

City of Excelsior
Heritage Preservation Commission
Minutes
Tuesday, April 17, 2012

1. CALL TO ORDER/ROLL CALL

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

Commissioners Present: Bolles, Macpherson, Meyer, Mueller, Roden, and Chair Sanders

Commissioners Absent: Finch

Also Present: City Planner Stockman and Advisor Caron

2. APPROVAL OF MINUTES

a. Heritage Preservation Commission Meeting of March 20, 2012

Bolles proposed adding to the last paragraph of page 4, that Mason stated he would not sell the site for anything but a grocery store. After discussion, the Commission declined to make the change. Bolles requested that page 4, third paragraph, reflect the developer's statement that a grocery store was the preferred tenant.

It was moved by Commissioner Mueller, seconded by Commissioner Meyer, to approve the minutes as amended. Approved unanimously.

b. Special Heritage Preservation Commission Meeting of March 27, 2012

It was moved by Commissioner Macpherson, seconded by Commissioner Mueller, to table discussion of the Special Meeting minutes to follow discussion of the New Business item. Approved unanimously.

5. NEW BUSINESS

a. Site Alteration Permit for Expansion of Garage for 634 Third Avenue - Ken and Kristin Dowell

Ken and Kristin Dowell presented plans for a rear addition to their existing garage. The structure was apparently built in the 1970s, but the original vinyl siding has been replaced with stucco to more closely match the exterior of the house.

Stockman clarified that the existing rear windows will be reused on the new addition. The addition has been designed so that it will not be visible from the street.

The Commission discussed that the garage was not an original structure and is therefore non-contributing to the site. The applicants propose to cover the new addition in Hardiboard siding in a color intended to match the color of

5. NEW BUSINESS

- a. Site Alteration Permit for Expansion of Garage for 634 Third Avenue - Ken and Kristin Dowell – (Continued)

the existing stucco. The addition will feature a two foot setback on each side to separate the existing structure from the new addition.

It was moved by Commissioner Bolles, seconded by Commissioner Macpherson, to approve the Site Alteration Permit as presented. Approved unanimously.

2. APPROVAL OF THE MINUTES (cont'd)

- b. Special Heritage Preservation Commission Meeting of March 27, 2012

Consideration of the minutes was returned to the table.

Bolles requested that changes be made to the minutes to clarify the distinction between the date a meeting was held at which plans were reviewed and the date shown on submitted plans, especially in connection with the plans that were reviewed at the meeting of March 20, 2012. The Commissioners agreed to clarify the dates.

Macpherson asked what obligation the Commission has to review final plans approved by the City to make sure that HPC requirements are included, and also to review field construction for conformity with HPC requirements and conditions. Caron stated that the Commission has an ongoing obligation to build a clear record of its decision and to bring significant non-compliances to the City staff's attention at the earliest possible time.

The Commission discussed whether there should be time limit on completing work approved by HPC, with no conclusion reached.

It was moved by Commissioner Mueller, seconded by Commissioner Macpherson, to approve the minutes as amended. Approved unanimously.

3. CITIZEN REPORTS or COMMENTS

None.

4. MISCELLANEOUS/COMMISSIONER'S COMMENTS

- a. Recent City Council Actions

Stockman discussed the status of the Mason Motors site project, which is currently pending before the City Council.

6. UNFINISHED BUSINESS

a. Excelsior Downtown Historic District Boundaries

Caron stated that he had spoken to the City Attorney about taking some formal action to finalize the boundaries for the Downtown District in light of the recent information received from SHPO. The Commission indicated that it would like to review the original and proposed revised boundaries in more detail at its May meeting, and asked that the meeting packet contain copies of both of the downtown district maps.

b. Possibility of Designating Portions of Excelsior Elementary School

Sanders reported that Erin Berg of the Preservation Alliance of Minnesota had provided input on the potential designation of the school, and recommended that under the circumstances, discussion of local designation not be pursued, but that the Commission may wish to explore National Register review and nomination through a legacy grant. Sanders stated that she would work on a grant application for the next funding cycle. Caron stated that Hess Roise was willing to work on the project.

c. Demolition by Neglect Ordinance

The Commission discussed suspending any action on pursuing the ordinance at this time to focus on other priorities, but noted that it might be appropriate to advocate for an ordinance at some point in the future.

7. ANNUAL MEETING

a. Election of Officers - Chair, Vice- Chair and Secretary

It was moved by Commissioner Macpherson, seconded by Commissioner Bolles, to re-elect all current officers (President - Sanders, Vice President - Mueller, Secretary - Finch) to another term. Approved unanimously.

b. Review of By-Laws

The Commission discussed the By-Laws. In connection with Section VII, the Commission discussed adding a statement that an Advisor may serve as the recording secretary. The Commission also requested that Caron submit a letter of interest for re-appointment.

In connection with Section XIII, concern was expressed that the existing language does not reflect the process for vacancies, in which notice is given to the City Manager, and the Council makes an appointment.

It was moved by Commissioner Roden, seconded by Commissioner Mueller, to continue this item to the next meeting to take formal action on the proposed By-law amendments. Approved unanimously.

7. ANNUAL MEETING

c. Goals and Objectives for 2012

The Commission discussed goals and objectives for 2012. Under the first Preservation Goal, Strategy 1, the Commission discussed adding a new objective, "Pursue Legacy Grant application for historic survey of the old Excelsior High School building." The next objective should be revised to read, "Continue outreach for historic designations and celebrating 100 year homes."

Strategy 2 should be revised to read, "Continue to explore establishment of a residential historic district, e.g., College Lake area" and add a new strategy, "Work with Planning Commission on residential design standards and options for reuse of older housing stock to preserve the historic character of the community."

Strategy 3 should add "and better understand related LMCD role and processes."

Strategy 4 should be revised to read, "Build support for a demolition by neglect ordinance" and remove the existing two objectives.

Under the second goal, Strategy 1, the first objective should read, "Continue to hold regular training sessions for Councilmembers and Commissioners." Delete the next objective. Strategy 2 should read, "Update as necessary the content of the HPC web site."

Under the third goal, the second objective under Strategy 1 should read "Create HPC quick reference guide."

It was moved by Commissioner Macpherson, seconded by Commissioner Meyer, to request that the changes be incorporated into a 2012 Goals and Objectives statement for review at the next regular meeting. Approved unanimously.

d. Code of Conduct and Decorum for Appointed Officials

Acknowledged.

8. COMMUNICATIONS AND REPORTS

a. Designate Liaison for Planning Commission Meeting - May 8, 2012

Commissioner Meyer agreed to attend the meeting.

8. COMMUNICATIONS AND REPORTS

b. Site Alteration Permits Administratively Approved

Stockman reported that no Site Alteration Permits had been administratively approved. Gray Gardens is currently repainting the exterior of its structure in the same colors as previously used. Stockman also stated that the Impact store may be planning to change the background color behind the metal sign for greater visibility, but no application has been submitted.

c. Next Meeting - Tuesday, May 22, 2012

9. ADJOURNMENT

It was moved by Commissioner Mueller, seconded by Commissioner Macpherson, to adjourn. Approved unanimously. Adjourned at 9:38 p.m.

Respectfully submitted,

Tim Caron
Recording Secretary