

**MAPLEWOOD HERITAGE PRESERVATION COMMISSION**

**COUNCIL CHAMBERS – CITY HALL**

**December 12, 2013 – 7:00 PM**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. August 8, 2013 HPC Meeting
5. New Business
  - a. Swear in Commissioner Gilbertson
  - b. Election of Chair and Vice-Chair
6. Visitor Presentations
7. Old Business
  - a. Historic Context Study
  - b. Review Ramsey County Poor House Farm Proposed Changes
  - c. Review 2013 Goals
8. Commission Presentations
  - a. Commissioner Creager report on state preservation conference
9. Maplewood Area Historical Society Update
10. Staff Presentations
  - a. Signs update: Highway 36 sign, Frost Ave Bridge plaque, Frost Avenue interpretive sign
  - b. Gladstone Area Redevelopment – brief update
11. Adjournment

MINUTES  
 MAPLEWOOD HERITAGE PRESERVATION COMMISSION  
 7:00p.m., Thursday, August 8, 2013  
 Council Chambers, City Hall

**1. CALL TO ORDER**

A meeting of the Heritage Preservation Commission was held in the City Hall Council Chambers and called to order by Chair Boulay at 7:00p.m.

**2. ROLL CALL**

Commissioners

Chairperson Peter Boulay	Present
Commissioner Robert Creager	Present
Commissioner Richard Currie	Present
Commissioner John Gaspar	Present
Commissioner Leonard Hughes	Absent
Commissioner Brenda Rudberg	Absent

Staff

Natural Resources Coordinator, Ginny Gaynor	Present
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**3. APPROVAL OF THE AGENDA**

Ginny Gaynor, Natural Resources Coordinator, requested to change Agenda Item 5c Election of Vice Chair to Election of Chair and Vice Chair.

Commissioner Currie moved to approve the agenda as amended.

Seconded by Commissioner Creager	Ayes – All
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The motion passed.

**4. APPROVAL OF MINUTES**

**a. June 13, 2013 HPC Meeting**

Commissioner Currie moved to approve the June 13, 2013 minutes.

Seconded by Commissioner Creager	Ayes - All
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The motion passed.

**5. NEW BUSINESS**

**a. Election of Chair and Vice Chair**

Ginny Gaynor, Natural Resources Coordinator, presented information regarding the election of the Chair and Vice Chair of the Heritage Preservation Commission.

Commissioner Creager moved to table to election until the next meeting.

Seconded by Chair Boulay

Ayes – All

**b. Turf Parking Lot at Prairie Farm Neighborhood Preserve**

Ginny Gaynor, Natural Resources Coordinator, presented the Turf Parking Lot at Prairie Farm Neighborhood Preserve and answered questions of the commission.

Chair Boulay moved to support the expanded parking at the Bruentrup farm using this product.

Seconded by Commissioner Currie

Ayes – All

**6. VISITOR PRESENTATIONS**

a.

**7. OLD BUSINESS**

**a. HPC Input for Maplewood Park Plan**

Ginny Gaynor, Natural Resources Coordinator, presented questions and gathered the commissioners input for the Maplewood Parks System Plan.

**b. Historic Preservation Planning Process**

Natural Resources Coordinator, Ginny Gaynor, reviewed the historic planning process and answered questions of the commission.

**8. COMMISSION PRESENTATIONS**

**a. Commissioner Comments from CAMP training, July 18-19, Red Wing**

**9. STAFF PRESENTATIONS**

**a. Statewide Historic Preservation Conference, September 12 – 13, Lanesboro**

Ginny Gaynor, Natural Resources Coordinator, presented information to the commission regarding the Statewide Historic Preservation Conference.

**b. Possible Cancellation of September 12, 2013 Meeting**

Ginny Gaynor, Natural Resources Coordinator, discussed the possibility of the cancellation of the September Heritage Preservation Commission.

**c. Historic Aerials on Ramsey County GIS**

Ginny Gaynor, Natural Resources Coordinator, demonstrated to the commission how to access historical aerial photos on the Ramsey County GIS System.

**d. Legacy Grant for Historic Context Study was Submitted**

**10. ADJOURNMENT**

Commissioner Creager moved to adjourn the meeting.

Seconded by Commissioner Currie

Ayes – All

The meeting was adjourned at 8:20PM.

Next meeting is September 12, 2013.

DRAFT

## MEMORANDUM

TO: Heritage Preservation Commission

FROM: Ginny Gaynor, Natural Resources Coordinator/HPC Staff Liaison

**RE: Election of Chair and Vice-Chair**

DATE: December 2, 2013 for December 12, 2013 Meeting

The Heritage Preservation Commission (HPC) ordinance requires that the chairperson and the vice-chairperson be elected by the commission at the first meeting in May of each year from among the members of the commission. The chairperson shall be responsible for calling and presiding over all meetings and shall be entitled to an equal vote with other members of the commission. If the chairperson is unable to attend a meeting, the vice-chairperson shall conduct the meeting.

A chair and vice-chair were not appointed in May 2013. Peter Boulay has continued to serve as chair. A vice-chair was never appointed after commissioner Lu Aurelius, who was vice-chair, resigned from the commission in early 2013.

### **RECOMMENDATION**

The Commission should nominate and elect a chairperson and vice chairperson to serve through April 2014.

## MEMORANDUM

**TO:** Heritage Preservation Commission  
**FROM:** Ginny Gaynor, Natural Resources Coordinator/HPC Liaison  
**DATE:** December 2, 2013 for December 12, 2013 Meeting  
**RE:** Historic Context Study

### INTRODUCTION

Maplewood has received a grant to conduct an historic context study. City Council will consider awarding the project to Thomas R. Zahn and Associates at the December 9, 2013 City Council meeting. At the December Heritage Preservation Commission (HPC) meeting, commissioners will discuss the context study.

### BACKGROUND

Earlier this year, the HPC approved submitting a grant to conduct a historic context study. This type of study organizes history based on cultural themes and their geographical and chronological limits. For example, one historic context for the state of Minnesota is "Early Agriculture and River Settlement (1840-1870)". The context study is a framework for evaluating the relative significance of cultural resources. Rather than concentrating on individual properties, it focuses on broad themes that the city can use to organize and evaluate resources. The contexts established create a foundation for future preservation planning and projects.

Commissioner Rudberg worked with staff to submit a grant proposal and Maplewood has been awarded a \$9500 grant to conduct the historic context study. The funds for this grant are provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.

Staff requested proposals from four historical consultants and received proposals from Thomas R. Zahn and Associates and Summit Envirosolutions, Inc. Both firms are well-qualified, their proposals were for the full \$9500 grant, and their proposals met the city's requirements. Staff has recommended to city council that the project be awarded to Thomas R. Zahn and Associates (see Attachment 1). Thomas R. Zahn and Associates has conducted more city-wide historic context studies than Summit Envirosolutions, Inc. In addition, the sample report submitted by Thomas R. Zahn and Associates was written and formatted to be of educational value to the public and the State Historic Preservation Office has indicated it is an excellent model context study.

On December 9, 2013, City Council will award the contract for the context study. At the December 12, 2013 HPC meeting, staff will update the commission on council's decision. If Thomas R. Zahn and Associates is approved, Mr. Zahn will attend the December HPC meeting to discuss the project.

### RECOMMENDATION

No action needed.

Attachment 1: Proposal from Thomas R. Zahn & Associates



THOMAS R. ZAHN & ASSOCIATES LLC



807 Holly Avenue • Saint Paul, Minnesota 55104 • 651-221-9765

## PROPOSAL

FOR  
CONSULTANT SERVICES  
CREATION OF A HISTORIC CONTEXT STUDY  
FOR THE CITY OF MAPLEWOOD, MINNESOTA

### PROJECT PROPOSAL

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The office of THOMAS R. ZAHN & ASSOCIATES LLC proposes to provide the requested services and products under contract to the CITY OF MAPLEWOOD in the period from December 2013 through August 2014. The requested services and products will be completed in conformance with:

- the study as outlined in the *Request for Proposal, City of Maplewood, Historic Context Study*; and
- the Secretary of the Interior's Standards for Preservation Planning as outlined in the Federal Register of 9-29-83, pages 44716-44740.

The fee for the context study will be **\$ 9,500.**

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Thomas R. Zahn

Submitted To:  
**Virginia Gaynor, Natural Resources Coordinator**  
City of Maplewood, 1902 County Road B East  
Maplewood, Minnesota 55109  
November 26, 2013

## INTRODUCTION

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This past summer the ASSOCIATES completed a National Register nomination evaluation for the Oak Grove/ Bloomington Cemetery in Bloomington Minnesota. Subsequently, the State Historic Preservation Office (SHPO) has determined those historic grounds eligible for the Register, triggering the final nomination process for this second-tier suburb's significant burial grounds. Increasingly, suburban communities like Bloomington and Maplewood are exploring ways to discover, record and value their historical contributions to the region.

With the creation of a set of specific historic contexts, Maplewood takes the important step of linking preservation to planning, ensuring a vibrant future for the community by building on the resources of its past. Historic contexts will allow the city to evaluate the community's late 19th century rail-related resources through its mid-20th century growth assets, incorporating them in the comprehensive planning process, while securing the character and spirit inherent in Maplewood's history.

In general, historic contexts are considered most valuable as a "framework" for evaluating the relative significance of cultural resources such as varied sites, structures, districts, and other elements. They serve as an organizational tool for defining a community's history, a past which is often otherwise lengthy, complex, and unwieldy. They serve as measurable tools to the National Park Service for evaluating potential National Register landmarks and districts. They also provide the foundation for a vibrant city-wide historic preservation plan.

Rather than concentrating on individual properties or even neighborhoods, historic contexts focus on broad, overarching themes that provide the city with the means to organize and evaluate its resources and lend perspective on the past. By developing these preservation themes, the city can most effectively evaluate current resources, designate new ones, and plan for preservation in future generations. The contexts will allow for a more equitable designation of properties, as each site can then be viewed in terms of what is best for the city as a whole, rather than as a single instance in isolation. These contexts also assist commissioners in making difficult decisions about the preservation of buildings, sites, and structures that best represent Maplewood's history, and to target future preservation efforts in the areas where they are most effective.

Identified and defined contexts can also be used as a rallying point for educational and community participation initiatives and are integral to future planning for land use, economic development, parks and recreation, transportation, public infrastructure and housing. As more data is organized, the contexts will evolve and change, recommendations will be updated and the contexts will become more useful as long-range planning tools. The expanded contexts, in addition to being a framework for evaluation resources, will be useful in public education programs for neighborhood organizations, government bodies, and local schools. Rather than serving as a static end point that "mothballs" historic resources, this study is designed to be an exciting jumping-off point for the future of preservation in Maplewood.

The ASSOCIATES propose to use their considerable experience in both community planning and historic resource management to help Maplewood and its HPC develop the contextual component for the city's preservation plan. Our past work on historic contexts for other communities has been well-received with the State Historic Preservation Office (SHPO) staffer, Michael Koop, even calling our Chaska work "a model for other context studies."

### Related THOMAS R ZAHN & ASSOCIATES' project experience includes Historic Context studies for:

- City of Waseca (contextual development for entire incorporated city)
- City of Mankato (contextual development for entire incorporated city)
- City of Chaska and Chaska Township (contextual evaluation for entire incorporated city and township)
- City of Faribault (contextual evaluation and refinement for entire incorporated city)
- City of Lake City (contextual development for entire incorporated city)
- City of Minneapolis (contextual development for entire incorporated city)

## WORK PLAN

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As defined above, the main objective for the ASSOCIATES in defining historic contexts for the City of Maplewood is to provide a framework for the community's history that can assist in making future planning decisions, including though not limited to, National Register nominations, building surveys, and a comprehensive preservation plan.

### CONTEXTUAL RESEARCH DESIGN DEVELOPMENT

The study process will begin by meeting with interested parties, including the Heritage Preservation Commission (HPC) and City representatives, to identify prominent local resources, sites, and priorities. The ASSOCIATES will then meet with the State Historic Preservation Office regarding federal guidelines and state contexts.

The ASSOCIATES will review previous historic records including, but not limited to, local and regional histories, mapping, insurance maps, and photographic documentation found at the Maplewood Area Historical Society (MAHS), the Maplewood Public Library, the Ramsey County Historical Society, the City files, and the Minnesota Historical Society. During this phase of the study, the ASSOCIATES will review of the statewide contexts to determine significant interface between local and statewide contexts. The ASSOCIATES will also review all previous Maplewood preservation planning projects including any archeological studies completed within the incorporated city.

In addition to these standard reviews, the ASSOCIATES will evaluation and compare Maplewood's railroad resources and history to our extensive work in rail-related projects. This includes, but is not limited to our work with railroad resources in Saint Paul's Lowertown district, the Northern Pacific Railway Depot in Staples, and the Shoreham Roundhouse and yards in Northeast Minneapolis. More recently (January 2013) the ASSOCIATES completed the National Register nomination for the Duluth and Iron Range Railroad Company Passenger Station in Tower, Minnesota. The context studies for Lake City, Chaska and Mankato all address railroad resources in those communities. The *City of Waseca Historic Context Study* (2010) includes an entire context (**Context 2—The Railroad**) with sub-contexts titled: the Winona & St. Peter Line and the Minneapolis & St. Louis Line; Railroad-Related Buildings and Resources; Property Types; and Railroad Context Recommendations.

### CONTEXTUAL DEVELOPMENT AND ANALYSIS

Armed with an initial analysis of broad development patterns, the consultants will collect background information on those patterns. From this research, the consultants will initiate a tour of the city, with a focus on the neighborhood and business growth patterns. The tour will help to refine our analysis of Maplewood's built environment and historic resources. Synthesizing the research and the visual survey analysis, the consultants will develop overviews, chronologies of significant events, important broad patterns, identify entrepreneurs/builders/architects, related property types, bibliographies, and recommendations for the 5-8 contexts that particularly represent Maplewood's development and history, as well as the City's role within the state's history. That contextual outline will be distributed for review and comment by the HPC and the City's staff.

### CONTEXTUAL AND PLANNING PROCESS REFINEMENT

After reviewing the comments to the draft outline, the consultants will then write a draft report including historic contexts, their parameters and definitions, and recommendations for structuring subsequent phases of the preservation planning process and involving the public and private sectors in that process. In addition, the "Residential" context chapter will include an architectural style guide with Maplewood style examples pictured and listed by address (as was done in the Lake City, Chaska, Mankato, and Waseca context studies). With the completion of the draft report, the consultants will distribute copies of the draft to the major participants in the Maplewood preservation effort for their review.

With comments on the draft from the City, the HPC and the SHPO, the consultants will complete the refinement, layout and production of the City of Maplewood Context Study. **DELIVERABLES:** A minimum of ten (10) copies of the final project report; one (1) digital copy of every photograph taken or utilized for the project, with date and location denoted; and a digital copy of the final report in PDF format. The ASSOCIATES will also prepare a computer-aided presentation for the final community meeting.

Throughout the study process the ASSOCIATES will provide monthly progress reports and meet with the HPC, the MAHC, and City staff for systematic review and evaluation.

## PROJECT BUDGET

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### Project Administration

Administration:	8 hrs. @ \$75/hr. =	\$ 600.00	
HPC/City meetings:	8 hrs. @ \$75/hr. =	600.00	
	6 hrs. @ \$50/hr. =	<u>300.00</u>	
			\$ 1,500.00

### Project Design & Research

Project design:	4 hrs. @ \$75/hr. =	\$ 300.00	
Photography:	8 hrs. @ \$75/hr. =	600.00	
Research/review:	4 hrs. @ \$75/hr. =	300.00	
	40 hrs. @ \$50/hr. =	2000.00	
	20 hrs. @ \$20/hr. =	<u>400.00</u>	
			\$ 3,600.00

### Plan Development

Draft report:	16 hrs. @ \$75/hr. =	\$ 1200.00	
	40 hrs. @ \$50/hr. =	2000.00	
	8 hrs. @ \$20/hr. =	160.00	
Refine report:	6 hrs. @ \$75/hr. =	450.00	
	2 hrs. @ \$20/hr. =	<u>40.00</u>	
			\$ 3,850.00

### Additional Costs

Misc. office and supply:		\$ 150.00	
Report printing costs:		345.00	
Mileage:	approx. 100 miles X \$.55 =	<u>55.00</u>	
			\$ 550.00

### TOTAL BUDGET:

**\$ 9,500.00**

Principal will complete all components listed at \$75/hr.

Principal Associate will complete components listed at \$50/hr.

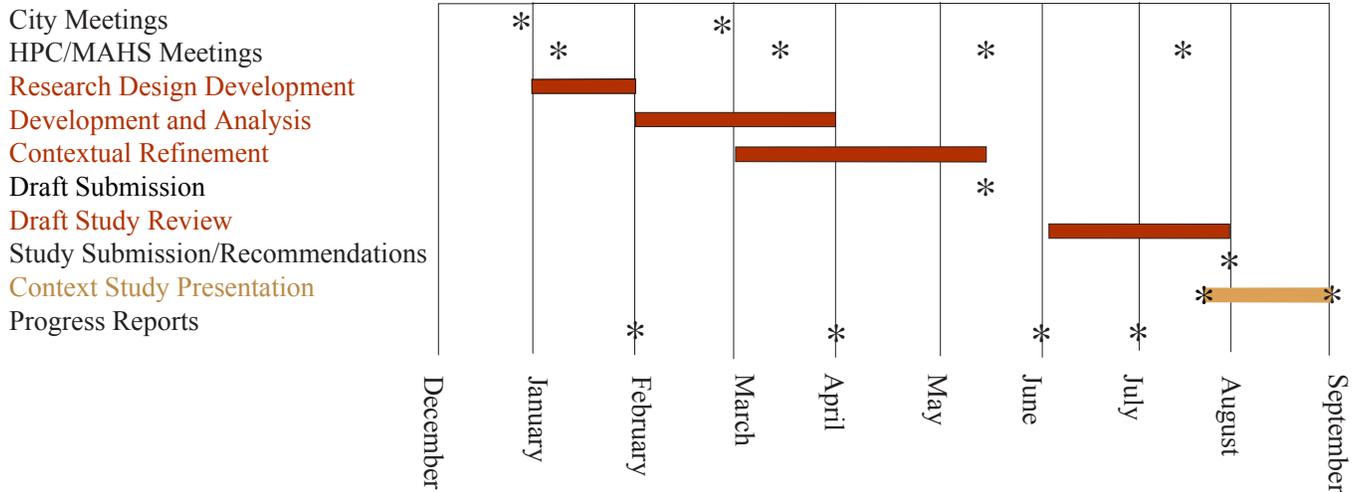
Researcher Associate will complete components listed at \$20/hr.

## PROPOSED PAYMENT SCHEDULE

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Service /Product	Amount
Completion of initial site visit and resource analysis	\$ 1,500.00
Completion of draft context report	3,000.00
Completion of final context report	4,000.00
Completion of final presentation	<u>975.00</u>
<b>TOTAL:</b>	<b>\$ 9,500.00</b>

## PROPOSED PROJECT TIMELINE



## REFERENCES

### Paul Vogel

City of Mankato, Director of Community Development  
507-387-8613  
pvogel@city.mankato.mn.us

### Kimberly Johnson

City of Waseca, Planning Director, AICP  
508 South State Street  
507-835-9741  
kimj@ci.waseca.mn.us

### Kevin Ringwald, AICP

City of Chaska, Director of Planning and Development, AICP  
952-448-9200  
[kringwald@chaskamn.com](mailto:kringwald@chaskamn.com)

## BID PRINCIPAL

Name: Thomas R. Zahn  
Social Security #: 317-44-4959  
Address: 807 Holly Avenue  
Saint Paul, Minnesota 55104

Firm Name: Thomas R. Zahn & Associates LLC  
Number of years in business: Twenty-seven  
Insurer: State Farm Insurance (up to \$1,000,000)

Signature of Bidder:  
Title: Thomas R. Zahn, President  
Telephone Number: 651-221-9765  
E-mail: [preservation@tzahn.com](mailto:preservation@tzahn.com)



**THOMAS R. ZAHN****PRINCIPAL**

Principal, THOMAS R. ZAHN & ASSOCIATES, LLC  
 Master of Architecture/Urban Planning—University of Minnesota  
 Architectural Studies—Washington University, Saint Louis  
 Bachelor of Arts, Political Science—University of Notre Dame

As the Preservation Planner for the City of Saint Paul from 1982-1986, Mr. Zahn provided staffing services for the preservation program of over 50 locally designated historic sites and three historic districts comprised of more than 800 structures. His services included:

- developing the local nomination form and design guidelines for the Lowertown Historic District,
- supervising the publication of the Saint Paul and Ramsey County Historic Sites Survey,
- conceiving and designing the Saint Paul Heritage Preservation Commission Report, and
- documenting existing conditions (age of structure, address, preservation classification, and photographic documentation) of Summit Avenue in preparation for the creation of the West Summit Avenue District.

In July of 1986 Mr. Zahn formed THOMAS R. ZAHN & ASSOCIATES, a consultant firm dedicated to addressing the design and planning needs of the preservation community. Upon the formation of the ASSOCIATES, the National Trust for Historic Preservation hired Mr. Zahn to provide consulting services on the preservation and reuse of Johnston Hall in Faribault, Minnesota. He participated in the Preservation Advisory Services Team (PAST) consultation and prepared the Johnston Hall Report for publication by the National Trust and the City of Faribault.

From 1990 to 1991 THOMAS R. ZAHN & ASSOCIATES was under contract with the City of Minneapolis to develop the City's Preservation Plan. This preservation planning process included the development of historic contexts for Minneapolis, facilitating a number of Heritage Preservation Commission workshops, and coordinating the City's preservation efforts with the Minneapolis Neighborhood Revitalization Program.

In 1991 Mr. Zahn was selected by the Wisconsin Trust for Historic Preservation to coordinate the Trust's public education project. Working with Landscape Research, Mr. Zahn completed the Wisconsin Historic Resource Handbook, prepared the Historic Wisconsin Preservation Workshop, and developed the scripts for two slide shows representing the goals and objectives of the preservation movement in Wisconsin. Mr. Zahn was then selected by the Wisconsin Trust to present day-long workshops throughout the State promoting preservation resource management and local preservation initiatives. Mr. Zahn then completed a series of preservation brochures for distribution throughout Wisconsin. The series included primers on: Historic Resource Management, The Dos and Don'ts of Rehabilitation, Saving Threatened Buildings Through Reuse, Saving Wisconsin's Rural Landscape, The Economics of Historic Preservation, and Historic Signage in Identifying Wisconsin's Heritage.

In 1993, under contract with the City of Faribault, Mr. Zahn completed the City's Downtown Design Guidelines and facilitated a workshop on their application for Faribault business owners. Since that time his office has completed design guidelines for the cities of Little Falls, Shakopee, Lake City, Chatfield, Northfield, New Ulm, St. Cloud, Breckenridge/Wahpeton ND, Litchfield, Carver, Lanesboro (2013) and the Village of Afton (2013).

In 2003, the ASSOCIATES were selected by the City of Lake City to complete the contextual development phase of their preservation plan. That effort has been recognized as one of the finest contextual studies for a community in Minnesota. Since that time the ASSOCIATES completed contextual studies for the cities of Chaska, Mankato, and Waseca, Minnesota.

Mr. Zahn serves on the Board of Advisors to the National Alliance of Preservation Commissions and served as an editor of the Alliance Review, the Preservation Commission national newsletter. He served as President of the Preservation Alliance of Minnesota and has participated in presentations on preservation program management at the National Trust Preservation Conferences in Baltimore, Seattle, Cincinnati, Charleston, and Miami. Zahn has served as speaker on the reuse study process at the National Trust Regional Conference in Saint Paul, the Minnesota Preservation Conference in Saint Peter and at the American Planning Association Conference in Duluth. More recently in Alexandria, he made a presentation on the development and use of design guidelines at the American Planning Association Conference.

**BETHANY GLADHILL****PRINCIPAL ASSOCIATE**

Master of Arts in Historic Preservation—Goucher College, Baltimore  
 Winner of McCullough prize for Best Thesis  
 Founding editor of Goucher Historic Preservation Journal  
 Bachelor of Arts, magna cum laude—Tufts University, Boston

Ms. Gladhill has served as the Research and Writing Associate in a number of varied roles on recent THOMAS R. ZAHN & ASSOCIATES projects. She has completed background research for the Lake City ordinance revisions, which included locating other City ordinances that specifically addressed the historic preservation issues of their business districts; she also researched and wrote the summary history for the City of Chatfield Downtown Preservation Design Manual.

Ms. Gladhill has played a key role in the firm's last four National Register nominations. She researched and prepared the Determination of Eligibility and subsequent National Register nomination for the former the Minneapolis Fire Department Repair Shops. Her preparation included preparing a chronology of events surrounding the formation and growth of fire/public safety in the City of Minneapolis. The State Historic Preservation Commission voted to approve the nomination and forward it to the National Park Service in 2004, and the owners of the property have used this designation to secure federal tax credits. Gladhill also helped complete nomination projects for the Minnesota Building, located in downtown Saint Paul, which was put on the National Register of Historic Places in 2009, Christiania Lutheran Free Church (2010), and just completed work on that Minnesota Milk Company Building which received Minnesota State Review Board approval NOVEMBER 2013 and will be sent to the National Park Service in December for final listing on the Register.

In her work with THOMAS R. ZAHN & ASSOCIATES, Gladhill has specialized in the creation of comprehensive, distinctive Historic Context studies. In 2003, the ASSOCIATES completed such a study for the City of Lake City. This process included meeting with stakeholders, reviewing existing resources and researching new materials, surveying the City's structures, and determining and writing the final contexts. That report has since been used repeatedly by the State Historic Preservation Office as a model for other context studies. More recently, the firm conducted a similar Historic Context Study for the City of Chaska, which has been an instrumental part of the community's preservation efforts. Since that time working with the Associates she has helped develop the context studies for the cities of Mankato and Waseca, Minnesota. Other representational work with the ASSOCIATES includes co-developing an Interpretive Plan for Fort Snelling's Upper Post, researching and assisting with the Wahpeton/Breckenridge Design Guidelines, and researching and writing a site report for a residence in Mankato.

Gladhill's primary focus is the integration of historic preservation into community planning and development. To this end, she has also coordinated the adaptive use of a Minneapolis warehouse into a non-profit theatre venue, participated in the planning of a Northeast Minneapolis arts district, and worked as the Executive Coordinator for the Neighborhood Revitalization Project in the old "Little Italy" district of northeast Minneapolis, including developing that neighborhood's NRP Action Plan. She also volunteers extensively with the Ramsey Hill Association on their semi-annual house tour, and with a historic park group in Saint Paul.

**PEG REILLY****RESEARCH, EDITING ASSOCIATE**

Social Work Studies—College of St. Catherine, Saint Paul  
 History Studies—University of Minnesota, Minneapolis campus

Ms. Reilly has served as a RESEARCH ASSOCIATE with the ASSOCIATES in the development and writing of the National Register Nomination for the Minnesota Milk Company plant in Saint Paul. She also worked as PROJECT ASSOCIATE in the research, writing and editing of the Bloomington Cemetery Historic Evaluation for eligibility to National Register of Historic Places, 2013. Ms. Reilly is currently assisting in the evaluation study for the proposed expansion of the National Register-listed Lanesboro Historic District.

Ms. Reilly also has extensive experience in corporate community relations; event management; leadership in both non-profit and corporate settings; and community service work as a volunteer serving on numerous non-profit boards and task forces in the Twin Cities area.



## THOMAS R. ZAHN & ASSOCIATES SELECTED PROJECTS



### HISTORIC CONTEXT STUDIES IN MINNESOTA

- City of Chaska (contextual development for entire incorporated city and township)
- City of Faribault (contextual evaluation and refinement for entire incorporated city)
- City of Lake City (contextual development for entire incorporated city)
- City of Mankato (contextual development for entire incorporated city)
- City of Minneapolis (contextual development for entire incorporated city)
- City of Waseca (contextual development for entire incorporated city)

### HISTORIC RESOURCE SURVEYS

- City of Waseca survey of two residential districts and the downtown, 2010
- City of Mankato survey of selected sites for local designation, 2010
- City of Litchfield survey of the downtown National Register district, 2006
- City of Lanesboro (coordinated survey of the entire incorporated city), 1990
- Historic State Owned Buildings Survey & American Youth Hostel Reuse (survey of the State of Minnesota for underutilized National Register, or Register eligible, buildings of reuse for American youth hostels), 1988
- Minnesota Black History (Minneapolis, Saint Paul, and Duluth survey for sites that related to Black history), 1989
- Project Manager, *Twin Cities SOS! (Save Outdoor Sculpture!) Survey* sponsored by the National Museum of American Art, Smithsonian Institution, and the National Institute for the Conservation of Cultural Property. Local coordinating agencies: The Minneapolis Arts Commission and Public Art Saint Paul, 1992-1996
- Project Manager, *Minnesota SOS! Survey*, 1992-1996

### NATIONAL REGISTER NOMINATIONS

#### Duluth, Minnesota

- Saint Mark's African Methodist Episcopal Church, 530 N 5th Avenue E, Duluth

#### Faribault, Minnesota

- Adam Weyer Wagon Shop, 32 2nd Street NE, Faribault
- Batchelder's Block, 120 Central Avenue North, Faribault
- Cormack McCall House, 817 Ravine Street, Faribault
- Dobbin House/Saint James School, 14th Street NE, Faribault
- Dow Hall and Blind Department Building, State School for the Blind, 6th Avenue SW, Faribault
- Episcopal Rectory, 112 6th Street NW, Faribault
- Frank Berry House, 319 3rd Street NW, Faribault
- Gordon E. Cole House, 111 2nd Street NW, Faribault
- John Cottrell House, 127 1st Street NW, Faribault
- John G. Pfeiffer House, 931 3rd Avenue NW, Faribault
- Jonathan L. Noyes House, 105 1st Avenue NW, Faribault
- Louis Carufel House, 425 3rd Street SW, Faribault
- M.P. Holman House, 107 3rd Avenue NW, Faribault
- Roby W. Allen Oral Home School, 525 5th Street NE, Faribault
- Thomas McCall House, 102 4th Avenue SW, Faribault
- Thomas McMahan House, 603 Division Street East, Faribault
- Timothy McCarthy Building, 24 3rd Street NW, Faribault
- Vincent Lieb House, 201 4th Avenue SW, Faribault

#### Farmington

- Christiania Lutheran Free Church, 26690 Highview Avenue

#### Minneapolis, Minnesota

- Charles C. & Kate Koon Bovey House, 400 Clifton Avenue South, Minneapolis
- Crane Island Historic District, Lake Minnetonka, Hennepin County

- Lena O. Smith, 3905 5th Avenue South, Minneapolis
- Minneapolis Fire Barns, 24-28 University Avenue, Minneapolis
- Nicollet Island Historic District, Mississippi River, Minneapolis
- Ogden/Continental Hotel, , 66-68 South 12th Street, Minneapolis

#### **Saint Paul, Minnesota**

- Edward Sr. & Markell Brooks House (Eastcliff), 176 North Mississippi River Boulevard, Saint Paul
- Fitzpatrick Building, 465-467 North Wabasha Street, Saint Paul
- Harriet Island Pavilion, 75 Water Street, Saint Paul
- Holman Field Administration Building, 644 Bayfield Street, Saint Paul
- Minnesota Building, 46 East Fourth Street, Saint Paul
- Minnesota Milk Company Building, 370 West University Avenue , Saint Paul
- Pilgrim Baptist Church, 732 West Central Avenue, Saint Paul
- S. Edward Hall House, 996 Iglehart Avenue, Saint Paul
- Saint Agatha's Conservatory of Music and Arts, 26 East Exchange Street, Saint Paul

#### **Tower, Minnesota**

- Duluth and Iron Range Railroad Company Passenger Station, Tower

### **DETERMINATIONS OF ELIGIBILITY TO THE NATIONAL REGISTER**

- Eastcliff, The residence of the President of the University of Minnesota. 176 North Mississippi River Boulevard, Saint Paul
- Foster House, 430 7th Street NW, Faribault
- Minneapolis Fire Department Repair Shops, 24-28 University Avenue Northeast, Minneapolis
- Our Lady of Perpetual Help Church, 419-429 21st Avenue South, Minneapolis
- Paradise Resort, South Chisago Lake, Chisago
- Scott Hall, University of Minnesota, Minneapolis
- Six Barns, University of Minnesota, Saint Paul

### **LOCAL HERITAGE PRESERVATION NOMINATIONS**

#### **Lanesboro, Minnesota**

- Cady Hayes House, 500 Calhoun Avenue South
- Victorian House, 709 Parkway Avenue South
- Scandinavian Inn, 701 Kenilworth Avenue South
- Galligan House, 706 Parkway Avenue Southwest
- Isaac Vickerman House, 600 Calhoun Avenue South
- Habberstad House, 706 Fillmore Avenue South
- A.J. Lund House, 203 Sheridan Street East
- Anna Vickerman House, 507 Fillmore Avenue South
- Scanlan House, 708 Parkway Avenue South

#### **Mankato, Minnesota**

- Adolph O. Eberhart House, 228 East Pleasant Street
- Blue Earth County Courthouse, 204 South 5th Street
- First Presbyterian Church, 220 East Hickory Street
- Heilscher Physicians Building, 325 North Riverfront Drive
- Huttli Tailor Shop, 329 North Riverfront Drive
- Kenny House, 332 Center Street
- Lorin Cray House, 603 South 2nd Street
- Lovelace House, 333 Center Street
- Mankato Union Depot, 112 Riverfront Drive
- Old Main (Mankato State) 301 South 5th Street
- R.D. Hubbard House, 606 Broad Street
- Stahl House, 301 North Riverfront Drive

### Saint Paul, Minnesota

- German People’s Church, 125 East Congress Street
- Engine House #21, 643 South Ohio Street
- Klotz House, 543 Sherburne Avenue
- Saint Paul Casket Company, 1222 University Avenue
- Charles Thompson Memorial Hall, 1824 Marshall Avenue
- Messerli House, 1216 East Seventh Street
- Salvation Army Women’s Home and Hospital, 1471 Como Avenue
- Omaha Iron and Brass Foundry, 626 Armstrong Avenue
- Smith Building, 225-229 1/2 West Seventh Street
- Charles Joy House, 882 Point Douglas Road

### DESIGN GUIDELINES

- City of Afton Village Guidelines, 2013
- City of Carver Commercial Design Guidelines, 2009
- City of Carver Residential Design Guidelines, current
- City of Faribault Downtown Design Guidelines, 1993
- City of Little Falls Downtown Design Guidelines, 1998
- City of Lake City Downtown Design Manual, 1999
- City of Shakopee Downtown Design Guidelines, 1999
- City of Chatfield Downtown Preservation Design Manual, 2002
- City of St. Cloud Downtown Preservation Design Manual, 2003
- City of Northfield Downtown Preservation Design Guidelines, 2004
- City of New Ulm Downtown Preservation Design Guidelines, 2005
- City of St. Cloud Residential Historic District Preservation Design Manual, 2005
- City of Little Falls Downtown Design Guidelines (update), 2006
- Cities of Wahpeton ND and Breckenridge MN Downtown Design Guidelines, 2008
- City of Waseca Commercial Design Guidelines, current

### FORT SNELLING UPPER AND LOWER POST PROJECTS

- *Fort Snelling State Park Upper Post Reuse Study*
- *Cavalry Barracks, Building 17 & 18 Study*
- *Fort Snelling State Park Upper Post Development and Interpretive Plan*
- *Fort Snelling State Park Upper Post Development Plan, 2008*
- *Historic Fort Snelling Lower Post Reuse Study*

### PRESENTATIONS AND WORKSHOPS

- Historic Resource Management presentations:  
National Trust Preservation Conference: Baltimore, Seattle, Cincinnati, Charleston, and Miami.  
National Trust Regional Conference: Saint Paul
- Summit Avenue Walking Tours, Open U. Inc.
- Wisconsin Trust for Historic Preservation:  
Day long Preservation Workshop—designer and presenter: River Falls, Marshfield, Janesville, Milwaukee, Green Bay, Dodgeville.

## MEMORANDUM

**TO:** Heritage Preservation Commission

**FROM:** Ginny Gaynor, Natural Resources Coordinator / HPC Staff Liaison

**SUBJECT:** **Approval of the Ramsey County Fair Board's Plan to Improve the Barn Ventilation**

**DATE:** December 2, 2013 for December 12, 2013 Commission Meeting

### INTRODUCTION

The Ramsey County Fair Board is planning to improve the ventilation of the County Barn at 2020 White Bear Avenue (Ramsey County Poor Farm Barn). At the May 2013 Heritage Preservation Commission (HPC) meeting, commissioners reviewed plans and approved the indoor fan but requested additional information on the exterior fans. At the December 2013 meeting, commissioners will review the revised plan.

### BACKGROUND

The Ramsey County Poor House Barn is on the National Register of Historic Places. The barn and its surrounding grounds serve as the location of the Ramsey County Fair in mid-July each year. The barn is used for exhibit space during the fair and the rest of the year is used for 4-H and youth activities, including during the warm summer months. There is very poor air circulation in this space, which makes it uncomfortable for people using or visiting the building. The Fair Board has received a legacy grant from the Department of Agriculture to improve the ventilation in the loft.

In May 2013, the HPC reviewed the initial plan and approved the interior fans but requested more information about the exterior fans. The Commission was concerned about the impacts to the exterior of the building. Since that meeting, the Fair Board has redesigned the project to eliminate the exterior fans and just use interior fans.

The revised plan is to mount four 16-foot overhead Rite Hite fans within the loft of the barn. Each fan weighs 284 pounds. The fans would be supported by new 4x8 headers spanning between the existing building trusses. Engineering consultants TKDA conducted a structural study of the barn for the Fair Board and concluded the building structure can accommodate the fans. TKDA's letter and information on the Rite Hite product are attached (Attachment 1). Maplewood staff Ginny Gaynor and David Fisher (Building Official) have reviewed the plan and concluded it meets historical preservation standards.

In Fall 2013, the Fair Board submitted the revised plan to the State Historic Preservation Office (SHPO) for review. SHPO approved the project. Their November 5, 2013 letter to Jodie Grabarski representing the Fair Board includes the following language:

"We have reviewed the information you submitted regarding the installation of overhead ceiling fans in the interior of the barn and find that the work as proposed meets the [Secretary of the Interiors Standards for Rehabilitation] and should have no adverse effect on the Ramsey County Poor Farm Barn.

## **RECOMMENDATION**

Staff recommends approval of the Ramsey County Fair Board's plan to improve the barn ventilation.

Attachment 1: Letter and plans from TKDA



444 Cedar Street, Suite 1500  
Saint Paul, MN 55101  
651.292.4400  
tkda.com

October 8, 2013

Ms. Jodie Grabarski  
Murnane Brandt  
30 East 7th Street, Suite 3200  
Saint Paul, Minnesota 55101

Re: Ramsey County Poor Farm Barn  
Ventilation Installation  
TKDA Project No. 00000.000

Dear Ms. Grabarski:

As per your request, TKDA has conducted a structural review of the existing Poor Farm Barn structure for the installation of four (4) 16-foot diameter Rite Hite fans weighing 284 pounds per fan. The Poor Farm Barn roof is framed from gambrel trusses made of 2x8 timber members spaced at 2'-0" on center. Based on our calculations the local framing in the area of the fan connections has sufficient capacity for the addition of the fan weight. A global load rating of the building structural systems was not performed as a part of this review.



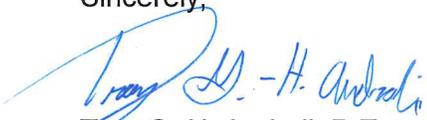
**Poor Farm Barn Roof Framing**

Ms. Jodie Grabarski  
Murnane Brandt  
Ramsey County Poor Farm Barn Ventilation Installation  
October 8, 2013  
Page 2

Please see the attached Roof Framing Plan and Building Section and Detail for the support of the Rite Hite fans. The fans will be supported by a new 4x8 header member spanning between the existing building trusses. The header member will be connected to the existing trusses by a joist hanger nailed to the existing trusses. This system is removable in accordance with the Minnesota State Historical Preservation Office (SHPO).

If you have any questions, or wish to discuss the above information, please feel free to contact me at 651.292.4592.

Sincerely,



Troy G.-H. Androli, P.E.  
Minnesota Reg. No. 47947

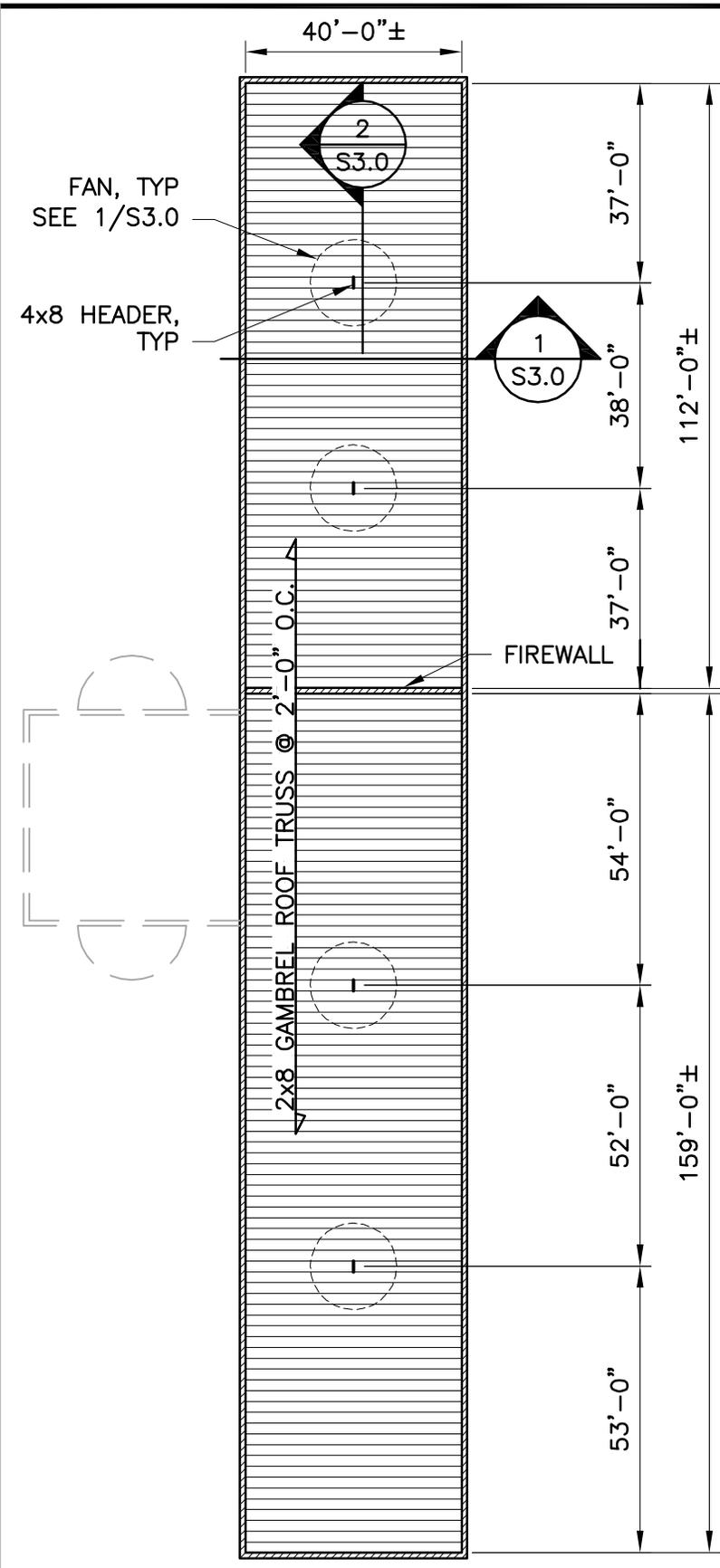
TGA/mas

Enclosures: S2.0 Roof Framing Plan  
S3.0 Building Section & Detail  
Rite Hite Revolution™ HV/LS Fans Installation and Owner's Manual



BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.

PLOT DATE: Oct 08, 2013 - 11:52am  
 FILE NAME: K:\Dept\struct\19ga\Floor Form\S2.0.dwg



**1** ROOF FRAMING PLAN  
 S2.0

0 16 32 64  
 SCALE IN FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: *Troy G. H. Androl*  
 PRINTED NAME: TROY G.H. ANDROLI  
 LIC. NO.: 47947 DATE: 10/7/13

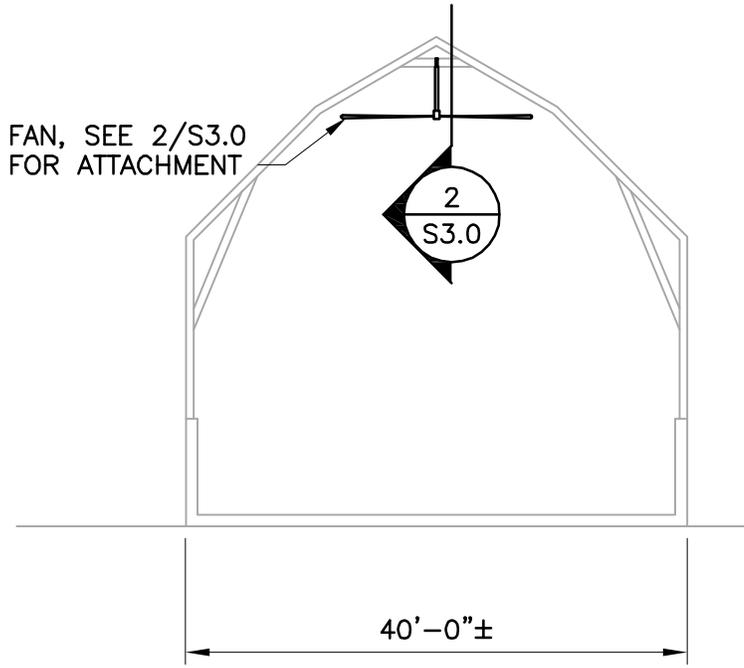
444 Cedar Street, Suite 1500  
 Saint Paul, MN 55101  
 651.292.4400  
 tkda.com

RAMSEY COUNTY / U of M EXTENSION  
 BARN VENTILATION PROJECT

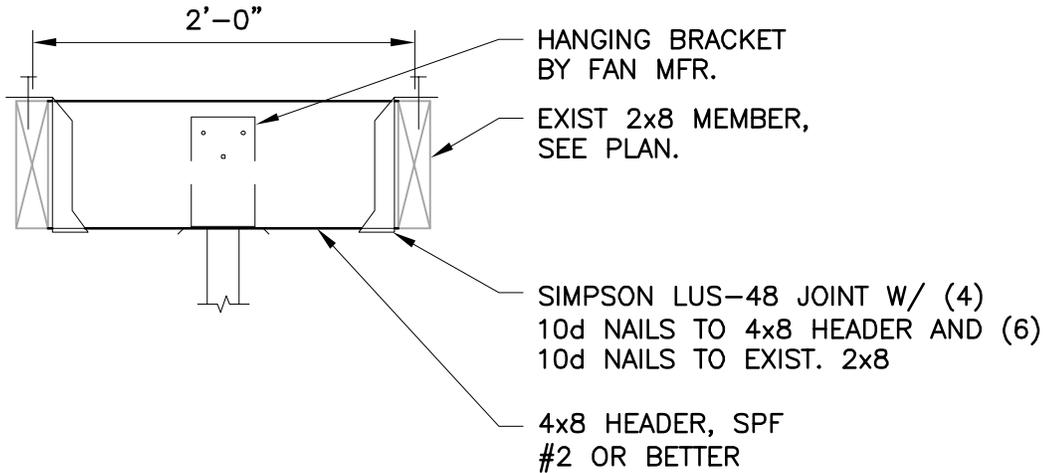
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DRAWING TITLE  
 ROOF FRAMING PLAN

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.



**1** BUILDING SECTION  
S3.0  
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**2** HANGER DETAIL  
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0 1 2  
SCALE IN FEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA

SIGNATURE: Troy G.H. Androli  
PRINTED NAME: TROY G.H. ANDROLI  
LIC. NO.: 47947 DATE: 10/7/13

PLOT DATE: Oct 08, 2013 - 11:53am  
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444 Cedar Street, Suite 1500  
Saint Paul, MN 55101  
651.292.4400  
tkda.com

RAMSEY COUNTY / U of M EXTENSION  
BARN VENTILATION PROJECT

DRAWING TITLE

BUILDING SECTION & DETAIL

COMM. NO.

COMM#

DRAWING NO.

S3.0

# REVOLUTION™

## HV/LS FAN

### INSTALLATION AND OWNER'S MANUAL



**THIS MANUAL COVERS ALL UNITS SHIPPED 1/07 TO DATE**

## I-BEAM AND TRUSS MOUNTING

### I-BEAM MOUNTING

If the fan is being mounted to a building support I-beam (6 – 13-1/2 in. [150 – 350 mm] wide), mount the fan directly to the beam with the provided brackets. Clamp the brackets around the beam using the holes in the upper beam mounting bracket that are closest to the edge of the beam (see Figure 5).

If the fan is being mounted to a beam that is larger than the bracket (greater than 13-1/2 in. [350 mm] wide), clamp the bracket on one edge of the beam and drill holes through the beam to bolt the other side securely. Use only Grade 8 hardware.

Use a level to ensure the extension tube is hanging vertical.

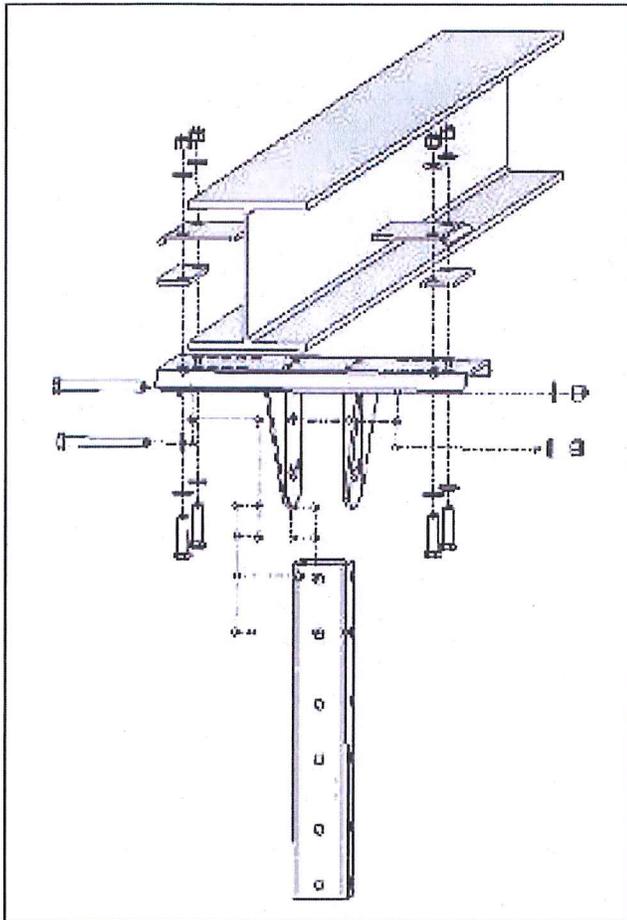


Figure 5

### CEILING TRUSS MOUNTING

#### ⚠ WARNING



**Never mount the fan to only one building joist. Always mount the fan to two joists. One joist will not provide the rigidity and support necessary for the fan during operation, and may cause the fan to fall and cause injury.**

When using a support channel to span two building joists, use material that will securely support the fan. Two pieces of 3 x 3 x 1/4 in. (75 x 75 x 7 mm) angle is recommended. Mount these angles in such a way that the fan can be hung using the standard I-beam mounting bracket (see Figure 6). Securely mount the angles to the building joists to ensure the angles cannot move. Use a level to ensure the extension tube is hanging vertical.

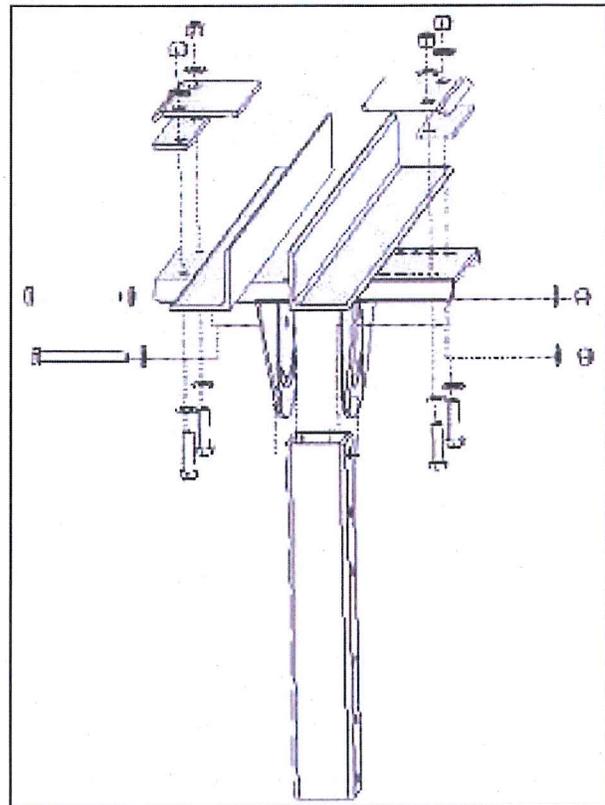


Figure 6

## CEILING TRUSS MOUNTING (RITE-HITE-FORMED ANGLES)

### WARNING



Never mount the fan to only one building joist. Always mount the fan to two joists. One joist will not provide the rigidity and support necessary for the fan during operation, and may cause the fan to fall and cause injury.

The truss kit supplied by Rite-Hite is designed to make installation of the kit easier.

The two formed angles span existing building trusses. Figure 7 shows how the brackets are used to secure the angles to the building trusses while setting the gap between the angles for the 3 x 3 in. (75 x 75 mm) drop tube.

Several mounting positions have been cut into the angles to allow for flexibility in positioning the fan.

NOTE: When the truss kit is ordered from Rite-Hite, the standard I-beam ceiling bracket will not be provided.

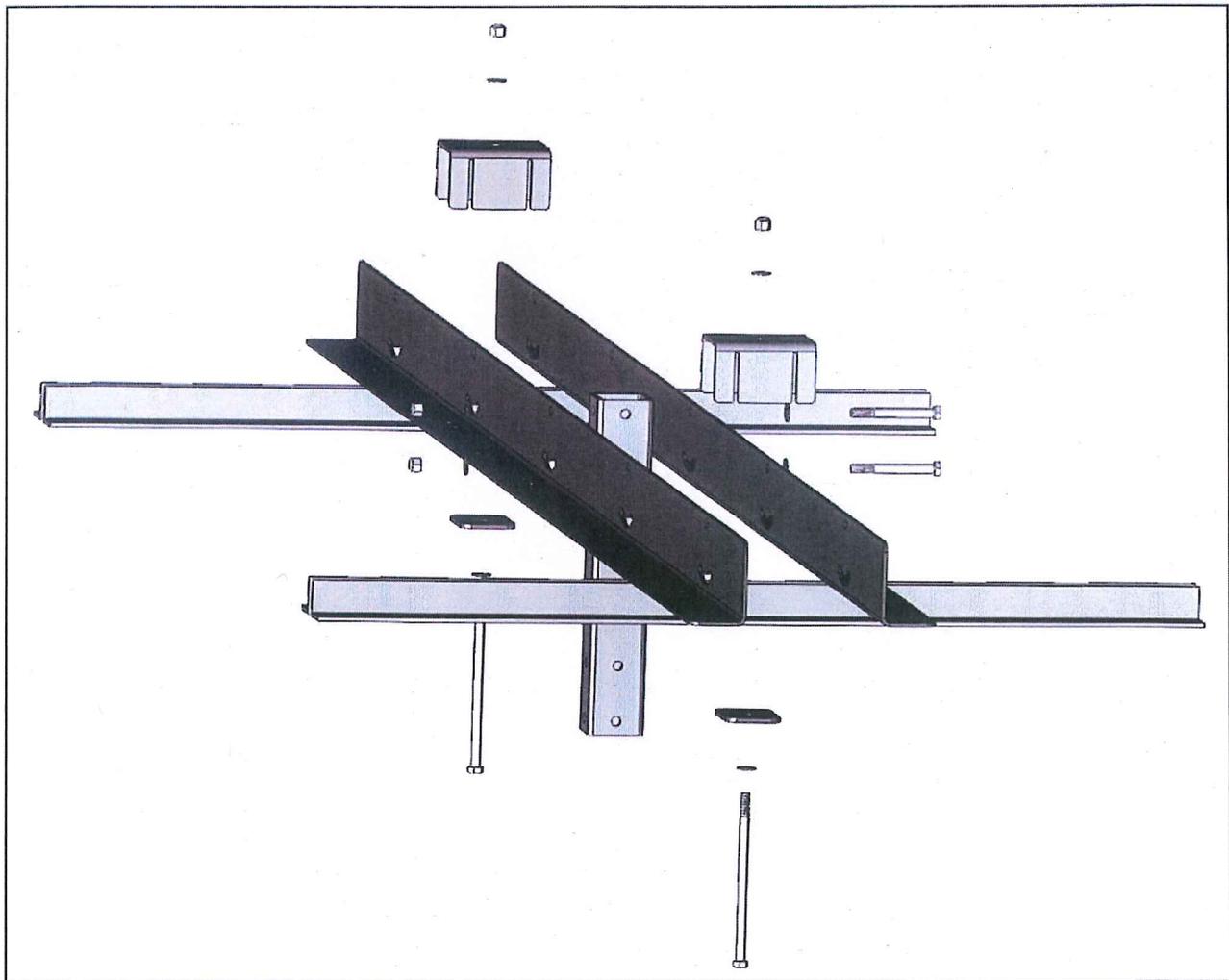
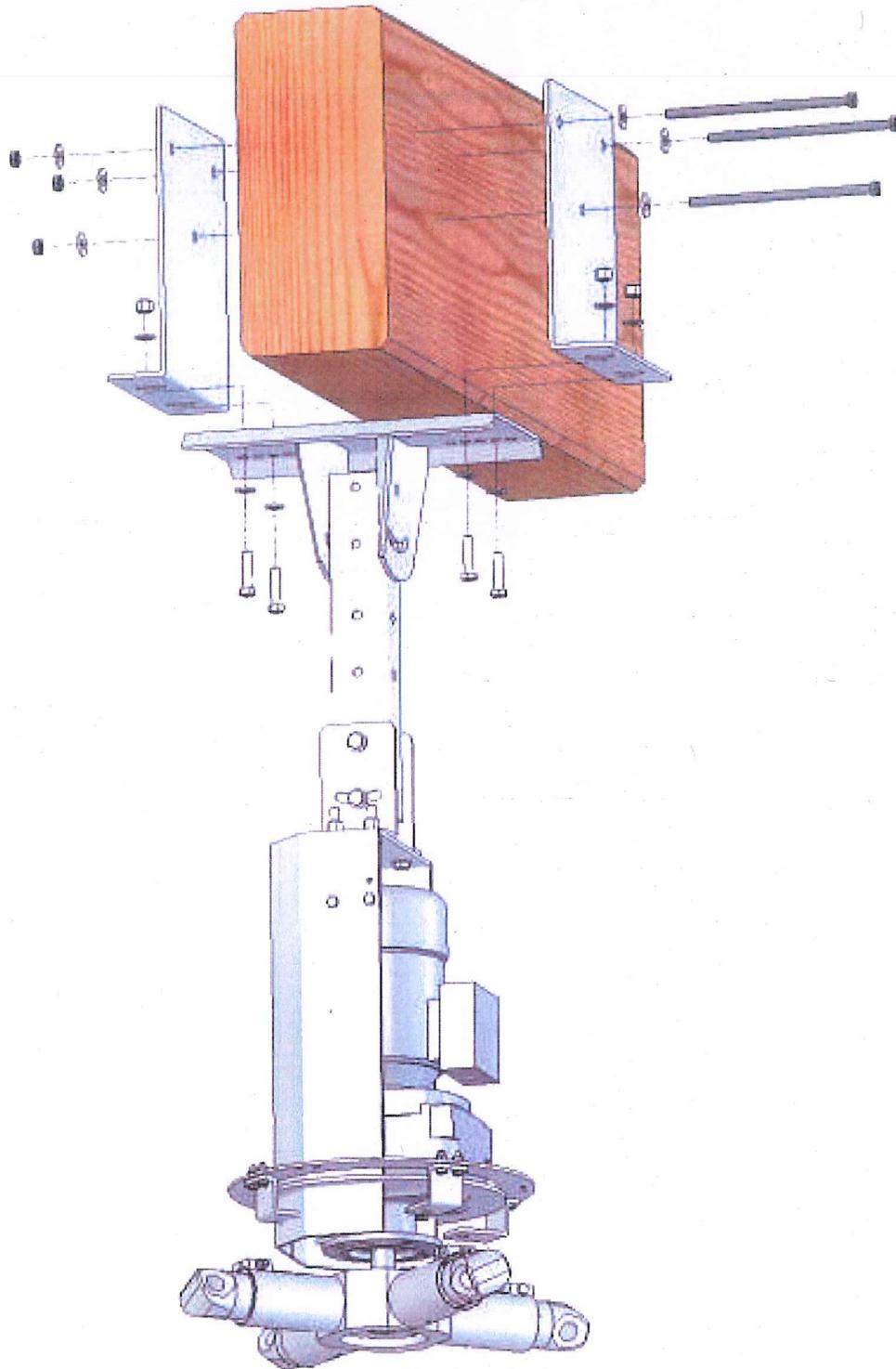


Figure 7

LAMINATED BEAM KIT (OPTIONAL)



# FAN DIMENSIONS

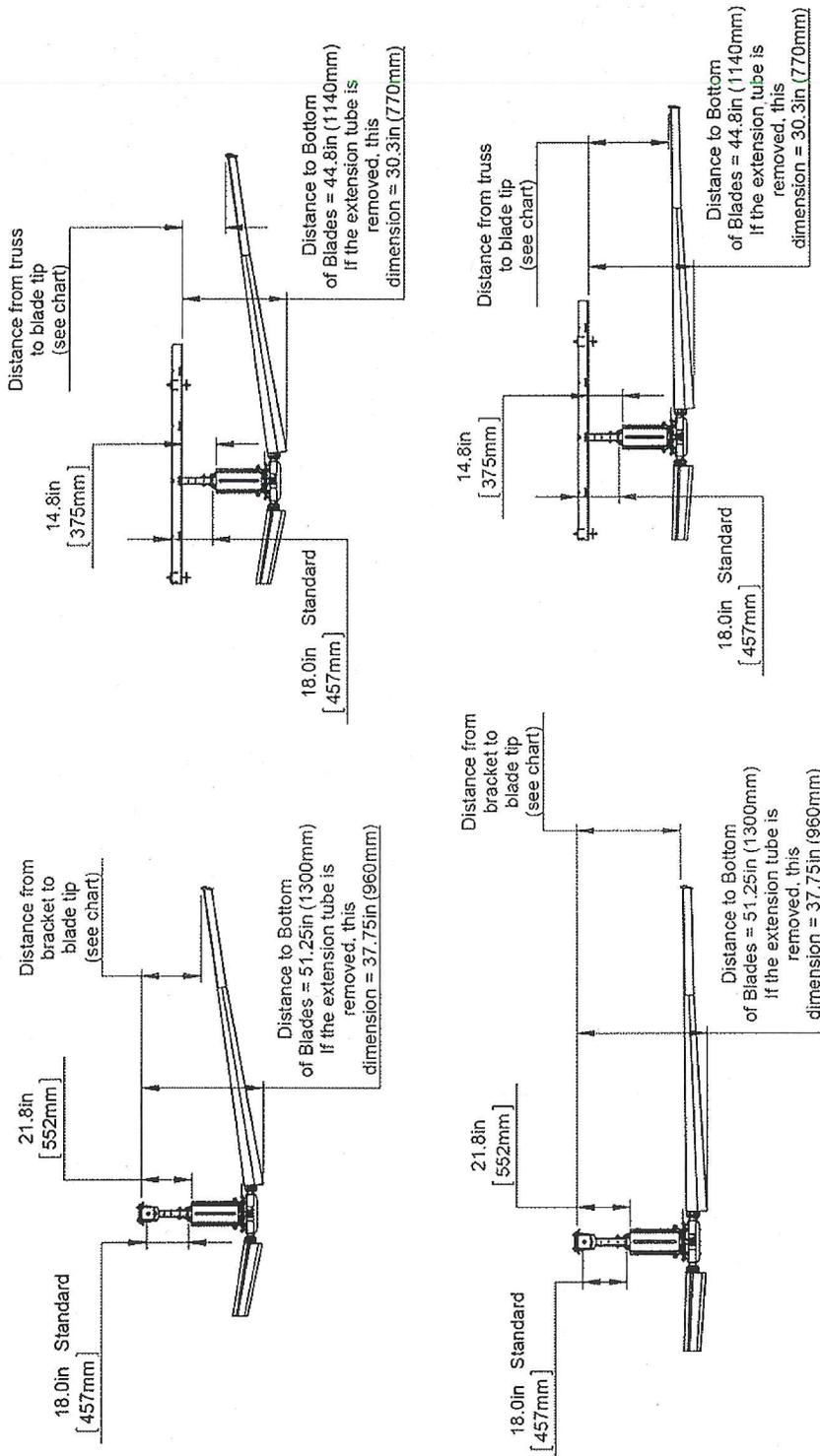


Figure 4

Table 2

Diameter ft (mm)	Speed rpm	Weight lb (kg)	Distance from Bracket to Blade Tip *				Distance from Bracket to Blade Tip *			
			Standard Blade Beam Mounted		Optional Low Head-Room Blade, Beam		Standard Blade Truss Kit Mounted		Optional Low Head-Room Blade, Truss Kit	
			At Rest	Full rpm	At Rest	Full rpm	At Rest	Full rpm	At Rest	Full rpm
8 (2438)	30-152	268 (121.8)	42 (1067)	42 (1067)	43 (1092)	43 (1092)	36 (920)	36 (920)	36 (920)	36 (920)
12 (3658)	18-100	276 (125.5)	40 (1016)	39 (991)	43 (1092)	42 (1067)	33 (840)	32 (810)	36 (920)	35 (890)
<b>16 (4877)</b>	<b>15-72</b>	<b>284 (129.1)</b>	38 (965)	35 (889)	43 (1092)	40 (1016)	31 (785)	28 (710)	36 (920)	33 (840)
20 (6096)	12-58	292 (132.7)	36 (914)	31 (787)	43 (1092)	38 (965)	29 (735)	24 (610)	36 (920)	31 (785)
24 (7315)	10-48	300 (136.4)	34 (864)	27 (686)	43 (1092)	36 (914)	27 (685)	20 (510)	36 (920)	29 (735)

\* OPTIONAL EXTENSION KIT AVAILABLE TO INCREASE DIMENSION FROM 18in TO 84in (475mm TO 2134mm)

## MOUNTING OF THE FAN

### NOTICE

The weight of the fan that will be suspended from the ceiling is approximately 300 lb (136.4 kg) and will generate torque of up to 300 ft-lb (407 Nm).

If the ceiling support structure is an open-web design, all hanging dimensions can be taken from the underside of the ceiling. If the ceiling's support structure is a solid beam or solid channel, all measurements must be taken from the bottom of the beam as the basis point for the hanger dimension. If the roof is pitched, this must be accounted for above the tips of the blades. Failure to follow these guidelines will result in limited air movement from the fan.

### FAN DISTANCE FROM CEILING AND OBSTRUCTIONS

### NOTICE

The standard blade design on the Rite-Hite Revolution® Fan is angled upward to provide improved airflow. A combination of centrifugal force and air pressure causes the blades to move upward to their operating position. Measure the distance to possible obstructions and mount the fan accordingly using Table 3 to ensure the blades will have proper clearance in all areas when the fan is running. Whenever possible allow 12 in. (305 mm) additional clearance to existing obstructions. An optional low headroom blade design is also available where the standard blade design does not fit.

Table 3

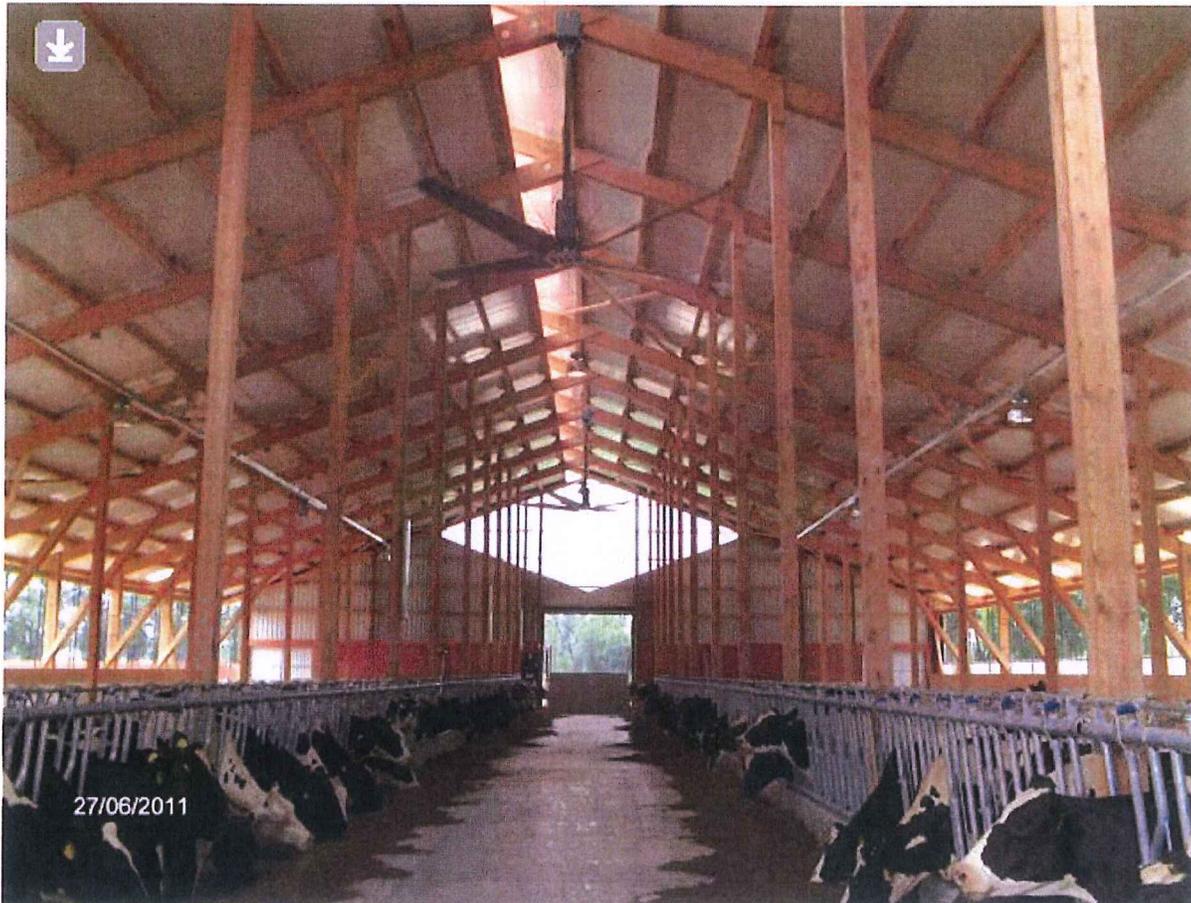
FAN DIAMETER ft (mm)	MINIMUM CLEARANCE DIMENSION AT FULL RPM ft (mm)
8 (2440)	2 (610)
12 (3660)	3 (915)
16 (4880)	4 (1220)
20 (6100)	5 (1525)
24 (7320)	5 (1525)











## MEMORANDUM

**TO:** Heritage Preservation Commission  
**FROM:** Ginny Gaynor, Natural Resources Coordinator/HPC Liasion  
**DATE:** December 2, 2013 for December 12, 2013 Meeting  
**RE:** 2013 Commission Goals

At the December Heritage Preservation Commission Meetings, commissioners will review the status of 2013 goals. Staff will use commissioner comments to prepare a draft annual report for the January 2014 meeting.

### 2013 HPC Goals

1. Continue all necessary measures for the Certified Local Government (CLG) status by maintaining a historical site survey and providing all the documentation required to the Minnesota State Historic Preservation Office.
2. Review at least one project and submit it to the City Council and the Minnesota State Historic Preservation Office for the Local or National Historical Register.
3. Submit a nomination to the city council for the Maplewood Heritage Award for 2012. "The Maplewood Heritage Award is an annual award recognizing an individual who has positively influenced our city's past or strengthened the preservation of Maplewood history."
4. Submit a proclamation to the city council for as award for business as a Heritage Award.
5. Continue to identify and recognize historic families.
6. Continue to identify and recognize the history of geographic features such as lakes, etc.
7. Continue to provide and add links to the city website from the Maplewood Area Historical Society, Minnesota State Historical Society and other public websites.
8. Have a guest speaker from a historical site give historical presentation to the commission.
9. Continue to identify books, articles and media about Maplewood. Work with the Maplewood Library to provide the books, articles and media to the public.
10. Review photos of demolished buildings throughout the year and make it part of the HPC's annual report.
11. Continue to promote, collaborate and work with the Maplewood Area Historical Society.
12. Write and obtain a grant for the context study.

### RECOMMENDATION

No action required.