

City of Excelsior
Hennepin County, Minnesota

MINUTES
HERITAGE PRESERVATION COMMISSION MEETING

NOVEMBER 18, 2014

7:00 p.m.

1. CALL TO ORDER

Chair Schmidt called the meeting to order at 7:00 p.m.

2. ROLL CALL

Commissioners Present: Bolles, Brabec, Finch, Macpherson, and Schmidt

Commissioners Absent: Nelson

Also Present: City Planner Smith and Advisor Caron

3. APPROVAL OF MINUTES

a) Heritage Preservation Commission Meeting of October 21, 2014

Macpherson moved, Brabec seconded, to approve the Minutes of the Heritage Preservation Commission Meeting of October 21, 2014 as presented. Motion carried 5/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. NEW BUSINESS

a) None

6. UNFINISHED BUSINESS

a) Heritage Preservation Commission Review of Planned Unit Development Applications - continued

Smith reviewed with the Commission the proposed revisions to the PUD ordinance in response to earlier HPC comments. Commissioners asked about the HPC submittal requirements for a PUD site alteration permit. Smith stated that the submission requirements specifically include a survey, site plan, exterior signage and lighting elements and identification of exterior building materials and colors. Any changes to these elements from those reviewed for the general plan site alteration permit at the final plan stage would come back to the Commission for review.

The Commission discussed the language regarding exterior changes that depart from the approved site alteration permit. Schmidt stated that the language should be directive and state that any exterior changes that depart from the design or site alteration permit previously approved by the Commission shall return to the HPC for review.

The Commission also discussed the language regarding "substantial conformity" and determined that "substantial" should be deleted in the Schedule section.

Macpherson noted that not all plans will be at a scale of 1/8" and suggested that the language should require that the scale should be appropriate to the development.

Finch stated that at the concept plan stage it is important for the applicant to state how it will address all heritage preservation issues presented by the proposed development so that the Commission can understand and comment on the compliance of the concept plan with the HPC ordinance, and that there should be no reference to approval or denial of the concept at this stage prior to the consideration of the site alteration permit at the general plan stage. Brabec suggested that there should be a concept review with findings on the plan's overall conformity with the ordinance. Bolles suggested that if the concept does not conform to the ordinance standards, then the applicant should be required to submit a plan that does conform before proceeding. The Commission concluded that the concept plan section should discuss the HPC's role earlier and require that the submission identify any site alterations and provide schematics and a description of how the PUD complies with the HPC ordinance and historic preservation program of the City.

The general plan section should specifically identify the Site Alteration Permit application as a submission requirement. It should also state specifically that the HPC shall either approve (with or without conditions) or deny the Site Alteration Permit.

Applicants should also be encouraged, but not required, to submit the general plan information earlier at the concept plan stage to assist the Commission in understanding the concept. The language should also state that the developer should attend the HPC meeting as well as the Planning Commission meeting.

Smith agreed to revise the draft PUD Ordinance to reflect the Commission's comments.

7. COMMUNICATIONS AND REPORTS

a) Scenic Byway

Finch reported that the scenic byway initiative is falling apart due to the decision of some cities not to participate, but some cities are still attempting to explore other alternatives. Finch moved that the Scenic Byway item be removed from future agendas as a standing Communications and Reports item, seconded by Macpherson, carried 5/0.

b) Site Alteration Permits Approved Administratively

Smith reported that one Site Alteration Permit had been approved administratively by staff, which was a blade sign for Olive Fresh, the new pizzeria at 287 Water Street, in the same basic design and location as the previous business sign on the building.

c) Next Planning Commission Meeting – December 2, 2014

No liaison is appointed for these meetings, but the agenda will continue to publicize the dates for any Commissioners who can attend.

d) Report on Ordinance Steering Committee

Schmidt asked that this item be added to Communications and Reports as a standing agenda item and requested that Macpherson report on the last meeting. Macpherson stated that the primary purpose of the first meeting was to discuss a draft RFQ for historical architects who might assist the City. There was discussion at the meeting about increasing the number of committee members but it was decided to keep the members at the current level for now, but it might be appropriate to

increase the number once the initial administrative tasks are done and the committee moves into policy discussion and community input. The committee also established a timetable of events. RFQ responses are due back on November 25, and the next committee meeting is scheduled for December 4 to review the responses.

Smith reported that the City did not receive the grant it had requested for \$10,000 of the \$15,000 budget for the ordinance project. Mike Koop at SHPO stated that he recommended approval of the City's application if the scope was reduced to focus only on the ordinance review portion only and not the design guidelines, and this condition may have resulted in the project not being funded, with the expectation that another grant application could be submitted for the project in January.

Smith also reported that the City Council had decided to replace Dan Wallace as one of the Planning Commission representatives on the committee with Beth Duyvejonck, so that both the HPC and Planning Commissions were represented by their respective Chair and Vice Chair.

e) Next HPC Meeting – Tuesday, December 16, 2014

8. MISCELLANEOUS / COMMISSIONER'S COMMENTS

a) Recent City Council Actions

Smith reported that the City Council at its first meeting in November approved the requested PUD changes for the Kowalski's and 400 Water Street project, which changed the size of both buildings and allowed demolition of the Mason Motors building. The Council also is reviewing the outside storage of recreational vehicles, and reduced the number of full on-sale liquor licenses. At the last Council meeting, the Excelsior Hotel applicant requested a three week extension for a meeting with a new hotel operator, which was granted.

9. ADJOURNMENT

Macpherson moved, Finch seconded, to adjourn at 9:00 p.m. Motion carried 5/0.

Respectfully submitted,

Tim Caron
Recording Secretary