

City of Excelsior
Heritage Preservation Commission
Minutes
Tuesday, May22, 2012

1. CALL TO ORDER/ROLL CALL

Chair Sanders called the meeting to order at 7:04 p.m.

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

Advisor Absent: Caron

Also Present: City Planner Lane Braaten

2. APPROVAL OF MINUTES

a. Heritage Preservation Commission Meeting of April 17, 2012

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

3. CITIZEN REPORTS or COMMENTS

None.

4. MISCELLANEOUS / COMMISSIONER'S COMMENTS

a. Recent City Council Actions

City Planner Braaten reported the City Council has approved the variance and zoning change required for development of the properties at 440 Water Street and 368 and 364 George Street including the placement of the second structure on the property. A condition of approval is that the first leasee in the project must be a grocery store. The approved plan included an increase of the green space along Water Street to 9 feet at a loss of 3 parking spaces. The developer's agreement is being negotiated now. The building on the south side, the former Choice building, will need to have a separate application.

5. NEW BUSINESS

a. Annual Appointment of Advisor

It was moved by Commissioner Roden, seconded by Commissioner Mueller, to reappoint Tim Caron as Advisor to the Heritage Preservation Commission. Approved unanimously.

6. UNFINISHED BUSINESS

a. Excelsior Downtown Historic District Boundaries

In light of the absence of Advisor Caron, a motion was made by Commissioner Mueller, seconded by Commissioner Macpherson, to continue this item until the June 19, 2012 meeting. Approved unanimously.

b. Possibility of Designating Portions of Excelsior Elementary School

Chair Sanders reported that she is continuing to work on a grant application for the next funding cycle.

It was moved by Commissioner Bolles, seconded by Commissioner Macpherson, to continue this item until the June 19, 2012 meeting. Approved unanimously.

c. Review of By-Laws

The following edits to the bylaws were recommended by Commissioner Finch.

p.1, Section III, first sentence, add the words "or any two commissioners" after Vice Chair; "...Chairman or Vice-Chairman, or any 2 commissioners...".

p.2, Section V, **VOTING:** third sentence, add the word "recording" prior to the word secretary; "...upon the matter, and the recording secretary...".

p.2, Section VII, **COMMITTEES / ADVISOR:** first paragraph, last sentence, strike the words "reached" and replace them with the words, "is determined, and, if necessary, ." ...before an Heritage Preservation Commission position is reached determined, and, if necessary, a recommendation is given to the Council."

p.5., Section XIII, **VACANCIES:** first sentence, add the words, "via City Staff" after the word Council. "...given to the City Council via the City Staff...".

p.5., Section XIII, **VACANCIES:** second sentence, add the words, "via City Staff" after the word Council. "...made in writing to the City Council via the City Staff stating...".

p.5., Attest: Replace the name "Tim Caron," with Steve Finch. "~~Tim Caron,~~ Secretary, Steve Finch, Secretary

It was moved by Commissioner Finch, seconded by Commissioner Roden, to approve the bylaws and include the suggested edits. Approved unanimously.

6. UNFINISHED BUSINESS

d. Goals and Objectives for 2012

The Commission discussed adding a Strategy 6 to the 2012 Goals and Objectives. That Strategy would be, "Explore designating the Excelsior Cemetery as an Historical Site". There was discussion about the ability to apply for grants to beautify the cemetery and about the railings removed during the construction of Highway 7 bridge and whether they are still in Excelsior Public Works. Commissioner Bolles agreed to investigate the location of the railings.

It was moved by Commissioner Macpherson, seconded by Commissioner Finch, to add Strategy 6, "Explore designating the Excelsior Cemetery as an Historical Site" to the 2012 Goals and Objectives and add "Discussion of Historical Designation for Excelsior Cemetery" to the June 19, 2012 agenda. Approved unanimously.

7. COMMUNICATIONS AND REPORTS

a. Designate Liaison for Planning Commission Meeting – June 5, 2012 – Commissioner Mueller agreed to attend the meeting

b. Updates from City Staff

City Planner Braaten reported that:

- The City expects to see a new application for the Hennepin County Library sometime this summer.
- The City expects to see another application for the hotel this summer.
- Yumi's Sushi restaurant is scheduled to open Friday, May 25, 2012.
- MN Inboard's survey for their project had an error and included a small portion of land that belonged to the neighboring property. They are working with the City to revise the development agreement to include a corrected survey and still meet all conditions of their approved PUD.
- The project at 230 Third Street had changed enough from the original approval that that the project required new permits. The City put a stop work order in place until the new permits were acquired. The project now has new permits and is moving forward.
- A mandatory training for all city commissioners will be held on May 31st at 7:00 PM and June 2nd at 9:00AM. The training will cover subjects such as the Open Meeting Law, City Processes, Judicial Processes, etc. Commissioners were asked to sign up for one of the sessions.

7. COMMUNICATIONS AND REPORTS

c. Liaison Report from May Planning Commission Meeting

Commissioner Meyer reported on his attendance as liaison to the Planning Commission meeting in May that the variance for 634 Third Avenue for an accessory structure larger than 800 square feet had issues that needed addressing. The survey was over five years old and did not reflect the current situation on the property. The variance was approved with a condition that an "as built" survey be completed once the project is completed.

The annual parking fee was dropped from \$1,500 to \$1,200 annually, and that a current parking map showing all the parking spots in the city owned lots is needed.

d. Question Regarding Hotel Project

City Planner Braaten fielded a question as to why the hotel project would go to the Planning Commission without first coming before the Heritage Preservation Commission. The normal procedure is for applications to come before the Heritage Preservation Commission prior to the Planning Commission. City Planner Braaten stated that he will need to research the answer.

e. Site Alteration Permits Administratively Approved

City Planner Braaten reported that a Site Alteration Permit was administratively approved for Julie Woodward, European Treasurers. He noted that she is moving her current sign to her new location.

City Planner Braaten questioned the Commission about the movement of the Capers Awning, by Wendy Baker, from her old location at 211 Water Street across the street to the Hennessy Building at 234 Water Street. Commissioner Bolles recused himself from the discussion and decision because of his business interest with the Baker family.

It was moved by Commissioner Finch, seconded by Commissioner Macpherson, to appoint a subcommittee of Commissioners Macpherson and Meyers to work with City Planner Braaten to determine if the movement of the awning needs to be reviewed by the Heritage Preservation Commission. Approved 6/0/1, with Bolles abstaining.

f. Next Meeting - Tuesday, May 22, 2012

Information only.

9. ADJOURNMENT

It was moved by Commissioner Macpherson, seconded by Commissioner Finch, to adjourn. Approved unanimously.

Respectfully submitted,

Steve Finch
Secretary