

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 meeting on Tuesday, January 25, 2022 at 6:30 P.M. via a telephonic and/or electronic meeting. The agenda for the meeting is attached hereto.

In accordance with the requirements of Minn. Stat. Section 13D.021, the Mayor, the city manager, and the city attorney have determined that an in-person meeting is not practical or prudent because of the recent increase in COVID infections in Minnesota and our region. Due to this recent spike in infections, it has been determined that attendance at the regular meeting location by members of the public is not feasible and that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is also not feasible. Therefore, all staff and City Council members will be participating by telephone or other electronic means.

Members of the public may attend the work session by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/89031431685>

Meeting ID: 890 3143 1685

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Meeting ID: 890 3143 1685

City of Excelsior
Heritage Preservation Commission Meeting Agenda
Tuesday, January 25, 2022, 6:30 p.m.

1. CALL TO ORDER/ROLL CALL
Oath of Office – Jodi Noll

2. AGENDA APPROVAL

3. APPROVAL OF MINUTES
 - a) Special HPC Meeting, December 7, 2021
 - b) HPC Meeting, December 21, 2021

4. CITIZEN REPORTS or COMMENTS

5. PUBLIC HEARING

6. DISCUSSION ITEMS
 - a) HPC Meeting Dates in 2022
 - b) CLG grant update

7. COMMUNICATIONS and REPORTS
 - a) Next City Council Meeting – February 7, 2022
 - b) Next HPC Meeting – Tuesday, February 15, 2022
 - c) Administrative SAP Approvals
 - d) Recent City Council Actions
 - e) Community for the Commons Updates
 - f) Other Updates

7. ADJOURNMENT

Notice: Some items on this agenda are important enough to City Council members that a quorum of the Council may be present to receive information leading to their future deliberations and eventual decision.

2022

	Jan	Feb	Mar	Apr	May	June SM	June	July SM	July	Aug	Oct	Oct	Nov SM	Nov	Dec
Bolles															
Brattland															
Caron															
Hartwich															
Noll															
Salita															
Tyler															

SM – Special Meeting

WS – Work Session

P – Present

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 Special Meeting

Tuesday, December 7, 2021

1. CALL TO ORDER/ROLL CALL

Interim Chair Salita called the meeting to order at 6:30 p.m.

Commissioners Present: Salita, Bolles, Caron, Hartwich, Tyler, Brattland (see below)

Commissioners Absent: Brabec

Also Present: Community Development Director Mullin

Dan Brattland took Oath of Office and joined HPC as a Commissioner.

2. AGENDA APPROVAL

Caron moved to approve Agenda. Tyler seconded. Motion carried 6/0.

3. APPROVAL OF MINUTES

a) November 3, 2021 Special HPC Meeting Minutes

Caron requested the following corrections: p. 5, third paragraph, "there are lots of different window openings in the house"; p. 6, fifth paragraph, add list of activities stated at meeting that may not be done at this time due to stop work order (Caron will send the list to staff and minutes will be corrected)

Tyler requested the following corrections: add spaces between paragraphs; identify speakers

Caron made motion to approve the minutes as corrected; Bolles seconded. Motion carried 6/0.

b) November 16, 2021 HPC Meeting Minutes

Caron requested the following corrections: p. 2 first paragraph, add "based on his recollection of the approved comprehensive sign plan for the building"; p. 3, third paragraph, replace "batten" with "7 inch reveal on horizontal lap siding"; replace 5" batten with 5" reveal; paragraph 4 add "the whole original house"; paragraph 6 add "note: these are not the original windows"

Item c. first paragraph: add "Mullin said that the Applicant stated..."; delete "removed"; third paragraph, add "footings to meet SAP condition."; p. 4 second paragraph: add "HPC and the subcommittee"; item d) "comprehensive sign plan"; bottom of p. 5: add "characteristics of this historic home"; p. 6 correction to "windows"; p. 6 add: "Updated application did not include all elevations of the home; applicant submitted renderings of the front elevation only; there is no indication of what is proposed for the other three sides of the house; the application is incomplete."

Salita: we stated that the application was incomplete; needs to be reflected in minutes

Caron: requirement of our application form: all elevations must be submitted; needs to be reflected in minutes

Bolles: p. 4, line 2: "HPC and the subcommittee"

Hartwich: p. 7: wished he had validated that navigating website can be difficult; no change to minutes

Caron moved to adopt minutes. Bolles seconded. Approved 6-0.

4. CITIZEN REPORTS OR COMMENTS

5. DISCUSSION ITEMS

a) Resolution # 21-24 to approve 6 3rd Street Site Alteration Permit Amendment - continued

Mullin presented the report. Resolution was in draft form at last meeting; Caron made some changes; voted to continue the Resolution to the next meeting so that applicant could review.

Hartwich: commented on HPC guidelines; liked that building is repaired and not replaced, and liked attention to detail

Hartwich moved to approve Resolution. Bolles seconded. Approved 5-0 (Brattland abstained.)

b) Resolution #21-11 to deny 173 2nd Street Site Alteration Permit

Mullin presented draft Resolution for approval by the HPC.

Caron: p. 2 "proposed front elevations only" in place of "plans"; replace "mullions" with "sashes"; continuation of Application to the "next" HPC meeting; replace "plans" with "their application"; p. 3 add City Council date; #8. Submitted "an incomplete" SAP; p. 4 omit discussion of Guideline RW5 – this guideline is about creating new openings – HPC doesn't know if applicant proposes to do this; applicant did not show what they intend to do on secondary facades

Salita: guideline intent appears to include new windows in existing openings as well

Caron: p. 5 original windows are "character-defining features of the home and are white..."

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Tyler: Caron referred to SHPO designation letter at meeting; should we cite it in Resolution?; suggested he revise Resolution to make connections between findings and conclusions

Hartwich: documenting meeting accurately is important; wants minutes to reflect that HPC attempted to partner with applicant, and believes they do

Caron: emphasize that HPC offered options and applicant rejected those options; the Resolution will reflect how and why HPC acted; it will be used if there is an appeal process; applicant did not appear open options short of wholesale replacement

Bolles: we requested that applicant bring a plan; they did not do that

Caron: original SAP was for window replacement; must focus on that; add a Finding

Staff offered a draft finding to add: HPC offered a variety of recommendations for how to move forward with out wholesale replacement of the windows and the Applicant did not want to pursue these recommendations and did not want to continue to work with HPC on a solution that meets the Guidelines

Tyler: there was no spirit of compromise

Tyler: wants to spend more time fleshing out the Resolution; wants to connect the Guidelines to the Facts to the Conclusions

Staff: if HPC continues the Resolution to next meeting so that it can be reworked, the application will need to be extended an additional 60 days

Tyler: wants to rework Resolution; make it as good as it can be

Caron made motion to continue the Resolution to the December HPC meeting. Bolles seconded. Motion approved 5/0. (Salita abstained.)

c) Resolution #21-10 to approve 366 Water Street Site Alteration Permit

Mullin presented update. Developed Resolution to approve. There were conditions and clarifications with that approval. Received new survey and plans. Issue on survey has been corrected. Resolution documents this.

Corrections: sideyard footings are moved from 14' to 10'; staff asked surveyor to add that the footings will be removed; that has been added; city engineer indicated that

Salita: was there a meeting on site to look at footings?

Caron: occurred today; conditions in Resolution for HPC inspection of footings removal is appropriate

Caron: building official not willing to check for footings today; when stair footings are put in, they will be inspected and at that time the building inspector will inspect to confirm the other footings have been removed; HPC subcommittee will be there on site to view inspection of footing removal

Staff: building official has inspected site and one of his inspectors has inspected site; did not do it again today

Tyler: builder confirmed to building official that footings have been removed

Bolles: work has been done that is not in accordance with city regulations; building officials have not been following the work closely enough

Salita: has city been in touch with applicant's counsel? Staff: no, not since HPC approval of SAP in October; had requested permission to go on property today but did not get a response

Caron: subcommittee needs to review survey and plans; then will confirm with staff that plans can be attached to Resolution, then revise Resolution again

Bolles: where is the Site Copy of the building permit plans? Need to see these plans; there doesn't appear to be an approved set of plans for this project

Tyler: building official said he's seen signed stamped plans

Caron: former staff issued a building permit so there must be plans

Staff: building official said there were no building plans for the addition that began to be built in backyard; applicant approached building official with addition marked on the survey and said city approved it; city hall was closed, pandemic, took applicant at his word, and work began

Salita: subcommittee will meet, review new survey, make sure plans meet what was approved

Caron: resolution will be finalized and refer to approved plans and survey

Salita: interior work that appears to be occurring must be checked out by building official and halted if not approved work

Staff: we made clear to the building official that no exterior work can be happening yet because the approval is not finalized

Caron made motion to continue Resolution to December meeting so that subcommittee can meet. Brattland seconded. Approved 6/0.

d) Update on 366 Water Street from subcommittee

Covered during Item C. Staff indicated that Encroachment Agreement is being developed by staff.

e) 170 Lake Street SAP for exterior siding replacement (HPC No. 21-34) - update

Mullin presented staff report; received updates from applicant today.

Caron: need a submittal to reflect these changes; this is movement in the right direction.

Caron made motion to continue the application to the December meeting. Bolles seconded.

Approved 6/0.

f) 31 Water Street Site Alteration Permit (HPC No. 21-22) - update

Coming up on 120 day application review limit.

Deny permit. Communicate to applicant that they can reapply.

Bolles: applicant has not submitted revised plans.

Caron made motion to deny site alteration permit for 31 Water St. because 120 day limit is upon us. Invite applicant to reapply once they are ready to proceed. Bolles seconded.

Approved 5/0. (Salita abstained.)

Staff: applicant has been out of town; aware of timeline; most likely needs more time.

g) HPC Goals Prioritization Exercise

Mullin presented results of prioritization activity. Four goals were selected by three of the Commissioners and two goals were selected by two of the commissioners; these goals rose to the top.

Commissioners indicated which goals they want to work on:

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1. Review thoughts about the Port of Excelsior future that may be anticipated by C4C in their plan sometime in the future. **(Bolles, Hartwich)**
2. Discuss enforcement and ways to bring non-compliant properties in line with the preservation design Manual standards **(Caron)**
3. Identify and seek designation for historic city-owned buildings, sites and objects. Suggest an annual review of city buildings similar to Blue Line Ticket Booth Office.
4. Review status of HPC Recognition Awards. If necessary, formalize process to set yearly date to review potential awards.
5. Request the Council set aside \$10,000 for improvement grants for Landmark properties. **(Salita)**
6. Send out Preservation Design Manual to all owners/tenants of historically designated buildings. (Send physical copy or provide link to on-line version?) **(Tyler)**

Salita: wants to add a goal about updating website so that it is clear

Staff: we can review the HPC section of city website and make clarifications so that information is thorough and correct; staff can make these kinds of changes

Salita: should this be a goal? How do we change the website?

Brattland: site needs a HPC mission statement, statement of purpose

Brattland and Salita offered to work on this; make website user-friendly; if changes are policy-oriented, will need more review before staff can make the changes

Caron: these are 2021 goals; early in the year HPC does goal-setting exercise with City Council and at that time we could bring forward 2022 goals; need to hash out where we want to spend our time and effort

Caron: Demolition by neglect is important goal.

Brattland: let's get together and review these goals as a group so we can discuss

Salita: we've been discussing Demolition by neglect for a long time; let's combine with Goal #2 (Enforcement); we could identify a few properties and figure out how to move forward with them

Add Demolition by Neglect: **Caron, Salita, and Brattland** will work on this Goal.

Proposals to do a second meeting a month or a quarterly meeting to discuss topics like Goals.

6. COMMUNICATIONS and REPORTS

- a) City Council Meeting – Monday, December 20, 2021
- b) Next HPC Meeting – Tuesday, December 21, 2021
- c) Administrative Site Alteration Approvals
- d) Recent City Council Actions
- e) Community for the Commons Updates
- f) Other Updates

7. ADJOURNMENT

Motion to adjourn made by Hartwich. Seconded by Bolles. Motion carried 6/0.

Respectfully submitted,

Julia Mullin
Community Development Director

City of Excelsior
Hennepin County, Minnesota

Minutes
Heritage Preservation Commission Meeting

Tuesday, December 21, 2021

1. CALL TO ORDER/ROLL CALL

Interim Chair Tyler called the meeting to order at 6:30 p.m.

Commissioners Present: Brabec, Brattland, Bolles, Hartwich, Tyler

Commissioners Absent: Caron, Salita

Also Present: Community Development Director Mullin

2. AGENDA APPROVAL

Staff: item (h) 31 Water Street is continued to next meeting.

Brabec moved to approve Agenda. Hartwich seconded. Motion carried 5/0.

3. APPROVAL OF MINUTES

a) Special HPC meeting, December 7, 2021 – continue to January 2022 HPC meeting

4. CITIZEN REPORTS OR COMMENTS

5. DISCUSSION ITEMS

a) **170 Site Alteration Permit for siding (HPC No. 21-34) – continued from previous meeting**

Mullin presented the report. The Applicant present at the meeting. Presented revised plans

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based on feedback from HPC provided at 11/16/21 HPC meeting. Siding will be LP smooth horizontal lap siding with 5" reveal. Board and batten installed on front of cottage (original structure). Siding on remainder of cottage shall be 5" smooth lap siding to resemble original siding on addition. Trim will be smooth.

Motion to approve SAP by Brabec. Seconded by Brattland. Approved 6/0.

b) 37 Water Street Site Alteration Permit - signs (HPC. No. 21-35)

Mullin presented the staff report. The Applicant not present at meeting.

Sign to be mounted in the mortar.

If color of door is to change, a Site Alteration Permit must be submitted to HPC.

Brabec made motion to approve Site Alteration Permit. Brattland seconded. Approved 5/0.

c) 301 Water Street Site Alteration Permit - restaurant (HPC No. 21-36)

Mullin presented staff report. Applicant is present. Answered questions about plans.

Brattland made motion to approve Site Alteration Permit. Bolles seconded. Approved 5-0.

d) Commons Concessions Building – Concept Plan Review

Nathan, architect and Bruce Chamberlain, landscape architect/owners representative, presented Concessions Building Plan.

Comments:

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1. Building design: it will be similar to the pavilion and is therefore appropriate; will fit within the historic context of The Commons

2. Green Roof

- Questioned whether the green roof is appropriate in the historic context of The Commons
- Discussion included: Creates a “softer look” for the building; helps soften the structure visually; adds to the greenery and openness of The Commons
- Concluded that it is appropriate
- Questioned whether the cost of the green roof is worth it; could that money be better spent elsewhere on the project
- Want to be sure that the green roof will function over time as expected; would be useful to look at the green roof at the Arboretum to understand maintenance requirements and how it functions over the long term

3. Other Questions raised:

- Is enough storage area being provided?
- If one of the goals is to reduce the number of portapotties, should there be more permanent toilets?
- Will the style of the furniture be appropriate to the historic context of The Commons?
- Will circulation in the plaza area and connections to sidewalk on Lake Street work well?

4. Comments

- Overall, the Commissioners liked the plans; they fit within the historic context of The Commons
- See The Commons as a “pearl” in Excelsior; very important resource in the City; an undeveloped, parkland area, that is unique on Lake Minnetonka

e) Dock Cinema – Concept Plan Review

Laura Hotvet presented concept plans.

Comments:

Concerns with how big the marquee will be: the height; there are no neon signs in town so need to create this one with care

Original marquee was longer along the building façade, but not so high

Concerns with how “lit up” it will be

This lit sign will be in the historic district; need to be sure the lighting is fitting

Get the proportions right between the name (Dock or Tonka Cinema) and the marquee

Lighting also acts as beacon, which is appropriate; draws people to this entertainment venue

f) 366 Water Street Site Alteration Permit (HPC No. 21-31) – approve Resolution to approve the SAP - continued

Mullin presented background. HPC approved SAP. HPC previously reviewed Resolution and had comments. Tonight, Resolution is before HPC for approval.

Brattland made motion to approve Resolution. Bolles seconded. 5/0.

g) 173 2nd Street Site Alteration Permit (HPC No. 21-32) – approve Resolution to deny the SAP

Mullin presented changes to the Resolution that were requested by HPC at their last review. Add finding that windows that have been replaced in the second story (without a permit) may now pose a potential safety hazard because they don't meet egress standards of Building Code. Check date of subdivision of property.

Brattland made motion to approve Resolution with additional finding. Brabec seconded. 5/0.

h) 31 Water Street SAP (HPC No. 21-22) – Resolution – continue to next meeting

i) HPC Meeting Dates in 2022

Standing HPC Meeting Dates in 2022 will be changed. Staff will survey Commissioners.

Thank you to Connie Brabec for her service and dedication to the community.

6. COMMUNICATIONS and REPORTS

a) City Council Meeting – Monday, January 3, 2022

b) Next HPC Meeting – Tuesday, January 25, 2022

Staff will schedule a Special HPC meeting for review of Concessions Building plans.

c) Administrative Site Alteration Approvals

d) Recent City Council Actions

e) Community for the Commons Updates

f) Other Updates

7. ADJOURNMENT

Motion made and seconded to adjourn the meeting at 9:00 p.m. Motion carried 5/0.

Respectfully submitted,

Julia Mullin
Community Development Director