

City of Excelsior
Hennepin County, Minnesota

Minutes
Heritage Preservation Commission

Tuesday, March 22, 2016

1. CALL TO ORDER

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

2. ROLL CALL

Commissioners Present: Anderson, Brabec, Caron, Finch, Macpherson, Salita and Chair Schmidt

Commissioners Absent: None

Also Present: City Planner Smith

3. OATH OF OFFICE

Mayor Gaylord presented Tim Caron with the Oath of Office

4. APPROVAL OF MINUTES

a) Heritage Preservation Commission Meeting of February 23, 2016

Commissioner Salita moved, Commissioner Macpherson seconded, to approve the Heritage Preservation Commission Minutes of February 23, 2016. Motion carried 7/0.

b) Heritage Preservation Commission Meeting of February 18, 2016

Commissioner Macpherson moved, Commissioner Anderson seconded, to approve the Heritage Preservation Commission Minutes of February 18, 2016. Motion carried 7/0.

5. CITIZEN REPORTS or COMMENTS

No citizen reports

6. NEW BUSINESS

a) Site Alteration Permit – 270 Water Street (HPC No. 16-05)

City Planner introduced the item. Salita asked about the new business. Finch asked about the front door. Anderson moved, Macpherson second to approve the site alteration permit subject to the conditions listed in the staff report. Motion carried 7/0.

7. UNFINISHED BUSINESS

a) Site Alteration Permit – 373 George Street (HPC No. 16-03)

City Planner presented the item. Anderson referenced the ordinance requiring a Site Alteration Permit for the removal of the awning. The owner received a Site Alteration Permit for painting the building. Caron would like an application that outlines all the proposed alterations. Finch moved that staff contacts the property owner regarding the changes without a site alteration permit, suspending all site alteration permits, deny the Site Alteration Permit request for the sign, owner should come before the HPC with a comprehensive SAP application with all changes for the next meeting, Macpherson seconded. Motioned carried 7/0.

b) Site Alteration Permit – 444 Second Street (HPC No. 16-04)

City Planner presented the item. Schmidt had concerns about the number of holes in the brick caused by the sign. Colin Merrigan, Vantage Financial, addressed the Commission. The sign on the front is individual letters, and they wanted to be consistent. Finch moved to approve the proposed wall sign, awning and lights subject to the conditions listed in the staff report, Brabec seconded. Motion carried 7/0.

c) Period of Significance for the Downtown Historic District

Anderson stated that the period of significance is not mentioned in the preservation ordinance, only referenced in the Hess Roise Study completed in 2002. Salita likes the language from Cleveland Park, that the Period of Significance is not a hard and fast rule, but a guideline, and allows for exceptions. Macpherson liked the language used by Fredericksburg.

Finch recommends Anderson, Caron and Salita work with staff to draft language for the period of significance to bring back to the Commission to review at a special meeting on April 13, before the public hearing. Salita seconded. Motion passed 7/0.

Schmidt moved, Finch seconded to discuss the policy at their April meeting and a public hearing at a following meeting. Motion passed 7/0.

d) 2015 Preservation Awards

Caron pointed out that the Certificate states that the certificate is "For a Noteworthy Effort to Enhance the Historic Nature of the City of Excelsior."

Finch stated that the Boy Scout that completed the walking tour brochure, Salita suggested the Boy Scout who painted the ticket booth. Commission wanted to restrict the awards to significant improvements to buildings. The Commission believed that 406 Second St, 478 Second St, 436 Second St, 356 Water St, 200 Second St, and School District should be given certificates of appreciation.

8. ANNUAL MEETING

- a) Elect Chair and Vice-Chair
Macpherson nominated Steve Finch as Chair. Macpherson would be open to serving as Vice-Chair. Brabec nominated Macpherson as Chair and Finch as Vice-Chair. Five Commissioners voted for Macpherson for Chair and two voted for Finch. All voted for Finch as Vice-Chair.
- b) Review By-Laws
Finch recommended reviewing the bylaws at the next meeting. Caron seconded. Motion passed 7/0.
- c) Goals and Objectives for 2016
The Commission discussed the need to come to an agreement over the changes to The Commons. Schmidt believes the HPC is a higher body than the Park and Rec Commission. Macpherson believes the Commission should have review authority over all changes. Commission recommends Schmidt, Macpherson and Finch meet as a subcommittee, and then report back to the Commission. Finch moved, Salita seconded. Motion passed 7/0.
Record the individually designated properties.
Staff will look for a summer intern.
Update the HPC website.
Anderson suggested how the Commission could be more proactive. Schmidt recommended to the Rotary that they and the City could partner in a history event. Macpherson recommended more walking tours of the community. Add to the list explore a history day. Commission suggested Schmidt work with the Rotary to define a project.
- d) Code of Conduct and Decorum for Appointed Officials
- e) Joint Work Session with City Council – Suggested meeting date works for Brabec, Anderson, Caron, Finch, Schmidt and Mac. Salita is possible.

9. COMMUNICATIONS and REPORTS

- a) Next Planning Commission Meeting – April 25, 2016
- b) Next City Council Meeting – April 4, 2016
- c) Next HPC Meeting – Tuesday, April 19, 2016
- d) Possible Intern for Two Weeks
- e) Administrative SAP Approvals

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10. MISCELLANEOUS / COMMISSIONER'S COMMENTS

a) Recent City Council Actions

Smith informed the Commission of recent City Council actions.

11. ADJOURNMENT

Commissioner Brabec moved, Commissioner Salita seconded, to adjourn the meeting at 9:55 p.m. Motion carried 7/0.

Respectfully submitted,

Patrick Smith
City Planner