

City of Excelsior  
Hennepin County, Minnesota

MINUTES  
HERITAGE PRESERVATION COMMISSION MEETING

Tuesday, August 18, 2015

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: Brabec, Finch (joined at 7:04) Macpherson, Nelson and Schmidt

Commissioners Absent: None

Also Present: City Planner Smith and Advisor Caron

3. APPROVAL OF MINUTES

a) Heritage Preservation Commission Special Meeting of July 16, 2015

Commissioner Macpherson moved, Commissioner Brabec seconded, to approve the Minutes as presented. Motion carried 4/0.

b) Heritage Preservation Commission Meeting of July 21, 2015

Commissioner Macpherson moved, Commissioner Brabec seconded, to approve the Minutes as presented. Motion carried 4/0.

c) Heritage Preservation Commission Special Meeting of August 10, 2015

Macpherson stated that the Minutes should be amended to reflect the brief absence of Carlson and Brabec, so due to lack of a quorum, Macpherson adjourned the meeting. Commissioner Macpherson moved, Commissioner Brabec seconded, to approve the Minutes as amended. Motion carried 4/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. NEW BUSINESS

None

6. UNFINISHED BUSINESS

a) Draft Historic Preservation Ordinance and Design Manual (HPC No. 14-09)

Smith stated that at the last meeting, the Commission reviewed the purpose and discussed the proposed designation process, but did not reach a final decision. Smith estimated that the ordinance review process is about 1/3 finished. He described the proposed sequence and timeframe for designation, with review by the

HPC, then comment by the Planning Commission, a review by SHPO, and then to the City Council for potential action. The proposed process calls for an HPC determination of potential merit, then the City staff drafts a designation study, then the proposal is referred to the Planning Commission and SHPO for a 60 day concurrent review, then the HPC makes a final recommendation to the Council regarding designation. No changes can be made to the site while designation is being studied. The draft ordinance has different criteria for historic districts than for individual property designations. Owner consent is only required for individual designation.

The Commission discussed that there should be no alterations, construction, removal or demolition to a building during the pendency of the designation review, rather than stating that no permit will be issued. Commissioners also discussed the proposed timing of the designation steps and how long it would take to complete the process. The process should commence when initial HPC action is taken, and the ordinance should make clear that a recommendation is deemed accepted by the Planning Commission and SHPO if no comment is made within 60 days. Finch suggested that a nomination occurs once there is an HPC meeting to make a recommendation and direct a designation study by City staff, which starts the time clock running. There is currently no time period for staff to complete the designation study in the draft ordinance. Smith suggested that the staff be required to complete the study within 10 days. The Commission suggested that the overall time frame would need to be expanded to 180 days to allow time for all the steps in the review process to be completed.

Nominations may be made by any person or organization. Nelson clarified that use of a proper form should be required. Commissioners discussed whether a designation study could be done before the HPC makes a decision on nomination. Schmidt stated that the process should be made clearer in the timetable. Finch suggested that the public hearing could be set at the first HPC meeting for a preliminary determination and the HPC would have 30 days to take action following the date of the public hearing.

The Commission discussed indicating each historic resource on the City's official zoning map. The criteria for designation was discussed, and a structure must be at least 50 years old unless found to be exceptionally important. The Commissioners sought to simplify each criteria category, i.e, age, integrity and significance. They also discussed "inclusion in a historic district" in the caption, to clarify that a decision to change the boundaries of the downtown historic district is an exception to the normal standard that all properties must meet the individual criteria for status as a landmark. There was also discussion of the Commons as a currently designated historic site and the HPC discussed how to remind the Council and City staff that any alterations to permanent structures in the Commons is subject to HPC review.

Commissioner Macpherson moved, Commissioner Finch seconded, to continue discussion of this item to the next meeting, with the direction that "inclusion in a historic district" should be noted in the caption for landmark criteria. Motion carried 5/0.

## 7. COMMUNICATIONS AND REPORTS

### a) Site Alteration Permits Approved Administratively

Smith stated that he had given administrative approval for repainting the Excelsior Depot at 305 Water Street in the same historic color as had been used on the ticket booth (Benjamin Moore historic color Greenmount Silk).

Smith asked the Commission for guidance on the proposed repainting of the stucco on the former Texaco service station building at 370 Water Street. The Commission reviewed the ordinance, which requires historic colors that are consistent with the style of the structure, which in this case would be a 1930s-era mission-style building.

- b) Next Planning Commission Meeting – September 14, 2015
- c) Next City Council Meeting – September 8, 2015
- d) Next HPC Meeting – Tuesday, September 22, 2015
- e) Possible Sale of 152 Maple Street

Smith reported that a sale may be forthcoming of the individually designated house at 152 Maple Street, which also has a historic barn structure in the rear. The Commission discussed the importance of the site and requested that Smith determine the status of the recording of designated historic structures and sites in the chain of title.

8. MISCELLANEOUS / COMMISSIONER'S COMMENTS

- a) Recent City Council Actions

Smith stated that the Council had approved the rooftop addition amendment to the HPC ordinance. He also reported that Brian Burdick is proposing to erect a new building next to 287 Water Street, and the Council had discussed waiving the ordinance requirement to provide 10 parking spaces, as well as allowing a building to be constructed on an existing parking area while adding no new spaces.

9. ADJOURNMENT

Commissioner Brabec moved, Commissioner Macpherson seconded, to adjourn at 9:35 p.m. Motion carried 5/0.

Respectfully submitted,

Tim Caron  
Recording Secretary