

# BEMIDJI HERITAGE PRESERVATION COMMISSION REGULAR MEETING AGENDA

Tuesday, March 17, 2026

City Hall Conference Room  
317 4th Street NW



**4:30 PM**

- 1. Call to Order**
- 2. Welcome Guests**
- 3. Approve Agenda**
- 4. Approve Minutes**
  - a. February 17, 2026 HPC Meeting
- 5. Old Business**
  - a. 100 Year Old Buildings
    - i. McKeig House Information
  - b. New Bemidji Hotel Mural
  - c. Ibertson Mural
  - d. Council Report
  - e. SHPO Follow Up (Meeting with City Manager)
    - i. Koop Email and Attachments
- 6. New Business**
- 7. Next Meeting**

April 21, 2026 (note: the council will be meeting at 5:00 p.m. as the Local Board of Appeal and Equalization on this date)
- 8. Adjourn**

**Bemidji Heritage Preservation Commission  
Minutes, Tuesday, February 17, 2026, Conference Room, Bemidji City Hall, 317 4th St NW.**

**Call to Order:** Linda Lemmer, Chair at 4:30 pm

**Members Present:** Linda Lemmer, Lois J Jenkins, Chris Bell, Joan Dreyer, Ashton Loeb, Andy Mack, Jay Tody. City Council Rep: Josh Peterson and City Clerk: Michelle Miller

**No Guests Present:**

**Agenda:** Lois Jenkins moved to accept as written and sent with the addition of two items: Feb 17 email from Sam Anderson, City Engineer and BHP Commission annual report to Bemidji City Council. Chris Bell seconded. Carried.

**Minutes of January 20, 2026:**

Ashton Loeb moved to approved as written and sent. Joan Dreyer seconded. Carried.

**Election of Officers:**

Chairperson: Lois J Jenkins moved to cast a unanimous ballot for Linda Lemmer. Jay Tody seconded. Carried.

Vice Chairperson: Joan Dreyer moved to cast a unanimous ballot for Chris Bell. Jay Tody seconded. Carried.

Secretary: Ashton Loeb moved to cast a unanimous ballot for Lois J. Jenkins. Jay Tody seconded. Carried.

**Old Business:**

**100 year old Structures:**

Press release/fact sheet to media. Andy Mack moved that the template presented by Joan Dreyer be accepted and used for 100 year old structures; and Chris Bell seconded. Carried.  
Wattles/McKeig House: Tabled until March for health of owner consideration. No application from St. Philip's School received.

**SHPO:**

After some discussion, Joan Dreyer and Linda Lemmer with Josh Peterson will meet with City Manager Spizcka to lay out the advantages of membership in this State organization, realizing that perhaps some Bemidji ordinances might need updating (and that this takes time). SHPO, Mike Koop is willing to present to City Council on the work of SHPO membership. BHPC members still hopeful, Bemidji will be able to host 2027 State Conference.

PreserveMN 2026 is being held in conjunction with [FORUM 2026: Preservation Currents](#), taking place July 22-26, 2026 in Minneapolis!

**Pump House 1909 Memorial:**

Ashton Loeb's brought in an email dated today, February 17, 1:38 pm from Sam Anderson, City Engineer stating "some interest in a private party purchasing the 1909 Pumping Station property". Email is attached to these minutes.

Discussion of "is it possible to keep story board and/or building blocks?"

Lemmer reported Con's Masonry is able to salvage blocks and build a memorial wall. Two masons in area are now able to do this rehab work.

Paper work is turning MOU, Memo of Understanding, storm damage insurance, for sale and a buyer, and RFP, Request for Proposal. Ashton Loeb's moved that BHPC table and revisit at April meeting, Chris Bell seconded. Carried.

**Murals:**

BHPC waiting for bids and SHPO membership to apply for grants to preserve the New Bemidji Hotel mural. Jay Tody will call Mr. Bush to continue that conversation on his funds available. Mr. Moles Painting and Mike Mayer Painting are interested in doing the work. Someone is making stencils. Andy will check tonight on the restoration of the Diamond Point Bridge.

**NEW BUSINESS:**

Jenkins will check again on the "Iberson building mural" esp with owner Mitch Rautio.

**Annual Report:**

Discussion and some more words added to Linda Lemmer's presentation to City Council.

Title: 2026 BHPC Annual Presentation to Council

highlighting that there is a possibility of Bemidji hosting the 2027 SHPO State PreserveMN conference and that there is a possibility of a SHPO officer joining us this evening to talk with Council. Chris Bell moved to accept written report with these additions. Joan Dreyer seconded. Carried. [Council meets March 2 and March 16]

**Next Meeting: Tuesday, March 17, 2026: 4:30 pm. City Hall.**

**Adjourn: Andy Mack moved to adjourn. Ashton Loeb's seconded. Carried. Adjourn: 5:33 pm, February 17, 2026.**

Reported  
Lois J Jenkins  
Secretary

**From:** [Richard Spiczka](#)  
**To:** [Michelle Miller](#)  
**Subject:** Information from SHPO rep  
**Date:** Tuesday, March 3, 2026 11:13:25 AM  
**Attachments:** [NPS CLG booklet.pdf](#)  
[HPC handout.doc](#)

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Here is the email text. I have also attached two things he sent.

Thank you for your request for information regarding local preservation. I was pleased to learn that Bemidji is interested in enhancing its existing preservation program. One of the best opportunities to advance overall preservation goals is, in my opinion, better treatment of cultural resources in local planning efforts. For best results, there needs to be coordination between state and federal programs and local efforts.

One way to encourage this coordination is through participation in the Certified Local Government (CLG) program. This nationwide program helps local preservation groups transform themselves from grass-roots advocates to policymakers. A city with a qualifying ordinance and heritage preservation commission (HPC) may become a Certified Local Government by applying to the State Historic Preservation Office (SHPO).

This local-state-federal partnership encourages the integration of historic preservation into local government policy. The attached "HPC handout" has basic information about HPCs and the CLG program. The "[Procedures for Applying for and Maintaining Certified Local Government Status](#)" has more details about applying for and joining the CLG program. In order to become a CLG a city must meet certain basic responsibilities, including the following:

- Establish and maintain a qualified HPC
- Maintain a system for identifying historic properties
- Enforce appropriate legislation for the designation and protection of historic properties
- Provide for public participation in the local preservation program
- Play an expanded role in nominating properties to the National Register
- Perform other agreed-upon functions delegated by the SHPO

CLG status enables the local government to apply for specially earmarked matching grants from the SHPO that can be used for survey, planning, nomination, or educational activities. In recent years, these funds have enabled many of the state's local preservation programs to advance their efforts significantly.

Attached is a booklet produced by the National Park Service about the CLG program; although

somewhat dated, it provides a comprehensive overview of the breadth of the work of CLGs nationwide.

Also available on our website is a [sample preservation ordinance](#) that may be helpful to review and compare with Bemidji's ordinance. After examining the city's current online preservation ordinance it appears that several components will require modification before the ordinance can be accepted for the purpose of applying to become a CLG. Our comments are summarized below.

#### Sec. 2-247. Organization; composition

Under paragraph (a) it would be helpful to add that at least one member of the HPC shall be a member of the Beltrami County Historical Society. This is consistent with Minnesota Statutes 471.193 Municipal Heritage Preservation Subd. 5.

#### Sec. 2-253. Definitions

c. Change "District or Area: A geographically definable area, urban or rural..." to "District: A geographically definable area possessing a significant concentration..."

#### Sec. 2-254. Powers and duties

(2) Delete the following paragraph: "The commission shall recommend no district, area, building or site for historic preservation to the city council, unless and until the property owner is first notified and consent for designation obtained."

(3) Delete the following paragraph: "At the time of notification, a property owner shall be advised of the ordinance requirements and of the impact and significance of historic designation of the property. Prior to official designation, a copy of the ordinance shall be provided to the property owner who shall sign a statement evidencing his understanding of preservation designation, as well as acknowledgement of receipt of notice of the proposed designation and a copy of the city's preservation ordinance. The property owner's signed statement shall be kept on file in the office of the city clerk."

The owner consent stipulation referenced in the above two paragraphs for local designation is a major weak point in the ordinance. The designation of local properties should be based on the historic and/or architectural significance of the property. While it is desirable to win an owner's cooperation, his or her consent is not a valid criteria for designation. This stipulation could prevent local designation of some of the city's most significant resources; these may be the resources most in need of protection under the ordinance. Mandating owner consent for local designation would prevent the city's ordinance from being approved for CLG status. Further, the ordinance does not address the question of removal of properties from designated status. The owner consent provision might suggest that owner objection could be grounds for removal. For a local ordinance to meet CLG requirements, properties may be

removed from designated status only in cases where there has been a procedural or professional error in the designation process or where the property has been destroyed or radically altered. The regulations are very specific on this last point (see section I.A.2. of the CLG Procedures Manual).

Sec. 2-254. Powers and duties

(5) Permit review process.

The CLG manual specifies that the ordinance (or other procedures adopted by the local government ) must contain a clearly defined process for the review of proposed alterations to locally designated properties. The Bemidji ordinance lists permit review as a duty of the commission and identifies the types of permits to be reviewed (excavation or demolition; remodeling; moving of a building, etc.), but a process for the review is not described. CLG regulations further specify that the Secretary of the Interior's Standards for the Treatment of Historic Properties be utilized in developing review criteria and that the process provide for public comment (see Section I.A.3. of the Procedures manual).

There may be other components of the current ordinance that will need to be revised, but the points raised above are important ones to consider for discussion.

# PRESERVING YOUR COMMUNITY'S HERITAGE

*through the*  
Certified Local Government Program



# CLG

*The National Park Service*  
*The National Conference of State Historic Preservation Officers*

PRESERVING YOUR COMMUNITY'S HERITAGE  
THROUGH THE  
CERTIFIED LOCAL GOVERNMENT PROGRAM

The National Park Service  
The National Conference of State Historic Preservation Officers

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Bryan Mitchell, Chief, Heritage Preservation Services  
Hampton Tucker, Certified Local Government Program Coordinator  
*National Conference of State Historic Preservation Officers:*  
Nancy Miller Schamu, Executive Director

Prepared by Carole Zellie, Landscape Research, St. Paul, Minnesota  
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Andrea Hill and Hampton Tucker, NPS 2004 web version

Many Certified Local Government coordinators and other State Historic Preservation Office staff members, community planners, and consultants across the country contributed to the text and provided illustrations for this publication. Pratt Cassity and Nore Winter of the National Alliance of Preservation Commissions reviewed drafts of the text. All of the contributors' assistance, and that of Stephen Morris and NPS and NCSHPO staff, is greatly appreciated.



U.S. Department of the Interior  
National Park Service

NCSHPO

National Conference of State Historic Preservation Officers

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PRESERVING  
YOUR COMMUNITY'S  
HERITAGE

*through the*

Certified Local Government Program

*The National Park Service*

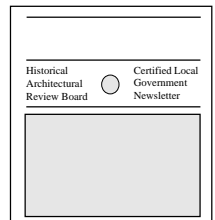
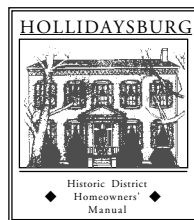
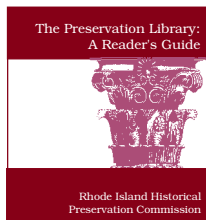
*The National Conference of State Historic Preservation Officers*

2004 Edition

CLG

The center cover photo is from the *Tallahassee Design Guidelines Manual* produced in 1991. This CLG-funded project resulted in one of the best sets of historic district design guidelines in Florida: richly illustrated, comprehensive and user-friendly.

Below and opposite, left to right: a variety of CLG-supported projects and events. The Rhode Island Historical Preservation Commission's *Preservation Library*, a collection of resources about restoring older houses and revitalizing historic neighborhoods; Pennsylvania's *Hollidaysburg Historic District Homeowner's Manual*; the *HARB Bulletin* (Certified Local Government Newsletter) distributed to 1400 subscribers in Pennsylvania; results of the "Box City" curriculum program utilized in Salem, Ohio; the Old Burke County Courthouse centerpiece from the Morganton, North Carolina brochure *A Town With Tradition*; projectile points illustrated in the *Grove Park Archaeology Report* completed for Wichita, Kansas; and a participant at Rehab-A-Rama, an annual event in Newport, Kentucky.



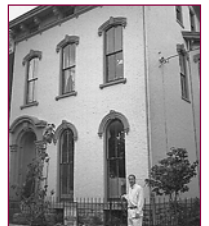
# The Certified Local Government Program

Across the nation, hundreds of diverse communities have taken action to preserve their unique historic character. The Certified Local Government (CLG) Program, a cost-effective local, state and federal partnership, has been a major source of support and guidance. This national initiative provides valuable technical assistance and small grants to local governments seeking to keep for future generations what is important and significant from their past. Funds are appropriated annually by the U.S. Congress and distributed from the Historic Preservation Fund, which is administered by the National Park Service (NPS) and State Historic Preservation Offices (SHPOs) in each state. NPS establishes broad regulations and standards for participation in the CLG Program; however, states have wide latitude to tailor these to the special characteristics of their local governments. The CLG Program responds to the needs of many different kinds of local communities throughout the nation and links them to the national historic preservation program established by the National Historic Preservation Act.

*The CLG Program is much more than just a funding source. It has helped to institutionalize historic preservation by making it a part of local government.* 3

To become certified under the program, a local government applies to its State Historic Preservation Office. After certification, a local government is eligible to receive grants and technical assistance. Each SHPO is required to reserve at least ten percent of its federal allocation solely for distribution to CLGs. While many CLG grants are small, they often have been used as seed money to attract additional funds. SHPOs set eligibility requirements and select projects on an annual basis. Nationwide, over 1,230 local governments now participate in the program.

The CLG Program has achieved its primary goal of integrating local government and historic preservation. But the program is much more than just a funding source. It has helped to institutionalize historic preservation by making it a part of local government. And, because local planning office staff often play key roles in CLG projects, the thread of historic preservation becomes woven into the fabric of local land-use policy. Another benefit is a stronger partnership among the local, state, and national preservation networks. In the early years of the program, CLG grants typically were used for a variety of survey and planning studies. Today CLG grants support a wider range of projects, including building reuse and feasibility studies, design guidelines and conservation district ordinances, and many kinds of public education. This publication highlights more than thirty such innovative projects.



# Creating a Framework for Preservation

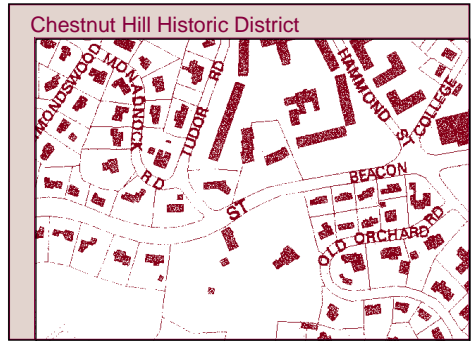
One way the CLG Program creates and supports the historic preservation ethic in local government is by building on local initiative and helping preservation groups transform themselves from grass-roots advocates to policy makers. Collecting and analyzing information on the location and significance of archaeological and historic properties for the use of preservation commissions and local, county, and state agencies is an important first step. Some of the valuable results of these activities include historic theme or contexts studies, cultural resource inventories, and assessments of properties to determine their eligibility for local and National Register of Historic Places designation.

The ability to offer diverse communities a variety of support sensitive to current local planning needs is a strength of the CLG Program. Steph Jacon of the South Dakota State Historical Society notes that a major accomplishment of her state's program, with 16 certified governments, is that it "introduces and sustains historic preservation efforts in a significant number of cities and towns which might not otherwise have preservation programs."



Winona, Minnesota  
*Historic Resource Survey*

Winona, a Mississippi River community settled in the mid-1850s, was the subject of a three-year survey by consultants and the local historic preservation commission. Representative of many historic resource surveys funded each year by CLG grants, the survey documented over 1,000 properties including the farmhouse (1900) above. Computer-generated maps were developed to show the distribution of architectural styles and building integrity. The project results are currently being used to draw historic district boundaries and to develop nominations to the National Register.



Newton, Massachusetts  
*GIS Mapping of Historic Resources*

Newton's CLG-funded Geographic Information System mapping project depicts over 5,000 inventoried and designated historic resources, including colonial homesteads and the Longwood Covered Tennis Courts (1913). The computer database will be useful in coordinating land-use planning with other local and state agencies. The GIS map also has been distributed to the public as an attractive poster inserted in a community newspaper; the poster highlighted numerous preservation projects undertaken by the Newton Housing Rehabilitation Fund.

# Partnerships with Local Government

In many local historic districts, the preservation commission's review of building permits helps to ensure that exterior alterations are compatible with the historic character of the area. Many commissions use the Secretary of the Interior's Standards, and have created user-friendly design guidelines for property owners. This kind of activity promotes good communication with building permit officials and other regulatory agencies. Michigan, for example, has focused its CLG Program on assisting local governments to establish and administer local historic districts; in 1994, 53 local governments in the state had preservation ordinances with mandatory design review.

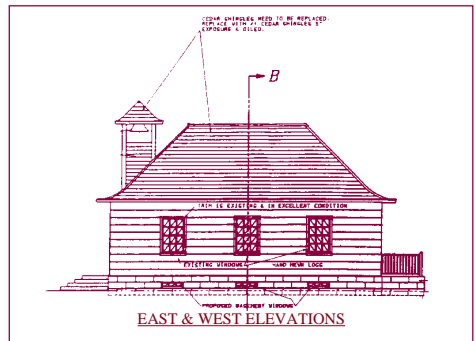
In many states, CLG grants support creation of historic preservation plans that analyze current community needs and propose future strategies. There is great range in focus among these studies. Some cover a single property, while others offer plans for historic battlefield sites or large urban neighborhoods.

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Manassas, Virginia  
*Historic District Handbook*

The Manassas *Handbook* exemplifies the high quality of design review guidelines developed by CLGs in Virginia. Guidelines identify what is important in each historic district and explain how significant features and resources should be treated. "The use of printed design guidelines has brought professionalism to the (design review) boards' work and results in decisions based on objective criteria rather than personal taste," notes Ann Miller Andrus of the Virginia Department of Historic Resources.



Torrey, Utah  
*Meetinghouse Nomination and Restoration*

The Utah SHPO has encouraged broad involvement in the CLG program through flexible standards for local government participation. Historic Preservation Coordinator Roger Roper says "this allows beginner communities to participate, develop expertise, and advance to higher levels of effectiveness." Torrey, with a population of 122, used a series of small CLG grants to nominate its log meetinghouse to the National Register and to rehabilitate it. Such incremental efforts are effective and sometimes are the only feasible approach when fund

# The American Landscape

The CLG Program supports projects that investigate and interpret many aspects of the American landscape. Projects focused on archaeological, cultural and historic landscapes provide information crucial to preservation and planning for sensitive areas and for a broad range of public education programs. For example, in Bluff, Utah, the Bluff Historical Preservation Association, working through the San Juan County CLG, has taken a sophisticated and comprehensive approach to preserving prehistoric and historic Native American sites. The association currently is developing a planning document that will help control tourism growth in their unincorporated town. Their intention is to "protect the entire cultural landscape, not just individual sites." In Cleveland, Ohio—and on another scale—several CLG grants were utilized to create a predictive model for urban historic archaeology and cultural resource management. Planners use the model to quantify the effects of changing land-use patterns on the formation and preservation of archaeological sites. Subsequent use of the model in publicly funded construction projects has demonstrated

*continued at the top of page 7*

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Maui County, Hawaii  
*Cultural Landscape Inventory*

Using a CLG grant, Maui County is working to establish regulations that will protect rural cultural landscapes. A comprehensive inventory of the taro farming area of Keanae-Wailuanui has recorded key properties as well as natural resources significant to the area's historical and cultural heritage. Many of the taro fields and terraces constructed by Native Hawaiians over the last centuries are still intact and are farmed by descendants. Future county land-use management policies will find guidance in this study.



The Red River Cart  
Design Taken From Original Carts at:  
Manitoba Museum at Winnipeg  
and  
National Historic Park at Lower Fort Garry  
By M.B. Brenaut 1967

Walsh County, North Dakota  
*Ox Cart Trail Study*

The Walsh County CLG is involved in a multi-year project to identify, nominate and preserve ox cart trails in Walsh and Pembina Counties. These trails were used in the early 1800s by the Métis to move furs and trade goods from Winnipeg to St. Paul. (The Métis are descendants of Chippewa or Cree who intermarried with French, British, or Scottish immigrants.) The first two phases of the project, a literature search and an on-site survey, have been completed.

## Breaking New Ground

its usefulness in predicting the archaeological potential of a historic district, guiding development decisions, and for aiding a variety of individual rehabilitation projects.



*Digging in downtown Cleveland: a model for urban historic archaeology and historic resource management.*

Designed historic landscapes—including the park and parkway work of noted landscape architects—also have been studied in a number of communities with CLG funds. In Syracuse, New York, a National Register of Historic Places Multiple Property Documentation Form was prepared for a study of city-owned landscapes and open spaces. The project's impact will reach beyond Syracuse, however. The documentation will serve as a model for analyzing park systems throughout the state.



Clackamas County, Oregon  
*Barlow Road Management Plan*

In 1993, in preparation for the 150th anniversary celebration of the Oregon Trail, the Clackamas County CLG undertook what has been described as an "enormous" project to identify and protect remnants and associated landscapes of the Barlow Road, one of the two principal routes that terminated the trail. Over 500 sites were identified. Following recommendations of the subsequent Management Plan, the county has been analyzing and landmarking eligible properties.



Highland Park, Illinois  
*Highland Park Historic Landscape Survey*

The original plan for the Chicago suburb of Highland Park was prepared by landscape architects H.W.S. Cleveland and William M.R. French in 1869. In this CLG-funded study, 69 designed historic landscapes were identified including several designs by landscape architect Jens Jensen. The Preservation Commission recorded sites eligible for the National Register of Historic Places and local landmark designation and worked with property owners to develop preservation plans for significant historic landscapes.

## Planning: Suburb, Village and Beyond

The CLG Program serves crossroad hamlets, small towns and large cities throughout the country. Small communities often face the same preservation challenges as larger ones, but usually with fewer staff and funding resources. In Vermont, the landscape is characterized by many historic village centers surrounded by farm and forest land. In virtually every town where there is a village center—a feature of approximately 80% of the state's 250 towns—there is a historic district already on or eligible for the National Register of Historic Places. Vermont's active CLG Program has sponsored projects with excellent outcomes. Jane Lendway of the state's Division for Historic Preservation observes that "we have seen CLG communities mainstream historic resources into everyday life, much more so than non-CLG towns. It is great to have these communities taking responsibility for their historic resources, and enjoying it at the same time."

*It is great to have these communities taking responsibility for their historic resources, and enjoying it at the same time.*

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Mad River Valley, Vermont  
*Rural Resource Protection Plan*

The scenic Mad River Valley CLG's 1988 study produced the *Mad River Valley Rural Resource Protection Plan*. The RRPP combined historic preservation, open-space protection, and recreation planning strategies to preserve the rural character of the towns and the surrounding valley. The inclusion of historic and archaeological resources as part of the rural resource base has been a critical component of its success.



Bellefonte, Pennsylvania  
*Long-Range Planning*

This small Pennsylvania crossroads community is situated at the principal water gap leading to the Nittany Valley. CLG funds have played a role in many aspects of its long-range preservation planning. Awareness of local issues was initially raised in newspaper advertisements paid for by CLG funds. The book, *The Historic Gem That is Bellefonte* (1992), summarizes the results of various surveys, the objectives of the local historic district and architectural review board, and also provides good practical historic building conservation advice.

## America's Historic Main Streets

Because Main Street is the civic and commercial heart of many American communities and because its vitality is critical to both the local economy and quality of life, many smaller communities focus their first preservation efforts on restoring the historic buildings in their commercial centers. As a result, many of these areas have been designated as National Register and/or local historic districts. Many kinds of buildings—including wood-sided general stores in Vermont and brownstone libraries in Wisconsin lumber towns—have benefited from strong CLG support of the revitalization of Main Street.

In 1976, The National Trust for Historic Preservation began its sponsorship of the National Main Street Program. The program, which emphasizes good local organization, promotion, design and economic development, has been adapted to varying needs in many towns and cities and has produced excellent results for property owners and communities.



Covington, Louisiana  
*Main Street Program*

Louisiana supports some projects related to its active Main Street Program with CLG funds. As this program helps communities develop comprehensive plans for their historic business districts, it also encourages cooperation between public and private interests. Since the town of Covington began its program in 1989, 22 buildings have been renovated, 24 businesses have been expanded or founded, and investment has totaled \$2.3 million.



Dalton, Georgia  
*Main Street Program*

For over ten years, Dalton—the carpet capital of the world—has successfully woven together its CLG participation and its Main Street Program. Initially, Dalton's Main Street was designated as a local and National Register historic district and architectural guidelines were developed. A series of CLG grants has supported the expansion of the district, development of a sign ordinance, and creation of tools and guidelines for education and marketing.

## New Life for Community Landmarks



*Left and center: City Hall, Saco, Maine (1855)  
Right: Edward Devotion House Brookline, Massachusetts (ca. 1680 frame; 1740)*

In several states, CLG funds recently have been used to support re-use feasibility studies and capital improvement projects, often providing needed seed money. In Saco, Maine, CLG contributions leveraged municipal funds for rehabilitation of City Hall. This project was critical in anchoring downtown revitalization. In Brookline, Massachusetts, CLG funds supported a preservation and maintenance study of 23 municipal buildings. The project provided a thorough assessment of the current conditions and needs of the community's wealth of publicly-owned historic structures. With a plan for systematic capital investment and maintenance, the study established a good blueprint for long-term conservation.

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*Grafton, North Dakota  
Elmwood*

A CLG grant funded the restoration of the Queen Anne style porch of Elmwood, a National Register-listed property built in 1895 by C.A.M. Spencer, the state's second attorney general. The house, which is situated on 20 acres in an oxbow of the Park River, is used as a "hands-on" museum.

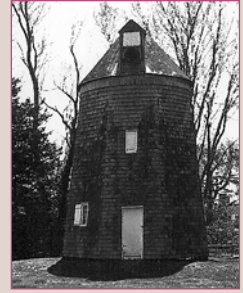
*Above: the porch at Elmwood after restoration; right, a historic view.*



*Kalamazoo, Michigan  
American Red Cross Restoration Project*

The Kalamazoo Chapter of the American Red Cross entered into a three-party agreement with the Michigan SHPO and the CLG-certified city of Kalamazoo to restore the Wood-Upjohn (above) and Gilmore Houses. The two buildings are used to provide Red Cross services in the community. A special feature of Michigan's grant program is the availability of restoration grants to CLGs only. Some of these funds have been granted in three-party agreements, allowing not-for-profit organizations like the Red Cross to participate in the CLG partnership.

The preservation of threatened historic properties requires careful and innovative planning. The village of East Hampton, New York, used CLG funds in the acquisition of the 1804 Lion Gardiner Windmill as part of a complex land-use negotiation regulating subdivision of the last original (1648) home lot in this highly developable community. In addition to the acquisition, the project included access, visual, and agricultural easements, as well as zoning variances.



*Lion Gardiner Windmill*

Other innovative projects designed to modify traditional zoning or building codes to conserve individual buildings and districts are appearing across the country. In Boise, Idaho, for example, CLG funds were used to plan a building code workshop that explored the effect of variances in specific communities. As a result several Idaho municipalities have adopted the Uniform Code for Building Conservation.

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## Newport, Kentucky

### *Economic Development Incentives*

Situated on the Ohio River, Newport's historic district has experienced a comeback due to two innovative and successful programs that merge historic preservation with economic development. Supported in part by CLG grants, the first effort was a loan pool providing low-interest loans up to \$10,000 for single-family residential rehabilitation. The second phase, known as Rehab-A-Rama, provided each investor with a \$10,000, no-interest loan, a five-year property tax moratorium, and state sales tax redemptions on rehab materials.



## Key West, Florida

### *Historic Zoning Variance Study*

This study was initiated by the City of Key West to evaluate the effects of variances on development standards within the National Register Historic District during 1992-93. Protecting historic resources from unnecessary variances and providing a method for assessing the immediate and cumulative effect of these requests on the district were among study objectives. Over 312 cases were included in the sample, and numerous recommendations regarding density, setbacks, fences, parking lot coverage, and air conditioning were developed.

# Reaching the People

In nearly every state, CLG grants are used to develop brochures and walking tours related to historic properties, sites, and areas. Communities also have published newsletters that reach hundreds of households, sponsored conferences and preservation fairs, and produced television and radio spots. At the state level, CLG programs attempt to balance the regulatory and educational roles of historic preservation commissions.



*Omaha, Nebraska: this widely-distributed 60-page booklet describes the development of the city's historic park system.*

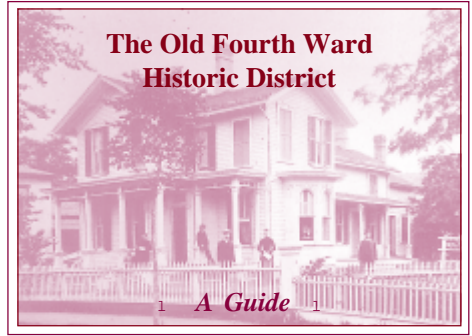
Some communities have pooled CLG grants for collaborative events, such as a one-day symposium on alternatives to demolition co-sponsored by Syracuse, Ithaca, and Watertown, New York. Proceedings of the conference were published and distributed to participants and all state CLGs.

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**Charlottesville, Virginia**  
*Historic District Procedures*

Some publications are targeted primarily for property owners in historic districts. In Charlottesville, Virginia, for example, brochures explain the local preservation program, outline the responsibilities of property owners in historic districts, and demystify the process of going before the review board. Virginia's CLG grants have supported similar projects in Lynchburg and Petersburg.



**Janesville, Wisconsin**  
*Historic District Guidebooks*

In 1986, the Janesville Historical Commission began a guidebook series describing its historic districts. Six guidebooks, a heritage map, a design guidelines handbook and a 25-minute video on the development of the city have since been funded by CLG grants. The publications are distributed at locations such as the Municipal Building, the Rock County Historical Society, and local hotels. They have dovetailed well with other elements of the city's preservation program and serve a wide audience of both visitors and residents.

Elementary, middle, and high school students are often the focus of CLG grants that support a great variety of curriculum development projects. In Hutchinson, Kansas, the Landmarks Commission, City of Hutchinson and the School District collaborated with a consultant to prepare a fourth grade historic preservation curriculum. This curriculum addresses preservation issues in the larger context of Kansas history as it is affected by culturally diverse settlement, government policy, building materials and technological change. In Sioux Falls, South Dakota, several CLG-funded projects focused on archeological education. As a result, a video, "Archeology—What Is It?" and an activity book for use during classroom visits and field trips were made available to area schools.



*In Salem, Ohio, CLG funds allowed participation in The Center for the Built Environment's "Box City" program. This program trained teachers, who in turn taught students about local history and the need to preserve local historic resources.*



### Socorro, Texas

#### *Bilingual Design Guidelines*

A CLG grant funded design review guidelines for Socorro, a small community outside El Paso that dates from 1680. The design review board uses the guidelines to review proposed changes in the Mission Trail Historic District. Guidelines address the conservation of the district's architectural heritage as well as the economic concerns of property owners. The illustrated handbooks are available in Spanish (*Criterio de Diseño Distrito Historico: Sendéro La Mision de Socorro*) which is the principal language of Socorro residents, and in English.



### Columbus, Ohio

#### *Lost Treasures Found*

Recognizing the lack of documentation for historic properties associated with African-Americans, the City of Columbus and the Columbus Landmarks Foundation surveyed the East Long Street and Mt. Vernon Avenue areas. The survey was one component of the Foundation's "Lost Treasures Found" project, an effort to foster interest and support for the preservation of places in African-American history in Columbus. One recorded property is shown above: the house of community leaders Harry B. and Lulu Hall Alexander.

### *Requirements*

While the National Historic Preservation Act establishes a framework of minimum federal requirements for participation in the CLG program, National Park Service regulations encourage each State Historic Preservation Office to shape the program to the particular needs of the state. Under the Act, CLGs are required to:

- Enforce appropriate legislation for the designation and protection of historic properties.
- Establish and maintain a qualified historic preservation commission.
- Maintain a system for identifying historic properties.
- Provide for public participation in the local historic preservation program.
- Perform other agreed upon functions delegated to it by its State Historic Preservation Officer.

Incorporating and expanding upon these minimum federal requirements, each SHPO develops its own procedures (approved by the NPS) for certifying local governments. State procedures detail requirements regarding the following: the kinds of legislation that local governments seeking certification must enact and enforce (for example, a local historic preservation ordinance); the expertise and background of members to serve on the local historic preservation commission; the frequency with which the commission meets; and, methods necessary to satisfy the requirement for public participation in the local preservation program. Upon approval of a CLG's application for certification, the chief elected local official (or his or her designee) and the SHPO sign a certification agreement that specifies the responsibilities of each party. The SHPO generally requires the CLG to submit an annual report summarizing its activities and accomplishments. At least once every four years, the SHPO conducts an evaluation of the CLG's performance of its duties as outlined in the certification agreement.

### *Benefits*

A local government receives many benefits from becoming certified in addition to eligibility to apply for CLG grants. The most significant benefit is the close working relationship that certification establishes between the local government and the SHPO. CLGs get to know the SHPO staff and call upon them for assistance. Similarly, SHPO staff become familiar with the strengths and needs of a CLG's preservation program and can direct appropriate assistance to the local government. SHPOs are required to provide orientation and training to the CLGs; this often takes the form of an annual statewide CLG conference that allows local commission members and staff representatives to communicate. In addition, CLGs often are called upon to offer their views on the SHPO's programs. They have a special responsibility to help the SHPO shape the statewide historic preservation plan, which the National Historic Preservation Act requires of all SHPOs.

## For More Information

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In addition to the strong ties certification fosters between local governments and the SHPO, CLG status gives local governments additional authority and responsibility regarding nominations of local properties to the National Register of Historic Places. CLGs review the nominations and give an official opinion on the property's eligibility for National Register listing.

Beyond this, joining the CLG program enables a local government and its historic preservation commission to become part of a statewide and national preservation network. CLGs receive statewide newsletters, National Park Service preservation publications and journals, as well as announcements and invitations to preservation conferences, workshops, and related events. Finally, in addition to these tangible benefits, many local governments view CLG status as an opportunity to enhance the image of their local preservation efforts. Certification by the SHPO with the concurrence of the National Park Service is seen by many, including state and federal agencies, as recognition of a certain level of professionalism and expertise in the local preservation program.

For further information about the CLG Program, contact your SHPO (see page 16 for addresses and phone numbers) or, the Certified Local Government Coordinator, 15 National Park Service (org. 2255), 1849 C Street, N.W., Washington, D.C. 20240. *Questions and Answers about CLG Grants from SHPOs: An Introductory Guide*, which contains detailed information about the process of applying for and receiving a CLG grant, is available from the SHPO or from NPS. More information is available on the NPS website at <http://www2.cr.nps.gov>.

# For More Information

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Contact the CLG Coordinator at your State Historic Preservation Office (SHPO) for more information about the Certified Local Government Program and preservation planning issues in your community.

## ALABAMA

Alabama Historical Commission  
468 South Perry Street  
Montgomery, AL 36130-0900  
334-230-2666

## ALASKA

Alaska DNR  
Office of History & Archeology  
550 West 7th Avenue, Suite 1310  
Anchorage, AK 99501-3565  
907-269-8908

## ARIZONA

Office of Historic Preservation  
Arizona State Parks  
1300 West Washington  
Phoenix, AZ 85007  
602-542-4174

## ARKANSAS

Historic Preservation Program  
323 Center Street  
Tower Building, Suite 1500  
Little Rock, AR 72201  
501-324-9150

## CALIFORNIA

Office of Historic Preservation  
Department of Parks & Recreation  
P.O. Box 942896  
Sacramento, CA 94296-0001  
916-653-6624

## COLORADO

Colorado Historical Society  
1300 Broadway  
Denver, CO 80203  
303-866-3355

## CONNECTICUT

Connecticut  
Historical Commission  
59 South Prospect Street  
Hartford, CT 06106  
860-566-3005

## DELAWARE

Division of Historical &  
Cultural Affairs  
Tudor Industrial Park  
604 Otis Drive  
Dover, DE 19901  
302-739-5313

## FLORIDA

Division of Historical Resources  
Department of State  
500 South Bronough Street, # 305  
Tallahassee, FL 32399-0250  
850-245-6300

## GEORGIA

Historic Preservation Division/DNR  
47 Trinity Avenue, SW  
Suite 414-H  
Atlanta, GA 30334-9006  
404-656-2840

## HAWAII

State Historic Preservation Office  
PO Box 621  
Honolulu, Hawai'i 96809  
808-692-8015

## IDAHO

Idaho State Historical Society  
1109 Main Street  
Suite 250  
Boise, ID 83702-5642  
208-334-2682

## ILLINOIS

Illinois Historic Preservation Agency  
1 Old State Capitol Plaza  
Springfield, IL 62701-1512  
217-785-4512

## INDIANA

Department of Natural Resources  
Historic Preservation & Archeology  
402 West Washington, Room W274  
Indianapolis, Indiana 46204  
317-232-1646

## IOWA

State Historical Society of Iowa  
Capitol Complex  
East 6th and Locust Street  
Des Moines, IA 50319  
515-281-8741

## KANSAS

Kansas State Historical Society  
Cultural Resources Division  
6425 Southwest 6th Avenue  
Topeka, Kansas 66615  
913-272-8681

## KENTUCKY

Kentucky Heritage Council  
300 Washington Street  
Frankfort, KY 40601  
502-564-7005

## LOUISIANA

Department of Culture, Recreation  
& Tourism  
P.O. Box 44247  
Baton Rouge, LA 70804  
225-342-8200

## MAINE

Maine Historic Preservation  
Commission  
55 Capitol Street, Station 65  
Augusta, ME 04333  
207-287-2132

## MARYLAND

Maryland Historical Trust  
100 Community Place  
3rd Floor  
Crownsville, MD 21032-2023  
410-514-7600

## MASSACHUSETTS

Massachusetts Historical  
Commission  
220 Morrissey Boulevard  
Boston, Massachusetts 02125  
617-727-8470

## MICHIGAN

State Historic Preservation Office  
Bureau of Michigan History  
Department of State  
717 W. Allegan  
Lansing, Michigan 48918  
517-373-163.0

## MINNESOTA

State Historic Preservation Office  
Minnesota Historical Society  
345 Kellogg Blvd. W.  
St. Paul, Minnesota 55102  
651-296-2747

## MISSISSIPPI

Mississippi Department of  
Archives & History  
P.O. Box 571  
Jackson, MS 39205-0571  
601-359-6850

# For More Information

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## MISSOURI

Historic Preservation Program  
Division of State Parks  
P.O. Box 176  
Jefferson City, MO 65102  
573-751-7858

## MONTANA

State Historic Preservation Office  
1410 8th Avenue  
P.O. Box 201202  
Helena, MT 59620-1202  
406-444-7717

## NEBRASKA

Nebraska State Historical Society  
P.O. Box 82554  
1500 R Street  
Lincoln, NE 68501  
402-471-4745

## NEVADA

Historic Preservation Office  
100 North Stewart Street  
Capitol Complex  
Carson City, NV 89701-4285  
775-684-3440

## NEW HAMPSHIRE

Division of Historical Resources  
19 Pillsbury Street, 2nd Floor  
Concord, NH 03301-3570  
603-271-6435

## NEW JERSEY

NJ Historic Preservation Office  
401 East State Street  
P.O. Box 402  
Trenton, NJ 08625  
609-292-2885

## NEW MEXICO

Historic Preservation Division  
Office of Cultural Affairs  
228 East Palace Avenue  
Santa Fe, NM 87503  
505-827-6320

## NEW YORK

Field Services Bureau  
NY State Parks, Recreation &  
Historic Preservation  
Peebles Island P.O. Box 189  
Waterford, NY 12188-0189  
518-237-8643

## NORTH CAROLINA

Division of Archives & History  
4610 Mail Service Center  
Raleigh, NC 27699-4610  
919-807-7280

## NORTH DAKOTA

State Historical Society of North  
Dakota  
612 East Boulevard Avenue  
Bismarck, ND 58505  
701-328-2666

## OHIO

Ohio Historic Preservation Office  
Ohio Historical Society  
567 East Hudson Street  
Columbus, OH 43211-1030  
614-298-2000

## OKLAHOMA

Oklahoma Historical Society  
State Historic Preservation Office  
2704 Villa Prom, Shepherd Mall  
Oklahoma City, OK 73107  
405-522-4484

## OREGON

State Parks and  
Recreation Department  
1115 Commercial Street N.E.  
Salem, Oregon 97310  
503-378-4168

## PENNSYLVANIA

Pennsylvania Historical and  
Museum Commission  
300 North Street  
Harrisburg, PA 17120  
717-787-2891

## RHODE ISLAND

Rhode Island Historical  
Preservation & Heritage Commission  
Old State House  
150 Benefit Street  
Providence, RI 02903  
401-222-2678

## SOUTH CAROLINA

Department of Archives & History  
8301 Parklane Road  
Columbia, SC 29223-4905  
803-896-6100

## SOUTH DAKOTA

State Historical Society  
900 Governors Drive  
Pierre, South Dakota 57501  
605-773-3458

## TENNESSEE

Department of  
Environment & Conservation  
4401 Church Street  
L & C Tower 21st Floor  
Nashville, TN 37243-0435  
615-532-0109

## TEXAS

Texas Historical Commission  
P.O. Box 12276, Capital Station  
Austin, Texas 78711  
512-463-5997

## UTAH

Utah State Historical Society  
300 Rio Grande  
Salt Lake City, UT 84101  
801-533-3500

## VERMONT

Division for Historic Preservation  
Agency of Commerce & Community  
Development  
National Life Building - Drawer 20  
Montpelier, Vermont 05620-0501  
802-828-3042

## VIRGINIA

VA Dept. of Historic Resources  
Portsmouth Regional Office  
612 Court Street, 3rd Floor  
Portsmouth, Virginia 23704  
540-722-7535

## WASHINGTON

Office of Archeology & Historic  
Preservation  
Box 48343  
Olympia, Washington 98504-8343  
360-407-0767

## WEST VIRGINIA

Dept. of Culture and History  
Cultural Center -- Capitol Complex  
Charleston, West Virginia 25305  
304-558-0220

## WISCONSIN

State Historical Society of Wisconsin  
Historic Preservation Division  
816 State Street  
Madison, Wisconsin 53706  
608-264-6501

## WYOMING

Department of Commerce  
Barrett Building  
2301 Central Avenue  
Cheyenne, Wyoming 82002  
307-777-6312



## **Heritage Preservation Commissions and Certified Local Governments**

Heritage Preservation Commissions (HPCs) are established by local ordinances enacted under state enabling legislation (Minnesota Statutes 471.193). Such an ordinance creates a commission of local residents who recommend local designation of historic properties to the city council and review proposed changes to the exterior only of designated properties.

HPCs may apply to the State Historic Preservation Office (SHPO) to become a Certified Local Government (CLG). In order to become certified, a local government must have enacted a preservation ordinance and appointed a qualified HPC. The ordinance must contain a clearly defined process for 1) the survey and local designation of significant historic properties and/or historic districts; and 2) the review of all proposed alterations, relocations, demolition, or new construction within the boundaries of locally designated properties and/or districts. Both the designation process and the permit review process must have clearly defined procedures and criteria, and these processes must provide for public comment.

There are other standards which must be met by a local government (through an ordinance) before it may be a CLG, but these are the basic elements. Ordinances from cities already participating in the CLG program such as Stillwater or Excelsior should be consulted for comparison. More information about the CLG program is available on the [National Park Service](#) website.

### **Why participate in the CLG program?**

CLG designation qualifies the city to apply to the State Historic Preservation Office (SHPO) for federal matching grants for one of six program areas: 1) comprehensive planning; 2) survey; 3) evaluation; 4) Local Designation forms; 5) National Register Nomination forms; and 6) public education.

Note that CLG grants may not be used for "bricks and mortar" work such as rehabilitating a commercial storefront or restoring a public building.

Other benefits: technical assistance and training from the SHPO; participation in nominations to the National Register of Historic Places; national historic preservation assistance network such as publications and professional assistance; and participation in statewide preservation programs and planning.

## **Designating Properties**

Properties can be designated individually, or as part of a larger historic district, at the national or local level.

At the national level, having a property listed in the National Register of Historic Places in no way limits the owner's use of the property unless public funding is used. If your property is listed in the National Register you may do with it anything you wish.

Properties designated under the local ordinance are subject to a local review process (the HPC reviews only proposed exterior changes) and are therefore afforded the greatest degree of protection.

## **Preservation Tax Incentives**

The Tax Reform Act of 1986 establishes a 20% income tax credit for the substantial rehabilitation of income-producing historic buildings for commercial, industrial, and rental residential purposes.

The Minnesota Historic Structure Rehabilitation Tax Credit was signed into law in April 2010. It mirrors the 20% federal historic preservation tax credit and is used in conjunction with the federal credit. Property owners are eligible to receive a state income tax credit of up to 20% of qualifying rehabilitation expenses.

The building must be a certified historic structure that is subject to depreciation, and the rehabilitation must meet the Secretary of the Interior's Standards.

Michael Koop  
Certified Local Government Coordinator  
State Historic Preservation Office  
651.201.3291  
[michael.koop@state.mn.us](mailto:michael.koop@state.mn.us)

## DIVISION 2. - HERITAGE PRESERVATION COMMISSION

## Sec. 2-246. - Created and purpose.

Pursuant to Minn. Stat. § 471.193, there is hereby created the heritage preservation commission as an advisory body to the council for the purpose of preserving, protecting, and perpetuating, where feasible, within the corporate city limits, buildings, sites, lands, areas or districts which are determined by the commission to possess particular cultural, architectural, archaeological or educational value to the community as a whole.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 1), 11-18-2002)

## Sec. 2-247. - Organization; composition.

- (a) The heritage preservation commission shall consist of seven members with demonstrated interest and expertise in historic preservation, each being a resident of the city and holding no official position with the city. It is desirable but not required that a member be Native American.
- (b) Commission members shall be appointed by the city council. The term of office shall be three years with the terms being staggered. A member may serve a maximum of three consecutive terms. The mayor shall be considered an ex officio member of the commission.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 2), 11-18-2002)

## Sec. 2-248. - Filling of vacancies.

Any vacancy which may occur in the membership of the heritage preservation commission during a term shall be filled in the same way as an appointment for a full term, except that the appointment shall be for the unexpired term of the member vacating.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 3), 11-18-2002)

## Sec. 2-249. - Compensation of members.

No member of the heritage preservation commission shall receive any compensation for services.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 4), 11-18-2002)

## Sec. 2-250. - Financial matters.

The heritage preservation commission shall have no authority to incur expenses or obligate the city in any financial matter without specific authorization from the city council.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 5), 11-18-2002)

Sec. 2-251. - Conflict of interest.

No member of the heritage preservation commission shall use his position on the commission for financial gain for himself or for family members or for a business or firm with whom a commission member maybe associated. If such gain could reasonably be expected, the member shall disqualify himself from voting.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 6), 11-18-2002)

Sec. 2-252. - Meetings and bylaws.

- (a) The heritage preservation commission shall meet with such frequency as the commission deems appropriate, but at least annually. Meetings of the commission shall be open to the public.
- (b) The commission shall adopt bylaws to govern all other matters relating to the commission such as officers and duties, dates and conduct of meetings, quorum, and other relevant matters, including but not limited to amendment of the bylaws. The bylaws shall be submitted to the city council for approval, and a copy thereof shall be filed in the office of the city clerk.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 7), 11-18-2002)

Sec. 2-253. - Definitions.

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

*Archaeological site* means a geographic location containing the relics, artifacts and other cultural aspects of life associated with ancient peoples.

*Building* means any structure, either temporary or permanent, having a roof supported by columns or walls and intended for the shelter or enclosure of persons, animals, chattels, or property of any kind.

*District* and *area* mean a geographically definable area, urban or rural, possessing a significant concentration of linkage of sites, buildings, structures, or objects unified by past events or aesthetically by plan or physical development.

*Heritage preservation designation (Bemidji Historic Register)* means an official action by the city council which proclaims an archaeological site, a building, a land area, or a district located within the city limits to be worth saving.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 8), 11-18-2002)

**Cross reference**— Definitions generally, § 1-2.

Sec. 2-254. - Powers and duties.

The heritage preservation commission shall advise the city council on matters relating to historic preservation; shall perform such duties as the city council may direct; and shall recommend to the city council buildings, lands, areas, districts, or archaeological sites worthy of heritage preservation designation in the city as follows:

- (1) The commission shall inventory and prepare a list of buildings, lands, areas, districts, or archaeological sites worthy of historic preservation. The list shall be reviewed by the planning commission and city planner prior to submission to the council. For every building, parcel of land, area, district, or archaeological site listed as worthy of heritage preservation, the commission shall prepare a history of the building, parcel of land, area, district, or archaeological site and a guideline for its utilization.
- (2) The commission shall recommend no district, area, building or site for historic preservation to the city council, unless and until the property owner is first notified and consent for designation obtained.
- (3) At the time of notification, a property owner shall be advised of the ordinance requirements and of the impact and significance of historic designation of the property. Prior to official designation, a copy of the ordinance shall be provided to the property owner who shall sign a statement evidencing his understanding of preservation designation, as well as acknowledgement of receipt of notice of the proposed designation and a copy of the city's preservation ordinance. The property owner's signed statement shall be kept on file in the office of the city clerk.
- (4) The city council may by ordinance designate or describe for historic preservation any building, including interiors where appropriate, land, area, district, or archaeological site recommended by the commission as worthy of preservation. Prior to such consideration, the city council shall hold a public hearing, notice of which shall be published at least ten days prior to the date of hearing, and notice shall be sent to all property owners within the proposed district and/or within 200 feet of the boundary of the district, area, building or site to be considered.
- (5) The commission shall review the issuance of permits to do any of the following in or to a building, an area, a district, or an archaeological site, which has been listed or designated for heritage preservation, and report on such to the council:
  - a. Excavation or demolition.
  - b.

Remodeling or repairs which will change the basic structural, exterior appearance and/or interior appearance where designated.

- c. Moving of a building.
- d. Destruction of a building in whole or part.
- e. Changing the nature or appearance of a preserved site or area.

Commission members shall be knowledgeable of the rules, regulations, laws and codes of the city and state, as well as the permit and variance procedures of the city respecting building and zoning matters.

- (6) The commission shall work for the continuing education of the citizens of the city with respect to the civic, archaeological and architectural heritage of the city. It shall keep current and public the city register of designated and proposed heritage sites and areas along with the plans and programs that pertain to them.
- (7) The commission may recommend to the city the acceptance of contributions and gifts to be made to the city and to assist the city staff in preparation of applications for grant funds which may be made through the city for purpose of heritage preservation. Any contributions or gifts will be expended in the manner provided through the fiscal policy of the city.
- (8) If the commission discovers that preservation of a historic building, site, land, area or district is threatened, the commission shall advise the city council of the threat in order that the council may consider reasonable preservation measures, including acquisition.
- (9) The commission shall fulfill all reporting requirements under Minn. Stat. § 471.193.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 9), 11-18-2002)

#### Sec. 2-255. - Recording of designated areas.

The city clerk shall record with the county recorder's office the legal description of all buildings, lands, or areas designated for historical preservation by the city council.

(Ord. No. 330, 2nd series, § 2(2.75, subd. 10), 11-18-2002)

#### Secs. 2-256—2-275. - Reserved.