

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 its regular monthly meeting on February 25, 2025 at 6:30 P.M. The meeting will be held at 106 Center Street, Excelsior, Minnesota, MN 55331. Members of the public are welcome to attend the meeting in person.

Members of the public are welcome to attend the meeting either in person at the city offices or by joining via Zoom online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/85859472866>

Meeting ID:

858 5947 2866

Dial by your location

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City of Excelsior

Heritage Preservation Commission Meeting Agenda

Tuesday, February 25, 2025, 6:30 p.m.

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. CONSENT AGENDA
4. CITIZEN REPORTS OR COMMENTS
5. NEW BUSINESS
6. UNFINISHED BUSINESS
 - a) Approval of Minutes – January 7, 2025, Special Meeting
 - b) Approval of Minutes – November 19, 2024 (continued)
 - c) Approval of Minutes – October 29, 2024 (continued)
 - d) Approval of Minutes – September 24, 2024 (continued)
7. COMMUNICATIONS and REPORTS
 - a) Next Regular City Council Meeting – March 3, 2025
 - b) Next HPC Meeting – March 25, 2025
 - c) Updates
 - 1) 217 First Street
 - 2) 173 Second Street
 - 3) 449 Second Street
 - 4) 406 Second Street
8. FUTURE AGENDA ITEMS
 - a) 2024 SHPO Certified Local Government Report Review
 - b) 205 Mill Street – Site Alteration Permit Amendment
9. ADJOURNMENT

2025 ATTENDANCE

	Jan 7 SM	Jan 28	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Brattland	P	NA											
Caron	P	NA											
Mark	P	NA											
Gephart	P	NA											
Dahlstrom	P	NA											

SM – Special Meeting

WS – Work Session

P – Present

PR – Present Remotely

A – Absent but gave prior notice

U – Absent without notice

X – Not applicable (cancelled meeting or not yet on HPC)

City of Excelsior
Hennepin County, Minnesota

Minutes
Heritage Preservation Commission Meeting

Tuesday, January 7, 2025

1. CALL TO ORDER/ROLL CALL

Chair Brattland called the meeting to order at 5:01PM.

Commissioners Present: Caron, Gephart, Brattland, Mark, and Dahlstrom

Commissioners Absent: N/A

Also Present:

Julia Mullin (Community Development Director)

Ali Cameron (Senior Planner)

Amy Lucas (Historic Preservation Consultant)

2. AGENDA APPROVAL

Commissioner Caron moved to approve the agenda. Dahlstrom seconded. Motion passed 5/0.

3. UNFINISHED BUSINESS

a) Appointment of HPC Chair (through February 28, 2025)

Commissioner Brattland will serve as HPC Chair in January 2025, and Commissioner Gephart made a motion to serve as Chair in February 2025. Commissioner Dahlstrom seconded. Motion passed 5/0.

b) Approval of Minutes –

December 17, 2024 Meeting

Commissioners corrected commissioners' attendance at meetings as represented on the minutes calendar, and added September, October and November minutes are continued.

Commissioner Caron moved to approve the December 17, 2024 minutes as corrected. Commissioner Gephart seconded. Motion passed 5/0.

November 21, 2024, Special Meeting continued

Commissioners corrected commissioners' attendance at meetings as represented on the minutes calendar; corrected meeting as "Special" not "Emergency" and requested to put "continuation" minutes to the title of these minutes.

Commissioner Caron moved to approve the November 21, 2024 Special Meeting minutes as corrected. Commissioner Dahlstrom seconded. Motion passed 5/0.

November 19, 2024 Meeting (continued)

October 29, 2024 Meeting (continued)

September 24, 2024 Meeting (continued)

The applicants for 217 First Street, Rob and Kara Tyler, requested changes to the draft minutes for the September 24, October 29, and November 19 2024 HPC meetings. City staff

will review the request and bring the edited minutes to the January 28, 2025 HPC meeting for approval.

- c) Site Alteration Permit, 217 First Street – City Council remanded part of the appeal to the HPC for further consideration

City staff explained that the City Council denied one item of this appeal (wood windows on the left elevation) and remanded one item of the appeal back to the HPC for reconsideration (divided light windows in the doors of the new addition).

Previously, the HPC decided the divided lights in the doors were incompatible with the historic guidelines. The applicants, Rob and Kara Tyler, proposed the alternative hybrid divided glass diamond window design to the City Council instead of the single pane glass requested by the HPC. The City Council remanded the decision back to the HPC on the hybrid divided light glass. The applicants are concerned about light and privacy. The HPC continues to recommend that the applicants explore other ways to create privacy and allow light into the house using non-permanent products and materials to divide the light.

The applicants presented examples of other historic homes in Excelsior that have different style windows next to one another. Commissioners stated that many of those properties' windows had been installed prior to HPC's existence, and that new resources are now available to explore for historic homes. The applicants requested clarity and direction about compatibility. The applicants also expressed that they do not want single pane glass on the three new doors of the addition.

Commissioner Gephart moved to re-affirm the previous decision of the HPC, to deny anything other than single pane window glass on the doors of the new addition. Commissioner Mark seconded. Motion was approved 3/2 (Commissioners Brattland and Dahlstrom voted against the motion.)

- d) Preservation Design Manual, Mural Policy

Staff provided information about the mural policy adopted by the Commission in 2021 and provided information about lighting of murals in historic districts from other communities. Commissioners expressed that they want to move slowly and methodically with the mural policy. Commissioners would like to add lighting language to the mural policy but at this time are unsure about whether lighting should be allowed in the historic district at all. They requested that more research be done by staff and a historic preservation expert on the types of questions to ask surrounding lighting. The Commissioners recommended waiting to amend the mural policy until after the City Council completes its review of the city's Sign Ordinance, which will impact mural policy language around lighting.

4. ADJOURNMENT

Commissioner Caron moved to adjourn. Commissioner Gephart seconded. Motion passed 5/0.
The meeting adjourned at 6:36PM.

Respectfully submitted,

Ali Cameron
Senior Planner

2025 ATTENDANCE

	Jan 7 SM	Jan 28	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Brattland	P												
Caron	P												
Mark	P												
Gephart	P												
Dahlstrom	P												

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X – Not applicable (cancelled meeting or not yet on HPC)

City of Excelsior
Hennepin County, Minnesota

Minutes
Heritage Preservation Commission Meeting

Tuesday, November 19, 2024

1. CALL TO ORDER/ROLL CALL

Chair O’Hanlon called the meeting to order at 6:34pm

Commissioners Present: O’Hanlon, Caron, Brattland, Mark, Gephart, Dahlstrom

Commissioners Absent: N/A

Also Present:

Kevin Staunton, City Attorney

Julia Mullin, Community Development Director

Ali Cameron, Senior Planner

Amy Lucas, Historic Consultant (online)

2. AGENDA APPROVAL

Chair O’Hanlon requested recognition that this day, November 19, 2024, is her last day chairing the HPC meeting. Chair O’Hanlon requested to add discussion of selecting a Chair for the upcoming December meetings as well as continuation to item 7c of the agenda. ***Commissioner Caron moved to approve the agenda with this discussion added under item 7c. Gephart seconded. Motion passed 6/0.***

3. APPROVAL OF MINUTES

a) HPC Minutes of October 29, 2024

Commissioners requested the October 2024 minutes be approved at the next meeting to provide adequate review time of the September 2024 continued minutes that should have also been included in the packet. The September minutes were not approved in October since the Commission had not received proposed changes to the minutes from Rob and Kara Tyler in time to review the changes for accuracy. They also requested that the verbiage “motion” and “move” in the October minutes be edited because the chair cannot make motions.

Commissioner Caron moved to continue the October minutes and the previous September minutes to the December HPC meeting. Commissioner Gephart seconded. Motion passed 6/0.

4. CITIZENS REPORT

a. None

5. NEW BUSINESS

a) 10 Water Street – Sketch Plan

Staff provided background information about the project. This is a second version of a sketch plan: a revision of the original that was presented to the HPC on March 26, 2024. Staff noted that the major change of this revision is that the original sketch plan was for a Boutique Hotel at the site, where residential units would be on the top floor. This new revised sketch plan is no longer a hotel, but rather a mixed use of residential units that are short- and long-term rentals. The applicant is seeking discussion and feedback from the HPC on elements such as building height, materials, massing, orientation, and the façade along Lake Street and Water Street.

Matt Mithun, the owner, Tim Marco & Marco McLane, the developer, and Evan Jacobsen, the architect collectively introduced the sketch plan revision, mentioning that the team had met with the HPC, the Planning Commission, and the City Council over the past seven months to discuss the Boutique Hotel originally. They also held a neighborhood meeting the week of November 11, 2024 to get feedback. The applicant wants to incorporate historic design as much as possible. The intention is to make a 4-sided building which integrates the experience of streetscape, residential, and public. There is also restaurant space with dining, and green space with terrace seating.

Commissioners provided feedback on the compatibility of the sketch plan with the guidelines for new construction in the historic district, including height, building mass, step backs, alignment with other storefronts, windows, design materials and colors, and on the need to protect character of the historic charm. They advised the applicant to continue their work, encouraging them to make efforts to decrease the massing and stories, and make other alterations as noted.

b) 262 Lake Street – Site Alteration Permit (HPC No. 24-19)

Staff introduced the item for the Kalorama Cottage renovation, new addition, and garage demolition, and noted that this is the second Site Alteration Permit hearing to the HPC. For this hearing, the applicant is discussing the 10 conditions the HPC required for its approval at the previous hearing on September 24, 2024. The Commission invited the Applicant to speak about the 10 conditions and plans for meeting them.

Katie Kuisle, Building Reuse Consultant, representing Troy Mathwig, the owner and applicant, went through the 10 conditions previously set by the HPC and explained how the materials submitted for this second hearing would satisfy them. The conditions involved wood siding, windows, front doors, front porch, foundation, rear addition, mechanical systems, landscape and grading, permit approvals, on-site reviews, and lighting.

Commissioners reviewed each itemized condition and determined that the plans seem to satisfy the conditions of the prior approval. A city staff determination that the applicant does not need variances and/or have any approved variances shall allow the applicant to begin the permitting process. The HPC agreed to hold an emergency meeting on Thursday, November 21 at 10:00 AM to ensure the new resolution is reviewed with the revised findings and conditions.

Commissioner Gephart moved to adopt Findings of Fact and Conclusions of Law as amended at this meeting, and the conditions amended at this meeting for Resolution 2024-20. Commissioner Brattland seconded. Motion passed 6/0.

c) 217 First Street Site Alteration Permit Application (HPC No. 24-20)

City staff introduced the item. It's a follow up from the previous two HPC meetings. The applicant is returning to the HPC with a new Site Application Permit for three changes to the house regarding windows, specifically aluminum-clad windows on the west side of the house, divided light windows on the rear of the house, and the siding.

Rob and Kara Tyler, the applicant, requested to add two new aluminum-clad windows into the existing openings; square divided light windows to the non-historic rear addition; and modification to the HPC condition to allow for fiber cement lap siding on the garage and non-historic rear addition.

The HPC's Historic Consultant had previously suggested the applicant replace the square divided lights with single pane windows: square divided light windows were not compatible because it introduced a new design element not present in the home. Per the siding, a full evaluation has not yet been made regarding the condition of any siding underneath the vinyl siding on the historic structure. Commissioners requested a plan to evaluate whether any historic siding remains and its condition for repair. The Commission also laid out specific conditions and requested that the applicant apply for a new SAP.

Chair O'Hanlon expressed concern over setting a precedent for applicants coming back and asking the HPC to change its mind and to reconsider their decisions previously denied. City Attorney Kevin Staunton clarified that the applicant's return to the HPC in this case arose from confusion regarding whether their original September 2024 SAP had been resolved or continued, which resulted in the applicant missing the deadline for a Council appeal and thus required the applicant to instead return to the HPC with a new SAP requesting modifications.

Commissioner Gephart moved to deny windows with aluminum cladding because they do not fit with the historic guidelines and the Secretary of Interior Standard #6. Dahlstrom seconded. Motion passed 6/0.

Commissioner Brattland moved to approve the proposed divided lights on the non-historic existing rear addition doors and windows only. Commissioner Dahlstrom seconded. Motion failed 4/2. (O'Hanlon, Mark, Gephart, and Caron were against)

Gephart made a motion to deny the application for divided light window materials, other than single-pane glass windows. Commissioner Mark seconded. Motion passed 4/2. (Brattland and Dahlstrom were against)

Commissioner Caron moved that per Condition 1 of the original SAP, covering the new addition and garage addition with Hardie board siding 4" reveal is approved; that any of the vinyl siding on the historic structure that is removed shall be reviewed by staff; and that the applicant may remove one layer of vinyl plywood siding, and if there's no visible original historic salvageable wood lap siding underneath (to be reviewed and confirmed by staff), then the applicant may install the same type of 4" reveal Hardie board over any existing siding materials to match the non-historic addition. This motion will take the place of Condition #3 of Resolution 2010-14. Gephart seconded. Motion passed 6/0.

6. UNFINISHED BUSINESS

None

7. COMMUNICATIONS AND REPORTS

- a) Next Regular City Council Meeting – December 2, 2024
- b) Next HPC Meeting – December 17, 2024.
- c) Chair O’Hanlon’s Final HPC Meeting – Commissioner Brattland gave accolades to Chair O’Hanlon for her service to the HPC. Chair O’Hanlon will be moving forward to the City Council next year 2025. There will not be a replacement because the Commission decided to reduce to 5 members of the HPC.
- d) City Attorney Kevin Staunton shared a photo from the November 21, 2024 special HPC meeting held on the historic streetcar as a tour.

8. FUTURE AGENDA ITEMS

- a. Next HPC Chair – to be determined in January 2025. The Vice Chair shall handle the Chairperson’s duties in December 2024.

9. ADJOURNMENT

Commissioner Brattland moved to adjourn. Unclear who seconded. Motion passed 6/0. The meeting adjourned at 10:02PM.

Respectfully submitted,

Kevin Staunton
 City Attorney/Assistant City Manager

2024 ATTENDANCE

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Brattland	A	X	P	P	P	P	P	P	A	P	P	
Caron	A	X	P	P	P	A	P	P	A	P	P	
O’Hanlon	P	X	P	P	A	P	P	PR	P	P	P	
Mark	P	X	A	P	A	P	P	P	P	P	P	
Gephart	P	X	P	P	P	P	P	P	P	P	P	
Dahlstrom	P	X	P	P	P	P	P	P	P	P	P	

SM – Special Meeting

WS – Work Session

P – Present

PR – Present Remotely

A – Absent but gave prior notice

U – Absent without notice

X – Not applicable (cancelled meeting or not yet on HPC)

City of Excelsior
Hennepin County, Minnesota

Minutes
Heritage Preservation Commission Meeting

Tuesday, October 29, 2024

1. CALL TO ORDER/ROLL CALL

Chair O’Hanlon called the meeting to order at 6:30pm.

Commissioners Present: O’Hanlon, Brattland, Caron, Mark, Gephart, Dahlstrom

Commissioners Absent: None

Also Present:

Kevin Staunton, City Attorney

Julia Mullin, Director of Development

Ali Cameron, Senior Planner

2. AGENDA APPROVAL

Commissioner Caron moved to approve the agenda. Commissioner Gephart seconded. Approved 6/0.

3. APPROVAL OF MINUTES

a) HPC Minutes of September 24, 2024

Chair O’Hanlon mentioned that an applicant suggested changes to the September minutes shortly before this current hearing and there was not time to review them. Chair O’Hanlon invited commissioners to decide whether to continue the September minutes to the next meeting or work on them during this hearing. ***Commissioner Caron moved to continue the September 24, 2024 minutes to the December meeting to allow the Commission and staff to review proposed revisions by applicants Rob and Kara Tyler. Commissioner Gephart seconded. Motion passed 6/0.***

4. CITIZENS REPORT

a) City staff introduced the new Senior City Planner, Ali Cameron.

5. NEW BUSINESS

a) 200 Water Street Site Alteration Permit Application (HPC No. 24-17)

City staff provided background information about the project, that the applicant is applying for a Site Alteration Permit for signage of a new restaurant called Parlour in the Downtown Historic District in the basement of the building. The proposed signage also included a comprehensive sign plan including signage for two other restaurant concepts that will occupy the main floor of the building in the near future.

Commissioners made revisions to the conditions to require removal of the non-permitted cocktail sign at the rear of the building, approval requirements from the HPC for any

additional lighting, and requested modification of the Conclusions of Law and the condition to include elimination of the blade sign at Second Street.

Commissioner Caron moved to approve the SAP in accordance with the draft resolution, following revisions to the conditions. Commissioner Brattland seconded. Approved 6/0.

b) 217 First Street Site Alteration Permit Application (HPC No. 24-18)

City staff provided background, that this Site Alteration Permit Application is a continued item from the September 24th HPC meeting, and that the HPC had approved a garage addition to the property at that time. The front porch item was shifted to this current meeting with a condition for the applicant to provide two more porch design options that were a smaller version of the originally proposed porch. Thus, the three design options for the porch include 1) a large-size, width-spanning porch that leaves no lower level windows exposed and wraps around the side of the home, 2) a mid-size porch that leaves one far-left window exposed and wraps around the side of the home, and 3) a small-sized porch that leaves one far-left window exposed and doesn't wrap around the side of the home.

Rob and Kara Tyler, the applicants, provided a flyover video rendering of what the Option 1 large-size porch would look like. They would prefer Option 1. Commissioners expressed mixed views over whether the porch should be allowed at all based on the historic guidelines but leaned towards Option 3 because it was the option recommended by staff and it maintained the historic integrity of the home better than the other two options. Option 3 would also be less likely to set a precedent because it would not be an addition to the front façade, but rather an expansion upon the existing non-original and non-historic portico. They requested amended conditions that the applicant provide measured plans for staff review and permitting, that the materials for the base of the front porch be wood skirting and brick under the columns, and the porch shall not be enclosed in accordance with the guidelines.

Commissioner Caron moved to approve the SAP for Option 3 with the porch portico design in accordance with the resolution, including amended language to the conditions. Commissioner Dahlstrom seconded. Approved 5/1. (Commissioner Gephart voted against)

6. UNFINISHED BUSINESS

None

7. COMMUNICATIONS AND REPORTS

- a) Trolley Tour Reschedule
- b) 173 Second Street Update
- c) Next Regular City Council Meeting – November 4, 2024
- d) Next HPC Meeting – November 19, 2024. Staff discussed moving the November meeting to one week prior due to the holidays. ***Commissioner Gephart moved to shift the November meeting from November 26 to November 19, 2024. Commissioner Gephart seconded. Approved 6/0.***

8. FUTURE AGENDA ITEMS

- a) Discussion on identifying “character-defining features” is moved to next HPC hearing

9. ADJOURNMENT

Commissioner Gephart moved to adjourn the meeting. Commissioner Caron seconded. Approved 6/0. The meeting adjourned at 8:00pm.

Respectfully submitted,

Kevin Staunton
City Attorney/Assistant City Manager

2024 ATTENDANCE

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Brattland	A	X	P	P	P	P	P	P	A	P		
Caron	A	X	P	P	P	A	P	P	A	P		
O'Hanlon	P	X	P	P	A	P	P	PR	P	P		
Mark	P	X	A	P	A	P	P	P	P	P		
Gephart	P	X	P	P	P	P	P	P	P	P		
Dahlstrom	P	X	P	P	P	P	P	P	P	P		

SM – Special Meeting

WS – Work Session

P – Present

PR – Present Remotely

A – Absent but gave prior notice

U – Absent without notice

X – Not applicable (cancelled meeting or not yet on HPC)

City of Excelsior
Hennepin County, Minnesota

Minutes
Heritage Preservation Commission Meeting

Tuesday, September 24, 2024

1. CALL TO ORDER/ROLL CALL

Chair O’Hanlon called the meeting to order at 6:41 p.m.

Commissioners Present: Dahlstrom, Gephart, Mark, O’Hanlon

Commissioners Absent: Brattland, Caron

Also present:

Staff Kevin Staunton, City Attorney

Amy Lucas, Historic Consultant

2. AGENDA APPROVAL

Commissioner Gephart moved to approve the agenda with the addition of Item #7c Trolley Tour. Commissioner Mark seconded. Motion passed 4/0.

3. APPROVAL OF MINUTES

a) HPC Minutes of August 27, 2024 (continued)

Commissioner Gephart moved to approve the August 27, 2024 continued minutes. Commissioner Dahlstrom seconded. Motion passed 4/0.

4. CITIZENS REPORT

a) None

5. NEW BUSINESS

a) 355 2nd Street Site Alteration Permit (HPC No.24-11)

Historic Consultant Lucas presented the proposal and explained the application for a blade sign. Applicant Leif Eikevik indicated that he is willing to work with City on location. The HPC agreed that the vertical board indicated in the application was appropriate.

Commissioner Gephart moved to adopt the resolution and findings of fact for the Site Alteration Permit. Commissioner Dahlstrom seconded. Motion passed 4/0.

b) 406 2nd Street Site Alteration Permit (HPC-No.24-13)

The City's Historic Consultant Amy Lucas presented the proposal and explained the application for signage, awnings, parapet lighting and rear fence.

Shannon Hart of Studio Grey and Quentin College of New History, the applicants, discussed their proposal of gooseneck lights over the parapet and that the letters of the sign are externally backlit with a "glow", lighting conduit, application for historic tax credits, their awnings designed to match historic images, patching mortar joints with Jahn M1110 Historic Pointing Mortar product for mortar restoration (to be reviewed by staff), the rear fence that would include existing greenery and painting with Benjamin Moore historic color chart, and the new entrance stoop that will exhibit a tile mosaic.

Commissioners expressed concerns that the HPC does not approve backlit signs and that this sign pushes the boundary and sets a precedent. The LED light proposed is a white light and only warm light in the historic district is permitted. The conduits for lighting would also cause issues. Back patio fence lighting would also have to be discussed. Commissioners questioned why awnings couldn't be installed in the window opening. They also discussed that the brick and mortar would need to be repaired when the gooseneck lighting and the "Red Sauce Rebellion" sign are removed. Commissioners reviewed the door handle samples and were not in favor of the first one on the top-left of the exhibit. Commissioners also asked about the proposed tile at the stoop entrance, and that it should be a pattern and not a sign. Any work done should have minimal damage to the building. The HPC itemized and amended the conditions on the resolution.

Commissioner Gephart moved to adopt the resolution and findings of fact of the Site Alteration Permit with amended conditions. Commissioner Dahlstrom seconded. Motion passed 4/0.

c) 217 First Street Site Alteration Permit (HPC-No.24-14)

The City's Historic Consultant Amy Lucas presented the proposal and explained the application as it related to the Historic Preservation Manual design guidelines. Ms. Lucas explained the proposed garage addition and porch addition.

Kara and Rob Tyler, the applicants, explained the project resulting from a house fire with 6 rooms affected in June 2024. At the September 2024 Planning Commission meeting, they received approval for variances for the proposed garage and porch additions. The applicant's are proposing two new windows where no historic windows remain and a front porch. The applicants believe the front porch would not remove the historic character, as the building has undergone several alterations and surrounding houses have porches. The applicants also discussed that the divided lights option on the windows would provide more privacy.

Commissioner Gephart expressed confliction that a historic structure is being turned into something else and that it goes against the charge of the HPC.

Commissioner Dahlstrom believed that adding a porch still maintains the institutional look of the site. It could be scaled down and still give balance. The majority of the commissioners thought the front porch is too large and want to see smaller, more modest options.

Commissioner Mark questioned whether the divided lights from the windows and doors could be removed and commented that her suggestion is full view windows and window treatments for privacy.

Commissioners commented that staff could approve the rear doors and windows, but not the porch. Commissioners did not think the garage was controversial with the Preservation Design Manual. Commissioners expressed consideration for the wood siding, and the HPC would need to evaluate whether any historic wood siding under the vinyl siding could be repaired.

The HPC revised the conditions for the resolution, to include staff review of the windows at the rear, the door material, and siding after it is evaluated for historic integrity. The garage is approved as proposed. Other revisions to Consultant Lucas's proposed conditions included removing denial of the concrete block foundation on the porch, and that the new Hardie Plank on the garage must match the width of any historic siding discovered on the house.

Commissioner Gephart moved to adopt the resolution and findings of fact of the Site Alteration Permit with revised conditions. Commissioner Mark seconded. Motion passed 4/0.

d) 252 Water Street Site Alteration Permit (HPC-No.24-15)

The City's Historic Consultant Amy Lucas introduced this item and how the proposal relates to the Historic Preservation Manual design guidelines. Ms. Lucas explained the application for parapet repair, windows at the rear and rooftop alterations. Elizabeth Lari of Plan Force, the applicant, introduced the project and understands the rooftop concerns that the large size of the rooftop addition with deck and stairs is not permitted. Commissioners requested the applicant return with new designs for the addition with a smaller deck and stairs.

Commissioner Gephart moved to adopt the resolution and findings of fact of the Site Alteration Permit with added conditions. Commissioner Mark seconded. Motion passed 4/0.

e) 262 Lake Street Site Alteration Permit (HPC-No.24-16)

The City's Historic Consultant Amy Lucas presented the proposal for the house rehabilitation, garage demolition, rear addition, new foundation and explained the application as it related to the Historic Preservation Manual design guidelines.

Katie Kelcie of New History and Troy Mathwig (Applicant): The applicant explained that they would be working with Jepson to do the house lift and pour the new foundation. The applicant clarified that the diamond windows in the gable will remain and be repaired. The applicant agreed that they're willing to meet with staff for the wood repair including carpenters and architect and provide shop drawings for wood windows. They explained the excavation would be from the front, and that the demo contractor wants plaster to remain inside. The garage will have wood siding.

Commissioners inquired about the details for window replacement and lifting the house. Regarding the windows, they wanted to know about the wood windows' existing conditions at the façade and requested the applicant work with a window repair specialist to evaluate their reparability, although the window evaluation report would not be binding. Regarding

the house lift and excavation, commissioners asked about the excavation plans from the front or back of the property and noted that moving the house might damage the windows. The evaluation of windows should come first to reduce risk. The report should include why windows are being replaced instead of restored. Restoration of all façade windows is a requirement. They also requested to review the foundation design. All conditions in the resolution will need to be met and staff can meet with carpenters and the architect for wood repair and replacement and windows on-site before work commences.

Commissioner Gephart made a motion to adopt the resolution and findings of fact of the Site Alteration Permit with added conditions as amended. Second by Commissioner Dahlstrom. Motion passed 4/0.

6. UNFINISHED BUSINESS

None

7. COMMUNICATIONS AND REPORTS

- a) Next Regular City Council Meeting-October 7, 2024
- b) Next HPC Meeting-October 29, 2024
- c) New item-Commissioner Gephart is investigating another streetcar trolley tour for early October. Staff Kevin Staunton will send a memo to all HPC members to find an acceptable date.

8. FUTURE AGENDA ITEMS

- a) Discussion on identifying “character-defining features” is moved to the next HPC hearing

9. ADJOURNMENT

Commissioner Gephart motioned to adjourn the meeting. Commissioner Dahlstrom seconded. Motion passed 4/0.

The meeting was adjourned at 10:11 P.M.

Respectfully submitted,

Kevin Staunton
City Attorney/Assistant City Manager

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Brattland	A	X	P	P	P	P	P	P	A			
Caron	A	X	P	P	P	A	P	P	A			
O'Hanlon	P	X	P	P	A	P	P	PR	P			
Mark	P	X	A	P	A	P	P	P	P			
Gephart	P	X	P	P	P	P	P	P	P			
Dahlstrom	P	X	P	P	P	P	P	P	P			

SM – Special Meeting

WS – Work Session

P – Present

PR – Present Remotely

A – Absent but gave prior notice

U – Absent without notice

X – Not applicable (cancelled meeting or not yet on HPC)