

1. Agenda And Packet

Documents:

[MAY 20, 2019 WORK SESSION AGENDA.PDF](#)

[MAY 20, 2019 WORK SESSION PACKET.PDF](#)

City of Excelsior

City Council Work Session

AGENDA

Monday, May 20, 2019

**NEW LOCATION – FORMER LIBRARY**

**343 Third Street**

5:30 P.M.

1. Call to Order/Roll Call
2. Agenda Approval
3. Joint Session with Council and Heritage Preservation Commission
4. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

City of Excelsior

City Council Work Session

AGENDA

Monday, May 20, 2019

**NEW LOCATION – FORMER LIBRARY**

**343 Third Street**

5:30 P.M.

1. Call to Order/Roll Call
2. Agenda Approval
3. Joint Session with Council and Heritage Preservation Commission
4. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

Auxiliary aid for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at (952) 653-3675.



# MEMORANDUM

Work Session Item 1 – Joint Work  
Session of the City Council and the

**Re:** Heritage Preservation Commission

**Date:** May 20, 2019

**To:** Heritage Preservation Commission

**From:** Emily Becker, City Planner

## BACKGROUND

The City Council and the Heritage Preservation Commission (HPC) meet annually to discuss goals and other pertinent issues.

## DETAILS/ANALYSIS

The following outlines topics for discussion during the joint work session between the City Council and the HPC.

### **The Commons/The Port of Excelsior Review.**

*Background.* The Park and Recreation Commission and Heritage Preservation Commission (HPC) had previously met in October 2016 to discuss which improvements in The Port of Excelsior and The Commons should require review by the HPC. In November 2017, Preservation Design Works (PVN) completed a site inventory and period of significance study of the Port and The Commons to identify their historic character-defining features and period of significance. In December of 2018, City staff requested that the HPC review the list of character-defining features identified in the PVN study and formalize which alterations should require HPC review. Staff has also suggested that PVN return to complete an analysis of which improvements could potentially affect historic character-defining features that should be subject to HPC review, which items can be administratively reviewed, and which types of work are exempt from review.

At its April 2019 meeting, the HPC reviewed a draft policy based on the PVN study to clarify which site alterations within The Port of Excelsior and The Commons should require HPC review. The HPC has also drafted a Blue Line Ticket Booth Review Policy to establish a stakeholder process to clarify what type of displays within the Blue Line Ticket Booth are historically appropriate and to delineate what types of information in the display cases can be administratively approved. The HPC has requested feedback from the Park and Recreation Commission on these two draft policies through bringing them to a Park and Recreation Commission meeting. The Park and Recreation Commission and Community for The Commons tabled the item for further review.

*Action.* Staff will bring the draft policies on Site Alteration Review of The Port of Excelsior and The Commons and The Port of Excelsior Blue Line Ticket Booth Review to a future City Council meeting for discussion. The Council should also discuss whether PVN should return to complete an analysis of which alterations potentially affect historic character-defining features should be subject to HPC review, which items can be administratively reviewed, and which types of work are exempt from review, and what sort of criteria should be used to review. It should be noted that City activities (including, but not limited to, activities on City property or in the City right-of-way) do not require a site alteration permit provided that the Commission shall review and

make recommendations to the city council concerning City activity that could change the nature or appearance of a landmark or site located within a historic district.

**Code Enforcement.** Code enforcement has been a prevalent topic of discussion during HPC meetings. The City Attorney and HPC met to discuss code enforcement options, and it was explained that there are three main ways to take action on code violations: charging the defendant with a misdemeanor (which is cost effective and gets people's attention but is often a low priority in the courts), charging the defendant with an administrative citation (which gets people's attention and isn't as offensive as a misdemeanor, but the defendant has to participate in order for it to be effective), or civil injunctive (essentially the beginning of a lawsuit). The Council and HPC should discuss the best approach to code enforcement of violations within the Historic Downtown District and landmark properties.

**Goals.** The HPC has prepared a list of goals that they would like to work on for 2019. The Council and HPC should discuss which goals the HPC should work on in 2019.

## **ATTACHMENTS**

- Draft 2019 HPC Goals

## Heritage Preservation Commission Goals

Year	Goal	Status
<b>2019</b>	<ul style="list-style-type: none"> <li>• Start the process of getting the Downtown Historic District listed on the National Register</li> <li>• Request the Council set aside \$10,000 for improvement grants for Landmarks</li> <li>• Downtown Historic District Boundaries – Including 426 Lake Street</li> <li>• Report from Staff Regarding the List of Properties on Local Register that have been Recorded</li> <li>• Conservation Districts</li> <li>• Start Comprehensive Catalog of Historic Single-Family homes</li> </ul>	
<b>2018</b>	<ul style="list-style-type: none"> <li>• Reach out to owners of properties recommended by Lindsay Hannah for designation</li> <li>• Review the Downtown District Boundaries and non-contributing building status</li> <li>• Complete the Commons Site Alteration Review process with the Park &amp; Recreation Commission</li> <li>• Send out Preservation manual to all owners/tenants of historically-designated buildings</li> </ul>	
<b>2017</b>	<ul style="list-style-type: none"> <li>• Draft Historic Preservation Chapter of the 2018 Comprehensive Plan</li> <li>• Work with Lindsay Hannah to complete a list of properties to be historically designated</li> </ul>	<ul style="list-style-type: none"> <li>- 95% complete</li> <li>- completed</li> </ul>
<b>2016</b>	<ul style="list-style-type: none"> <li>• Revised the Historic Preservation Ordinance</li> <li>• Developed the Preservation Design Manual</li> <li>• Revised the Downtown Historic District Boundaries</li> <li>• Created the Period of Significance Policy</li> <li>• Modified the PUD process to include HPC review of rezonings</li> </ul>	<ul style="list-style-type: none"> <li>- completed</li> <li>- completed</li> <li>- completed</li> <li>- completed</li> <li>- completed</li> </ul>
<b>2015</b>	<ul style="list-style-type: none"> <li>• Updated the HPC's Program for Preservation</li> <li>• Provide a historic photo display for the new City Hall</li> </ul>	<ul style="list-style-type: none"> <li>- completed in 2016</li> <li>- unfinished</li> </ul>