1. Agenda And Packet

   Documents:

   AGENDA_HPC WORK SESSION MEETING_5_24_22.PDF
   MAY 24 HPC WORK SESSION PACKET.PDF

City of Excelsior
Notice of Meeting
of the Excelsior Heritage Preservation Commission

NOTICE IS HEREBY GIVEN that the Heritage Preservation Commission of the City of Excelsior will hold a work session meeting on Tuesday, May 24, 2022, at 5:30 P.M. The meeting will be held in the Council Chambers at Excelsior City Hall, 339 Third Street, Excelsior, MN 55331.

Members of the public may attend the regular meeting either in person at City Hall or by joining via Zoom either online or by telephone at:

Join Zoom Meeting

https://us02web.zoom.us/j/87365912168

Meeting ID: 873 6991 2168

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
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+1 301 715 8592 US (Washington DC)
Meeting ID: 873 6591 2168

City of Excelsior

Heritage Preservation Commission Work Session Meeting Agenda

Tuesday, May 24, 2022, 5:30 p.m.

1.   CALL TO ORDER/ROLL CALL

2.   AGENDA APPROVAL

3.   DISCUSSION OF SIGNAGE – EXCELSIOR COMMERCIAL HISTORIC DISTRICT

4.   DISCUSSION OF FORMULATION OF LIST OF MAJOR TOPICS

5.   ADJOURNMENT

Notice: Some items on this agenda are important enough to City Council members that a quorum of the Council may be present to receive information leading to their future deliberations and eventual decision.

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Meeting Agenda
Excelsior HPC Staff Support Discussion

Thursday, January 13, 2022

1. Ordinance Updates
   - Procedural corrections (e.g., nomination process, notice to owner) (106 center process issues – eg)
   - Code enforcement process (nuisances, costs) – check out the CLE Tim sent
   - District signage zoning code changes – this needs a comprehensive revision (maybe a joint work group)
   - Other – Julia and KPS to explore

2. Design Manual Updates – think about linking it to the code (same as Zoning map)
   - District boundaries and list of properties, contributing status (source of truth)
   - Additional guidelines (e.g., murals – Licks Unlimited? Dock Cinema? Tm says they have adopted guidelines – we need to get those published)
   - List of landmarks (title recording status and process)(Julia and Kevin working on ordinance)
   - Process for informing new property owners of SAP requirements
   - Resolutions

3. Code Enforcement Procedures
   - 911 Process (emergency stop work orders) – what to do when staff is not around? – check the CLE for ideas. We need to have clear rules on who to call
   - Monitoring site conditions for compliance – we do building official, engineering, and zoning (after the fact – who checks to ensure that things are being done consistent with the approval)
   - Addressing demolition by neglect – kps to evaluate where the line is on what we can make them do; need to (1) identify when it might be happening; and (2) what we can do about it

4. HPC Meetings
   - Keeping discussion on track, ensuring applications are complete
   - Advancing annual goals
   - New member training
   - Resolutions and appeals, documenting SAP amendments
   - Chair?

5. Research on Potentially Significant Properties
   - Structures of Merit – currently undesignated, be aware, act quickly if threatened? How do we decide (eg – cleaners bldg.)? should we come up with a lighter version of the designation study we did with 106?

- Nomination process, photos
- Designation Report drafting (SHPO response)
- Grant application drafting

6. HPC/City Coordination
   - City Sites (Public Works, Park and Rec, Council) – cemetery, Commons, Port
   - Zoning Reviews (Planning Commission, Council)
   - Is there a way to put together a standing cmte of a council member, HPC commissioner, and a planning commissioner? Or – should we do reports from the 2 cmmns to the CC on a regular basis?

7. Additional HPC Member Responsibilities – what things can the members do that can help?

8. Other Items

$122.87 for double sided sign in this format

$34.35 double sided sign (each) and Brackets $86.90 (each)= **$121.25 per sign and ornamental bracket**

Double sided sign $29.65, mount $6.00, and sign bracket $15.00 and top arch sign $122.87

TOTAL COST: $173.52

THE CITY OF
EXCELSIOR
MINNESOTA

MEMORANDUM

Re: Work Session Items 3 and 4 –Downtown Signage and Major Topics Priories

Date: May 24, 2022

To: Heritage Preservation Commission

From: Kevin Staunton, City Attorney/Assistant City Manager

60/120 Day Deadlines: N/A

At your April 26 meeting, you decided to put two topics on your work session agenda for the May 24 meeting:

- Further Discussion of the Signage in the Excelsior Commercial Historic District; and
- Priorities for the List of Major Topics.

I have included items from your previous meetings in the packet for each topic.

RECOMMENDED ACTION: Discuss and provide direction to staff.