

City of Excelsior  
Hennepin County, Minnesota

Minutes

Heritage Preservation Commission Meeting

Tuesday, July 25, 2023, 6:30 P.M.

1. CALL TO ORDER/ROLL CALL

Chai O'Hanlon called the meeting to order at 6:30 p.m.

Other Commissioners Present: Caron, O'Hanlon, Bolles, Mark, Gephart, Brattland, Dahlstrom

Commissioners Absent: none

Also Present: Kevin Staunton Assistant City Manager/City Attorney  
Daniel Van Holland, City Planner

2. AGENDA APPROVAL

Caron moved to approve the agenda as presented. Gephart seconded. Motion passed 7-0

3. CONSENT AGENDA

- a) Minutes of October 31, 2022 Regular Meeting
- b) Minutes of November 17, 2022 Special Meeting
- c) Minutes of November 29, 2022 Regular Meeting
- d) Minutes of January 24, 2023 Regular Meeting
- e) Minutes of February 28, 2023 Regular Meeting
- f) Minutes of March 28, 2023 Regular Meeting

Commissioners identified errors with consent agenda items. **Mark moved to continue approval to the next regular meeting. Gephart seconded. Motion passed 7-0.**

4. CITIZEN REPORTS OR COMMENTS

5. NEW BUSINESS

a) Site Alteration Permit – 173 Second Street (HPC No. 23-13) (Cont.)

The request presented was to approve the reuse of historic windows located on the side of the house for placement on the front AND to finish installing nonhistorical windows on the rear and sides, excluding existing historic windows not reused for the front. The Commission directed the subcommittee and applicant to acquire window measurements for the proposed swap. A special meeting was scheduled for August 3. **Brattland moved to continue to the special meeting and direct staff and the subcommittee to acquire the window measurements and report back to the full Commission. Dahlstrom seconded. Motion passed 7-0.**

b) Design Manual and Ordinance Revisions

Discussion was held on possible changes to the design manual and corresponding ordinances. No action was taken.

6. UNFINISHED BUSINESS

a) Vice Chair Appointment

Dahlstrom nominated Brattland for the vice-chair position. O'Hanlon moved, Caron seconded, and the motion passed 7-0. Brattland accepted the position.

7. COMMUNICATIONS and REPORTS

a) Next Regular City Council Meeting – August 7, 2023

b) Next HPC Meeting – Tuesday, August 29, 2023

a. A special meeting was scheduled for August 3, 2023 at 6:30 p.m.

c) Other Updates

Staunton provided updates on previous actions, including 345 Water Street. Discussion on 201 Second Street revealed that there was a pending application needing action. The request was to replace windows; however, the applicant was no longer planning replacement. **Caron moved to deny the request to replace windows, Brattland seconded, and the motion passed 7-0.**

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Brattland moved to adjourn the meeting at 9:10 p.m. Gephart seconded, and the motion passed 7-0.

The meeting was concluded at 9:10 p.m

Respectfully submitted,

Daniel Van Holland

City Planner