettis	Minneapolis	MN	Engineers, Civil Engineers, Electrical Engineers, Fire Protection Engineers, Mechanical (HVAC) Engineers, Structural Historians Historic Preservation Consultants Historic Tax Credits Consultant Photography & Documentation, Architectural
<a href="#">Midwest Art Conservation Center (MACC)</a>	Jenny Wollner	Minneapolis	MN	Conservators, Books, Photographs, Paper Conservators, Objects, Archaeology, Furniture Conservators, Paintings Conservators, Preventative Conservators, Textiles Emergency Planning Consultants Emergency Response Historic Preservation Consultants Museum Consultants
<a href="#">Midwest Micro Imaging Inc</a>	Kelly Rydberg	Carver	MN	Archivists Digitization

Company	Contact	City	State	Specialties
				Historic Preservation Consultants Microfilm/fiche Reader Equipment Microfilm/fiche Reproduction
<a href="#">Miller Dunwiddie</a>	Denita Lemmon	Minneapolis	MN	Architects, Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">New History</a>	Meghan Elliott	Minneapolis	MN	Architects, Historic Historians Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">Pigeon Consulting, LLC</a>	Laurel Fritz and Tamara Halvorsen	St Paul	MN	Architects, Historic Historians Historic Preservation Consultants
<a href="#">Quality Services</a>	Lance Rom	Rapid City	SD	Archaeologists Historians, Oral Historic Preservation Consultants Photography & Documentation, Collections
<a href="#">Restoration Systems Inc.</a>	Blake Dronen			Contractors, General Engineers, Structural Historic Preservation Consultants Masons and Masonry Restoration Metals Restoration
<a href="#">Scalzo Architects, Ltd</a>	William Scalzo	Duluth	MN	Architects, Historic



Company	Contact	City	State	Specialties
				Historic Preservation Consultants
<a href="#">SEARCH, Inc.</a>	Matthew Piscitelli	Brooklyn Park	MN	Archaeologists Archivists Historians Historians, Oral Historic Preservation Consultants Interpretive Planner Museum Consultants Photography & Documentation, Collections Website Design & Development
<a href="#">Steve C Martens</a>	Steve Martens	Fargo	ND	Barn Restoration Historians Historic Preservation Consultants Historic Tax Credits Consultant Photography & Documentation, Architectural
<a href="#">Streamline Associates</a>	Andrew Schmidt	Minneapolis	MN	Historians Historians, Oral Historic Preservation Consultants Historic Tax Credits Consultant Interpretive Planner
<a href="#">Summit Envirosolutions, Inc.</a>	Marjorie Pearson	Burnsville	MN	Archaeologists Historians Historic Preservation Consultants Historic Tax Credits Consultant Interpretive Planner

Company	Contact	City	State	Specialties
				Photography & Documentation, Architectural
<a href="#">Terhaar Stained Glass</a>	David Orton	Cold Spring	MN	Appraisers/Real Estate Conservators, Objects, Archaeology, Furniture Exhibit Design Historic Light Fixtures, Reproduction and Repair Historic Preservation Consultants Painting, Decorative Finishes Plaques & Historical Markers Stained Glass Specialists Window Restoration
<a href="#">Terracon</a>	Suzanne Reece	White Bear Lake	MN	Archaeologists Engineers, Civil Historic Preservation Consultants Testing, Construction Materials
<a href="#">Thomas R Zahn &amp; Associates, LLC</a>	Thomas Zahn	St Paul	MN	Historians Historic Preservation Consultants Historic Tax Credits Consultant
<a href="#">TRC Environmental</a>	Rachel Klabacka-Williams	Brookfield	WI	Archaeologists Archivists Historians Historic Preservation Consultants
<a href="#">Trefoil Cultural and Environmental</a>	Richard Rothaus	Bismarck	ND	Archaeologists Historians Historic Preservation Consultants

Company	Contact	City	State	Specialties
<a href="#">Two Pines Resource Group</a>	Eva Terrell	Shafer	MN	Archaeologists Historians Historic Preservation Consultants
<a href="#">Vantage Point Solutions</a>	Lindsay Scott	Rapid City	SD	Archaeologists Historians Historic Preservation Consultants Photography & Documentation, Collections
<a href="#">Westwood Professional Services Inc</a>	Ryan Grohnke	Minnetonka	MN	Archaeologists Historians Historic Preservation Consultants Photography & Documentation, Collections
<a href="#">Wiss Janney Elstner Associates, Inc.</a>	Mark Chauvin			Architects, Historic Engineers, Structural Historic Preservation Consultants

# 106 Group

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## Company Information

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**Contact:** Anne Ketz (Services Director & CEO)

1295 Bandana Blvd N #335  
St Paul , MN 55108

Business 651-290-0977  
[info@106group.com](mailto:info@106group.com)  
<http://www.106group.com>

**Year Established:** 1992

**Specialties:** Archaeologists, Exhibit Design, Historians, Historic Preservation Consultants, Museum Consultants, Photography & Documentation, Collections, Interpretive Planner, Historic Tax Credits Consultant

**Training/Experience:** Our core staff includes seasoned cultural resources project managers, planners, graphic designers, historians, archaeologists, GIS and IT specialists, certified interpretive planners, and exhibit designers. Six of our archaeologists and four of our architectural historians meet or exceed the Secretary of the Interior's Professional Qualifications Standards. Four of our archaeologists are on the Register of Professional Archaeologists. The 106 Group is a certified woman-owned small business and a certified Disadvantaged Business Enterprise (DBE) under 49 CFR Part 26.

**Notes:** For over 25 years, the 106 Group has guided the planning, management, and interpretation of historical, natural, and cultural resources. Built on the belief that communities are strongest when they evolve with a rooted sense of their own authentic heritage, we've developed innovative solutions to document resources and uncover powerful stories. Our company-wide commitment to preserve history and culture is the connecting thread that weaves through our diverse portfolio.

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# Hess, Roise and Company

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## Company Information

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**Contact:** Elizabeth Gales and Rachel Peterson (Principals)

100 1st St N  
Minneapolis, MN 55401

Business 612-338-1987

[info@hessroise.com](mailto:info@hessroise.com)

<http://www.hessroise.com>

**Specialties:** Historians, Historic Preservation Consultants, Historic Tax Credits Consultant

**Notes:** Making history since 1990. With particular expertise in architectural history, social and intellectual history, and the history of technology, we have completed a broad variety of projects for public and private clients around the United States.

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# Hoisington Preservation Consultants

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## Company Information

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**Contact:** Daniel J Hoisington (President)

PO Box 13585  
Roseville, MN 55113

Business 651-415-1034  
[djh@hoisingtonpreservation.com](mailto:djh@hoisingtonpreservation.com)  
<http://www.hoisingtonpreservation.com>

**Year Established:** 1992

**Specialties:** Interpretive Planner, Photography & Documentation, Collections, Museum Consultants, Historic Tax Credits Consultant, Historic Preservation Consultants, Historians, Exhibit Design

**Notes:** We have partnered with historical organizations and museums since 1992 following fifteen years directing historical organizations. We have been part of two AASLH award-winning exhibits, three Minnesota Preservation Awards, and two AASLH publications. Our video walking tours have received several awards. We have completed many National Register and National Historic Landmark nominations, while developing interpretive and marketing plans.

## Projects

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**Project:** WWI Exhibit  
**Location:** New Ulm, MN  
**Year:** 2017

**Project:** Dakota War Exhibit  
**Location:** New Ulm, MN  
**Year:** 2014

**Project:** National Historic Landmark Nomination  
**Location:** US Air Force Academy  
**Year:** 2004

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# Mead & Hunt

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## Company Information

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**Contact:** Emily Pettis (Department Manager)

7900 West 78th Street, Suite 370  
Minneapolis, MN 55439

Business 608-273-6380  
Mobile 608-273-0358  
[emily.pettis@meadhunt.com](mailto:emily.pettis@meadhunt.com)  
<http://www.meadhunt.com>

**Year Established:** 1950

**Specialties:** Engineers, Civil, Engineers, Electrical, Engineers, Fire Protection, Engineers, Mechanical (HVAC), Engineers, Structural, Historians, Historic Preservation Consultants, Photography & Documentation, Collections, Historic Tax Credits Consultant

**Training/Experience:** All of our cultural resource specialists exceed the Secretary of the Interior's Standards in history and architectural history. In addition we also have licensed professional engineers, architects and planners who regularly work jointly with our specialists on projects.

**Notes:** Specializes in historic context studies, history/architectural surveys, National Register nominations, local designations, HABS/HAER/MHPR recordation, reuse studies, preservation planning, historic landscape reports, and federal investment tax credit applications.

## Projects

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**Project:** Section 106, Blue Line Light Rail Transit  
**Location:** Twin Cities, Minnesota  
**Year:** 2017

**Project:** Phase I Survey & Phase II Evaluation, TH 149  
**Location:** Ramsey & Dakota Counties, Minnesota  
**Year:** 2016

**Project:** Reevaluation, Gateway Corridor Bus Rapid Transit  
**Location:** Ramsey County, Minnesota  
**Year:** 2017

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# New History

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## Company Information

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**Contact:** Meghan Elliott (Owner)

575 9th Street SE, Ste 215  
Minneapolis, MN 55414

Business 612-843-4140  
[elliott@newhistory.com](mailto:elliott@newhistory.com)  
<https://www.newhistory.com/>

**Year Established:** 2012

**Specialties:** Architects, Historic, Historians, Historic Preservation Consultants, Historic Tax Credits Consultant

**Training/Experience:** New History staff have over 20 years of experience working as historic architects, preservation engineers, and PhD-level researchers. We meet the Secretary of the Interior's Professional Qualification Standards in Architectural History, History, and Historic Architecture.

**Notes:** New History was established to provide an innovative, efficient, and new process for redeveloping historic buildings. We provide, lead, manage, and coordinate all services required to increase the viability of a building or site with heritage value. Our services include historic consulting, preservation design, and preservation project management and planning. Our diversity of projects reflects the diversity of our services.

## Projects

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**Project:** Dayton's Department Store ("The Dayton's Project")

**Location:** Minneapolis, MN

**Year:** 2021

**Project:** Section Foreman House

**Location:** Wayzata, MN

**Year:** 2021

**Project:** Fort Snelling Visitor Center

**Location:** Ramsey County, MN

**Year:** 2021

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# Pigeon Consulting, LLC

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## Company Information

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**Contact:** Laurel Fritz and Tamara Halvorsen (Principals)

St Paul, MN 55117

Business 612-643-0535

[laurel@pigeonconsulting.com](mailto:laurel@pigeonconsulting.com)

<http://pigeon-consulting.com>

**Year Established:** 2021

**Specialties:** Architects, Historic, Historians, Historic Preservation Consultants

**Training/Experience:** Pigeon Consulting has more than 15 years of experience in historic preservation planning and historic resource evaluation. Firm Principals exceed the Secretary of the Interior's Professional Qualification Standards in History and Architectural History and have extensive training and experience in the evaluation of mid-century modern architecture, urban and suburban development, and social and economic history. Principals regularly present at conferences, have served as HPC commissioners, and teach historic preservation planning at the university level.

**Notes:** Pigeon Consulting was established to help public sector staff and heritage preservation commissions proactively engage in - and recognize the value of - the historic preservation planning process. Cities, counties, and state agencies serve diverse constituencies and have multiple historic narratives that must be represented in their body of historic resources. We facilitate conversations about historic preservation planning and support clients and stakeholders through the preparation of research and evaluation documentation, we ensure that our clients can confidently use these tools.

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# Streamline Associates

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## Company Information

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**Contact:** Andrew Schmidt

5512 Clinton Avenue  
Minneapolis, MN 55419

Mobile 612-845-4788  
[streamlineassociatesllc@gmail.com](mailto:streamlineassociatesllc@gmail.com)

**Year Established:** 2016

**Specialties:** Historians, Oral, Historic Preservation Consultants, Interpretive Planner, Historic Tax Credits Consultant

**Notes:** Streamline was formed in 2016 by Andrew Schmidt, who has 25 years' experience in historic resources consulting. Andrew regularly participates in all aspects of Section 106 consultation, including defining an APE, identifying historic resources, and completing mitigation measures. He has consulted with federal, state, and local agencies throughout the country. Andrew also has authored more than 25 successful National Register nominations and has prepared preservation tax credit applications. In addition, he has been the Principal Investigator for HPC sponsored neighborhood surveys.

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# Summit Envirosolutions, Inc.

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## Company Information

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**Contact:** Marjorie Pearson (Sr. Architectural Historian)

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Burnsville, MN 55337

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<http://www.summite.com>

**Year Established:** 1991

**Specialties:** Archaeologists, Historians, Historic Preservation Consultants, Photography & Documentation, Collections, Interpretive Planner, Historic Tax Credits Consultant

**Notes:** Architectural Historians specializing in historic context studies, history/architectural surveys, National Register nominations, local designations, Section 106 mitigation, HABS/HAER/MHPR recordation, preservation planning, federal and state investment tax credits.

RETURN TO PRESERVATION SPECIALISTS DIRECTORY

## 155.04 REVIEW OF PERMITS.

(A) Site alteration permit. A site alteration permit shall be required for any alteration of any designated heritage preservation site. The Commission shall review the city's issuance of a site alteration permit in a heritage preservation site in the City of Waseca. In addition to any other specifics the Zoning Administrator may require, the site alteration permit application shall be accompanied by detailed plans including a property plan, building elevations and design details and materials as necessary to evaluate the request. The Commission may ask for additional plans and details they feel necessary to evaluate the permit. Besides the site alteration permit, regular city permits shall be required. Once the Commission has reviewed the permits according to division (F) of this section, recommendation for approval or disapproval will be made to the City Council. Recommendation for approval or disapproval of the site alteration permit by the City Council will be accompanied with specific reasons why the alterations meet or do not meet the city's approved design guidelines and standards for reasonable rehabilitation related to the particular building or preservation site. The following are subject to a site alteration permit:

- (1) Painting, changes to architectural details and other related exterior alterations.
- (2) Additions or deletion of awnings, shutters, canopies, and similar appurtenances.
- (3) Application or use of exterior materials of a different kind, type, color, or texture than those already in use which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
- (4) Signs.
- (5) Construction of a new building or auxiliary structure.
- (6) Any addition to or alteration of an existing structure which increases the square footage in the structure or otherwise alters its size, height, contour, or outline.
- (7) Change or alteration of a structure's architectural style.
- (8) Alteration of a roof line.
- (9) Demolition in whole or in part. This does not apply to structures required to be demolished in accordance with M.S. Chapter 463.

(B) City actions. The Commission shall review and make recommendations to the City Council concerning city activity that could change the nature or appearance of a heritage preservation site.

(C) Preservation program. All decisions of the Commission with respect to this section shall be in accordance with the approved program for the rehabilitation of each heritage preservation site. The Secretary of the Interior's Standards for Treatment of Historic Properties shall be used as a guide in the evaluation of applications for site alteration permits as follows:

(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 alterations 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 shall 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 historic 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) Archeological 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.

(D) Findings. Before approving any permit or application required under division (A) of this section, the Commission shall make findings based on the program for preservation of the heritage preservation site in regard to the following:

(1) In the case of a proposed alteration or addition to existing buildings, the Commission shall make written findings on how the structure may be architecturally or historically affected. To be considered are the existing exterior appearances, building height, building width, depth, or other dimensions, roof style, type of building materials, ornamentation, paving and setback.

(2) In the case of the proposed demolition of a building prior to the approval of demolition, the Commission shall make written findings on the following:

(a) Architectural and historic merit of the building.

(b) The effect on surrounding buildings.

(c) The effect on any new proposed construction on the remainder of the building (in case of partial demolition) and on surrounding buildings.

(d) The economic value or usefulness of the building as it now exists, or if altered or modified, in comparison with the value or usefulness of any proposed structures designated to replace the present building or buildings.

(3) In the case of a proposed new building, the Commission shall make written findings on how the building will in itself, or by reason of its location on the property, materially affect the architectural or historic value of buildings on adjacent sites or in the immediate vicinity within the heritage preservation site.

(E) Appeal to the City Council.

(1) The applicant for a site alteration permit (or any other party) aggrieved by the decision of the Commission relative to a site alteration permit shall have a right to appeal such order and decision to the City Council, if appealed within ten working days of the date of the Commission's order and decision.

(2) The appeal shall be deemed perfected upon receipt by the Records Secretary of a notice of appeal and statement setting the grounds for the appeal. The Records Secretary shall transmit a copy of the notice of appeal and statement to the City Council and a copy to the Commission. The City Council may overturn the Commission's order and decision by a majority vote of the Council. The Commission, in any written order denying a permit application, shall advise the applicant of the applicant's right to appeal to the City Council and shall include this section in all such orders.

(F) Limitations. If within 60 days from the filing of a site alteration permit application, the Commission has neither approved nor denied the site alteration permit application, the plans and permit application shall be deemed to have been approved by the Commission. If all other requirements of the city have been met, the city shall authorize a permit for the proposed work. No permit shall be issued and no work commenced in the event the Commission disapproves the site application permit application in accordance with this chapter.

(Ord. 940, passed 4-15-08; Am. Ord. 951, passed 12-1-09)

104 State St N

Internally illuminated sign – to replace existing sign

5B.a

Tim Loonan Agency

Proposed: illuminated channel letters on a raceway



Existing:



pd CASH 1/26/23

5B.b



SIGN PERMIT APPLICATION

Date 1/26/23

Application Fee X \$20 - Signs 1 to 100 feet<sup>2</sup>  
\$30 - Signs over 100 feet<sup>2</sup>

REQUIRED SUBMITTALS:

Drawing/s of the proposed sign and support structure (if any) showing:

- > Lettering and Logo Layout
- > Sign Dimensions (height and width-for irregular signs measure a box that contains all sign elements)
- > Sign Support Structure (including footings for ground, pylon, billboard)

Drawing showing placement of sign on building or lot, including setback from property lines

Application Fee (Payable to City of Waseca)

Site: Ward House Brewery  
 Business Name: Pepito's Pizzeria Address: 308 State St S

Applicant: John Mansfield  
 Name: John Mansfield Address: 8000 Wm Ave Phone: 651-315-6502 E-Mail Address: jmans1206@gmail.com

Property Owner: Same  
 Name: Same Address: Phone: E-Mail Address:

Sign Installer: Mike Webster  
 Name: Mike Webster Address: Phone: 807-837-9013 E-Mail Address:

Existing Signs: CP Sign (1) Total number Total Sign Area (feet<sup>2</sup>)

Proposed Sign Information: New Signs: (4)

Sign Area: 88 feet<sup>2</sup> Sign Height: From ground to bottom of sign N/A feet  
 From ground to top of sign N/A feet

Sign Type:  
 Building Wall  Canopy or Awning   
 Ground  Suspended   
 Pylon  Projecting  Electronic Message Board  
 Billboard  
 Temporary

Illumination:  
 Internal  External  Neon

Billboards Only: Spacing Between Proposed Billboard and Nearest Existing Billboard \_\_\_ ft.  
 Spacing Between Proposed Billboard and Nearest Residential Use \_\_\_ ft.

Incidental sign information (number, size), etc. HPC review

Office Use Only	Building wall signs			
Primary Business Frontage	100	feet x 2 feet <sup>2</sup> =	200	signage feet <sup>2</sup>
Corner Building Frontage	22	feet x 1 feet <sup>2</sup> =	22	signage feet <sup>2</sup>
Visible Rear Building Frontage	22	feet x 1 feet <sup>2</sup> =	22	signage feet <sup>2</sup>
Lot Area	27,810	feet <sup>2</sup>		
Lot Frontage	103	feet ÷ 300 =	0	
			4/2	Maximum Height
			N/A	Maximum Sign Area
				Number of free standing signs allowed (1 for first 300sf, one for each additional 300sf)

HPC 3  
 100 each max  
 B-1



Variance Required?

\_\_\_ YES

X NO

Conditional Use Permit Required?

\_\_\_ YES

X NO

**Signature:**

The undersigned hereby acknowledges that the above information is true and correct, and that all work herein mentioned will be done in accordance with ordinances of the City of Waseca and the State of Minnesota.

Signature of Applicant

Signature of Property Owner

**Sign Permit Approval:**

Planning & Zoning Coordinator

Date

HPC

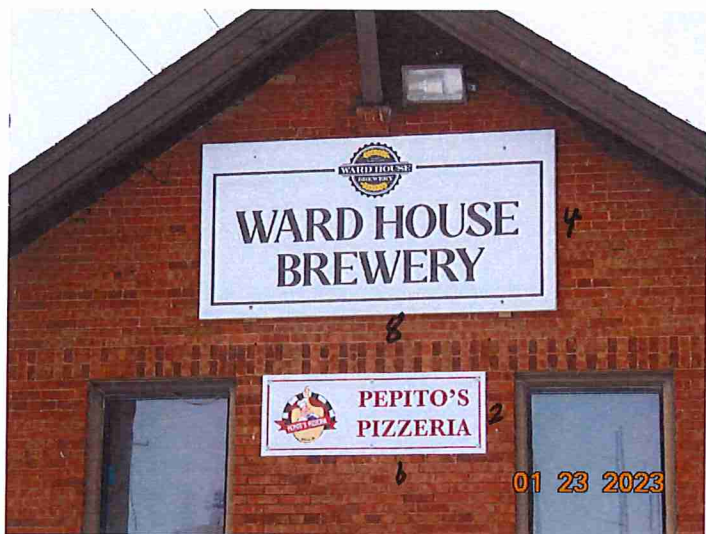
Date



32



12



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**City Name**                      **Waseca**

Category	Grant Request	Cash Match	In-Kind/ Volunteer Match	Total
Contractual - Daniel Hoisington	\$ 9,240			\$ 9,240
Contractual - John Hanson	\$ 3,200	\$ 5,000		\$ 8,200
Supplies - Software ArcGIS App Builder	\$ 1,350			\$ 1,350
				\$ -
				\$ -
				\$ -
		\$ -	\$ -	\$ -
<b>Total:</b>	\$ 13,790	\$ 5,000	\$ -	\$ 18,790

Minimum match needed    \$                      4,137.00

Total	
\$	9,240
\$	8,200
\$	1,350
\$	-
\$	-
\$	-
\$	-
\$	18,790