



Heritage Preservation Commission

Regular Meeting

Tuesday, July 22, 2025, 6:30 PM
106 Center Street

Members of the public may attend the Heritage Preservation Commission meeting either in person or by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/89439247877?pwd=jlenzR8ByZMiemWHA6haso1oy9B1iN.1>

Meeting ID: 894 3924 7877

Passcode: 357950

One tap mobile

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

AGENDA

1. Call to Order/Roll Call
 - A. Election of Vice Chair
2. Agenda Approval
3. Consent Agenda
 - A. June 24, 2025, Heritage Preservation Commission Meeting Minutes
4. Citizen Reports or Comments
 - A. City Council Liaison O'Hanlon
5. New Business
 - A. 173 Second Street, HPC 2025-10, Approval of Site Alteration Permit
 - B. 345 Water Street, HPC 2025-11, Approval of Site Alteration Permit
 - C. 305 Water Street Ticket Booth, HPC 2025-12, Approval of Site Alteration Permit
6. Unfinished Business
 - A. HPC Resolution 2025-12 - Resolution Approving an Amendment to a Site Alteration Permit for garage and front porch at Kalorama Cottage at 262 Lake Street
7. Communications and Reports

- A. Next City Council Meeting - August 4, 2025
 - B. Next HPC Meeting - August 26, 2025
 - C. HPC Subcommittee Sign Ordinance Update
 - D. HPC Training Update - August 2025
 - E. Updates
- 8. Future Agenda Items
 - 9. Adjournment

**City of Excelsior
Hennepin County, Minnesota**

**Heritage Preservation Commission Meeting
Minutes**

Tuesday, June 24, 2025

1. CALL TO ORDER

Chair Caron called the June 24, 2025, Heritage Preservation Commission meeting to order at 6:31 PM.

Present: Brattland, Caron, Gephart, Dahlstrom, Macpherson, and Anderson

Absent: Mark

Also Present: Ali Cameron (Senior Planner)

- a. New HPC Member Induction, Mark Macpherson and Bruce Anderson

Mayor Gary Ringate swore in new Commissioners Mark Macpherson and Bruce Anderson onto the Heritage Preservation Commission.

2. AGENDA APPROVAL

Staff made changes to agenda item 4A stating that City Council Liaison Tyler is not present.

Commissioner Brattland motioned to approve the agenda. Commissioner Gephart seconded. Motion passed 6/0.

3. CONSENT AGENDA (including review and approval of minutes from previous meeting)

- a. May 27, 2025, Heritage Preservation Commission Meeting Minutes
Commissioners Caron and Gephart requested edits be made to the minutes.

Commissioner Gephart motioned to approve the May 27, 2025, meeting minutes with requested edits. Commissioner Macpherson seconded. Motion passed 6/0.

- b. June 17, 2025, Heritage Preservation Commission Special Meeting Minutes
Commissioner Caron requested edits to be made to the minutes.

Commissioner Macpherson motioned to approve the June 17, 2025, special meeting minutes with requested edits. Commissioner Gephart seconded. Motion passed 6/0.

4. CITIZEN REPORTS OR COMMENTS

N/A

5. NEW BUSINESS

- a. 347 Water Street, HPC 2025-08 Approval of Site Alteration Permit

Staff introduced the item.

Mike Nicklaus (the Applicant): Presented on the history of the retail store and the design of the bracket as an ode to the lumbar yards as Excelsior's history.

Commissioner Caron requested changes in the Findings of Fact and conditions of Resolution 2025-08.

Commissioner Brattland motioned to approve Resolution 2025-08 with corrections. Commissioner Macpherson seconded. Motion passed 6/0.

6. UNFINISHED BUSINESS

- a. 254 Water Street, HPC Resolution 2025-05 Approval of Site Alteration Permit

Commissioner Gephart motioned to approve Resolution 2025-05 with conditions set forth in the staff report. Commissioner Dahlstrom seconded. Motion passed 6/0.

7. COMMUNICATIONS AND REPORTS

- a. Next City Council Meeting – July 21, 2025
- b. Next HPC Meeting – July 22, 2025
- c. Sign Ordinance

Staff introduced a process to revise the sign standards in the Preservation Design Manual and the sign section of the City's Code of Ordinances. The HPC Commissioners set up a sub-committee to work intensively on revisions to the sign standards so they're integrated and aligned in both resources. Commissioner Brattland nominated Commissioners Macpherson and Caron to be on the sub-committee. Commissioner Gephart self-nominated.

Commissioner Brattland motioned to approve Commissioners Macpherson, Caron, and Gephart to be on the sub-committee. Motion passed 6/0.

- d. HPC Training, July 2025

Commissioners were in favor of hosting a training right before the July 22 meeting as a work session starting at 5:30pm.

- e. Updates

Commissioner Macpherson requested HPC representation at the Preserve Minnesota event in New Ulm, September 10-12, 2025, stating that HPCs have been required to send a member in the past. Commissioners requested staff assistance in researching the application process and any financial assistance available.

Staff provided updates on 262 Lake Street and 348 Second Street.

8. FUTURE AGENDA ITEMS

- a. 366 Water Street, Site Alteration Permit
- b. Commissioner Brattland requested a future agenda item to be a review of the Preservation Design Manual's language used and interpreting the language. Commissioners requested staff to explore bringing in an historic expert to assist with the process of refining and understanding the language.

9. ADJOURNMENT

Commissioner Brattland motioned to adjourn. Commissioner Macpherson seconded. The meeting adjourned at 7:30pm.

Respectfully submitted,

Ali Cameron, Senior Planner



Item: 5.A.

ITEM REPORT

To: Heritage Preservation Commission

From: Julia Mullin, Community Development Director

Meeting Date: July 22, 2025

Department/Office: Community Development

Item Name: 173 Second Street, HPC 2025-10, Approval of Site Alteration Permit

Summary:

60/120 Day Deadline: August 27 / November 27, 2025

Background and Application

Katherine and Mitchell Day, owners of 173 Second Street, have applied for a site alteration permit for window replacement and window repair that follows the guidance in the previous HPC Resolution No. 2023-15 for the property.

Landmark History

The property at 173 Second Street, Sutton House, was designated by Excelsior City Council in June 2021; the designation followed approval of a variance to subdivide the parcel. The Craftsman style house was constructed in 1914 for Luverne Lyman Sutton (1888-1974) and his wife Hazel Woods Gilman (1895-1898). Sutton was the manager of Excelsior's telephone exchange and the secretary of the Excelsior Commercial Club. At the time of designation, the house exhibited Craftsman details including "pitched jerkinhead roof, enclosed porch, rafters and braces extending beyond the wall and roof, and three-over-one-double hung wood sash windows."

Photo: 173 Second St.-in 1956



Background

In the fall of 2021, the previous owners, Kate Macaulay Heffelfinger and Rutger Heffelfinger, began window replacement at 173 Second Street without permit or HPC approval. Before the stop-work order was issued, 15 new, black aluminum windows had been installed at the property and one window opening (at porch near front door) was left boarded. 36 original wood windows remained. The new windows (15) did not resemble the historic sash.

After multiple meetings, the HPC approved Resolution No. 2023-15 which allowed for the following:

1. Façade (2nd St-southwest elevation) - The extant first floor wood sash must remain. The missing sash at the first-floor porch near the side door must be replaced with a three-over-one wood sash to resemble the historic sash. The three, second-floor replacement windows must be replaced with two-over-one wood sash.
2. Northwest elevation (visible facing open lot and driveway) - The applicant was to replace the four aluminum upper windows with historic wood, three-over-one sash and retain the historic wood sash at the first floor.
3. Southeast elevation (side facing neighbor and not visible) - All windows, except for one decorative sash, were replaced with black aluminum sash at this elevation. The HPC allowed the windows at this elevation to remain because they were not visible. The remaining original wood, decorative window at this elevation must remain.

4. Rear (northeast) elevation - The majority of the historic sash was replaced with aluminum sash at the rear. The HPC allowed for the retention or replacement of these windows and recognized that this elevation is not visible.
5. The HPC requested that all sash be painted white.

Proposed Alterations

The current owners purchased the house from the Heffelfingers in 2025 and were aware of the window resolution and that the owners had not complied with the resolution and conditions. The current owners are complying with the earlier resolution and are proposing the following:

1. Façade (southwest elevation) - The three non-historic aluminum sash at the second floor will be replaced with three, wood, two-over-one sash. The boarded opening at the first floor will be filled with a wood, three-over-one sash. All wood sash at this elevation will have the lead paint removed and will be painted. Staff does not support moving windows from other locations to the second floor because they will be difficult to fit and should remain in their historic locations.
2. Northwest elevation (visible facing driveway) - The four second floor replacement windows will be replaced with wood, three-over-one sash. The historic first floor sash will be retained and painted.
3. Southeast (non-visible) elevation - The replacement windows will remain at this elevation. The one remaining historic window will be retained and painted.
4. Rear (Northeast) elevation - The replacement windows will remain at this elevation.
5. The majority of the wood windows have aluminum combination storm-screens (ca. 1970s). The aluminum combination storm-screen windows (ca. 1970s) will be removed. New aluminum storms with one-over-one lights will be installed at all wood windows.
6. All wood sash and storms will be painted black and the applicant attached the color from the historic paint schedule. The applicant included a photograph dated 1956 with the application and the house had dark storm windows. It appears the original wood storm windows were present and they were black. One black storm window remains at the rear basement window of the house.

Applicable Standards and Analysis

The *City of Excelsior Preservation Design Manual*-Landmark Guidelines for residential buildings apply:

Window Guidelines

- RW.1 Windows should be preserved and maintained (including lintels, sills, surrounds, pediments, and hoods) in their original location, size, a design, with original materials and numbers of panes.
- RW.2 If windows are deteriorated beyond repair as determined by a preservation professional, the installation of new windows shall match the original window in design, size, proportion and detail.
- RW.3 If only one or two windows on the main elevation of the house are deteriorated, and need to be replaced, consider moving good-condition windows of like size and design from secondary elevations to the more prominent facade.
- RW.4 Original window openings should not be covered, concealed, or down-sized to accommodate the addition of smaller, stock replacement windows.
- RW.5 New windows should not be added to primary facades or to secondary facades where visible from the street.
- RW.6 Original wood storm windows and screens should be preserved and maintained.
- RW.7 Wood-framed screens are an important component of wood-framed windows and should be used instead of the commonly available aluminum framed screens should be used with steel-framed casement windows.
- RW.8 The addition of window screens and/or storm windows to historic windows is appropriate if the units are full-view design or have a central metal rail to match the historic window.
- RW.9 Some mid-century and later homes were designed with metal windows. In those cases, original metal windows should be preserved and maintained or replaced with new metal windows which are similar in appearance and materials.
- RW.10 Crank-out units should not be used to replace original double-hung sash units, particularly where visible from the public way.
- RW.11 Shutters should not be affixed to buildings not originally designed for them.
- RW.12 If there is documentation, and often remaining hardware, operable wood shutters may be mounted to the window casing.

Applying the Guidelines and the previous Resolution No. 2023-15

Following the resolution, the aluminum windows at the façade (southwest elevation) and southwest elevation will be removed and replaced with wood sash to match the historic configuration. Following the resolution, the aluminum windows at the rear (northeast) elevation and southeast elevation are not visible and will remain. All remaining original wood sash will have lead paint removed and will be painted black. The non-historic storms (ca. 1970s) at the wood windows will be removed and new, one-over-one aluminum storms will be installed and painted black. The storms will have a central bar and will follow Window Guideline RW.8. The HPC previously requested white painted sash, but black is also historically accurate.

Attachments

1. Resolution No. 2025-11 Approving the Site Alteration Permit at 173 Second Street for window replacement and storm windows
2. SAP Application and previous Resolution No. 2023-15

Recommended Action:

Adopt Resolution No. 2025-11 Approving the Site Alteration Permit at 173 Second Street for window replacement and storm windows.

Budget:

Attachments:

1. HPC Resolution 2025-11 173 Second St
2. HPC Resolution 2023-15 executed

City of Excelsior
Heritage Preservation Commission
Resolution No. 2025-11

A Resolution Approving a Site Alteration Permit
for installation and repair of windows at
173 Second Street

WHEREAS, Katherine and Mitchell Day, the owners at 173 2nd Street, Excelsior, MN 55331, (“Applicant”) have applied for a Site Alteration Permit for the installation of windows, window repair and storm windows;

WHEREAS, the Heritage Preservation Commission (“HPC”) considered Applicant’s application and its meeting on July 22, 2025.

NOW, THEREFORE, IT IS RESOLVED, that the Applicant is hereby approved a Site Alteration Permit to remove non-historic replacement windows, repair historic windows and install storm windows at 173 Second Street based on the following:

FINDINGS OF FACT

1. Katherine and Mitchell Day, the owners at 173 2nd Street, Excelsior, MN 55331, (“Applicant”) have applied for a site alteration permit for the removal of non-historic replacement windows, installation of wood windows, repair of current wood windows and installation of storm windows at 173 Second Street.
2. The Craftsman style house at 173 Second Street was built in 1914 and was designated a landmark in 2021.
3. In 2021, the previous owners replaced 15 historic wood windows with aluminum sash without permit or HPC approval. Following multiple meetings, the HPC passed Resolution No. 2023-15 requiring the removal of the replacement aluminum sash and installation of wood sash that replicates the historic configuration at the façade and northwest elevation. The replacement sash at the southeast and northeast elevations was allowed to remain due to lack of visibility.
4. The Applicant is proposing to follow the conditions of Resolution No. 2023-15 and will replace the aluminum sash at the façade and northwest elevations with wood sash to match the historic configuration. The replacement sash at the southeast and northeast elevations will remain.
5. The Applicant is proposing to remove the lead paint at the historic wood sash and paint the wood sash black. Black will match the non-historic replacement windows that remain.

6. The Applicant is proposing to remove the non-historic aluminum combination storm-screens (ca. 1970s) at the wood sash and replace with one-over-one aluminum storms. The storms will be inset at the historic location and painted black.
7. In making a determination whether to approve or deny an application for a site alteration permit, the commission shall be guided by the previously approved Resolution No. 2023-15, *The Secretary of the Interior's Standards and Guidelines for Rehabilitation* and the *Preservation Design Manual*.

CONCLUSIONS OF LAW

1. The proposed replacement windows meet the conditions established in Resolution 2023-15.
2. The repair of the historic wood windows and the installation of storm windows meet the guidelines outlined in the *Preservation Design Manual*.
3. The proposed window sash color (black) is an appropriate historic color.

CONDITIONS

1. Any alterations to the approval must be approved by the HPC and/or HPC staff.

Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, this 22nd day of July, 2025.

HERITAGE PRESERVATION COMMISSION

Tim Caron, Chair

City of Excelsior
Resolution No. 2023-15

A Resolution Approving a Site Alteration Permit
for the Property Located at 173 Second Street

WHEREAS, Kate Macaulay and Rutger Heffelfinger, 173 Second Street, Excelsior, MN 55331, (“Applicant”) on June 21, 2023 made application for a Site Alteration Permit for the replacement of windows for the Property located at 173 Second Street; and

WHEREAS, the Heritage Preservation Commission (“HPC”) considered the application at its regular meetings on June 27, 2023 and July 25, 2023, at a special meeting on August 3, 2023, and at a regular meeting on August 29, 2023.

NOW, THEREFORE, IT IS RESOLVED, that the application submitted by the Applicant is hereby approved with modifications based on the following:

FINDINGS OF FACT

1. Background

The application that is the subject of this resolution is the culmination of over two years of events that are relevant to the request being made by the Applicants. The highlights include:

First Half of 2021: Subdivision of the Lot and Designation Process.

- A. On or about December 1, 2020, Bill Stoddard on behalf of Mary E. Hathaway, then the owner of 173 Second Street, submitted an application proposing to subdivide the property. Since the property as a whole measured only 15,568 square feet, it was not large enough to create two lots of at least 10,000 square feet as was required by the ordinance. Mr. Stoddard asked for a variance from the ordinance requirement that all lots resulting from a subdivision be at least 10,000 square feet in area to permit lots of 7,780 and 7,788 square feet.
- B. Although the applicant did not propose that the existing home on the lot be designated as a Landmark under the City of Excelsior’s Heritage Preservation Ordinance, he did assert that the only way to preserve the existing house would be to subdivide the lot (arguing that not doing so would inevitably lead to the existing house being torn down to make way for a larger home on the 15,568 square foot lot). Staff recommended that any grant of a variance include a condition that the Applicant apply for and the City approve Landmark designation for the existing house to ensure that the existing house would be protected from demolition. At its meeting on December 28, 2020, the planning commission considered the application and recommended denial.
- C. The city council considered the application at its meetings on February 1, March 1, and March 15 of 2021. At the February 1, 2021 meeting, the subdivision applicant

described his application as being motivated – at least in part – by a desire to save the existing house. During the public hearing, the council heard from, among others, Kate Macaulay Heffelfinger and her husband, Rutger Heffelfinger. Ms. Macaulay Heffelfinger indicated that she and her husband had toured the existing home and had interest in purchasing it. She testified that there were some updates they would like to make to the home but that they were interested in keeping the home as it existed and not demolishing it to build something new in its place. Her testimony included the following comments:

We have toured the existing home at 173 Second Street and are very interested in living in and growing our family in the current home and preserving that you know integrity of the home that's there . . . you know . . . currently. Obviously there are maybe a few updates we would do on the interior of the home but for the most part we walked through and really fell in love with the existing home . . . so obviously [we] respect everybody's opinions here essentially [and] we're here just to kind of hear what the neighbors have to say and what everybody else's comments are but just wanted to let everybody here on the call know that there is interest in keeping the home as it is existing on the split parcel . . .

- D. At its March 15, 2021 meeting, the council voted to grant the variance and permit the subdivision. Among other items, it conditioned the approval on “the applicant apply[ing] for and the city . . . approv[ing] landmark status of the existing home prior to the ultimate city approval of the proposed preliminary and final plat.” Consistent with the condition mentioned above, the applicant applied for designation of the existing house as a Landmark pursuant to the local designation ordinance. At its May 18, 2021 meeting, the Excelsior Heritage Preservation Commission (which had initially considered the application at its February meeting) reviewed the application (and a recommendation from the State Historic Preservation Office – SHPO) and made a recommendation to the city council to have the existing house designated as a Landmark.
- E. In June of 2021, the city council accepted this recommendation and adopted an ordinance designating the existing house as a Landmark. In the ordinance designating it as a Landmark, the house, which was constructed in 1914, and is known as the L.L. Sutton House was described as:

architecturally significant as a well conserved home in the craftsman architectural style, strategically sited on its lot overlooking Lake Minnetonka. The Sutton House was constructed for LL Sutton, the manager of Excelsior's telephone exchange and the secretary of the Excelsior Commercial Club. The residence exhibits intact craftsman design characteristics, including a gently pitched jerkinhead roof, enclosed porch, rafters and braces extending beyond the wall and roof, and three-over-one double hung wood sash windows.

Emphasis added. Once the house was designated, the city council adopted a resolution providing in part that the condition in the March 15 resolution approving the subdivision that the house be designated as a Landmark was satisfied. That resolution was recorded in the chain of title for the property on June 23, 2021.

Spring and Early Summer of 2021: Applicants' Purchase of Property.

2. Meanwhile, the Applicants – who had attended the virtual City Council meeting on February 1 – were, as they noted in their testimony on February 1, continuing to work on buying the house. Once the council approved the subdivision on March 15th, the applicants proceeded to purchase the house. They closed on the purchase on June 22, one day after the council had adopted the ordinance designating the house and one day before the resolution was recorded.
3. In May of 2021, while the city offices were still closed due to the pandemic, the Applicants reviewed the city's website to try to determine whether the house they planned to purchase had been designated as a Landmark. Not finding it listed among the houses in the city that had been designated as a Landmark, they attempted to contact the city's community development director to find out if it had, in fact, been designated and, if so, whether they could replace the windows on the house. Their messages were not returned because the Community Development Director had left employment with the city and had not yet been replaced. Wanting to have the replacement windows installed before winter and recognizing that there would be a long lead time on the delivery of windows, they approached Mayor Carlson who, at the time, lived across the street from the father of one of the Applicants and asked him what they should do. After some discussion, he told them, "If I were you, I would order the windows." On July 8, they ordered replacement windows. The windows they ordered were double-hung but had black sashes (instead of white), were metal-look fiberglass rather than wood, and had a low-profile four-square over one simulated divided light grille design instead of the distinctive Craftsman-style three-over-one pane double-hung wood sash design that was noted in the designation ordinance.

Fall 2021: Applicant begins work without permits.

4. When the windows arrived, the applicants began to install them. They did not employ a contractor but, instead, were installing them on their own with a friend assisting. They did not secure a building permit before installing the windows. They assert that the website was ambiguous on this point (noting that the website provided that a building permit was needed for windows only "if altered" and, since they were not altering the openings, they did not think that they had to get a building permit). As a result, they concluded that they did not need a building permit. Although they did consult with an installer about whether they would need a building permit (and the installer suggested that they contact the city to determine whether such a permit would be required), there is

no evidence that they reached out to anyone at city hall to verify their interpretation (and, by this time, city hall was open to the public again). Once the city became aware the windows were being installed, a stop work order was issued.

5. Prior to the stop work order being issued, new windows were installed on the house in the following locations:

- Front Façade -- three new windows were installed on the second story and three on the first story; five existing windows (including sidelight windows on either side of the front door) remain.
- Northwest Façade (left side of the house as you face it from the street) – no new windows were installed on the first story (or the lower level) and four new windows were installed on the second story. Fourteen original windows remain on this façade.
- Northeast Façade (rear of the house) – three windows were installed on the second story and no windows were replaced on the lower levels. Seven existing windows remain (including two windows on the back side of the front porch).
- Southeast Façade (right side of the house as you face it front the street) – two windows were replaced on the upper level and no windows were replaced on the first floor (except that a window that faces to the southeast on the front porch was removed and has not been replaced). Ten existing windows remain.

All told, 36 existing windows remain, 15 new windows were installed, and one window was removed and has not been replaced. None of the window openings where new windows were installed have been altered. All of the original historic windows that were removed have been destroyed, and are no longer available to be re-installed.

Late Fall 2021: After-the-Fact SAP Application.

6. Once the stop work order was issued, the Applicants were told that they could submit an after-the-fact site alteration permit application. They did so the day after the stop work order was issued but it did not include any detail of what they proposed. At a special meeting scheduled to consider the Applicants' request, the commission informed the Applicants that they would have to bring more detail of what they proposed in order for the commission to take any action. The matter was then continued to the HPC's next regular meeting on November 16. The Applicants submitted a proposal to the commission at that meeting to install the remaining windows and make other modifications to the house. The commission voted unanimously to direct staff to draft a resolution for its consideration at a future meeting to deny the proposal in the application. In December of 2021, the commission approved HPC Resolution No. 2021-11 denying the application.

December-February 2021/2022 – Appeal to City Council.

7. After the HPC denied the application, the Applicants appealed to the city council. The appeal was heard at the February 7, 2022 meeting. At the conclusion of the hearing, the city council directed staff to draft a resolution denying the appeal. Such a resolution was brought back to the council at its February 22, 2022 meeting where it was approved by a vote of 4-1 (with Mayor Carlson dissenting).

The Current Proposal

8. At your meetings on June 27, July 25, and August 3, 2023, various possibilities for reconfigurations of the windows were discussed. In advance of the August 29 meeting, the Applicants submitted a revised proposal (the “August 29 Proposal”) for resolving the window issue. The August 29 Proposal focuses only on the windows; any future modifications to the exterior of the structure would need a separate site alteration permit. The August 29 Proposal is captured on Exhibit A (attached hereto) as follows:
 - Front Façade – The Applicant proposes to swap the three windows they installed to the left of the front door on the first floor of the house with three original windows (of the same size) that are located on the left (Northwest) elevation of the structure. This would result in all of the front facing windows on the first floor (as well as the basement windows) of the front façade being original. It does not change the second-floor windows on the front façade from what now exists (which is a new Marvin four-over-one configuration).
 - Left Side (Northwesterly) Façade – The Applicants propose to retain the original windows on the side of the front porch at the right side (nearest to the front facade) portion of this façade, the set of three windows immediately to the left of that on the left side elevation, and the basement windows directly below that set of three windows. They would then replace the remaining windows on this façade with new windows matching the ones previously installed on the second floor. Three of these would be the windows swapped with the ones currently installed on the front façade. The proposed replacements on this facade would include the window to the right of garage door on the lower (garage) level.
 - Rear (Northeasterly) Façade – The Applicants propose to replace all of the windows on this façade with the new windows except for the window on the lower level. Note that this does not include the windows on the rear of the front porch element that will remain original windows.
 - Right Side (Southeasterly) Façade – The Applicant proposes to replace all of the windows on this side with the new windows like those installed on the second floor except for the side light windows flanking the door on the first floor and the two windows on the far left of this elevation and the three-window set on the basement level. The Applicants are also (apparently) proposing to cover the space where a window (which faces to the right-side façade but is not on that façade) was removed on the front porch with siding, though this proposed alteration was not specified in the application.

All told, this would result in 25 of the 52 original windows remaining with 9 being on the

front façade, eight remaining on the left (driveway) façade (assuming that the three windows on the lower – i.e., garage - level on the left side façade would be replaced with new windows), three (the rear of the front porch and the twelve-square window on the lower level of the rear façade) remaining on the rear façade, and five remaining on the right-side façade. The proposal does not include any modifications to the existing doors or to the size of the window openings.

9. At the July 25, 2023 meeting, the Commission requested additional information on the dimensions of all window openings to attempt to confirm which existing historic windows could be swapped with the three new windows that had been installed on the first floor of the front façade. The Applicants have measured the existing windows on the house and have determined that there are eight existing (i.e., original) windows on the house that could be harvested to swap with the three new windows that had been installed on the front façade of the house. Two of those windows are on the right side of the house and six are on the left side of the house.

CONCLUSIONS OF LAW

1. The applicable standards in the Secretary of the Interior Standards for Rehabilitation and the City's Preservation Design Manual (PDM Guidelines R.W. 1-5) do not justify any replacement of windows on the house. According to the standards, windows should not be replaced unless they have deteriorated beyond repair as determined by a preservation professional (PDM RW.2). In this case, there was no evidence of deterioration of the existing windows or that such a determination was made by a preservation professional. Moreover, (also contrary to PDM Window Guideline RW.2) the substitute windows did not match the detail of the windows they were replacing. Specifically, the material (metal-look fiberglass vs. original wood), color (black vs. original white), profile (flat simulated divided light grille pattern vs. original raised depth panes), and pane configuration on the new windows (a four-over-one design) is not the same as the three-over-one (or, for some of the upper-level windows, a two-over-one) style that was on the original historic windows (and were called out in the designation as character-defining features of the structure).
2. With one possible exception (the southeasterly facing window on the front porch), the Applicants did not make, and are not proposing to make, any changes to the window openings on the structure. This is consistent with PDM Window Guideline RW.4 which requires that there not be a change to the size of the openings to accommodate different sized windows. All of the windows that were added to the structure thus far (and are proposed to be added to the structure) fit within the existing openings.
3. The proposal, as modified by the conditions herein, makes some attempt to comply with the spirit of PDM Guideline RW.3 which suggests that, where replacement of windows is determined to be justified due to deterioration, that there be substitution of windows from

secondary elevations to the more prominent façade(s). Under the August 29 Proposal put forward by the applicants (and modified by the conditions herein), the entire front facade would (with the exception of the second story windows on the front of the house) consist of original windows. This is accomplished by moving windows from the side façade to the front façade, consistent with the guidelines. It also provides original windows on the first floor of the northwest (driveway) side façade which is most visible from the street.

4. The justification for granting the application's request as modified by the conditions herein lies in the unique circumstances of this particular case and to the need to protect the historic integrity of the house given the unapproved changes that have been made to the windows. There were circumstances that led to the Applicants not understanding that they were required to file an application for a site alteration permit before ordering the replacement windows. Those circumstances included City Hall's closure due to the pandemic, a staff transition which delayed the City response to some public inquiries and application requests, permitting and procedure, the relatively recent designation of the property, and the comments by the Mayor (who recommended that they order the replacement windows) contributed to the unique set of facts that led to the replacement of some windows on the house without a site alteration permit.

Based on the combination of all of these unique facts, it is possible that the Applicant was not intending to evade the regulations but, instead, was not aware that they existed.

5. The changes that were made to the windows before a stop work order was issued also affects the calculation of how best to protect the historic integrity of the house. Leaving the window configuration that way it currently stands is not an optimal option, as the primary street-facing façades now lack a cohesive appearance that conveys to the public the history of the structure during its period of significance. The issue for the Commission, therefore, is how to best strike the balance between recognizing the unique circumstances that led to the removal of some windows while minimizing the damage to the historic integrity of the house from the primary street-facing elevations. There is no hard and fast rule for how to accomplish this task.
6. We determine that, under the unique circumstances presented in this case, the proposal made by the Applicants (as modified by the conditions herein) best protects the historic integrity of the house by restoring the historic appearance as closely as possible on the primary front street facing façade via (1) relocating three historic windows from one or more side elevations to the front elevation, and (2) replacing the three new upper level windows on the front façade with new two-over-one windows that match the appearance of the historic house as shown in extant photographs prior to the window replacement. The Commission starts this analysis by noting that restoring the primary front façade is most important to protecting the historic integrity of the house. Accordingly, every effort should be made to return that façade's windows to their original historic appearance by moving original historic windows from secondary elevations elsewhere on the house (in

the case of the main level) and ensuring that the replacement of the new windows on the upper level matches the original windows in material, color, profile, and two-over-one pane configuration.

7. After returning the front façade to its original historic appearance and window configuration, it is most important to ensure that the original windows on the left (driveway) elevation are preserved, as this elevation is highly visible from the street and therefore also of historic importance. Original windows on this elevation shall be preserved to the greatest extent possible and any permitted window replacement on the lower level necessary to accomplish the front window restoration should be wood Craftsman-style three-over-one windows to match the historic appearance of the house from the street.
8. Much of the right (southeast) side façade is not currently visible from the street and, therefore, certain window changes may be permitted on this façade. The remaining upper-level historic window is a character-defining feature of the house and shall be preserved.
9. The rear façade is not visible from the street and, therefore, is the least important elevation. Accordingly, the Applicants have been given the most flexibility regarding window replacement on this façade.
10. The Applicants' proposal (without modification as described herein) would not fully restore the historic appearance of the front elevation, nor retain the mostly intact left (driveway) side elevation that is most visible from the street and, therefore, also of historic importance. The modifications to the proposal contained in this resolution are necessary to protect the historic integrity of the structure and to convey the historic appearance that the city sought to preserve by its landmark designation.

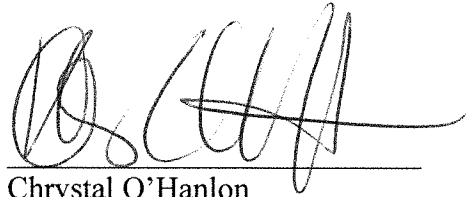
CONDITIONS

1. The proposal made by the Applicants shall be modified as illustrated on the attached Exhibit B.
2. No other changes to the facades of the house shall be made without an application for a site alteration permit being submitted and approved by the commission.
3. No changes shall be made to the size of any window openings without prior written approval by the commission.
4. The existing historic windows shall be moved and the installation approved by city staff before any new windows are installed.
5. The Applicants and their contractor shall meet on the site with city staff after the issuance of a building permit and before the commencement of work on the project to

communicate regarding the changes that will be made to the windows and ensure that the conditions herein will be followed.

6. The original porch window opening on the southeast side elevation (not shown on Exhibit B) shall be preserved and not covered with siding. A new replacement window may be installed in this opening. If there is a new window that fits the existing opening, it may be used. If there is not a new window that fits the existing opening, the opening may be modified but shall be filled with one of the existing windows that are removed from elsewhere on the house. It is understood that the new window in this location shall be a false window (i.e., there may be a wall on the interior behind the new window).
7. It is the intent of the Commission that, if the new non-historic windows installed by the applicants are to be replaced in the future, then they will be replaced with compatible Craftsman style wood windows that reflect the historic appearance of the house.

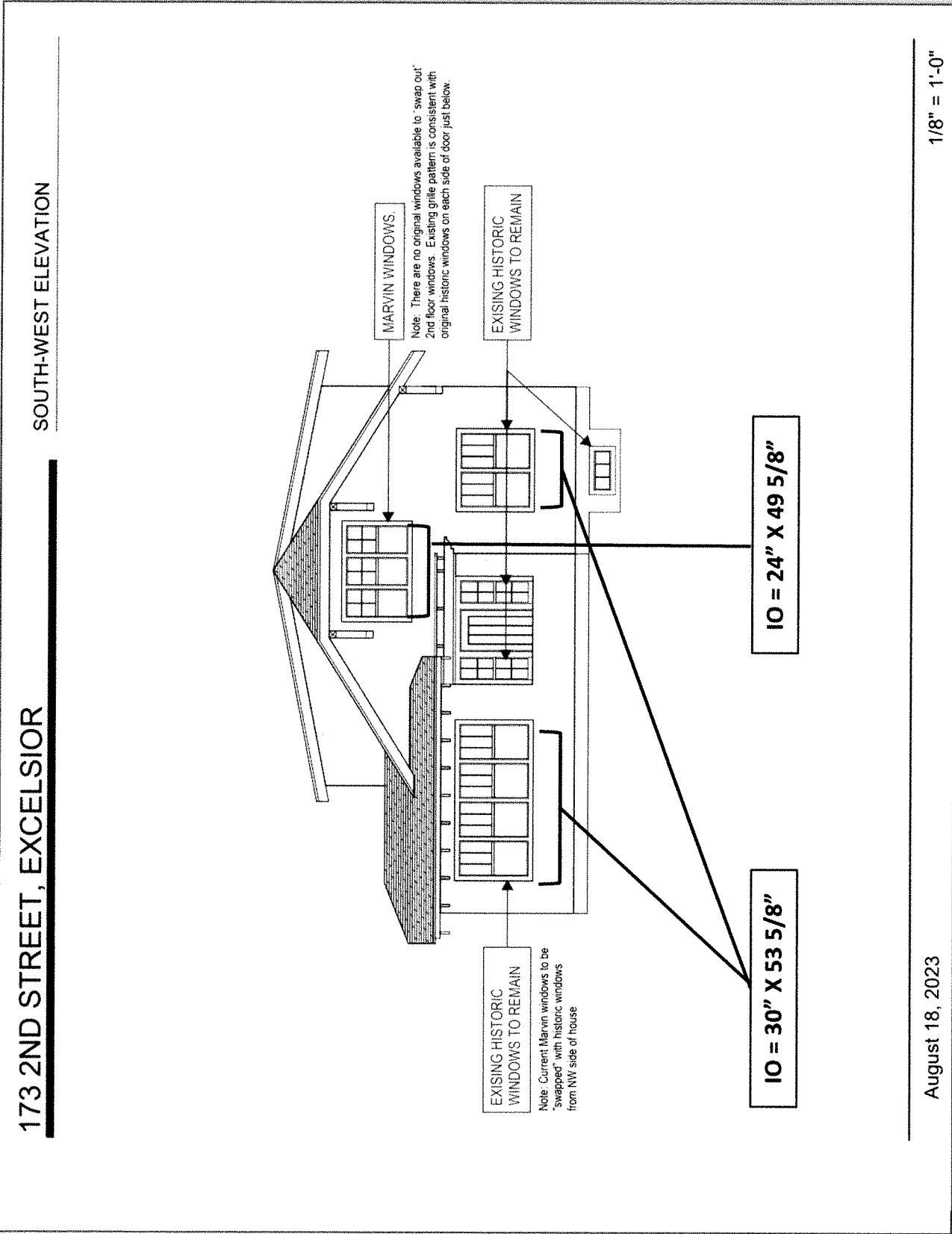
Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, this 9th day of October, 2023.

A handwritten signature in black ink, appearing to read 'Chrystal O'Hanlon', written over a horizontal line.

Chrystal O'Hanlon
Chair, Heritage Preservation Commission

Request #1: We are seeking approval to “swap” 3 historic windows from the side of the house with the 3 new Marvin replacement windows previously installed on the front porch of the house.

Exhibit A

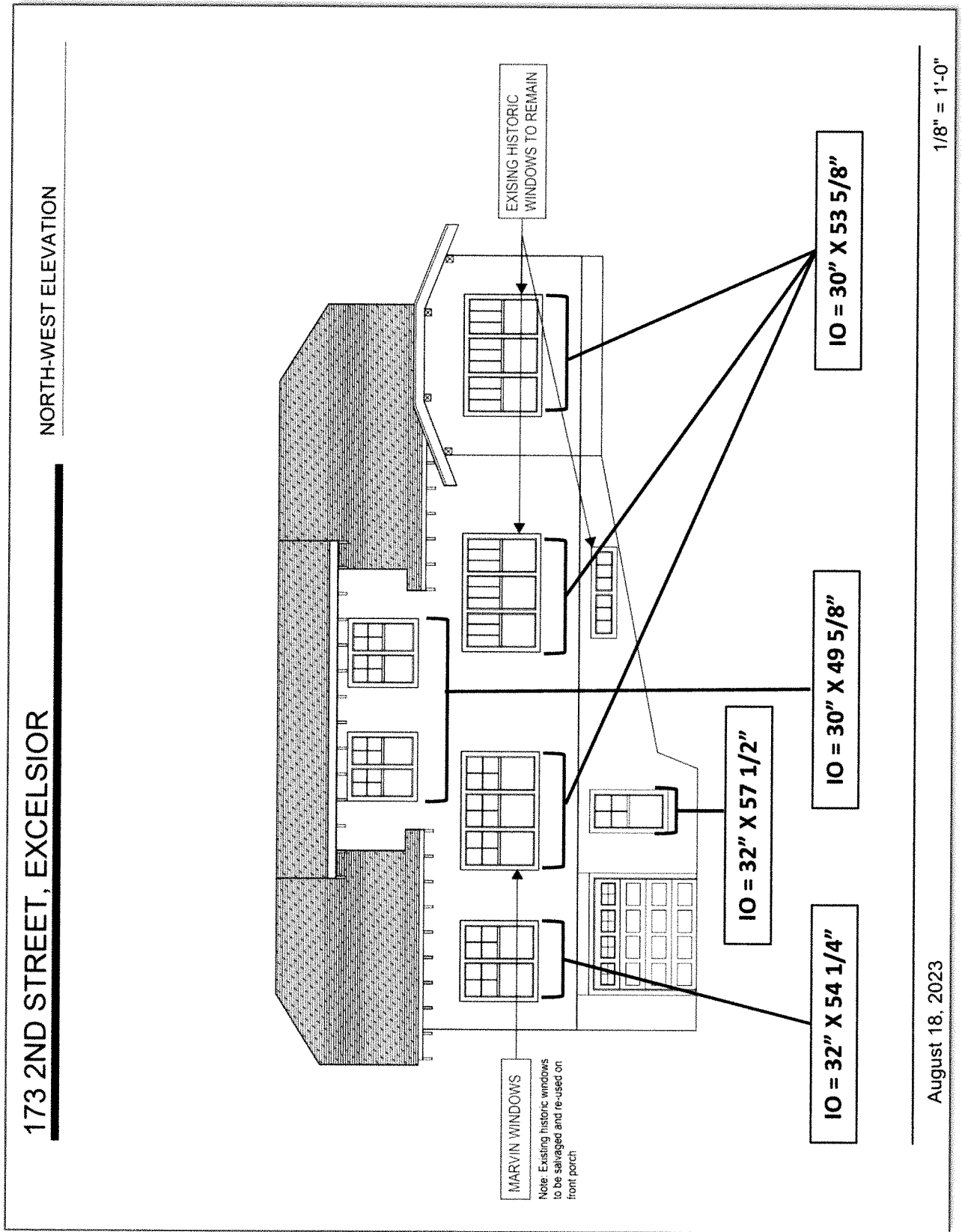


August 18, 2023

1/8" = 1'-0"

Request #2: We are seeking approval to finish installing new Marvin Elevate double-hung insert replacement windows on the rear and both sides of the house, as recommended by Kevin Staunton, City Attorney & Assistant City Manager, at the August 3, 2023 special HPC meeting.

Exhibit A

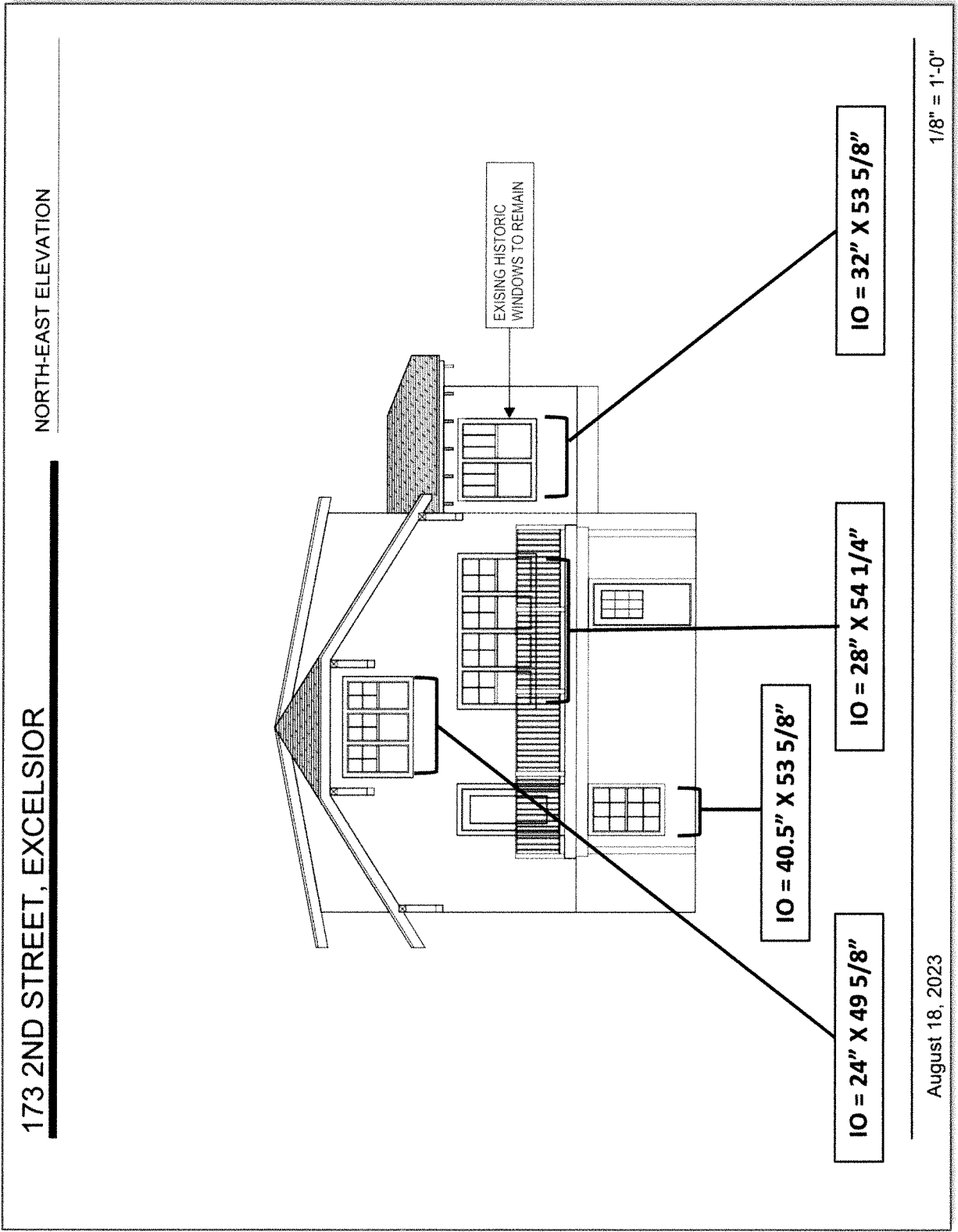


August 18, 2023

Page 2 of 4

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Exhibit A



Page 3 of 4

Request #2: We are seeking approval to finish installing new Marvin Elevate double-hung insert replacement windows on the rear and both sides of the house, as recommended by Kevin Staunton, City Attorney & Assistant City Manager, at the August 3, 2023 special HPC meeting.

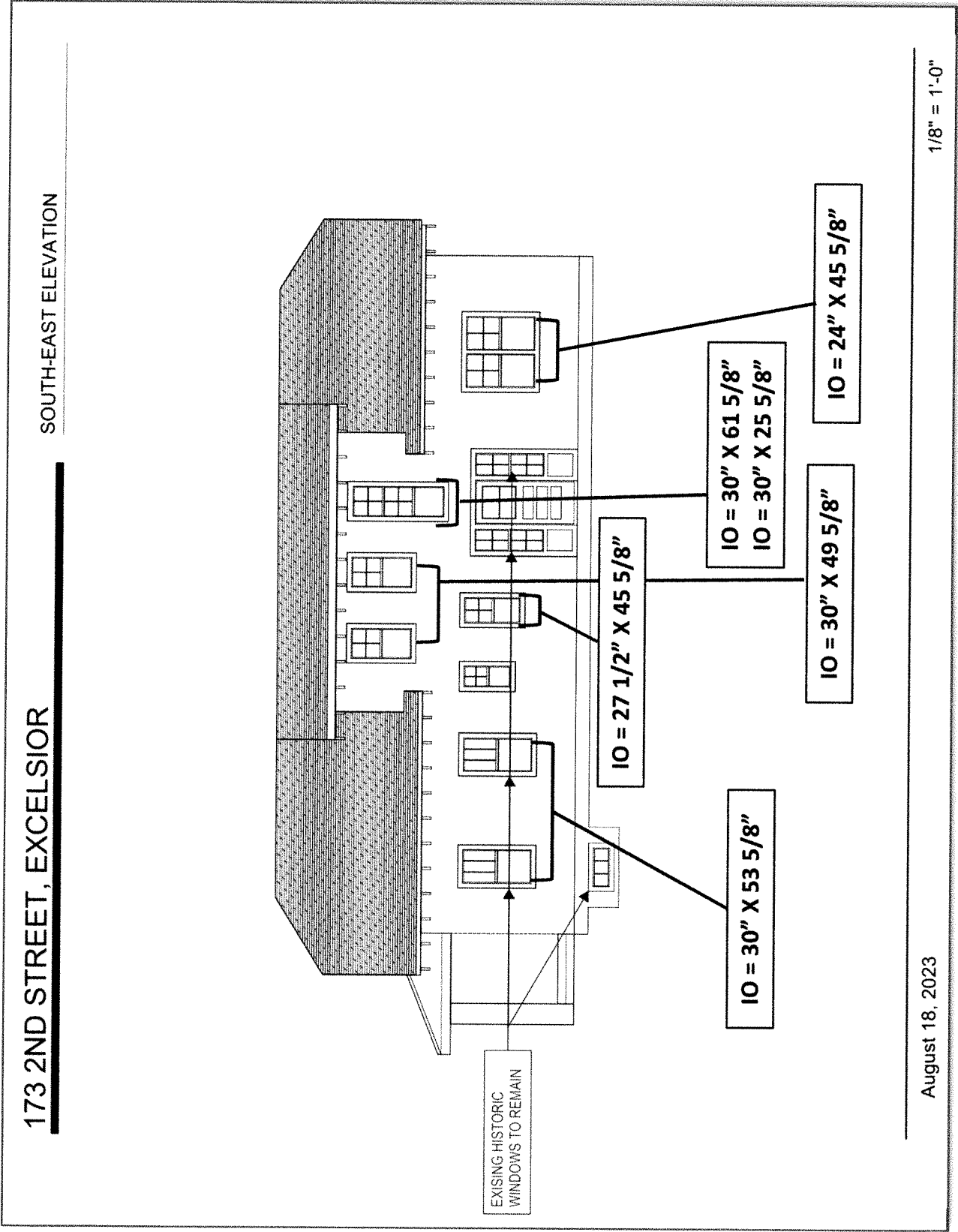
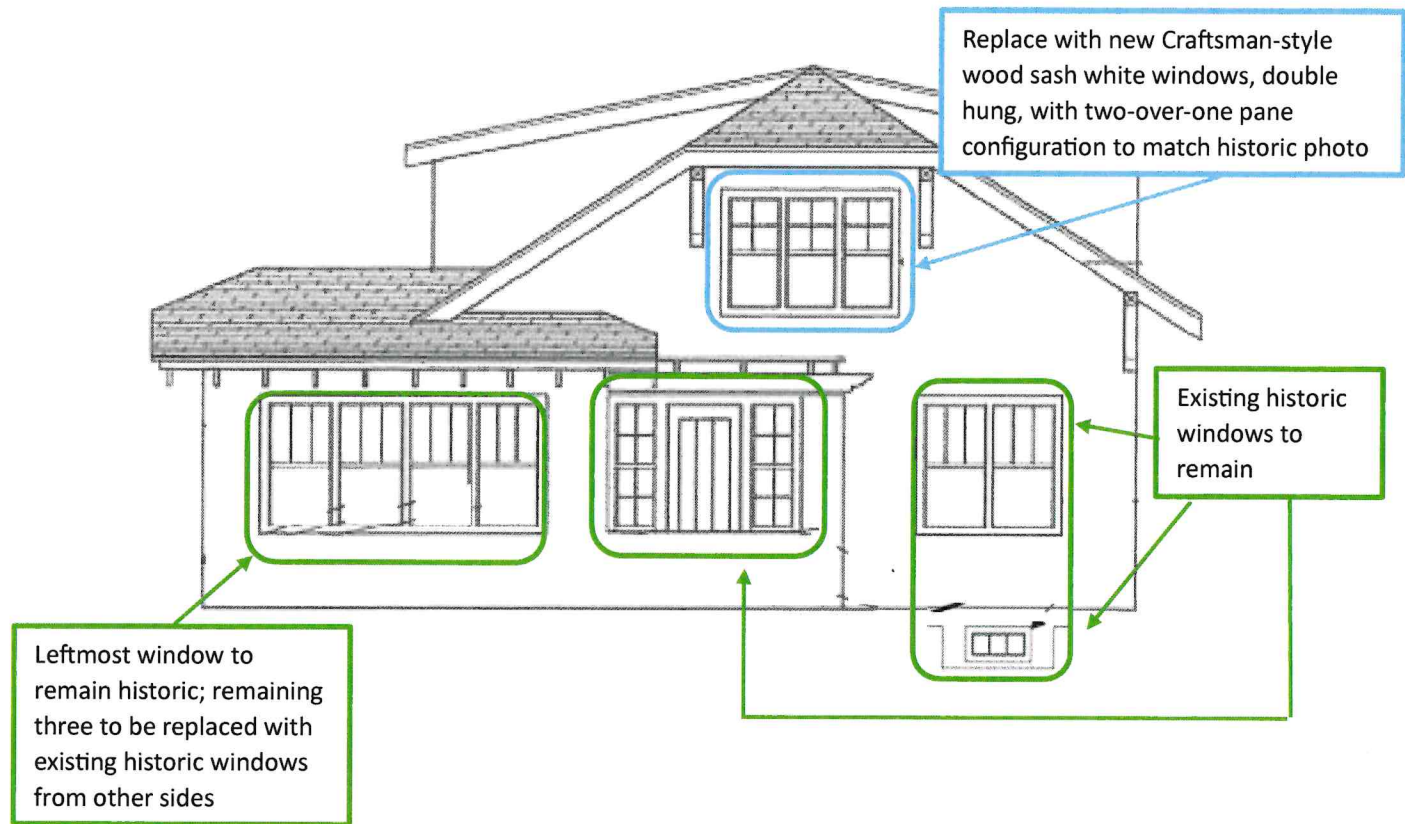


Exhibit A



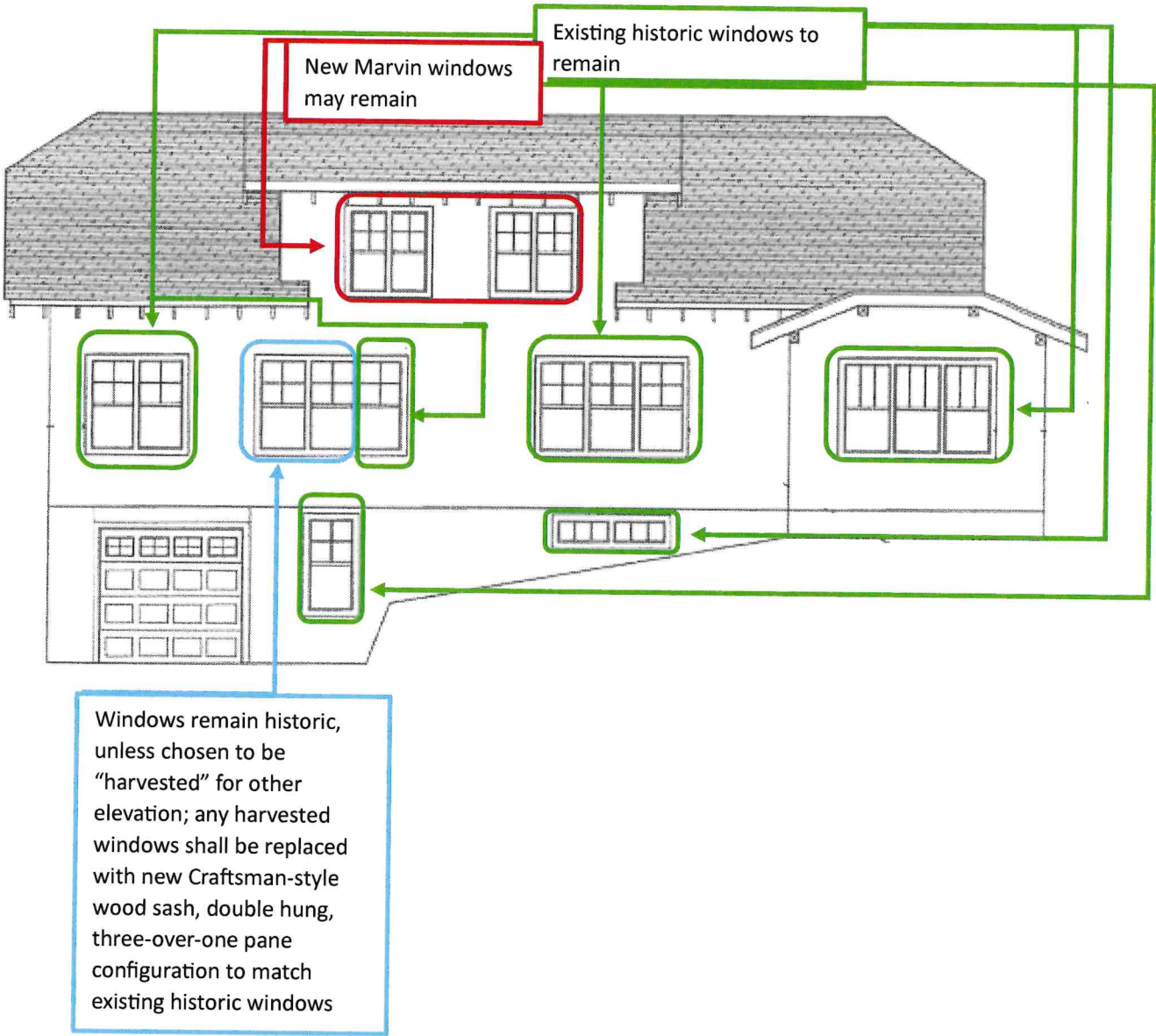


Exhibit B

173 2ND STREET, EXCELSIOR

NORTH-EAST ELEVATION

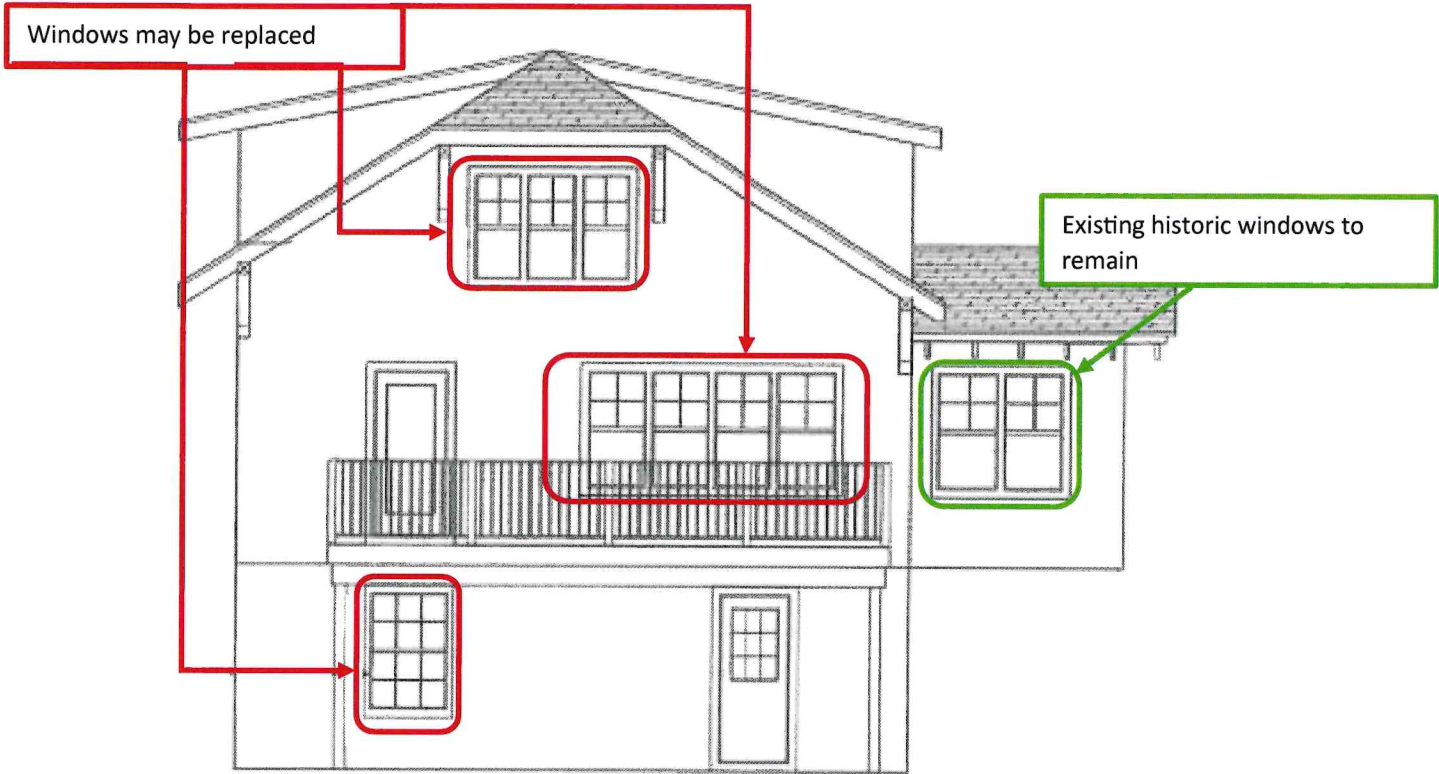
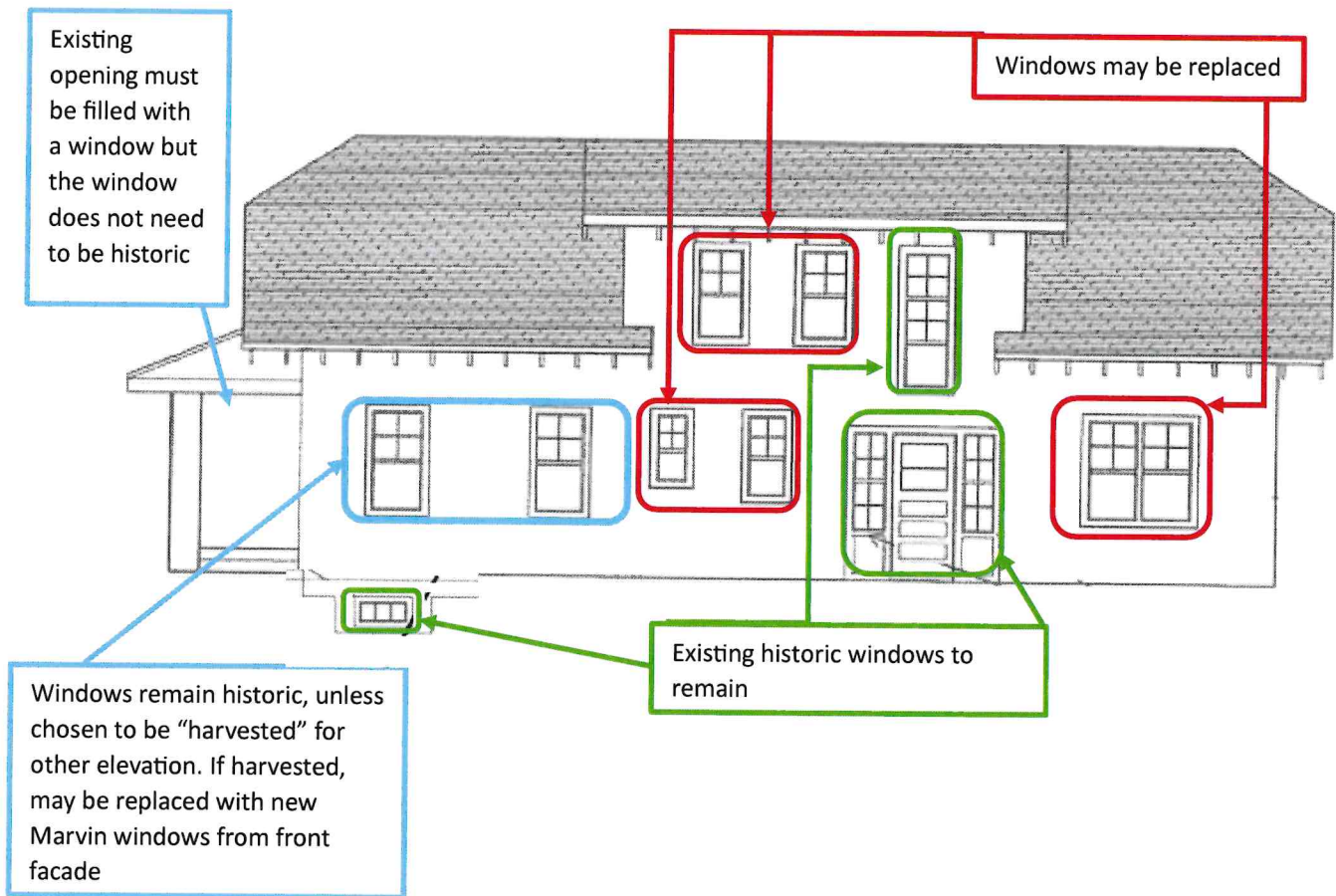


Exhibit B

173 2ND STREET, EXCELSIOR

SOUTH-EAST ELEVATION





Item: 5.B.

ITEM REPORT

To: Heritage Preservation Commission

From: Alison Cameron, Senior Planner

Meeting Date: July 22, 2025

Department/Office: Community Development

Item Name: 345 Water Street, HPC 2025-11, Approval of Site Alteration Permit

Summary:

60/120 Day Deadlines: August 30 / October 29, 2025

Background and Application

The applicant, Aimee Yanik of the Sign Age, on behalf of Art Rocks Gallery, is applying for a Site Alteration Permit to install a projecting sign at the storefront Art Rocks Gallery. The projecting sign would be a blade sign to the farthest left edge of the building. Art Rocks Gallery as a new tenant is a similar store to the former ArtWorks art store that occupied the space circa 2008 – 2021.

History

This is a multi-tenant contributing structure in Excelsior's Downtown Historic District combining 345 and 347 Water Street. The structure at this site was originally owned by Maurice Leach and occupied by the Leach Home Builder's Store from the date of its construction in 1920 until 1957. In 1925, Mr. Leach built his residence on the adjacent lot at 353 Water Street. The structure at 345 Water Street was subsequently occupied by Scott's Upholstery. In 1976, Walter Scott, the owner of Scott's Upholstery, constructed a large addition on the south side of the building. The 345 Water Street space was occupied in 1979 by Art Works Art & Frames and Truffle Hill Chocolates. The space has been vacant since 2023.

Historic Facades

The building's façade has been extensively remodeled in recent years, removing the wood siding façade to expose the brick façade at 345 Water Street. The façade for the entire building also historically featured a band of artwork showcasing artistic depictions of Excelsior that stretched horizontally across the top edge of the building. The band of artwork was removed in 2022 and replaced with a more modern façade and black metal parapet in 2023.

Photo of Façade: Pre-2022, featuring decorative band of artwork along top edge.



Photo of Façade and Building Under Construction: August 2023.



Photo of Façade: Current, 2025 modern façade with black metal parapet.



Historic Signage

The building's tenants have had a combination of signage over the years, ranging from projecting blade signs, wall signs, and window signs.

Photo of Truffle Hill Chocolates storefront, featuring a window sign.



Photo of Artworks storefront, featuring a wall sign, projecting sign, and window signs.





Proposed Alterations

Projecting Sign

- Rectangular, PVC material
- Three colors: White background, gray and red lettering, gray border
- 5.7 square feet
- Height to be 9 feet, 5 inches off the sidewalk
- A decorative black metal bracket that is simple in design and will be anchored into the mortar, not masonry
- The bracket will project 4.4 feet off the wall face over the sidewalk
- Located at the farthest left edge of the building in a traditional sign location

Staff Assessment and Response

Guidance
<i>Assessment/Response</i>
Source: Preservation Design Manual
Page 41, Commercial Sign Guidelines
Orientation and Placement
CS.1: A projecting sign should be suspended from a decorative support structure. <i>The projecting sign will be suspended from a black metal bracket that is decorative and simple in design.</i>
CS.2: Horizontal sign orientation is the preferred arrangement. <i>The sign is horizontal.</i>
CS.3: Signage should be placed at traditional sign locations including the storefront beltcourse, hanging or mounted inside windows or projecting perpendicularly from the

face of the building. *The wall sign will be placed the traditional sign location of the former art gallery's projecting sign on the far left edge of the building.*

CS.6: For multi-tenant buildings, placement of individual tenant signs should be coordinated to achieve a unified signage appearance. *The space next door is currently occupied by Big Wood Collective at 347 Water Street. The tenants signs are both creative and decorative in nature.*

CS.7: Placement of signs on buildings should not cause visual clutter. *The placement of the projecting sign does not cause visual clutter.*

CS.9: Signs should be sized in proportion of the building and façade. *The sign is sized appropriately in proportion to the building and façade.*

CS.11: Signage mounting brackets and hardware should be anchored into the mortar, not masonry. *The sign bracket will be anchored into the mortar and not the masonry.*

Design

CS.14: Signs should be made of traditional materials such as wood or metal, with painted or ornamental lettering. *The projecting sign will be made of PVC. The HPC shall decide whether this material is appropriate.*

CS.15: Modern materials, such as acrylic, vinyl, and plastic may be appropriate if they are able to simulate traditional materials. *The sign will be made of PVC. The HPC shall decide whether this material is appropriate.*

CS.16: Glossy and highly reflective materials are often difficult to read and inappropriate. *The sign will not be reflective or glossy.*

CS.17: Signs should be no more than four colors and coordinated with the accent colors on the building or awnings; competition between too many colors often results in decreased legibility. *The projecting sign will be three colors: white, red, and dark gray.*

CS.18: Overly-ornate and trendy typefaces that are hard-to-read should be avoided. *The typeface has some decorative character to it and should be reviewed by the HPC for legibility.*

CS.19: Three-dimensional letters/symbols, with at least one-half inch depth or reveal, are preferred. *The logo and letters will have a ½ - inch depth.*

Guidance

Assessment/Response

Source: City Zoning Code, Article 24, Signs

Sec 24-9: Signs permitted in the DC district

(1) Businesses shall display no more than three permanent signs, whether projecting, wall, freestanding, window, or awning. *This is a new business and it will have one*

projecting sign at this time.

(2) The aggregate square footage of sign space per lot shall not exceed the sum of two square feet for each front foot of the building plus one square foot for each front foot of the building which fronts on a public right-of-way or public trail. *The total aggregate square footage allowed for the building is 111 square feet between both tenants of 345 and 347 Water Street. The applicant's projecting sign at 345 Water Street would take up 5.7 square feet.*

The tenant at 347 Water Street has a 6.04 square foot projecting sign. Combined, both tenants' projecting signs will take 11.71 square feet out of 111 square feet of allowable signage.

(3) No individual sign shall exceed 27 square feet in area, nor shall two or more signs be so arranged and integrated as to create a sign area of over 40 square feet. *Compliant.*

(4) Projecting signs shall not exceed eight square feet of sign space, extend more than five feet into the public right-of-way, nor be lower than seven feet above the public sidewalk. *The projecting sign will be 5.7 square feet, extend 4.4 feet into the public right-of-way, and be 9 feet 5 inches high off the sidewalk.*

Staff Recommendations

Staff recommend that the HPC approve the projecting sign and bracket based on the following:

- The projecting sign's dimensions, height, color, materials, and location on the storefront are compliant with the Excelsior City Code and the Preservation Design Manual.
- The bracket is decorative and simple in design, which is compliant with the City's Preservation Design Manual.

Recommended Action:

Staff recommend that the HPC approve Resolution 2025-09 for a projecting sign at 345 Water Street.

Budget:

Attachments:

1. Resolution 2025-09-345 Water St
2. SAP Application 345 Water St
3. Supportive Materials
4. Art Rocks - Sign Revised Bracket

City of Excelsior
Heritage Preservation Commission
Resolution No. 2025-09

A Resolution Approving a Site Alteration Permit for a projecting sign at 347 Water Street

WHEREAS, Aimee Yanik of Sign Age, on behalf of Art Rocks Gallery, 345 Water Street, MN 55331 (“Applicant”) has submitted a Site Alteration Permit application for a projecting sign for Art Rocks Gallery at 347 Water Street;

NOW, THEREFORE, IT IS RESOLVED, that the applicant is hereby approved a Site Alteration Permit for a projecting sign at 345 Water Street based on the following:

FINDINGS OF FACT

1. Aimee Yanik of Sign Age, on behalf of Art Rocks Gallery, 345 Water Street, Excelsior, MN 55331 (“Applicant”) has submitted a Site Alteration Permit application.
2. The location of the proposed project is in the Excelsior Downtown Historic District, and the building is a contributing structure.
3. The structure at this site was originally owned by Maurice Leach and occupied by the Leach Home Builder’s Store from the date of its construction in 1920 until 1957. In 1925, Mr. Leach built his residence on the adjacent lot at 353 Water Street. The structure at 345 Water Street was subsequently occupied by Scott’s Upholstery. In 1976, Walter Scott, the owner of Scott’s Upholstery, constructed a large addition on the south side of the building. The 345 Water Street space was occupied in 1979 by Art Works Art & Frames, and subsequently Truffle Hill Chocolates.
4. At some point in time (less than 50 years ago), wood panel siding was added to the front of the building’s facade. Circa 2023, the wood panel siding was removed, and the façade for both tenant spaces was remodeled. At the 345 Water Street space, the façade is now brick.
5. The structure has a history of artistic design. Prior to 2022, the building’s façade had a band of assorted artwork featured at the top edge of the building. After the building was remodeled in 2023, the band of artwork was removed and replaced with a black metal parapet across the top edge of the façade. There was also formerly an art gallery in the 345 Water Street space between circa 2008 – 2021.
6. The building is currently divided between two tenant spaces: Art Rocks Gallery at 345 Water Street and Big Wood Collective at 347 Water Street.

CONCLUSIONS OF LAW

1. The projecting sign would be installed at a traditional sign location on the front façade, at the far left of the building. This is in alignment with the *Preservation Design Manual* (CS.3).
2. The square footage of the proposed projecting sign is 5.7 square feet, in alignment with the *Excelsior Zoning Code* that allows 8 square feet for projecting signs (*Sec 24-9(4)*).
3. The projecting sign height above the sidewalk is 9 feet 5 inches, in alignment with the *Excelsior Zoning Code* that requires 7 feet above the sidewalk (*Sec 24-9(4)*).
4. The design of the projecting sign is in alignment with the *Excelsior Zoning Code* and the *Preservation Design Manual* in terms of color, font, typeface, and material.
5. The sign will be suspended by a decorative mounting bracket that is simple in design, which is in alignment with the *Preservation Design Manual* (CS.1).
6. The mounting bracket will be anchored to the mortar, not masonry, which is in alignment with the *Preservation Design Manual* (CS.11).
7. There are no pre-existing holes to use to install the bracket in the mortar because the brick façade was remodeled. There is also no pre-existing bracket for the tenant to use.
8. The mounting bracket projects 4.4 feet over the sidewalk, in alignment with the *Excelsior Zoning Code* that allows for a 5-foot maximum projection (*Sec 24-9(4)*).
9. In making a determination whether to approve or deny an application for a Site Alteration Permit, the commission shall be guided by the Secretary of the Interior's Standards and Guidelines for Rehabilitation, the City of Excelsior's *Preservation Design Manual*, and the *Excelsior Zoning Code*.

CONDITIONS

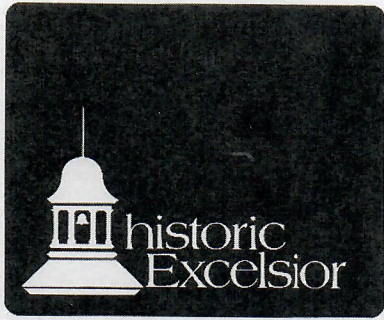
1. The projecting sign shall be installed at the proposed location on the storefront.
2. The projecting sign shall be no greater than 8 square feet.
3. The projecting sign shall not be lower than 7 feet high off the sidewalk.

4. The projecting sign and bracket shall project no more than 5 feet over the right of way at the applicant's discretion.
5. The sign and bracket shall be installed into the mortar, not masonry.
6. The decorative bracket proposed that is black and simple in design shall be used.

Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, on this 22nd day of July 2025.

HERITAGE PRESERVATION COMMISSION

Tim Caron, Chair



City of Excelsior

339 Third Street, Excelsior, MN 55331

Telephone: 952-474-5233 Email:

APPLICATION FOR A SITE ALTERATION PERMIT

Applicant's Name: The Sign Age - Aimee Yanik

Address: 2500 Shadywood Road Suite 200 Excelsior, MN 455331

Telephone: 952-471-9304

Authority to file application:

☐ Ownership

☐ Tenant

☒ Other

Sign Company

If not Owner, Owner's Name: Chip Roy - Art Rocks

Address: 345 Water Steet, Excelsior, MN 55331

Telephone: 832-857-5875

Project Address: 345 Water Steet, Excelsior, MN 55331

Do you have an architect/engineer or other designer for this project?

☒ Yes

☐ No

Name: Aimee Yanik (The Sign Age)

Address: 2500 Shadywood Road Suite 200 Excelsior, MN 55331

Attach the following materials for all applications:

- ☒ A current photograph of the exterior sides of the building (or site) where work will take place.
- ☒ A scaled elevation drawing of the sides of the building illustrating the work to be performed.
- ☐ A scaled site plan (for any site changes).

- ☒ A short narrative of the work to be done and how the work relates to the building's architecture.
- ☐ Identification of all exterior building materials and colors, including materials samples and paint chips of proposed colors.

Note: An application will not be deemed complete until all of the items above have been submitted to the City.

Narrative Description of Proposed Site Alterations: (Include any changes to masonry walls or foundations, siding or paint, roofs or chimneys, doors or windows, porches or steps, awnings or shutters, fences or retaining walls, landscaping or lighting).

Enforcement Acknowledgement: By signing below, the applicant acknowledges that in case any building or structure subject to the regulation of this ordinance is to be erected or constructed, reconstructed, altered, repaired, maintained, moved, or subjected to demolition in violation of the city's heritage preservation ordinance (chapter 20 of the Excelsior City Code), the zoning administrator or building official, in addition to any other remedies, may (as is outlined in Excelsior City Code § 20-17):

- (1) Institute civil action for injunctive relief to stop, prevent, or abate a violation of this chapter.
- (2) Issue a stop work order to prevent a continuing violation of this chapter.
- (3) Issue a one-year moratorium on all building permits for the subject property for alterations to a historic resource without an approved site alteration permit.
- (4) For removal or total or partial demolition of a historic resource without an approved site alteration permit, the zoning administrator may also:
 - a. Issue a five-year moratorium on all building permits for the structure and for the property, other than as may be required to comply with applicable health and safety requirements and regulations, and in no event shall any permit authorize the new construction to exceed the building square footage, height and lot coverage of the original structure; or
 - b. Issue a fee of 50 percent of the assessed value of the land and structure prior to demolition and replacement structure is not to exceed the footprint of the building that was demolished.

The applicant further acknowledges that any work which proceeds in violation of this chapter, in contravention of a stop work order, or in disregard of a court ordered injunction shall be a public nuisance and enforced pursuant to section 16-37 of the City Code and that a person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter may be ordered by the court to pay the cost to restore or replicate a resource unlawfully constructed, altered, repaired, converted, moved, or subjected to demolition.

If you need additional space, please include additional sheets.

We are proposing to install a blade sign for Art Rocks at 347 Water Street. No alterations to the building structure will be required.

Note Property Owner - Marshall Moorhead 612-840-6298

I hereby certify that the above information, the checklist below and all accompanying documents and information are true and accurate to the best of my knowledge.

Amara 7/1/2005

Applicant's signature

Date

Site Alteration Permit Checklist Overview

The Excelsior Heritage Preservation Commission (HPC) reviews land use activities that may affect Excelsior's historical and architectural attributes and has prepared a checklist to assist you in applying for a Site Alteration Permit. In addition to the general materials listed on page 1, applicants should refer to the checklist below for additional requirements applicable to particular types of projects. A summary of HPC Guidelines are also available at Excelsior City Hall.

Please be thorough in completing the checklist. The decision of the HPC will be based on the completed checklist and other materials you submit. Any unidentified alterations not shown on the checklist or application materials will need to be discussed with staff and possibly returned to the HPC for further review. Work completed without the HPC's approval is in violation of the City Code and may be subject to fines or penalties. The Excelsior City Staff is available to answer questions regarding the application and checklist. You may contact them at 952-474-5233.

HERITAGE PRESERVATION COMMISSION
Site Alteration Permit Checklist

NATURE OF SITE ALTERATION (check all that apply):

- ☒ SIGNAGE (Complete Section 1 below)
- ☐ CHANGES IN MATERIAL OR ADDITIONS (Complete Section 2 below)
- ☐ NEW CONSTRUCTION (Complete Section 3 below)
- ☐ DEMOLITION (Complete Section 4 below)
- ☐ RELOCATION OF STRUCTURE (Complete Section 5 below)
- ☐ LANDSCAPE OR PARKING ALTERATIONS (Complete Section 6 below)

see attached

1. SIGNS AND AWNINGS:

- ☒ Dimensional elevation drawn to scale identifying materials, colors, and lettering style. Include height, width and depth.
- ☐ Description of any proposed lighting.
- ☒ Description of location.

*see attached
scattered*

For a wall sign, show how and where it will be attached. For free-standing sign, show height measured from the existing and proposed grade and site plan with sign location and dimensions from property lines and dimensions from structures on lot.

2. CHANGES IN MATERIAL AND ADDITIONS:

- ☐ Scaled elevation drawing indicating proposed alterations. Minimum scale $1/4" = 1'0"$.
Color scale rendering is required for major alterations (those requiring City Design Standards approval). Include door and window design when proposed to be altered. Manufacturer's catalog data must be used, if applicable.
- ☐ Description of all exterior materials and colors.
Include all proposed materials samples and paint chips of proposed colors.
- ☐ Site plan showing dimensions of lot and location and dimensions of existing structures on lot.
Include location and dimensions of all proposed additions.
- ☐ Photographs of existing conditions from all elevations.
Historic photographs should accompany any request to return a structure to an earlier historic appearance.

3. NEW CONSTRUCTION:

- ☐ Scaled elevation drawing showing all sides and dimensions. Minimum scale $1/4" = 1'0"$.
Color scale rendering is required for all new construction. Include door and window design and description of all exterior design elements. Manufacturer's catalog data must be used, if applicable.

- ☐ Elevation drawings to scale showing relationship to height and massing of adjacent structures.
- ☐ Photographs of proposed site and adjoining properties.
- ☐ Site plan including building footprint and all landscape and parking features.
- ☐ Elevation drawings and material and color details for exterior features.
Include roofs, steps, doors, windows, siding, porches, foundations, walls, etc.
- ☐ Scale model may be required for major construction, as determined by the HPC.

4. DEMOLITION:

- ☐ Justification for proposed demolition.
Provide documentation that a building classified as historic is incapable of earning any economic return on its value as appraised by a qualified real estate appraiser. Provide proof that all reasonable alternatives for re- use and restoration have been exhausted.
- ☐ Proposed use of site after demolition.
Include plans and construction schedule for proposed structures and evidence of compatibility with all zoning and comprehensive plan requirements. Plans must demonstrate compatibility with adjacent historic structures or sites.
- ☐ Photographs of all structures to be demolished.

5. RELOCATION OF STRUCTURE:

- ☐ Photograph of existing structure on existing site.
- ☐ Photograph of proposed site and map of location.
- ☐ Reasons for request to move structure.
Information for relocations shall be the same as demolition (for the removal of a structure from a historic site or district) and new construction (for the relocation of a structure to a site within a historic site or district).

6. LANDSCAPE AND PARKING ALTERATIONS:

- ☐ Site plan showing location and layout.
- ☐ Description or depiction of materials, dimensions and design.
Include location and type of vegetation.
- ☐ Photograph of affected areas of site.

Procedure for Review of Site Alteration Permits

The application for a Site Alteration Permit, completed checklist and all supporting information must be received **no later than 21 calendar days** prior to the Heritage Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission. The Heritage Preservation Commission normally meets the fourth Tuesday after the fourth Monday each month. Applicants are strongly encouraged to attend the meeting.

Decisions of the Heritage Preservation Commission may be appealed by filing notice with the City Clerk within 10 business days following the meeting.

The Site Alteration Permit does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Site Alteration Permit is not required. For more information, please contact Excelsior City Hall.

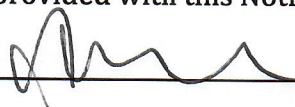
NOTICE TO PERSONS COMPLETING THIS FORM

Please be advised that the information requested in this application is sought for the purpose of evaluating your request.

Any information you submit with this application may be made available to various City employees, City officials, members of City boards or commissions, and the public.

You may refuse to provide any of the information requested but that refusal may limit the City's ability to act on your request or result in the denial of that request. If you believe that any information you are providing constitutes private or confidential data under the Minnesota Government Data Practice Act and you want to limit the dissemination of that data, please contact the City Manager prior to submitting that information to discuss whether dissemination of that data may be limited.

Please sign and date below and return with your application as confirmation that you were provided with this Notice.


7/11/2025

Signature

Date

City Staff Use Only:

Downtown Historic District:

- ☐ Contributing
☐ Non-contributing

Designated Historic Site No. _____

Type of Alteration:

- ☐ Major change in materials/addition (subject to Design Standards review)
☐ Minor change in materials/addition (not subject to Design Standards review)
☐ New construction/relocation
☐ Landscape/parking alterations
☐ Demolition/relocation
☐ Signage/awning (Sign permit must also be filed)

Current Zoning: R-1 R-2 R-3 R-4 B-1 B-2 B-3 B-4 B-5 P Other : _____

Application deemed complete on _____ by _____

Heritage Preservation Commission Action:

On _____, the action requested in the foregoing application was:

☐ Approved

Conditions:

☐ Disapproved

Reasons:

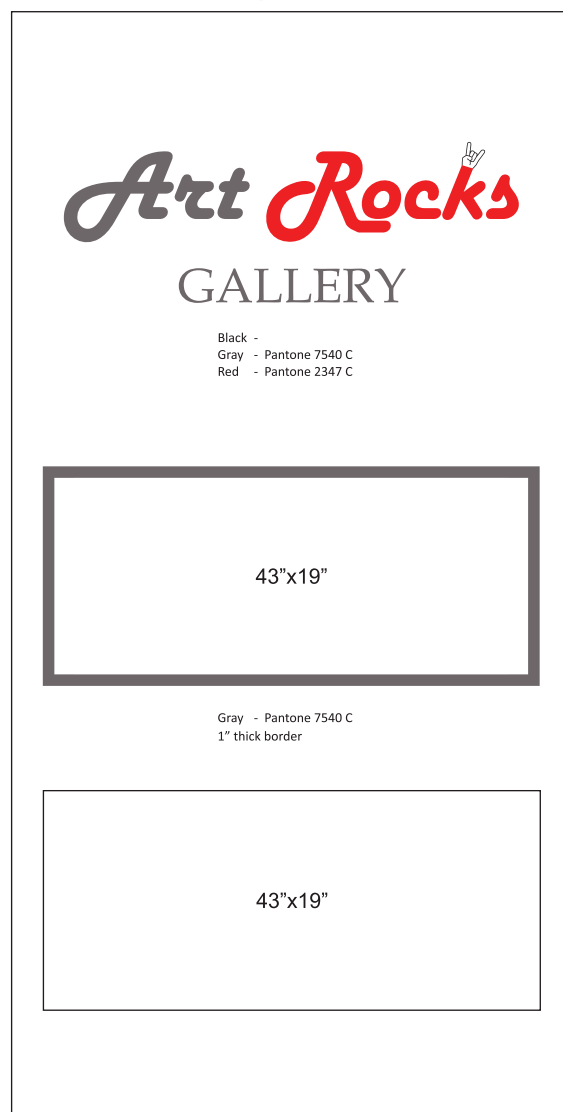
City Council Determination on Appeal of HPC Action:

On _____, the City Council took the following action on the appeal:

- ☐ Sustained HPC Action
☐ Overturned HPC Action



Componenets



1/2 Thick Logo & Text

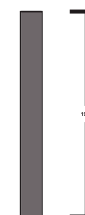
1/2 Thick Border

1" Thick Backer

Front View
Assembled Sign:
43x"19"



Side View
Assembled Sign:
43x"19"



add 1" thick side view



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ITEM REPORT

To: Heritage Preservation Commission

From: Alison Cameron, Senior Planner

Meeting Date: July 22, 2025

Department/Office: Community Development

Item Name: 305 Water Street Ticket Booth, HPC 2025-12, Approval of Site Alteration Permit

Summary:

60/120 Days: August 31 / October 30, 2025

Background and Application

The applicant, Karen Kertzman, Superintendent of the Excelsior Streetcar Line, is applying for a Site Alteration Permit to install a solar panel to provide low voltage electricity for the ticket booth at 305 Water Street. The ticket booth sells tokens (tickets) for streetcar rides that can be paid for with credit card or debit card, but the electricity for selling tokens is unreliable.

History

The ticket booth is considered a historic asset and a contributing structure in the Downtown District. It was originally the Excelsior Amusement Park Ticket Booth from 1925-1973 near where Maynard's Restaurant is today at 685 Excelsior Boulevard. It is also believed to have been used as the Orthophonic Sound ticket booth and stood next to the Picnic Pavilion. The ticket booth now resides at 305 Water Street, next to the Excelsior Library at 337 Water Street. It sells tokens (tickets) for rides on the Excelsior Streetcar, which operates a one-half mile of track on the former Minneapolis and St. Louis Railway right-of-way through the south side of Excelsior. The owner of the Excelsior Streetcar Line and ticket booth is the Hennepin County Railroad Authority.

Proposed Alterations

Solar Panel Installation

- Nature Power Solar Panel, 110 Watt for charging 12 Volt batteries
- 7.23 square feet (40 inches wide, 26 inches high)
- Fastened flat to outrigger of pole 13-feet above ground
- 12-volt wire leading directly to the ticket booth
- Weather-resistant

Staff Assessment and Response

Guidance

Assessment/Response

Source: Preservation Design Manual

Page 36: Necessities such as solar panels are contemporary features in downtown Excelsior, and they can seriously impair visual qualities of historic architecture if improperly located.

- ***The applicant proposes installing the solar panel on the outrigger near the pole, away from the ticket booth, in order to prevent any visual impairment to the historic qualities of the ticket booth.***

AD.8 and SI.23, Pages 36, 38, and 50: Elements such as solar panels should be located on the roof or to the rear of buildings in the district and screened by appropriate plantings or fencing.

- ***There is not an official “rear” side of the ticket booth, it is accessible from all sides.***
- ***The roof is approximately 7 feet high and visible from ground level, therefore, a solar panel installed on the roof would be visible from ground level.***
- ***The outrigger on the pole is the least visible location. The solar panel would be installed 13 feet above the ground on the pole, fastened flat on the outrigger, with a 12-volt wire directly to the ticket booth. The Preservation Design Manual does not provide guidance on solar panel height off the ground.***
- ***The applicant has not provided screening plans.***

Guidance

Assessment/Response

National Parks Service

Pole-mounted solar arrays can be appropriate alternatives to rooftop installations for areas with industrial character.

- ***Streetcar railways are part of the transportation and public infrastructure sector, but not considered industrial (manufacturing, warehousing, or heavy infrastructure). Therefore, the the HPC shall consider whether the National Parks Service guidance is appropriate for the local***

implementation.

Photo: Source: <https://www.nps.gov/articles/000/solar-panels-on-historic-properties-pole-mounted-array.htm>

 An official website of the United States government [Here's how you know](#)



National Park Service

ARTICLE

Solar Panels on Historic Properties: Pole-Mounted Array



Richmond & Chesapeake Railway Barn, Virginia

Two pole-mounted arrays of solar panels were installed at the rear of this historic railway barn. Because the site is industrial in character and the panels are located at the end of the barn away from primary viewpoints, this installation meets the Standards.



Pole-mounted solar arrays can be appropriate alternatives to rooftop installations such as seen in this industrial site.

[Next article: Solar panels on a low-slope gable](#)

TAGS

Guidance

Assessment/Response

Secretary of the Interior's Standards for Rehabilitation

The historic character of the property should be retained and preserved (Standard #2)

- ***The applicant is attempting to retain and preserve the historic character of the ticket booth by placing the solar panel away from the ticket booth.***

Guidance

Assessment/Response

City Zoning Code

Article 12 – Landscaping, Screening, and Tree Preservation (Sec 12-5(3)(a): Ash trees are not considered as required overstory trees.

- ***The applicant proposes not placing the solar panel on the roof due to the shade cast by an ash tree. If the HPC considers the roof of the ticket booth as a feasible location, ash trees are not a protected species and may be removed.***

Staff Recommendations

Staff recommend that the HPC approve the Site Alteration Permit application based on the following:

- The solar panel is in the least visible location and does not impair the historic character of the ticket booth.

Recommended Action:

Staff recommend that the HPC approve Resolution 2025-10 to install a solar panel next to the Excelsior Streetcar Line ticket booth at 305 Water Street.

Budget:

Attachments:

1. Resolution 2025-10-305 Water St Ticket Booth
2. SAP and Supportive Materials 305 Water Street Ticket Booth

City of Excelsior
Heritage Preservation Commission
Resolution No. 2025-10

A Resolution Approving a Site Alteration Permit to install a solar panel next to the Excelsior
Streetcar Line ticket booth at 305 Water Street

WHEREAS, Karen Kertzman, Superintendent of the Excelsior Streetcar Line, 501 Highway 7, Excelsior, MN 55331 (“Applicant”) has submitted a Site Alteration Permit application to install a solar panel next to the Excelsior Streetcar Line ticket booth at 305 Water Street;

NOW, THEREFORE, IT IS RESOLVED, that the applicant is hereby approved a Site Alteration Permit to install a solar panel next to the Excelsior Streetcar Line ticket booth at 305 Water Street based on the following:

FINDINGS OF FACT

1. Karen Kertzman, Superintendent of the Excelsior Streetcar Line, 501 Highway 7, Excelsior, MN 55331 (“Applicant”) has submitted a Site Alteration Permit application.
2. The owner of the Excelsior Streetcar Line and ticket booth at 305 Water Street is the Hennepin County Railroad Authority, headquartered at 300 South Sixth Street, MC 697B, Minneapolis, MN, 55487.
3. The Excelsior Streetcar Line serves 6,500 passengers annually. The Streetcar Line operates one-half mile of track on the former Minneapolis and St. Louis Railway right-of-way through the south side of Excelsior.
4. The Excelsior Streetcar Line ticket booth is located at 305 Water Street, next to the Excelsior Library at 337 Water Street. The ticket booth was previously located near Maynard’s Restaurant at 685 Excelsior Boulevard and originally used between 1925-1973 as the Excelsior Amusement Park Ticket Booth.
5. The Excelsior Streetcar Line ticket booth sells tokens (tickets) for rides can be paid with credit or with debit card, but the electricity for selling tokens is unreliable.
6. The applicant proposes to mount the solar panel to the existing outrigger located on the streetcar line pole near the ticket booth, 13 feet up the pole, flat on the outrigger, with a 12-volt wire directly to the ticket booth.
7. The location of the proposed project is in the Excelsior Downtown Historic District and the building is a contributing structure.
8. The ticket booth is considered a historic asset due in part to its location in the district and its association with the Excelsior Amusement Park.

9. The solar panel proposed is the Nature Power Solar Panel.

CONCLUSIONS OF LAW

1. The City's *Preservation Design Manual* states that necessities such as solar panels are contemporary features in downtown Excelsior, and they can seriously impair visual qualities of historic architecture if improperly located (*Page 36*). The applicant proposes installing the solar panel on the outrigger near the pole in order to prevent any visual impairment to the historic qualities of the ticket booth.
2. The City's *Preservation Design Manual* states that elements such as solar panels should be located on the roof or to the rear of buildings in the district and screened by appropriate plantings or fencing (*Page 36, Page 38, AD.8, and Page 50, SI.23*). There is not an official "rear" side of the building, and it is accessible from all sides. The applicant has not provided screening plans.
3. The City's *Preservation Design Manual* states that solar panels and television aerials should be situated as far out of public view as possible (*Page 36, Page 38, AD.8, and Page 50, SI.23*). The proposed location of the solar panel would have limited visibility from the east only.
4. The roof of the ticket booth begins approximately 7 feet off the ground and has a gradual angle. The roof is visible from the ground level, therefore, a solar panel installed on the roof would be visible from the ground level and is not ideal.
5. The *National Parks Service* states that pole-mounted solar arrays can be appropriate alternatives to rooftop installations for areas with industrial character. The term "industrial" refers to manufacturing, warehousing, or heavy infrastructure. Streetcar railways are part of the transportation and public infrastructure but not considered industrial.
6. The applicant does not want to install the solar panel on the roof because a green ash tree casts shade on the ticket booth roof, which would impair the effectiveness of a solar panel if installed on the roof. The City of Excelsior's *Zoning Code* states that ash trees are not considered as required overstory trees (*Article 12 – Landscaping, Screening and Tree Preservation, Sec 12-5(3)(a)*). Therefore, ash trees may be subject to removal.
7. The historic character of the property should be retained and preserved (Standard 2, Secretary of the Interior's Standards for Rehabilitation).

8. The solar panel proposed is 7.23 square feet (40 inches width, 26 inches height). The City's *Preservation Design Manual* does not provide guidance on solar panel dimensions.
9. The solar panel would be installed 13 feet above the ground on the pole, fastened flat on the outrigger, with a 12-volt wire directly to the ticket booth. The City's *Preservation Design Manual* does not provide guidance on solar panel height off the ground.
10. In making a determination whether to approve or deny an application for a Site Alteration Permit, the commission shall be guided by the Secretary of the Interior's Standards and Guidelines for Rehabilitation, the National Parks Service, the City of Excelsior's *Zoning Code*, and the City of Excelsior's *Preservation Design Manual*.

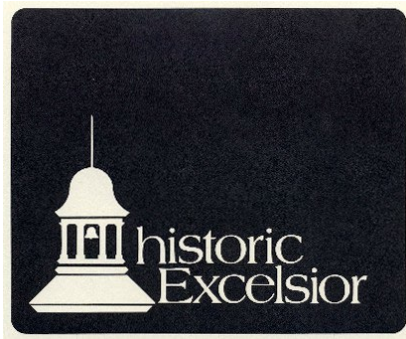
CONDITIONS

1. The solar panel shall be installed on the outrigger on the pole next to the Streetcar Ticket Booth at the proposed height of 13 feet above ground.

Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, on this 22nd day of July 2025.

HERITAGE PRESERVATION COMMISSION

Tim Caron, Chair



City of Excelsior

339 Third Street, Excelsior, MN 55331

Telephone: 952-474-5233 Email:

APPLICATION FOR A SITE ALTERATION PERMIT

Applicant's Name: Excelsior Streetcar Line - Karen Kertzman Superintendent

Address: 501 Highway 7, Excelsior MN 55331

Telephone: 612-387-6069

Authority to file application:

- ☐ Ownership
☐ Tenant
☒ Other Permit for operations with HCRRA. Approval from LMHS to maintain the ticket booth.

If not Owner, Owner's Name: Hennepin County Regional Railroad Authority

Address: 300 South Sixth Street, MC 679B, Mpls. MN 55487

Telephone: 612-695-2989 (Jessica Galatz)

Project Address: 305 Water Street

Do you have an architect/engineer or other designer for this project?

- ☐ Yes
☒ No

Name: _____

Address: _____

Attach the following materials for all applications:

- ☒ A current photograph of the exterior sides of the building (or site) where work will take place.
☒ A scaled elevation drawing of the sides of the building illustrating the work to be performed.
☒ A scaled site plan (for any site changes).

I hereby certify that the above information, the checklist below and all accompanying documents and information are true and accurate to the best of my knowledge.

Applicant's signature

Date

Site Alteration Permit Checklist Overview

The Excelsior Heritage Preservation Commission (HPC) reviews land use activities that may affect Excelsior's historical and architectural attributes and has prepared a checklist to assist you in applying for a Site Alteration Permit. In addition to the general materials listed on page 1, applicants should refer to the checklist below for additional requirements applicable to particular types of projects. A summary of HPC Guidelines are also available at Excelsior City Hall.

Please be thorough in completing the checklist. The decision of the HPC will be based on the completed checklist and other materials you submit. Any unidentified alterations not shown on the checklist or application materials will need to be discussed with staff and possibly returned to the HPC for further review. Work completed without the HPC's approval is in violation of the City Code and may be subject to fines or penalties. The Excelsior City Staff is available to answer questions regarding the application and checklist. You may contact them at 952-474-5233.

HERITAGE PRESERVATION COMMISSION

Site Alteration Permit Checklist

NATURE OF SITE ALTERATION (check all that apply):

- ☐ SIGNAGE (Complete Section 1 below)
- ☒ CHANGES IN MATERIAL OR ADDITIONS (Complete Section 2 below)
- ☐ NEW CONSTRUCTION (Complete Section 3 below)
- ☐ DEMOLITION (Complete Section 4 below)
- ☐ RELOCATION OF STRUCTURE (Complete Section 5 below)
- ☐ LANDSCAPE OR PARKING ALTERATIONS (Complete Section 6 below)

1. SIGNS AND AWNINGS:

- ☐ Dimensional elevation drawn to scale identifying materials, colors, and lettering style. Include height, width and depth.
- ☐ Description of any proposed lighting.
- ☐ Description of location.

For a wall sign, show how and where it will be attached. For free-standing sign, show height measured from the existing and proposed grade and site plan with sign location and dimensions from property lines and dimensions from structures on lot.

2. CHANGES IN MATERIAL AND ADDITIONS:

- ☒ Scaled elevation drawing indicating proposed alterations. Minimum scale 1/4" = 1'0".
Color scale rendering is required for major alterations (those requiring City Design Standards approval). Include door and window design when proposed to be altered. Manufacturer's catalog data must be used, if applicable.
- ☒ Description of all exterior materials and colors.
Include all proposed materials samples and paint chips of proposed colors.
- ☒ Site plan showing dimensions of lot and location and dimensions of existing structures on lot.
Include location and dimensions of all proposed additions.
- ☒ Photographs of existing conditions from all elevations.
Historic photographs should accompany any request to return a structure to an earlier historic appearance.

3. NEW CONSTRUCTION:

- ☐ Scaled elevation drawing showing all sides and dimensions. Minimum scale 1/4" = 1'0".
Color scale rendering is required for all new construction. Include door and window design and description of all exterior design elements. Manufacturer's catalog data must be used, if applicable.

- ☐ Elevation drawings to scale showing relationship to height and massing of adjacent structures.
- ☐ Photographs of proposed site and adjoining properties.
- ☐ Site plan including building footprint and all landscape and parking features.
- ☐ Elevation drawings and material and color details for exterior features.
Include roofs, steps, doors, windows, siding, porches, foundations, walls, etc.
- ☐ Scale model may be required for major construction, as determined by the HPC.

4. DEMOLITION:

- ☐ Justification for proposed demolition.
Provide documentation that a building classified as historic is incapable of earning any economic return on its value as appraised by a qualified real estate appraiser. Provide proof that all reasonable alternatives for re- use and restoration have been exhausted.
- ☐ Proposed use of site after demolition.
Include plans and construction schedule for proposed structures and evidence of compatibility with all zoning and comprehensive plan requirements. Plans must demonstrate compatibility with adjacent historic structures or sites.
- ☐ Photographs of all structures to be demolished.

5. RELOCATION OF STRUCTURE:

- ☐ Photograph of existing structure on existing site.
- ☐ Photograph of proposed site and map of location.
- ☐ Reasons for request to move structure.
Information for relocations shall be the same as demolition (for the removal of a structure from a historic site or district) and new construction (for the relocation of a structure to a site within a historic site or district).

6. LANDSCAPE AND PARKING ALTERATIONS:

- ☐ Site plan showing location and layout.
- ☐ Description or depiction of materials, dimensions and design.
Include location and type of vegetation.
- ☐ Photograph of affected areas of site.

Procedure for Review of Site Alteration Permits

The application for a Site Alteration Permit, completed checklist and all supporting information must be received **no later than 21 calendar days** prior to the Heritage Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission. The Heritage Preservation Commission normally meets the fourth Tuesday after the fourth Monday each month. Applicants are strongly encouraged to attend the meeting.

Decisions of the Heritage Preservation Commission may be appealed by filing notice with the City Clerk within 10 business days following the meeting.

The Site Alteration Permit does not relieve the property owner from the responsibility of obtaining any other required permits. Building permits and other permits may be required even if a Site Alteration Permit is not required. For more information, please contact Excelsior City Hall.

NOTICE TO PERSONS COMPLETING THIS FORM

Please be advised that the information requested in this application is sought for the purpose of evaluating your request.

Any information you submit with this application may be made available to various City employees, City officials, members of City boards or commissions, and the public.

You may refuse to provide any of the information requested but that refusal may limit the City's ability to act on your request or result in the denial of that request. If you believe that any information you are providing constitutes private or confidential data under the Minnesota Government Data Practice Act and you want to limit the dissemination of that data, please contact the City Manager prior to submitting that information to discuss whether dissemination of that data may be limited.

Please sign and date below and return with your application as confirmation that you were provided with this Notice.

Signature

Date

City Staff Use Only:

Downtown Historic District:

- ☐ Contributing
☐ Non-contributing

Designated Historic Site No. _____

Type of Alteration:

- ☐ Major change in materials/addition (subject to Design Standards review)
☐ Minor change in materials/addition (not subject to Design Standards review)
☐ New construction/relocation
☐ Landscape/parking alterations
☐ Demolition/relocation
☐ Signage/awning (Sign permit must also be filed)

Current Zoning: R-1 R-2 R-3 R-4 B-1 B-2 B-3 B-4 B-5 P Other : _____

Application deemed complete on _____ by _____

Heritage Preservation Commission Action:

On _____, the action requested in the foregoing application was:

☐ Approved

Conditions:

☐ Disapproved

Reasons:

City Council Determination on Appeal of HPC Action:

On _____, the City Council took the following action on the appeal:

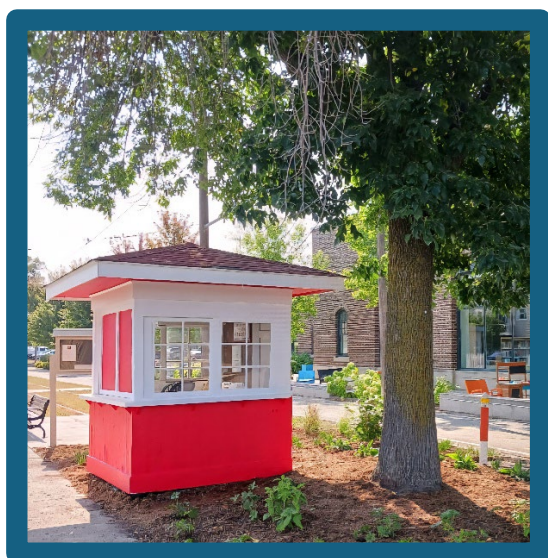
- ☐ Sustained HPC Action
☐ Overturned HPC Action

Excelsior Amusement Park 1925 – 1973

Admission to the Excelsior Amusement Park was free. Tickets for rides were purchased at the red and white ticket booths in the park.



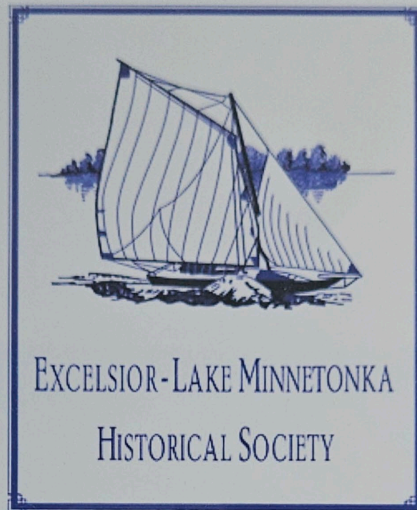
The ticket Booth by Dodgem Building, and the Ferris Wheel, 1950-1960
LMHS Photo Archive



The LMHS ticket booth at Water Street



A sign from the amusement park
LMHS Photo



EXCELSIOR AMUSEMENT PARK TICKET BOOTH

**This booth was originally located in the
Excelsior Amusement Park, 1925-1973,
near where Maynard's Restaurant is
today at 685 Excelsior Boulevard.**

**It is believed to have been used as the
Orthophonic Sound ticket booth and
stood next to the Picnic Pavilion.**

**History of the Lake Minnetonka Historical Society Excelsior Amusement Park Ticket Booth
LMHS Photo**

Heritage Preservation Commission Site Altercations Checklist

Project: Excelsior Streetcar Line solar panel request (7/2/2025)

Narrative Description of Proposed Site Alterations (from page 2)

The Excelsior Streetcar Line would like to enhance the streetcar experience for the 6,500 passengers who ride annually. The ESL ridership is composed of local visitors, as well as travelers from out of state and recently Europe. The current solution for selling tokens (tickets) for rides is unreliable and cumbersome. By installing a 12-volt solar panel, we can make use of technologies that create a smoother and more reliable sales process when welcoming visitors to Excelsior.

The proposed solar panel solution is to mount a single solar panel on the existing outrigger located on the streetcar line pole near the ticket booth. The panel will not be visible from Water Street; the green ash tree provides total coverage. There will be limited visibility from the east; the panel will be mounted 13 feet up the pole, flat on the outrigger, with a 12-volt wire directly to the ticket booth. The original plan was to mount the solar panel on the ticket booth roof, but the green ash tree blocks the sun, rendering the panel useless. Also, the addition of a solar panel there would impact the historic look of the ticket booth.

A second option evaluated was to convert the 600 volts of electricity from the existing streetcar overhead wire. This solution would require a converter to be placed on the streetcar pole with a 110-volt wire running down the pole and buried underground before entering the ticket booth. The low-voltage solar panel proved to be the safest, least visible, and least intrusive option.

#2 Changes in material and additions (from page 2 and 4):

1. Scaled elevation drawing indicating proposed alterations
 - a. Project is not a major alteration. The proposed change document is attached.
2. Scaled site plan
 - a. Not available. See proposed change document.
3. Description of all exterior materials and colors.
 - a. There will not be any material or color changes to the ticket booth. A picture of the added solar panel is attached.
4. Site plan showing dimensions of lot and location and dimensions of existing structure on lot.
 - a. See attached proposed change document.
5. Photographs of existing conditions from all elevations.
 - a. Not applicable to the project.



Solar Panel
40 inches by 25 inches
Sits flat on outrigger

13 Foot 12-volt
wire connection

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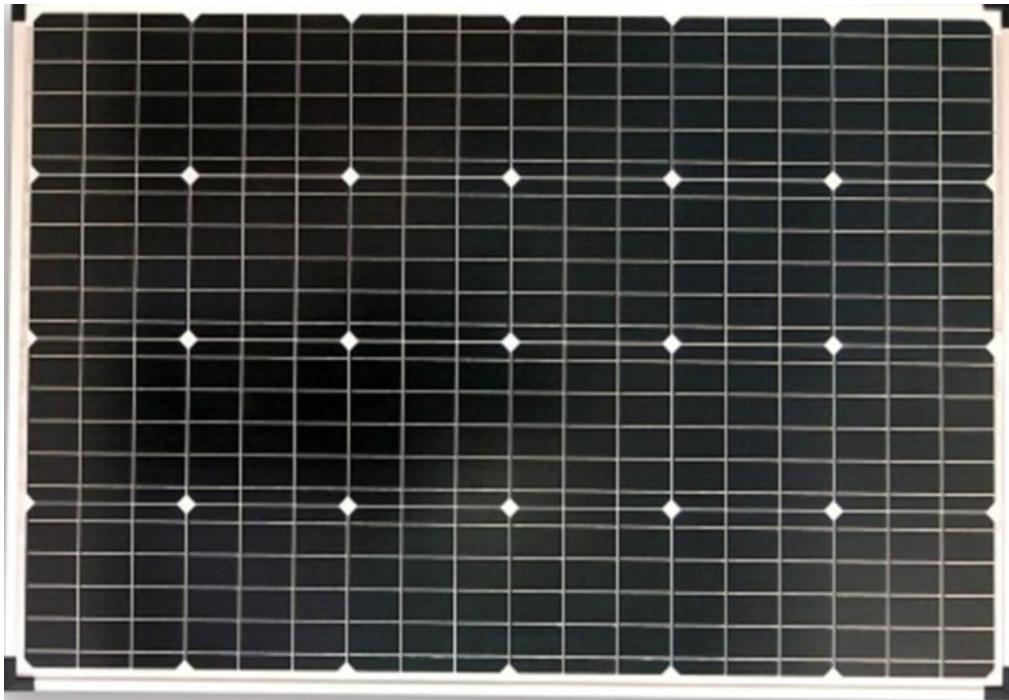
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Solar Panel:

The Nature Power Solar Panel



Dimensions 40 inches wide by 26 inches high by 1.5 inches deep

Product Summary ^

The Nature Power Solar Power Kit includes a 110 Watt high efficiency solar panel for charging 12 Volt batteries in vehicles, boats, tractors, RVs and more. It's also great for providing back-up power. The heavy-duty, weather-resistant aluminum frame makes the panel rugged enough to be permanently mounted outdoors. Scratch-resistant, anti-reflective coating helps keep it in top shape for long life. The included 300 Watt power inverter converts 12V DC power into 110V AC power and has input/output protection. Plug and play connections make it easy to install.

Technical Specifications

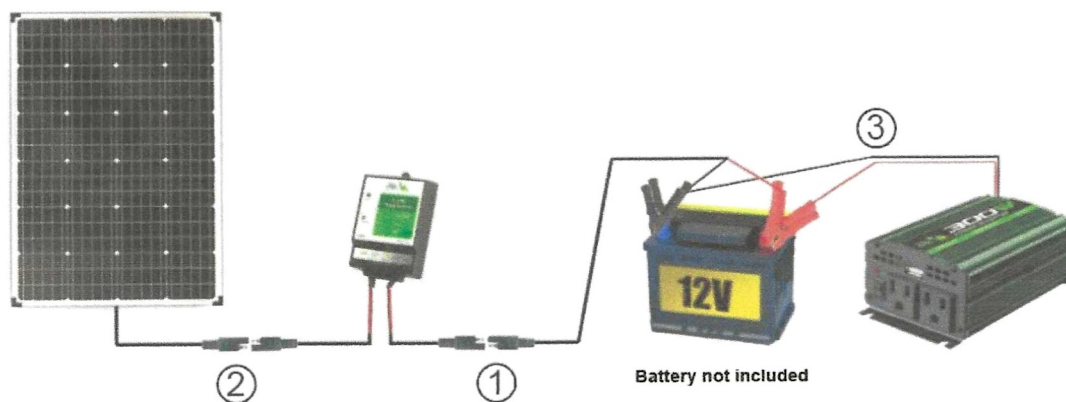
Property	53110	53905
Maximum Power - Pmax	110 Watt / Monocrystalline	100 Watt / Polycrystalline
Voltage at Pmax	18.9V	18.0V
Open Circuit Voltage - Voc	22.31V	21.6V
Short Circuit Current - Isc	6.27A	5.74A
Current at Pmax-Imp	5.81A	5.65A
Solar Panel Class	A	A
*Solar System Battery Voltage	12V	12V

*This is a 12V battery charging system only. Please call Nature Power Customer Service for more 24V system configuration.

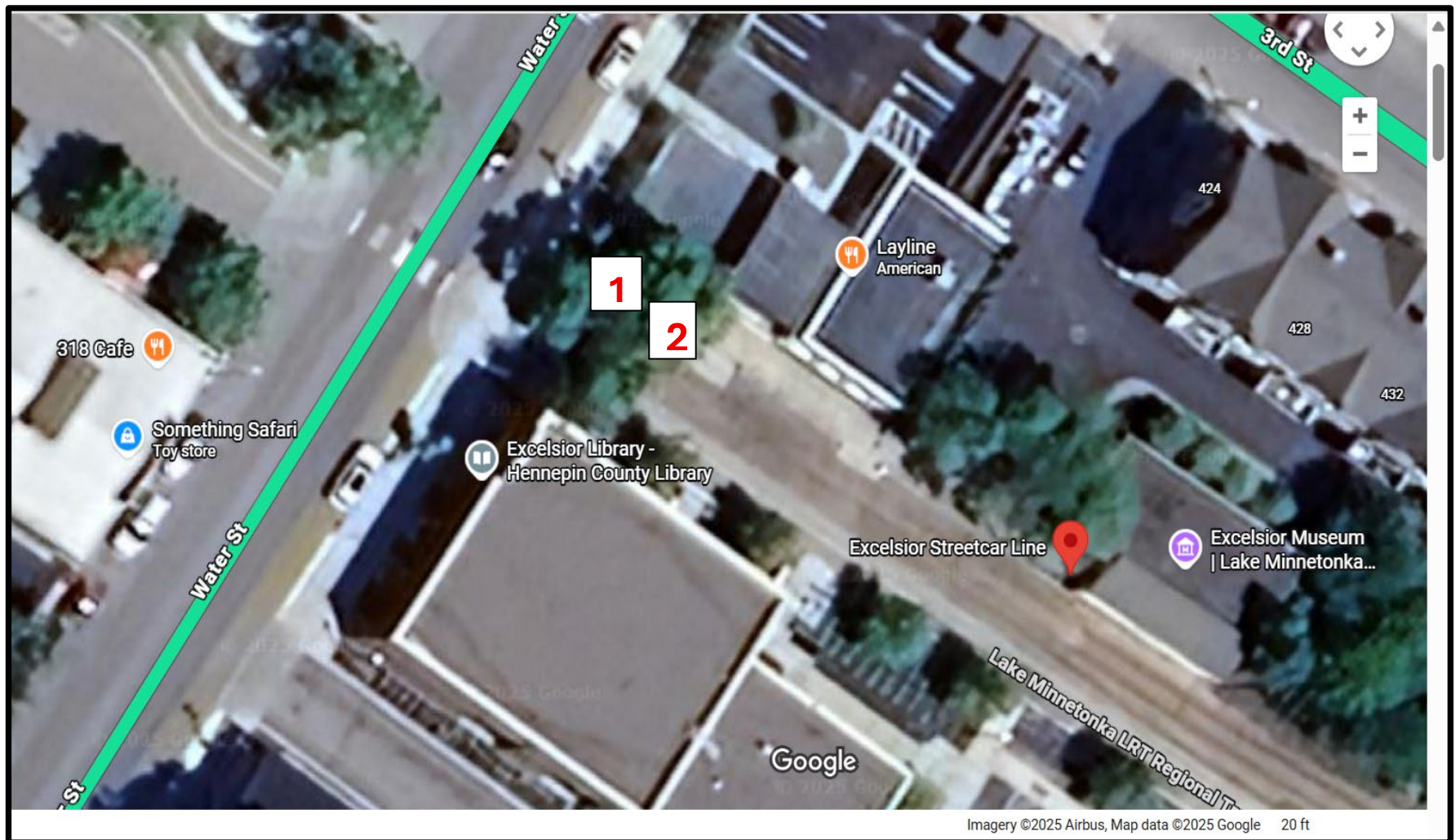
Parts List

Reference	53330	Quantity	53905	Quantity
1	110W Solar panel	1	100W Solar panel	1
2	11 AMP charge controller	1	11 AMP charge controller	1
3	300W Power Inverter	1	300W Power Inverter	1
4	Manual	1	Manual	1
5	SAE -Battery clamp cable	1	SAE -Battery clamp cable	1
6	Z-bracket / set	1		

Installation Instruction



- Step1** Connect the charge controller to battery with SAE-battery clamp cable, Parallel connections = Positive to Positive and Negative to Negative
- Step2** Connect solar panels to charge controller
- Step3** Connect the 300 Watt power inverter to battery by "bare end - battery clamp" cable which included as the inverter accessories.



#1 The location of the Ticket Booth (under the tree top)

#2 The location of the existing streetcar line pole where the solar panel will be mounted 13 feet up from the ground

City of Excelsior
Heritage Preservation Commission
Resolution No. 2025-12

A Resolution Approving an Amendment to a Site Alteration Permit
for garage and front porch at
Kalorama Cottage at 262 Lake Street

WHEREAS, Troy and Melissa Mathwig, the owners of 262 Lake Street, Excelsior, MN 55331, (“Applicant”) have applied for a Site Alteration Permit for work undertaken outside the HPC or City approval at 262 Lake Street;

WHEREAS, the Heritage Preservation Commission (“HPC”) considered Applicant’s application and its special meeting on July 9, 2025.

NOW, THEREFORE, IT IS RESOLVED, that the Application for a Site Alteration Permit at 262 Lake Street is approved with conditions.

FINDINGS OF FACT

1. Troy Mathwig, owner of 262 Lake Street, Excelsior, MN 55331 (“Applicant”) has applied for a site alteration permit for work undertaken outside of HPC or City approval at 262 Lake Street.
2. The Kalorama Cottage is an individually designated Landmark in Excelsior. The Landmark was built in ca.1883 and is one of the oldest extant buildings in Excelsior. Kalorama Cottage is a rare example of Excelsior’s first phase of development from 1870-1895 and represents Excelsior’s early history as a summer resort area on Lake Minnetonka.
3. The City received notice that work on the property appeared outside approvals and City staff visited the site on June 10, 2025. Upon review of the approved plans dated November 20, 2024, and Resolution No. 2024-16 and Resolution No. 2024-21, a number of violations were confirmed and a stop work order was issued on June 10, 2025. On June 19, 2025, work commenced on the property in violation of the stop work order and the South Lake Minnetonka Police Department stopped work at the site.
4. The City delivered a letter to Troy Mathwig dated June 24, 2025, identifying the work items completed outside the approvals which include the following:
 - The construction of the front porch deviates from approved plans; the approved structural plans (MMY, Ken Green) and the building plans (Tim Stone, architect) proposed different designs. The rafter system and roof angle of the current porch does not follow either design and the cornice is wider than originally proposed.
 - The garage height is different from approved plans. The garage height was approved for 24’8” (measured from grade) and is currently 27’ at the ridge (measured from grade). Plans approved by the HPC indicated 24’8”; plans with

building permit showed 24'8" and 26'.

- The HPC approved raising the house 8" and the approved plans indicate a level foundation. The site was not graded to plans and therefore the exposed foundation is closer to 3' of exposed foundation at the façade rather than the approved 8" rise, which is correct at the rear.
 - The HPC did not approve the removal of wood trim and wood sills at the historic windows. These items were to be repaired and painted in place.
 - Original siding has been removed from around the windows on the façade and from the rear elevation. Resolution No. 2024-21 allowed for no more than 15% of the original siding at the façade and side elevations to be removed. Resolution 2024-21 required that original siding removed from the rear elevation to accommodate the addition must be used as replacement siding on the original house. These approvals have not been followed.
 - The HPC approved vertical, double-hung windows for the rear of the garage and required specification for the windows. The HPC has not received the specifications for the windows or the overheard garage doors.
5. On June 26, 2025, the owner, Troy Mathwig, submitted a Site Alteration Permit application with amendments to the approved plans and explanations for work completed outside City approvals.
 6. The HPC held a special meeting on July 9, 2025, to review the work completed without approvals.
 7. In making a determination whether to approve or deny an application for a site alteration permit, the HPC is guided by previous approvals as well as *The Secretary of the Interior's Standards and Guidelines for Rehabilitation* and the *Preservation Design Manual*.

CONCLUSIONS OF LAW

1. HPC staff spoke with the structural engineer, Ken Green, and the architect, Tim Stone, regarding the construction of the front porch. The depth of the cornice must remain at the current thickness to accommodate the required structural elements per state building code. Additionally, the height of the porch is limited to the space between the windows on the first and second floors and cannot be lowered and fit within the structural requirements.
2. The porch height may be fixed, but the final porch features have not been completed. There are a number of details including railing, skirt, column and paint details that can contribute to the historic character. Resolution No. 2024-16 states "specifications of the

wood porch columns, wood frieze, railing and balusters must be provided for final review.”

3. The height of the garage is lower than that of the original house and the height difference does not greatly alter the intent of the original design. The height of the garage may not meet zoning code regulations and is referred to the City Planning Commission for consideration of any required variance.
4. The grading of the site was not completed to plans, but there is opportunity to regrade at the front and cover the exposed structural members of the front porch. Approximately 8” of grading may be added to the front yard grading, which will cover the porch structural members and limit the front stairs to four steps.
5. Some wood trim and wood sills were stored in the garage and visible during the staff site visit. Reuse of these items appeared possible.

CONDITIONS

1. The design for the front porch railings, skirt and stairs must be approved by City staff. A mock-up of the railings (first and second floor) and porch skirt will be required for final approval. The porch design must include the column brackets indicated in the original plans. Current porch columns must be chamfered or wrapped in wood to provide a more historic appearance; staff must approve the final design for the columns and brackets.
2. Applicant must provide a painting plan for the house and porch. Differing the color of the cornice members is required to lessen the look of the wide cornice. Staff must approve the paint colors.
3. The height of garage is referred to the Planning Commission for compliance with zoning code regulations and any required variance.
4. The grading plans for the site must be approved by City staff. Exposed metal structural supports of the porch must be covered, and front steps are limited to four steps.
5. All historic wood trim and wood sills must be repaired and installed at historic locations. New wood trim and wood sills must match historic in design, materials and measurements.
6. No additional removal of wood siding is allowed. Staff must approve the plan for completing wood siding repair.

7. The specifications for the garage windows and the overhead garage doors must be submitted for staff approval.
8. All approvals by staff will be submitted and approved in writing.

Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, this 22nd day of July 2025.

HERITAGE PRESERVATION COMMISSION

Tim Caron, Chair