



Heritage Preservation Commission Regular Meeting

Tuesday, September 23, 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:

<https://us02web.zoom.us/j/83078147125?pwd=t7WDk807hq0ZbMqTb9ImSp0FRbyaz5.1>

Meeting ID: 830 7814 7125

Passcode: 486822

One tap mobile

+19292056099,,83078147125#,,,,*486822# US (New York)

+13017158592,,83078147125#,,,,*486822# US (Washington DC)

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
2. Agenda Approval
3. Consent Agenda
 - A. May 27, 2025, Heritage Preservation Commission Meeting Minutes
 - B. July 9, 2025, Heritage Preservation Commission Meeting Special Meeting Minutes
 - C. July 22, 2025, Heritage Preservation Commission Meeting Minutes
4. Citizen Reports or Comments
 - A. City Council Liaison O'Hanlon
5. New Business
 - A. 366 Water Street, HPC 2025-13, Approval of Site Alteration Permit
 - B. 634 Third Street, Approved as Resolution 2025-07 - Correction to the findings of fact
 - C. CLG Annual Report Draft Review
6. Unfinished Business
7. Communications and Reports
 - A. Next City Council Meeting - October 6, 2025

- B. Next HPC Meeting - October 28, 2025
 - C. Sign Ordinance Subcommittee Update
 - D. 262 Lake Street Variance Request Update and Next Steps
 - E. PreserveMN Conference Update
 - F. National Designation Nomination Study Request For Proposal, Oak Hill Cemetery
 - G. HPC Consultant Request For Proposal to Revise and Refresh Preservation Design Guidelines
 - H. HPC Training - October 2025
 - I. Updates
- 8. Future Agenda Items
 - 9. Adjournment

**City of Excelsior
Hennepin County, Minnesota**

**Heritage Preservation Commission Meeting
Minutes**

Tuesday, May 27, 2025

1. CALL TO ORDER

Chair Brattland called the May 27, 2025, Heritage Preservation Commission meeting to order at 6:31 PM.

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

Absent: None

Also Present: Julia Mullin (Community Development Director) and Ali Cameron (Senior Planner)

a. Election of Officers

Commissioner Dahlstrom nominated Commissioner Caron to be the Chair of the HPC moving forward through February 2026. Commissioner Brattland seconded. Motion passed 5/0.

Commissioner Caron nominated Commissioner Brattland as Vice Chair. Commissioner Dahlstrom seconded. Motion passed 5/0.

2. AGENDA APPROVAL

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

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

a. April 29, 2025, Heritage Preservation Commission Meeting Minutes

Commissioner Gephart moved to approve the April 29, 2025 minutes with noted corrections. Commissioner Caron seconded. Motion passed 5/0.

4. CITIZEN REPORTS OR COMMENTS

a. Quarterly Council Liaison Tyler

Councilmember Tyler introduced as the Q2 Liaison from City Council and gave brief updates on recent council decisions.

5. NEW BUSINESS

a. 202 Water Street, Site Alteration Permit (HPC No. 2025-08)

Jon Monson of Landschute (Applicant): Presented on the history of the building, how the building burned three times in history. Mr. Monson also mentioned that Landschute requested a permit for a sign on the side of the building but didn't install one because they didn't think it was a prime viewing placement on Second Street. Commissioners were pleased with the look and design of the signs and agreed with the need for a sign along Water Street.

Commissioner Caron requested to change Findings of Fact #8 in HPC Resolution 2025-06 to clarify that blade signs have not been located along Water Street at this elevation for this building, and not just on Water Street as a whole.

Commissioner Gephart moved to approve the Site Alteration Permit for the blade sign and wall sign per staff recommendations. Commissioner Mark seconded. Motion passed 5/0.

b. 254 Water Street, Site Alteration Permit (HPC No. 2025-04)

Chair Caron recused himself and did not participate in the vote since he was the applicant for this item.

Tim Caron of Madalena Properties (Applicant): Presented on the Site Alteration Permit application for internal and external improvements to the upper-level apartment at the site. Mr. Caron clarified that the windows at the front are plastic, vinyl windows to be replaced with wood custom windows. There are 2 more vinyl windows on the side of the building to be replaced with double hung wood windows. The windows at the rear are the same and will be replaced with terraced, double-steel door and sidelight windows. Mr. Caron also clarified that a terrace/deck was added to the building around 1910 that was open with cross-boards for support although it wouldn't meet today's code standards.

Commissioners requested the following changes to HPC Resolution 2025-05: 1) To add to the resolution that the deck was pre-existing and the applicant is bringing it back to more of an original state; 2) that where the term "non-historic" is used, it is also to be written that this is confirmed by the historic consultant; 3) the historic consultant evaluated the site during a site visit; 4) that the windows are deteriorated as determined by the historic preservation consultant; and 5) to combine Preservation Design Manual standards BEA 17-19 that are listed in the staff report.

Commissioner Gephart moved to approve the Site Alteration Permit and to require that Resolution 2025-05 be re-worked to accurately reflect the comments of the HPC, especially in regard to the use of the term "non-historic" and requiring further clarifications for the rooftop deck. Commissioner Mark seconded. Motion passed 5/0.

c. 634 Third Avenue, Site Alteration Permit (HPC No. 2025-07)

Todd Carlson (Applicant): Presented on this Site Alteration Permit application for deferred maintenance, door, and window replacement at the site. Mr. Carlson also explained that property's original owner was the founder of Latham raspberries, Walter Latham.

Mr. Carlson explained that all the windows on the home were non-original and had been replaced, except for the six windows identified in the SAP. The six windows in question are non-original but date from the 1970s, made of aluminum, and still in need of replacement. Mr. Carlson wants to replace them with vinyl clad windows that are thicker and look like wood.

Commissioners expressed appreciation for including a historic photo of the family that lived in the home. Commissioners also requested to put more detailed language into the Resolution conditions about the exact location of trim and the ceiling to be repaired.

Commissioner Gephart moved to approve the Site Alteration Permit and adopt the Resolution 2025-07 with changes. Commissioner Dahlstrom seconded. Motion passed 5/0.

6. UNFINISHED BUSINESS

- a. HPC Resolution 2025-04 – Resolution with recommendations to City Council on 10 Water Street Preliminary PUD Application

City staff shared that the HPC had considered the PUD application at the April 29, 2025 meeting and voted to have staff put together a resolution reflecting HPC comments and bring the resolution back to the HPC on May 27, 2025 for review, with a summary of what to give to City Council. Staff invited commissioners to review the draft resolution, make edits, and adopt it. Staff noted that there is also a new letter from the applicant's attorney that came in shortly before the meeting with more information on recommendations to the HPC. It was not included in the packet.

Commissioner Brattland requested more time to review the letter from the applicant's attorney and shared their feedback on the elements within the resolution. Commissioner Gephart requested that the city's historic consultant be present to discuss more in depth on the impact of the partial demolition of the theater on its national register listing. Other commissioners agreed that it would be difficult to finalize the resolution without guidance and input from the city's historic consultant.

Commissioner Caron moved to continue the consideration of Resolution 2025-04 to a special meeting. Commissioner Mark seconded. Motion passed 5/0.

Commissioner Gephart moved to schedule a special meeting in June with the historic consultant present to consider the resolution. Commissioner Dahlstrom seconded. Motion passed 5/0.

7. COMMUNICATIONS AND REPORTS

- a. Next City Council Meeting – June 2, 2025
- b. Next HPC Meeting – June 24, 2025
- c. Updates

8. FUTURE AGENDA ITEMS

- a. 236 Lake Street, Site Alteration Permit

9. ADJOURNMENT

Commissioner Gephart moved to adjourn. Commissioner Caron seconded. Motion carried 5/0. The meeting adjourned at 8:33pm.

Respectfully submitted,

Ali Cameron, Senior Planner

**City of Excelsior
Hennepin County, Minnesota**

**Heritage Preservation Commission Special Meeting
Minutes**

Tuesday, July 9, 2025

1. CALL TO ORDER

Chair Caron called the July 9, 2025, special HPC meeting to order at 5:02 PM.

Present: Caron, Gephart, Mark, Dahlstrom, Anderson, Macpherson

Absent: None

Also Present: Julia Mullin (Community Development Director), Ali Cameron (Senior Planner), and Amy Lucas (Historic Consultant)

2. AGENDA APPROVAL

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

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

N/A

4. CITIZEN REPORTS OR COMMENTS

N/A

5. NEW BUSINESS

a. 262 Lake Street – Amendment to Site Alteration Permit (HPC 2025-13)

Staff introduced the item. Construction did not conform with the approved plans and a stop work order was placed on the project. City staff and the historic consultant identified some changes to the project that they had administratively approved. Two items require Commission review and approval: the garage height and the construction of the front porch.

The applicant presented the application.

Commissioner Gephart motioned to direct staff to draft a resolution approving the amendment to the site alteration permit that captures the comments and conditions made by commissioners and bring to the July 22nd HPC meeting for approval. Commissioner Macpherson seconded. Motion passed 6/0.

6. UNFINISHED BUSINESS

N/A

7. COMMUNICATIONS AND REPORTS

Staff provided updates on the 10 Water Street Preliminary PUD application. Commissioners

reiterated concerns about height, parking, the theater, and public benefit.

8. FUTURE AGENDA ITEMS

Commissioners requested that the election of a Vice Chair be placed on the future agenda.

9. ADJOURNMENT

Commissioner Macpherson motioned to adjourn the meeting. Commissioner Gephart seconded. The meeting adjourned at 7:00 pm.

Respectfully submitted,

Ali Cameron, Senior Planner

**City of Excelsior
Hennepin County, Minnesota**

**Heritage Preservation Commission Meeting
Minutes**

Tuesday, July 22, 2025

1. CALL TO ORDER

Chair Caron called the July 22, 2025, Heritage Preservation Commission meeting to order at 6:31 PM.

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

Absent: Mark

Also Present: Ali Cameron (Senior Planner), Amy Lucas (Historic Consultant), Chrystal O'Hanlon (City Council Liaison)

a. Election of Vice Chair

Chair Caron nominated Commissioner Macpherson as Vice Chair. Commissioner Macpherson accepted.

Commissioner Gephart motioned to elect Commissioner Macpherson as Vice Chair. Commissioner Anderson seconded. Motion passed 5/0.

2. AGENDA APPROVAL

Commissioner Macpherson motioned to approve the agenda. Commissioner Gephart seconded. Motion passed 5/0.

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

a. June 24, 2025, Heritage Preservation Commission Meeting Minutes

Commissioner Macpherson requested a correction to Item 7E. Chair Caron requested a correction to the first paragraph.

Commissioner Gephart motioned to approve the June 24, 2025 minutes with noted corrections. Commissioner Macpherson seconded. Motion passed 5/0.

4. CITIZEN REPORTS OR COMMENTS

a. Quarterly Council Liaison O'Hanlon

Council Liaison O'Hanlon introduced herself as the new Q3 Liaison from City Council and gave brief updates on the 10 Water Street Preliminary PUD recommendations from City Council on July 21, 2025, and the approval of a work group to assist the HPC.

5. NEW BUSINESS

a. 173 Second Street, Site Alteration Permit (HPC No. 2025-10)

The city's historic consultant Amy Lucas presented on the item. Ms. Lucas provided background on what had happened with the historic windows and the HPC's previous decision. It was noted that the newest SAP application with a complete set of photos was missing from the packet and would be sent to HPC commissioners after the meeting.

Mitch Day (Applicant): Mr. Day presented on the item, stating that he and his family moved to Excelsior in 2020 and purchased the property in April 2025 with a good understanding of the home's history with the HPC. Mr. Day wanted to acknowledge Resolution 2023-15 that was passed by the HPC and shared his commitment to respecting the requirements.

Chair Caron mentioned that there was a former requirement to paint the window sash and storm white, stating that black paint would not properly showcase the craftsman style of the sashes. Historic consultant Lucas shared that black sashes do not necessarily obscure the style nor visibility from the street.

Chair Caron requested that we provide a clarifying condition in the resolution about why the HPC is allowing the window sash and storm color to be black, even though the HPC had formerly recommended white. The reasons to allow the black color are because it will not obscure the window detail that the HPC was previously concerned about, it better matches the historic character of the house, it is potentially reversible in the future, and staff shared their opinion.

Commissioner Gephart motioned to approve the Site Alteration Permit and HPC Resolution 2025-11 with the added condition. Commissioner Dahlstrom seconded. Motion passed 5/0.

b. 345 Water Street, Site Alteration Permit (HPC No. 2025-11)

Staff introduced the item and stated corrections for the SAP application and the resolution language.

Aimee Yanik (Applicant): Ms. Yanik introduced the project to install a projecting sign on behalf of the owner, Chip Ray of Art Rocks, the new tenant at 345 Water Street. Ms. Yanik shared the background of the new retail shop, that it would be an interactive art gallery featuring art related to music, oil and color paintings by renowned and national artists, and it would support artists and first responders. Ms. Yanik also stated that they are aware they are to drill holes in the mortar, not the masonry.

Commissioners inquired about the material of the sign, the reflectivity, and the sign's connection to the bracket. Commissioner Dahlstrom and Chair Caron recommended finding a more suitable bracket connection with the eyelet. Chair Caron reminded the applicant that the city likes the spaces to retain their brackets when the business changes over.

Commissioner Macpherson motioned to approve the Site Alteration Permit and HPC Resolution 2025-10 with staff corrections. Commissioner Anderson seconded. Motion passed 5/0.

c. 305 Water Street Ticket Booth, Site Alteration Permit (HPC No. 2025-12)

Staff introduced the item, the historical significance of the ticket booth, and the

extent of need for the solar panel at the ticket booth.

Karen Kertzman (Applicant) and colleague Tom Heimer: Ms. Kertzman and Mr. Heimer introduced the project and the options they had explored for bringing electricity to the ticket booth. They explained that the solar panel would be the most economical and safest option.

Commissioners inquired about alternative placements for the solar panel, and recommended making the solar panel and the wiring as inconspicuous as possible. whether alternative poles down the rail line had been explored for more sun exposure. Commissioners recommended the applicant conduct a trial run to ensure there's adequate sun exposure at the proposed location on the outrigger of the pole next to the structure. Commissioners also recommended making it as safe and inconspicuous as possible, by using a black colored wiring and threading the wire through the existing wire opening in the ticket booth. Commissioners also inquired about the type of framing for attaching it to the outrigger and requested the height of the bottom of the solar panel be mounted at 13 feet high.

Commissioners requested adding conditions to the resolution, namely 1) that the bottom of the solar panel be mounted 13 feet above ground and can be higher at the applicant's discretion; 2) that the applicant is allowed to mount it on the outrigger of the pole; 3) that the wire from the solar panel to the building shall be approved by staff; 4) that the attachment of the panel to the outrigger shall be approved by staff.

Commissioner Gephart moved to approve the Site Alteration Permit and HPC Resolution 2025-10 with the added conditions. Commissioner Macpherson seconded. Motion passed 5/0.

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.

City staff shared that this is the resolution with recommendations and conditions that the HPC had requested staff put together after the previous meeting on June 24, 2025.

Chair Caron identified formatting and grammatical issues that needed to be edited, and requested that one more clarifying condition be added, stating that the conditions of earlier adopted resolutions are not being waived and remain in effect.

Commissioner Anderson motioned to approve the HPC Resolution 2025-12 with the corrections and added condition. Commissioner Gephart seconded. Motion passed 5/0.

7. COMMUNICATIONS AND REPORTS

- a. Next City Council Meeting – August 4, 2025
- b. Next HPC Meeting – August 26, 2025
- c. Sign Ordinance Subcommittee Update

Chair Caron provided an update to the HPC about the two subcommittee meetings that have taken place already, with plans for a third meeting to take place the first week of August.

d. HPC Training Update – August 2025

City staff provided an update that the HPC training shall shift to August or September 2025 based on internal availability and workload. Commissioners shared topics of interest that they would be interested in. Commissioners also agreed to move the training to September 2025 so that all commissioners can attend.

e. Updates

PreserveMN September 10-12, New Ulm MN: Staff provided updates on the scholarship available from the State Historic Preservation Office (SHPO) for up to 5 attendees from the HPC, city staff and officials to attend the event. Commissioners Macpherson, Gephart and Dahlstrom nominated themselves for attendance this year. Staff member Cameron to also attend. Commissioner Anderson expressed desire to attend the 2026 event.

Staff provided project updates for 236 Lake Street, 262 Lake Street, and 205 Water Street.

8. FUTURE AGENDA ITEMS

N/A

9. ADJOURNMENT

Commissioner Macpherson motioned to adjourn. Commissioner Gephart seconded. Motion carried 5/0. The meeting adjourned at 7:50 pm.

Respectfully submitted,

Ali Cameron, Senior Planner



Item: 5.A.

ITEM REPORT

To: Heritage Preservation Commission

From: Alison Cameron, Senior Planner

Meeting Date: September 23, 2025

Department/Office: Community Development

Item Name: 366 Water Street, HPC 2025-13, Approval of Site Alteration Permit

Summary:

Background and Application

The applicant, Kelly Harrington of the embroidery and gift shop Serafina, is applying for a Site Alteration Permit to install a freestanding sign in the front yard of the storefront. The freestanding sign would be mounted in the ground in front of the garden bed at a traditional sign location. There has not been a freestanding sign in this location since 2019.

History

This is a Cottage Commercial style building that is a contributing structure in the Downtown Historic District. It was built circa 1900 with alterations in the mid-1990s and 2021. It was originally a six-room cottage and home to journalist Westbrook Pegler (1894 – 1969). The Scheid family owned the home after Pegler for several decades. Gray Gardens opened a storefront in the structure in 1984, transforming the cottage into an ornate Victorian structure with two stories. Gray Home and Lifestyles was the last business to operate in the space. Gray Gardens and Gray Home and Lifestyles had a variety of signage, including signs attached to the structure and freestanding signs in the front yard.

Below: 366 Water Street, circa 1913 and first occupant, journalist Westbrook Pegler (1984 – 1969)



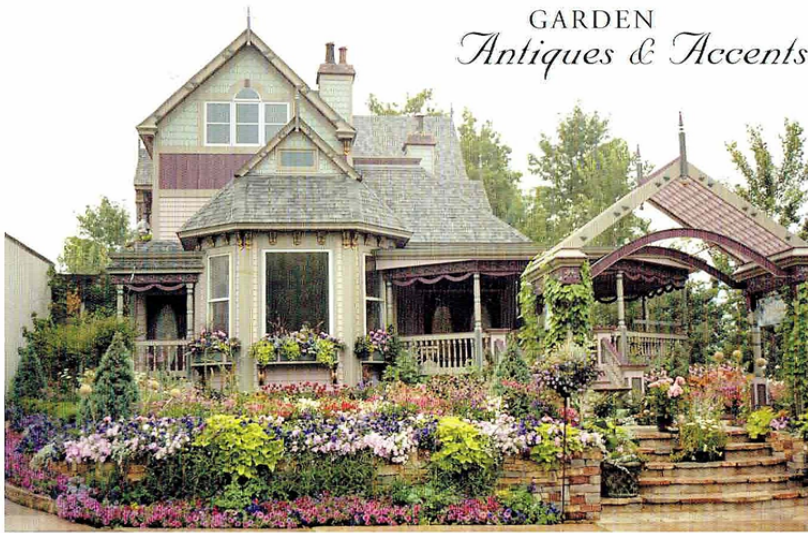
Below: 366 Water Street, circa 1956



Below: Gray Gardens grand opening flyer, 1984

Grand Opening — May 6th & 7th

GARDEN
Antiques & Accents



GRAYGardens

FOUNTAINS • URNS • WROUGHT IRON • GARDEN GATES • STATUARY

Come visit our gardens...
366 Water Street in Excelsior
952-474-9150

Below: Gray Gardens variety of freestanding signs circa 2016



Below: Gray Gardens freestanding sign of same style in same location 2019



Below: 366 Water Street, 2020, vacant



Proposed Alterations

Freestanding Sign

- Sign panel square footage: Two-sided, 16 square feet (48" X 48")
- Sign location: Front yard, 6 feet from front yard sidewalk
- Sign height: 6 feet off the ground
- Four colors: Light blue, dark blue, white, and cream
- Sign material: Aluminum composite
- Sign posts: Wood, painted white, with landscaping to be added around the posts

Staff Assessment and Response

Guidance

Assessment/Response

Page 39, Signage and Lighting: Size and placement

- Since some of Excelsior's businesses are located in residential structures, their commercial signage is often provided on freestanding, sign posts in front yards. ***The freestanding sign is for a business located in a residential structure and is proposed to be located in the front yard.***

Page 41, Orientation and Placement

- 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 freestanding sign will be placed at a traditional sign location in the front yard, in the upper garden and 6 feet from the sidewalk.***
- CS.5: Freestanding signs, in general, are not an appropriate sign type in a traditional downtown, except for use in the front yard of a residence that has been converted to commercial or office use. In this case, freestanding signs should be no higher than 6 feet. ***The freestanding sign is proposed in the front yard of a residence that has been converted to commercial use, and no higher than 6 feet, therefore it meets this exception and is considered appropriate in the traditional downtown.***

p. 39, Design

- CS.14: Signs should be made of traditional materials such as wood or metal, with painted or ornamental lettering. ***The panel of the freestanding sign will be made of aluminum and placed on wooden posts, which are both appropriate materials.***
- CS.16: Glossy and highly reflective materials are often difficult to read and inappropriate. ***The graphics will be made of vinyl (IJ40C) and have a gloss laminate. The HPC shall decide whether this is appropriate.***
- 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 proposed sign will have four colors: Light blue, dark blue, white, and cream.***
- CS.18: Overly-ornate and trendy typefaces that are hard-to-read should be avoided. ***The typeface has some graphic decorative character to it, which is legible and appears to be in line with the ornate history and decorativeness of the property at large.***
- CS.19: Three-dimensional letters/symbols, with at least one-half inch depth or

reveal, are preferred. ***The logo and letters do not appear to have a depth or reveal. The HPC should review this for appropriateness and invite the applicant for comment.***

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 in the space and it will have one freestanding sign at this time.***

(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. ***The sign is proposed to be 16 square feet and is the only sign proposed at this time. Compliant.***

(6) Freestanding signs that meet the Preservation Design Manual standards are no more than four and one-half feet in height. ***This freestanding sign meets the Preservation Design Manual standard CS.5 and is allowed to be up to 6 feet in height since it is located in the front yard of a residential structure converted to commercial use.***

Staff Recommendations

Staff recommend that the HPC approve the freestanding sign based on the following:

- The freestanding sign's height, traditional sign location, dimensions, colors, and materials are compliant with the Excelsior City Code and the Preservation Design Manual.

Recommended Action:

Staff recommend that the HPC review and approve the freestanding sign as proposed by the applicant and Resolution 2025-13.

Budget:

Attachments:

1. Resolution 2025-13-366 Water St Resolution Draft
2. SAP Application 9.2.25

City of Excelsior
Heritage Preservation Commission
Resolution No. 2025-13

A Resolution Approving a Site Alteration Permit for a freestanding sign at 366 Water Street

WHEREAS, Kelly Harrington of 366 Water Street, MN 55331 (“Applicant”) has submitted a Site Alteration Permit application for a freestanding sign for the Serafina retail shop at 366 Water Street;

NOW, THEREFORE, IT IS RESOLVED, that the applicant is hereby approved a Site Alteration Permit for a freestanding sign at 366 Water Street based on the following:

FINDINGS OF FACT

1. Kelly Harrington of Serafina at 366 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, is zoned Cottage Commercial, and the building is a contributing structure.
3. The structure was originally a six-room cottage, occupied by journalist Westbrook Pegler and later the Scheid family. It was built circa 1900 with alterations in the mid-1990s and 2021.
4. Gray Gardens opened a storefront in the structure in 1984, transforming the cottage into a Victorian home with two stories. Gray Home and Lifestyles was the last business to operate in the space.
5. The Gray Gardens and Gray Home and Lifestyles business had a variety of signs attached to the structure and freestanding signs in the front yard.

CONCLUSIONS OF LAW

1. The freestanding sign would be installed at a traditional sign location in the front yard in the upper garden above the retaining wall that is 6 feet from the sidewalk. This is in alignment with the *Preservation Design Manual (CS.3)*.
2. The size of the proposed freestanding sign panel is 16 square feet and is in alignment with the *Excelsior Zoning Code* that allows 27 square feet for signs (*Sec 24-9(3)*).
3. While the *Excelsior Zoning Code (Sec 24-9(6))* states that freestanding signs are to be no more than 4.5 feet in height in the Downtown Commercial District, and the *Preservation Design Manual (CS.5)* states that freestanding signs are not an appropriate sign type in

the traditional downtown, the manual include an exception whereby freestanding signs up to 6 feet in height are allowed if they are placed in the front yard of a residential property converted for commercial use.

4. A freestanding sign is permitted since it meets the Preservation Design Manual's standards for freestanding signs, per *Excelsior Zoning Code 24-9(6)*.
5. The design of the freestanding sign is in alignment with the *Preservation Design Manual's* design standards color, font, typeface, and material (*CS.14, CS.16-19*).
6. 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*.

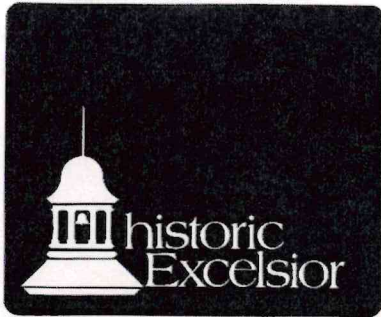
CONDITIONS

1. The freestanding sign shall be installed at the proposed location on the storefront in the front yard, on the upper garden bed of the retaining wall, and 6 feet from the sidewalk.
2. The freestanding sign panel shall be two-sided and no greater than 27 square feet.
3. The freestanding sign height shall be no greater than 6 feet.
4. The freestanding sign design shall include no more than 4 colors.
5. The freestanding sign material shall be made of traditional materials of metal and wood.

Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, on this 23rd day of September, 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: Kelly Harrington

Address: _____

Telephone: 612-850-5143

Authority to file application:

- ☐ Ownership
☒ Tenant
☐ Other _____



If not Owner, Owner's Name: Judith Wright

Address: 366 Water St, Excelsior, MN 55331

Telephone: _____

Project Address: 366 Water St, Excelsior, MN 55331

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

- ☒ Yes
☐ No

Name: King Signs

Address: 8601 73rd Ave N. Brooklyn Park, MN 55428

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):

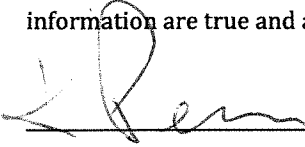
- (1) Institute civil action for injunctive relief to stop, prevent, or abate a violation of this chapter.
- (2) Issue a stop work order to prevent a continuing violation of this chapter.
- (3) Issue a one-year moratorium on all building permits for the subject property for alterations to a historic 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.

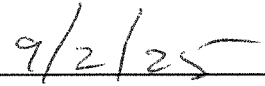
If you need additional space, please include additional sheets.

The post and panel sign is to be mounted in ground in the front garden bed at location. This sign is intended to serve as an overall extension of the visual identity of the building's architecture by keeping the design simple and professional. The white painted posts and simple logo were chosen to harmonize with the buildings design while also guiding visitors.

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

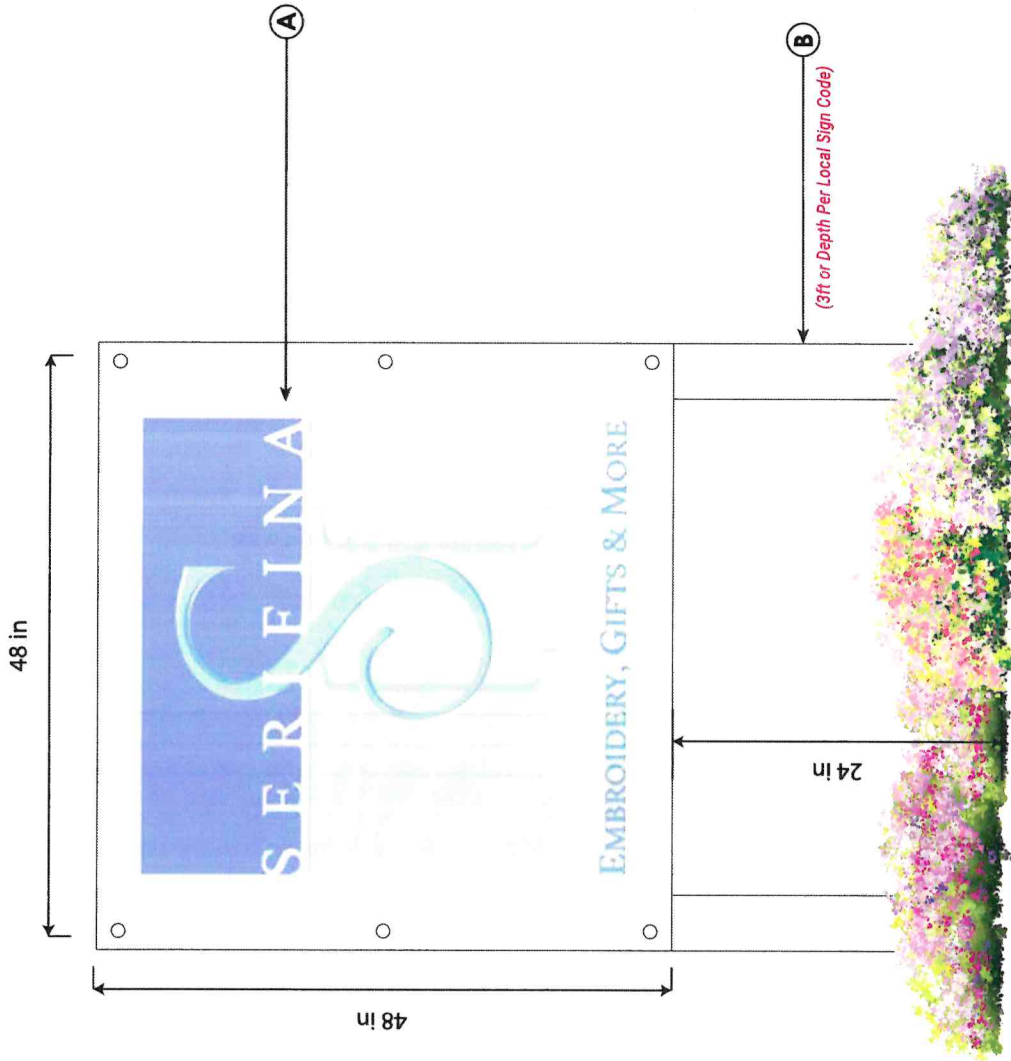
Reasons:

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

SERIFINA
Contact: Kelly Harrington
Phone: 612-850-5143
Address: 366 Water St.
Excelsior, MN 55331



A) : SIGN FACE

- Panel Size: 48" (h) x 48" (w)
- (2) 3mm Aluminum Composite Panels
- Graphics Printed on LJ40C with Gloss Laminate
- Graphics Applied First Surface to Panels

B) : MOUNTING

- Panels Mounted to Wood Posts (Double Sided Sign), Posts Painted SW Extra White
- 9ft Posts Mounted into Minimum 3ft Ground (unless City Code Differs)
- Landscaping to be Added Around Mounted Posts
- *Sign Maximum Height of 6ft Above Ground

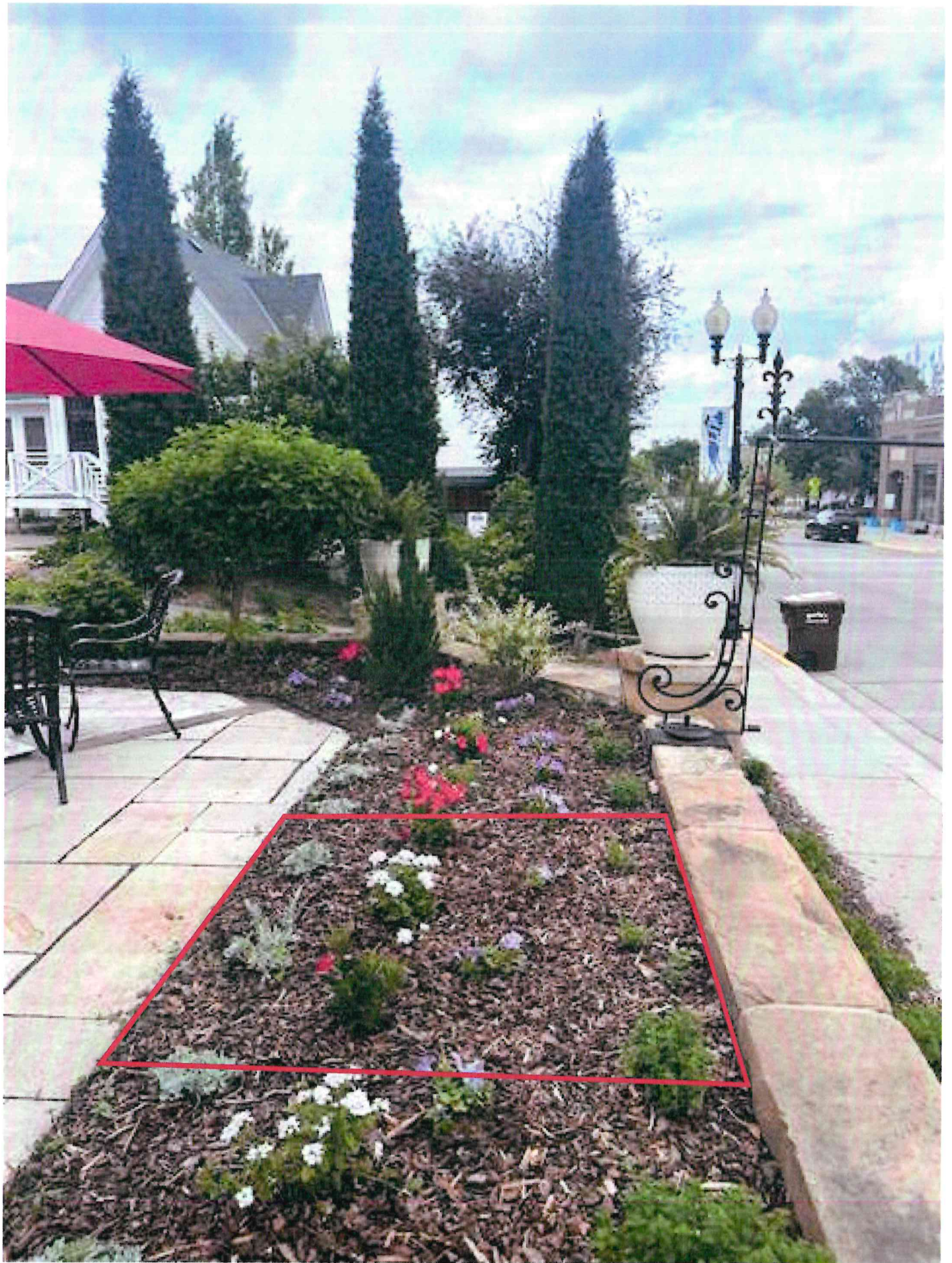
☐ Ship ☒ Install ☐ Pick-up ☐ Deliver

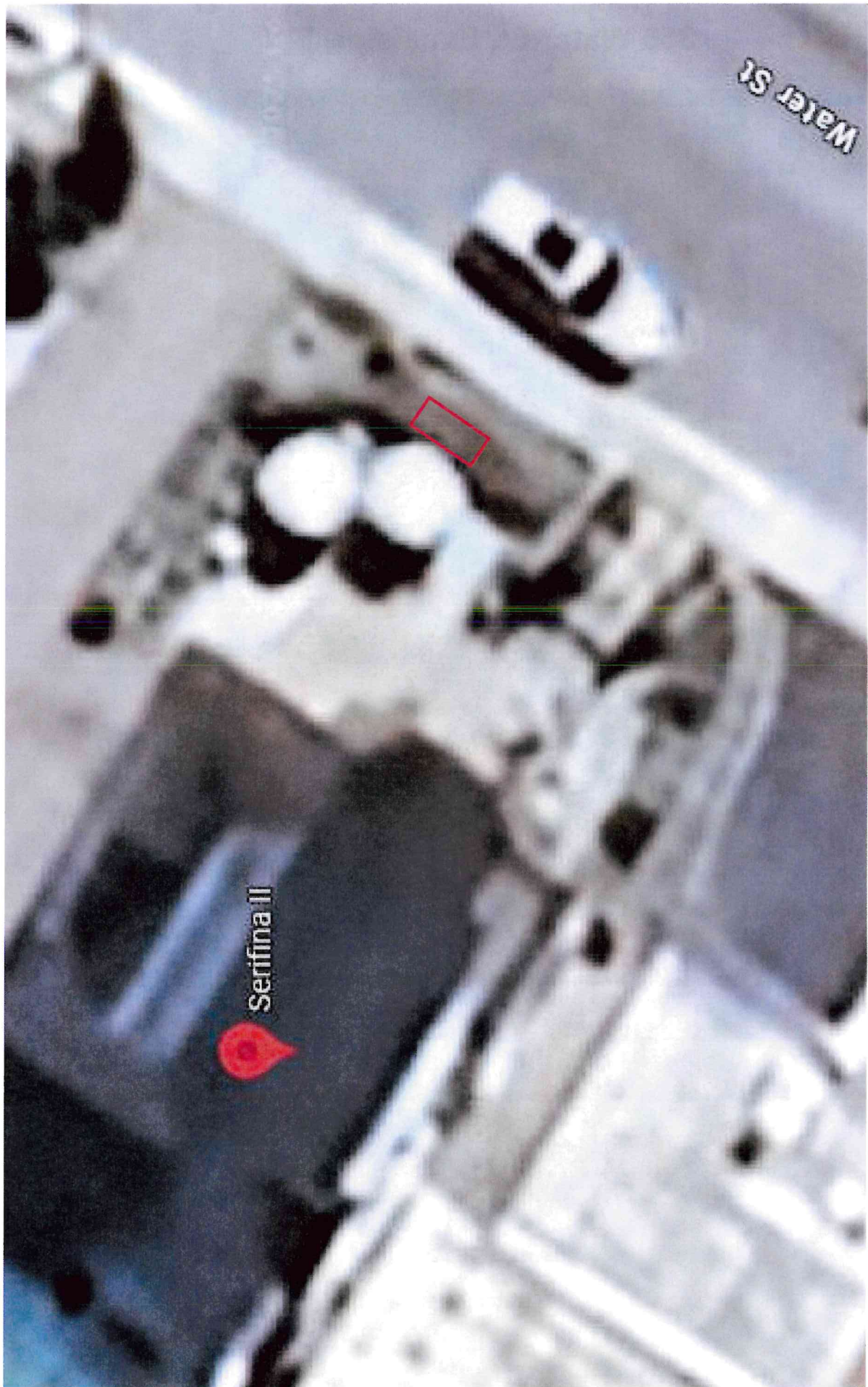
Est/Inv Number: #1234
Date: 06/09/25
Sales: Ben King
Design: Cassie Andersen
Installer:

Revision1 :6/9/25, Revision2 :6/17/25

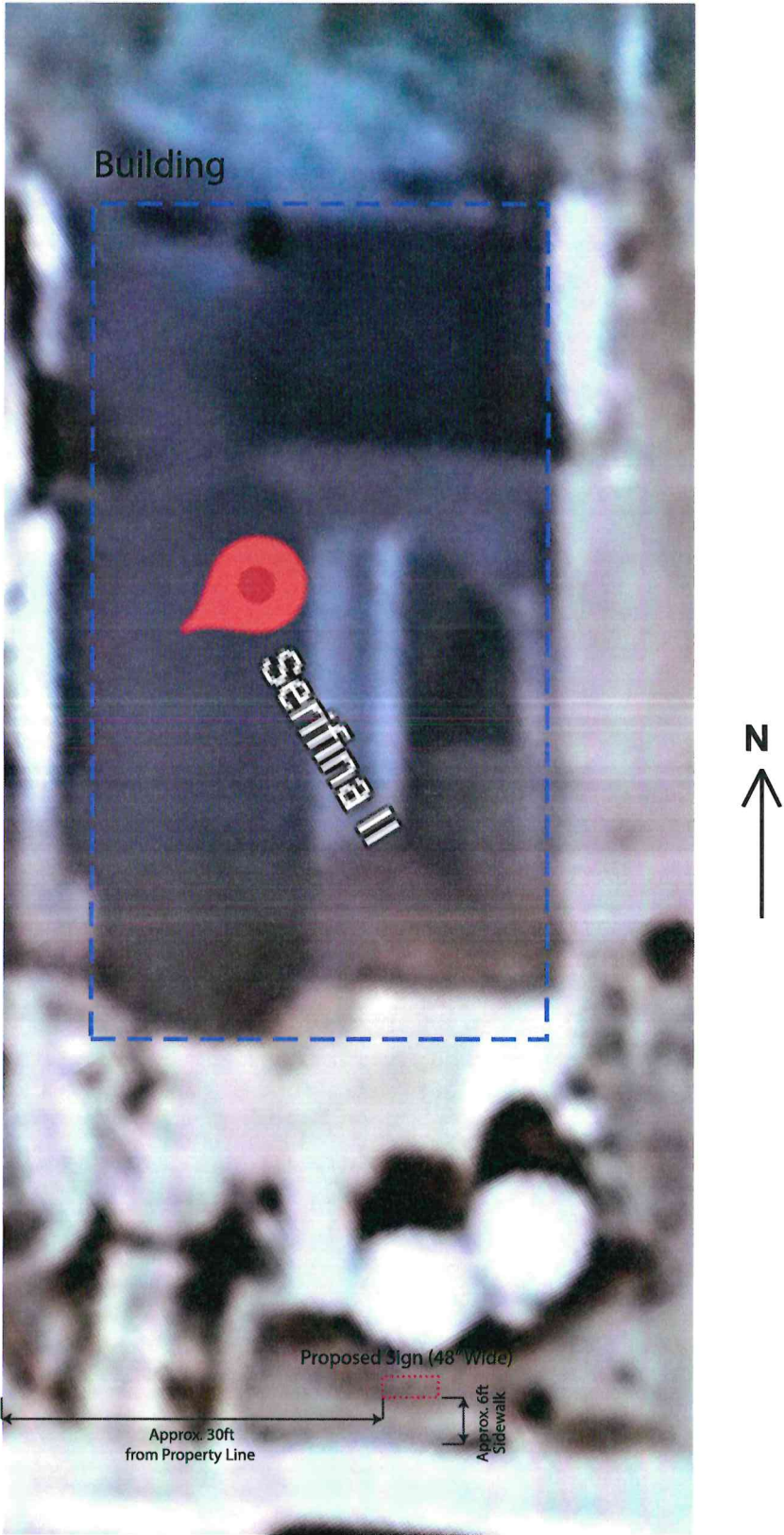
This design concept is the sole property of King Signs. Distribution or presentation of this design to anyone for construction of similar signage is prohibited.







366 Water St, Excelsior, MN



Water Street

366 Water St, Excelsior, MN
Approx. 50'x110'

(Scale 1" = 150')

Re: 534 Division St: Fence, need more info

From Sydney Delgado <sydney.delgado@superiorfenceandrail.com>

Date Fri 8/29/2025 11:05 AM

To Ali Cameron <acameron@excelsiormn.org>

Hi Ali,

We can confirm that the fence will be situated 8 feet from the rear property line. For the side property line that borders 536 Division Street, the fence will be off of the side line. Please let me know if you require any further clarification or information in the meantime.

Thanks,

Sydney Delgado | *Office Manager*

Superior Fence & Rail of St. Paul

O: 651-349-9734

W: superiorfenceandrail.com



On Thu, Aug 28, 2025 at 2:08 PM Ali Cameron <acameron@excelsiormn.org> wrote:

Hi Sydney,

Great, I'll keep an eye out for that. Can you please let me know how far from the property line the fence will be from 540 and 536 Division Street? I can mark it on the materials you provided in the meantime.

Thanks,
Ali

From: Sydney Delgado <sydney.delgado@superiorfenceandrail.com>

Sent: Thursday, August 28, 2025 9:34 AM

To: Ali Cameron <acameron@excelsiormn.org>

Subject: Re: 534 Division St: Fence, need more info

Hi Ali,

We can confirm that all fence lines for this property will be situated more than 3 ft from the respective property lines. The only exception is the fence line bordering 536 Division St, as the owner of that property has recently had a property survey completed and a new fence constructed.

For the fence line bordering 536 Division, we will be working on obtaining a notarized letter from the owner to fulfill this requirement.

We will keep you updated on our progress in obtaining the notarized letter. Please let us know if you require any further information in the meantime.

Thanks,

Sydney Delgado | *Office Manager*

Superior Fence & Rail of St. Paul

O: 651-349-9734

W: superiorfenceandrail.com



On Wed, Aug 27, 2025 at 4:02 PM Ali Cameron <acameron@excelsiormn.org> wrote:

Hi Sydney,

We received your fence permit application for this property. Can you please clarify how far from the property line the fence will be?

Like the previous application, if the fence is within 3 feet or less of the property line, a Boundary Line Survey is required, OR a notarized letter of the adjoining property owner(s) exempting the need for a Boundary Line Survey.

Thanks!

Ali

Ali Cameron • Senior Planner

Direct Phone 952.225.8300 Ext. 681 | www.excelsiormn.org

City Hall is open 7:30 am-5:30 pm, Monday-Thursday



350 Highway 7, Suite 230
Excelsior, MN 55331-1877

ITEM REPORT

To: Heritage Preservation Commission

From: Alison Cameron, Senior Planner

Meeting Date: September 23, 2025

Department/Office: Community Development

Item Name: 634 Third Street, Approved as Resolution 2025-07 - Correction to the findings of fact

Summary:

Background

On May 27, 2025, the Heritage Preservation Commission (HPC) approved Resolution 2025-07, granting a Site Alteration Permit (SAP) to applicant Todd Carlson of 634 Third Avenue for deferred maintenance, door, paint, and window replacement.

Staff has determined that the findings of fact related to the windows in resolution 2025-07 are incorrect. Resolution 2025-07 is attached and will be updated to include the following correction:

“Correction, 9/18/2025: The six existing windows, not original and the subject of this site alteration permit, are vinyl clad and the proposed new windows are aluminum clad and will match the dimensions of the other replaced windows onsite and will create visual uniformity.”

The correction does not change the site alteration permit approval.

Recommended Action:

Approve the correction to Resolution 2025-07.

Budget:

Attachments:

1. 2025-07 Resolution approving SAP for deferred maint, door, paint, window replace at 634 Third Ave

City of Excelsior
Heritage Preservation Commission
Resolution No. 2025-07

A Resolution Approving a Site Alteration Permit
for deferred maintenance, door, paint, and window replacement
at 634 Third Avenue

WHEREAS, Todd and Alicia Carlson at 634 Third Avenue, Excelsior, MN 55331, (“Applicants”) has applied for a site alteration permit deferred maintenance, door, paint, and window replacement at 634 Third Avenue.

WHEREAS, elements of a structure may be classified as *non-original* if they were added or altered after the date of the structure’s initial construction, and may be further classified as *non-historic* if they are less than 50 years old and do not possess historical significance as defined by the Secretary of the Interior’s Standards.

NOW, THEREFORE, IT IS RESOLVED, that the Applicants are hereby approved a site alteration permit for deferred maintenance, door, and window replacement at 634 Third Avenue based on the following:

FINDINGS OF FACT

1. Todd and Alicia Carlson (“Applicants”) have applied for a site alteration permit for deferred maintenance, door, paint, and window replacement on the property, including cleaning, repainting and repairing trim on the home and garage, the porch ceiling, replacing five (5) windows, and replacing a side-door on the porch with an 1800’s door featuring a manual 1873 doorbell.
2. The property is a two-story Victorian home, built in 1873, and is listed as a historic landmark property with Historic Plate #19.
3. The property is located in the R-1 Single Family Residential District.
4. The applicants purchased the property in April 2020, and noticed maintenance and repairs had not happened.
5. The six (6) windows proposed to be replaced are not original and are from the 1970’s, made of aluminum: five (5) are located at the first floor living room, and one (1) is located at the second-floor bedroom.
6. The home was originally wood-sided in 1873, then painted in white, and eventually covered in a tan-colored stucco.

7. The City's Historic Consultant and city staff visited the site on May 15, 2025, to evaluate historic value of structural elements and observe areas of deterioration being proposed for deferred maintenance.
8. 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 and the City of Excelsior's *Preservation Design Manual*.

CONCLUSIONS OF LAW

1. The proposed window upgrades will replace six (6) non-original windows in their existing openings with windows that are vinyl-clad, thicker, and match the current Marvin windows installed throughout the rest of the house.
2. The proposed 1800's door replacement will replace a non-original door in its existing opening. It does not create a false sense of history since it is not a main entrance, but rather at a side entrance to the porch and not visible from the street.
3. The proposed deferred maintenance activities meet the Preservation Design Manual guidelines for preserving and maintaining historic properties and landmarks.
4. The ceiling to be replaced above the front porch is not original and deteriorating.
5. The wood trim around the six windows to be replaced and upgraded are rotted and deteriorating.
6. The historic character of the property will not be altered by the deferred maintenance, repairs, or replacement of the windows and door.

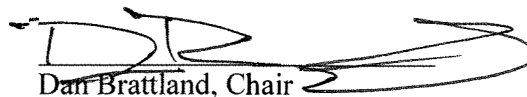
CONDITIONS

1. The deferred maintenance shall include cleaning and repainting trim of the home and garage, replacing damaged or rotted wood and trim, and replacing the damaged ceiling on the front porch.
2. The six (6) non-original aluminum windows shall be upgraded to match the current Marvin windows installed throughout the rest of the house. They shall be vinyl-clad, thicker and made to look like wood. They shall be installed within the existing openings: five (5) shall be at the first floor living room, and one (1) shall be at the second-floor bedroom.

3. The trim repair shall include the framing around the six (6) non-original windows and other defective trim of the home and garage that has started to rot or has worn away.
4. The front porch ceiling beadboard shall be replaced with a similar style of beadboard, and the ceiling leveled with existing gaps and holes filled.
5. The non-original tan stucco shall be repainted in a similar color and administratively approved. Other alternative colors that are significantly different from the original tan color shall be chosen from the Benjamin Moore historic color palette and brought to the HPC for approval.
6. The side door to the porch shall be replaced with the proposed 1800's door featuring the 1873 manual doorbell that shall not be visible from the street. It shall be installed within the existing opening.

Adopted by the Heritage Preservation Commission of the City of Excelsior, Minnesota, on this 27th day of May 2025.

HERITAGE PRESERVATION COMMISSION


Dan Brattland, Chair

Correction, 9/18/2025: The six existing windows, not original and the subject of this site alteration permit, are vinyl clad and the proposed new windows are aluminum clad and will match the dimensions of the other replaced windows onsite and will create visual uniformity.

Heritage Preservation Commission

Tim Caron, Chair



Item: 5.C.

ITEM REPORT

To: Heritage Preservation Commission
From: Alison Cameron, Senior Planner
Meeting Date: September 23, 2025
Department/Office: Community Development
Item Name: CLG Annual Report Draft Review

Summary:

Background

The Certified Local Government Program, administered by the State Historic Preservation Office SHPO, helps local preservation groups evolve from grassroots advocates to active policymakers. To qualify to become a CLG, a city, county, or township must adopt a heritage preservation ordinance and establish a Heritage Preservation Commission (HPC).

The City of Excelsior earned CLG status in 1998, following its enactment of a heritage preservation ordinance in 1997 and establishment of an HPC. As a CLG, the City is required to maintain a qualified HPC, identify and protect historic properties through legislation, encourage public participation, assist in National Register nominations, and fulfill other responsibilities delegated by the SHPO.

To retain CLG status, the City must submit an annual report to SHPO by October 31, covering the prior year's activities (October 1-September 30), including HPC engagement, property inventories, and confirmation that at least one commissioner attended a SHPO-sponsored training.

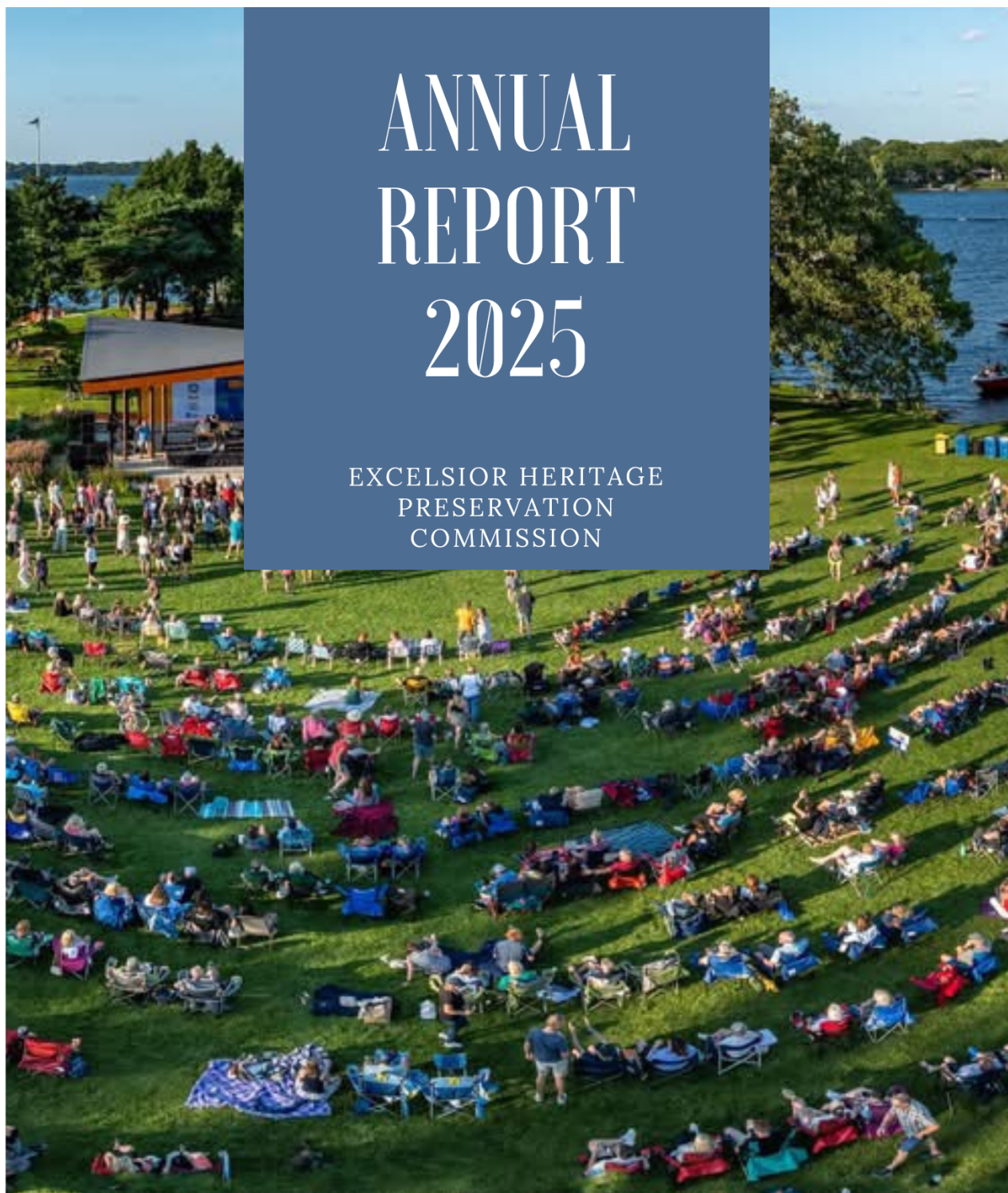
Recommended Action:

City staff have prepared a draft of the 2025 CLG Annual Report for HPC Commissioners to review. The report is due to SHPO by or before October 23, 2025. Staff recommends the HPC approve the report with any revisions necessary.

Budget:

Attachments:

1. CLG Annual Report 2025 Draft



Prepared For :
Minnesota State Historic
Preservation Office



2025 ANNUAL REPORT FOR THE HERITAGE PRESERVATION COMMISSION

This publication is the Annual report for the City of Excelsior's Heritage Preservation Commission (HPC) for fiscal year 2025 (October 1, 2024 - September 30, 2025). It has been prepared according to the guidelines outlined in "Procedures for Applying for and Maintaining Certified Local Government Status (CLG)." CLG status is administered by the Minnesota State Historic Preservation Office (SHPO) for the National Park Service. Each year, the HPC applies for CLG grants through the SHPO. An Annual Report is one of the requirements for maintaining CLG status.

HPC MEMBERS

Chairperson Tim Caron
tgcaron@sprintmail.com
952-474-7824
Appointed Mar 2016 (Expires 2027)

Commissioner Tim Gephart
timgep23@gmail.com
952-474-3732
Appointed Feb 2023 (Expires 2026)

Commissioner Anne Mark
anne.wagner.mark@gmail.com
952-474-1465
Appointed Jan 2023 (Expires 2027)

Commissioner Rick Dahlstrom
lonepineframing@msn.com
952-237-5855
Appointed Feb 2023 (Expires 2026)

Commissioner Mark Macpherson
mactowne@aol.com
612-961-9836
Appointed June 2025 (Expires 2028)

Commissioner Bruce Anderson
mdahsa7@msn.com
612-807-4524
Appointed June 2025 (Expires 2028)

Commissioner Dan Brattland
dan@cocardmerchantservices.com
612-685-3440
Appointed Dec 2021 (Resigned July 2025)

Commissioner Chrystal O'Hanlon
xtal.ohanlon@gmail.com
763-229-4823
Appointed April 2022 (Resigned **October 2024**)

HPC CITY STAFF

Julia Mullin, Community Development
Director jmullin@excelsiormn.org

Ali Cameron, Senior Planner
acameron@excelsiormn.org

Amy Lucas, Historic Consultant
amymilucas@gmail.com

The City of Excelsior's Planning Department is located at 350 Highway 7, Suite 230, and retains landmark and historic district nomination for properties in the city as well as other research files.

A. PROTECTION OF HISTORIC PROPERTIES

The City of Excelsior has two mechanisms to protect its historical properties: a municipal heritage preservation ordinance under the provisions of Minnesota Statutes 471.193, and a Preservation Design Manual.

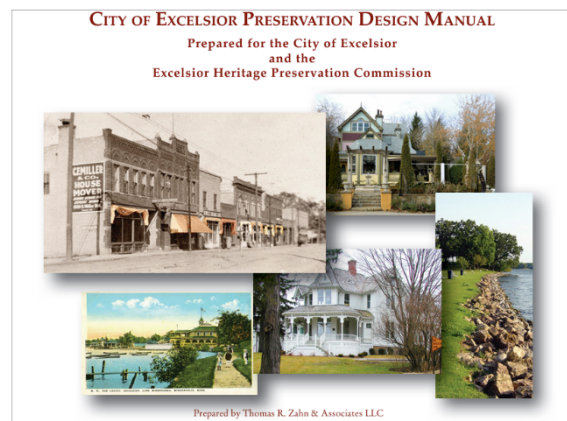
Chapter 20 of the Excelsior City Code of Ordinances

The City of Excelsior's municipal heritage preservation ordinance was adopted in 1997, which provides development review and design standards for historic resources. It includes nine guiding principles for historic preservation.

1. Safeguard the heritage of the City of Excelsior by preserving properties which reflect elements of the city's cultural, social, economic, political, visual, or architectural history;
2. Provide for the designation, protection, preservation, and rehabilitation of historic properties and historic districts and to participate in federal or state programs to do the same;
3. Protect and enhance the City of Excelsior's appeal and attraction to residents and visitors;
4. Enhance the visual and aesthetic character, diversity, and interest of the city;
5. Strengthen the local economy through the protection and promotion of Excelsior's unique cultural character;
6. Foster knowledge and civic pride in the beauty and noble accomplishments of the past;
7. Promote the use of historic buildings and structures for the economic prosperity, education, inspiration, and general welfare of the people of the city;
8. Assist, encourage and provide incentives to owners for preservation, restoration, rehabilitation, and use of historic buildings, structures, objects, and sites; and
9. Promote the reuse and recycling of existing building stock in Excelsior and thereby conserve increasingly scarce landfill space and valuable natural resources.

Preservation Design Manual

The City of Excelsior's Preservation Design Manual was adopted by the City Council in 2016 and is a 22-chapter, 110-page document that was developed thanks to funding from the Minnesota Historical Society's Minnesota Historical and Cultural Grants Program. The Preservation Design Manual provides building preservation and rehabilitation information for property owners within Excelsior's Downtown Historic District and individual historic Landmarks.



The Preservation Design Manual features comprehensive guidance for topics including, but not limited to, building materials, commercial architectural design and details, paint, signage, lighting, back entries, additions, new construction, site improvements, streetscape, landmarks,

wall materials, finishes, roofs, chimneys, windows, entry doors, porches, steps, exterior trim, architectural features, public landscaping, and fences and retaining walls.

City Staff and Heritage Preservation Commissioners utilize the Preservation Design Manual's guidelines to advise applicant's on planning their building project, the approval process for exterior alterations, the Site Alteration Permit process, preservation approaches and principles (preservation, rehabilitation, restoration, redesign, additions, and new construction), and financial incentives.

B. HERITAGE PRESERVATION COMMISSION

The City of Excelsior earned Certified Local Government (CLG) status in 1998, following the adoption of a heritage preservation ordinance in 1997 and the formation of a Heritage Preservation Commission (HPC). The HPC convenes monthly on the fourth Tuesday and assigns committees and subcommittees to handle special cases and advance preservation initiatives. Commissioners are selected for their demonstrated interest and expertise historic preservation, with professional backgrounds spanning property development, arts and culture, law, business, masonry, and administration. To support its preservation efforts, the City also employs a Historic Preservation Consultant who assist with the review of Site Alteration Permits.

Regular Meetings

During the 2024/2025 period, the HPC met fifteen (15) times, of which ten (10) were regular meetings, and five (5) were special meetings.

1. Tuesday, October 29, 2024 – Regular meeting
2. Wednesday, November 13, 2024 – Special meeting
3. Tuesday, November 19, 2024 – Regular meeting
4. Thursday, November 21, 2024 – Special meeting
5. Tuesday, December 17, 2024 – Regular meeting
6. Tuesday, January 7, 2025 – Special meeting
7. Tuesday, February 25, 2025 – Regular meeting
8. Tuesday, March 25, 2025 – Regular meeting
9. Tuesday, April 29, 2025 – Regular meeting
10. Tuesday, May 27, 2025 – Regular meeting
11. Tuesday, June 17, 2025 – Special meeting
12. Tuesday, June 24, 2025 – Regular meeting
13. Wednesday, July 9, 2025 – Special meeting
14. Tuesday, July 22, 2025 – Regular meeting
15. Tuesday, September 23, 2025 – Regular meeting

Site Alteration Permit and Project Reviews

The HPC reviewed nineteen (19) Site Alteration Permits, of which fifteen (15) were approved, three (3) were denied, and four (4) were amendments to Site Alteration Permits. Six (6) of the Site Alteration Permits involved signage. The HPC also reviewed one (1) resolution for recommendations for a PUD Preliminary Plan involving a mixed-use commercial development project in the Downtown Historic District.

Site Alteration Permit Applications October 1, 2024 to September 30, 2025			
Address	Date	Decision	Project Type
217 First Street	10/29/24	Approved	Construction of rear garage, front porch, two windows, and removing brick chimney
200 Water Street	10/29/24	Approved	Installation of multi-tenant signage
262 Lake Street	11/19/24	Approved	Renovation, new addition and garage demolition
217 First Street	11/19/24	Approved	Amendment to a Site Alteration Permit to approve construction of a rear garage and modification of non-historic rear-side of the house, install two new windows, replace siding, remove a chimney, and add new front porch
251 Water Street	12/17/24	Approved	Blade sign installation
449 Second Street	12/17/24	Denied	Lighting a mural
217 First Street	1/7/25	Denied	Windows with divided lights on the right side of the house, appealed by the Applicant and remanded by City Council to the HPC
205 Mill Street	3/25/25	Denied	Amendment to a Site Alteration Permit for installation of new roofing materials
287 Water Street	3/25/25	Approved	Blade sign, walk-up food service window, window awning, awning valance, and sidewalk cafe
205 Mill Street	4/29/25	Approved	Amendment to a Site Alteration Permit for installation of new roofing material
254 Water Street	5/27/25	Approved	Internal and external improvements to an upper-level apartment
202 Water Street	5/27/25	Approved	Projecting sign and wall sign
634 Third Avenue	5/27/25	Approved	Deferred maintenance, door, paint, and window replacement
10 Water Street	6/17/25	Approved	Resolution providing Findings of Fact on Conformity with Approved Design Standards and Guidelines and Recommendations to the City Council on the PUD Preliminary Plan application for a mixed-use development and renovation of the Tonka Theater Building
347 Water Street	6/24/25	Approved	Projecting sign and decorative bracket
173 Second Street	7/22/25	Approved	Installation and repair of windows
345 Water Street	7/22/25	Approved	Projecting sign
305 Water Street	7/22/25	Approved	Solar panel next to Excelsior Streetcar Line ticket booth

262 Lake Street	7/22/25	Approved	Amendment to a Site Alteration Permit for garage and front porch
366 Water Street	9/23/25	TBD	Freestanding sign

Subcommittee Meetings

In June 2025, the HPC established a Sign Subcommittee composed of three appointed commissioners to evaluate and compare the City’s Zoning Sign Ordinance with the signage standards in the City’s Preservation Design Manual. The subcommittee convened four (4) times between July and August 2025.

- Meeting #1: Monday, July 14, 2025
- Meeting #2: Monday, July 21, 2025
- Meeting #3: Wednesday, August 6, 2025
- Meeting #4: Thursday, August 14, 2025

The HPC’s Sign Ordinance Subcommittee recommendations will be submitted to the Planning Commission on October 27, 2025.

C. SURVEY AND INVENTORY OF HISTORIC PROPERTIES

The City’s current inventory includes 127 historic properties, of which 30 are designated Landmark Properties. The City maintains an ongoing process to survey and inventory all buildings, structures, sites, and districts within the local jurisdiction. During the 2024/2025 reporting period, no new properties were designated. In September 2025, the City Council and the HPC began discussions and approvals for a joint Subcommittee comprised of City Council, Public Works, and HPC commissioners to conduct and oversee a National Designation Nomination Study for Excelsior’s Oak Hill Cemetery.

As part of the Landmark designation process, Landmarks are surveyed and evaluated by a qualified preservation consultant, the preservation consultant determines whether they satisfy the City’s criteria under Section 20-7 of the City Code for designation, and the designation studies for Proposed Landmarks are sent to SHPO for comment and recommendation.

Inventory – Designated Downtown Historic District Properties					
Street Number	Street Name	Historic Name	Downtown Historic District “Contributing”	Downtown Historic District “Non-Contributing”	National Register District
361	George Street	J.E. Hennessy House	Yes		
369	George Street	Rueben H. DeGroodt House	Yes		
261	School Avenue	Excelsior High School	Yes		
301	Second Street	Our Savior Lutheran Church	Yes		
317	Second Street	Our Savior Lutheran Church Parsonage	Yes		
322	Second Street	Trinity Episcopal Church	Yes		
332	Second Street	Frank L. Perkins House	Yes		
339	Second Street	Kleven House		Yes	
342-351	Second Street	LaPaul House	Yes		
348	Second Street	Excelsior Professional Building		Yes	
350-354	Second Street	Dillman Building/Minnetonka Herald	Yes		Yes
402-406	Second Street	The Stemmer Company	Yes		Yes
409	Second Street	Minnetonka State Bank	Yes		
420	Second Street	Phillip’s Garage	Yes		
425	Second Street			Yes	
429	Second Street	Bardwell House	Yes		
432/436/ 438/440	Second Street	Bennett Brother’s Livery Stable	Yes		
441	Second Street	Maple Inn	Yes		
444	Second Street				
449	Second Street	McLain House	Yes		
463	Second Street	Schrodes/Lyman House	Yes		
464	Second Street				
474	Second Street				
478	Second Street				
421	Third Street	Wistrand Motor Company/Phillip’s Motor	Yes		
468	Third Street	Darnell’s Boarding House		Yes	
471	Third Street	Congregational Church of Excelsior		Yes	
399	Water Street	Port of Excelsior	Yes		
1	Water Street	Port of Excelsior		Yes	
21-23	Water Street	National Tea Company		Yes	
26	Water Street	Tonka Theater	Yes		Yes
28-30	Water Street	Hennessy Building	Yes		Yes
31-33	Water Street			Yes	Yes

Inventory – Designated Downtown Historic District Properties					
Street Number	Street Name	Historic Name	Downtown Historic District “Contributing”	Downtown Historic District “Non-Contributing”	National Register District
34-50	Water Street	Jordan Ford / Laramie	Yes		Yes
35	Water Street	Nygrens Clothing		Yes	Yes
205-207	Water Street	Bacon Drug	Yes		Yes
200-206	Water Street	Wood Block/Sampson Building	Yes		Yes
211-213	Water Street	Smith & Company Building	Yes		Yes
212	Water Street	Wheeler Building	Yes		Yes
216	Water Street	Wheeler Building	Yes		Yes
217	Water Street	The Happy Hour	Yes		Yes
218/220/ 226	Water Street	Apgar Building	Yes		Yes
219	Water Street	August Hay Meat Market	Yes		Yes
223/227	Water Street	Wetmore Block / Bullens General Store	Yes		Yes
228	Water Street	Apgar Real Estate Office	Yes		Yes
229	Water Street	Welter Building	Yes		Yes
232	Water Street				
234	Water Street	Miller Block	Yes		Yes
235-237	Water Street	Fred Hawkins Building / Gluek Building	Yes		Yes
239	Water Street	H.B. Elliott Grocery / J.D. Jameson Grocery	Yes		Yes
240	Water Street		Yes		Yes
243	Water Street	Tony’s Barber Shop	Yes		Yes
244	Water Street	Miller’s Excelo Bakery	Yes		Yes
249	Water Street	Excelsior Masonic Temple	Yes		Yes
251	Water Street			Yes	Yes
250-252	Water Street	IOOF Temple/Morse Dry Goods/Olds Dry Goods	Yes		Yes
254-256	Water Street		Yes		Yes
260	Water Street		Yes		Yes
261	Water Street		Yes		Yes
264-266	Water Street		Yes		Yes
270-274	Water Street		Yes		Yes
278	Water Street		Yes		Yes
284	Water Street	Pure Oil	Yes		Yes
287	Water Street	Tonka Printing Inc.		Yes	Yes
300	Water Street	Gas Station		Yes	
301	Water Street	Mobil Gas Station		Yes	

Inventory – Designated Downtown Historic District Properties (cont.)					
Street Number	Street Name	Historic Name	Downtown Historic District “Contributing”	Downtown Historic District “Non-Contributing”	National Register District
305	Water Street	Excelsior Depot	Yes		
337	Water Street	Lyman Lumber Company/Excelsior Library	Yes		
340	Water Street	J.E. Hennessy Lumber/Lampert Lumber Co.	Yes		
344	Water Street	Knapp Radio & TV	Yes		
345-347	Water Street	Leach Home Builders	Yes		
350-354	Water Street	W.P. McDonald House	Yes		
353	Water Street	Leach House	Yes		
356	Water Street		Yes		
366	Water Street	O’Gormon/Westbrook Pegler/Scheid House	Yes		
370	Water Street	Texaco Gas Station	Yes		
*371	Water Street	James Harvey Clark House	Yes		

Inventory – Other Historic Properties					
Street Number	Street Name	Historic Name	Downtown Historic District “Contributing”	Downtown Historic District “Non-Contributing”	National Register District
228	Center Street	Colonial Style/Lincoln & Horace Aldritt			
	Excelsior Blvd.	Oak Hill Cemetery			
175	First Street	Porter/Dillman House			
180	First Street	Enoch W. Dyer House			
217	First Street	Catholic Mission Home			
712	Galpin Lake Rd.	Sickler/Newman/Seifert House			
		The Excelsior Commons			
170	Lake Street	The Little Brown Cottage			
262	Lake Street	Kalorama Cottage			
152	Maple Street	Smith/Sampson House			
201	Mill Street	Wyer/Pearce House			
108	Second Street	John Mattox			
193	Second Street	McGrath/Arey House			
200	Second Street	Captain Johnson House			
201	Second Street	Bennett/Studer Residence			
300	Second Street	Trinity Chapel			
634	Third Avenue	Latham House			
6	Third Street	Milnor House			
152	Third Street	Willis Willard House			
205	Third Street	Michael House			
323	Third Street	Beehive/Sheldon Hall			

Inventory – Designated Landmark Properties				
Street Number	Street Name	Historic Name	Year Built	
	Excelsior Blvd.	Oak Hill Cemetery	1855	
175	First Street	Porter/Dillman House	1870	
180	First Street	Enoch W. Dyer House	1897	
217	First Street	Catholic Mission House	1903	
		The Excelsior Commons	1852	
170	Lake Street	Little Brown College	1878	
262	Lake Street	Kalorama Cottage	1885	
152	Maple Street	Smith/Sampson House	1890-1891	
201	Mill Street	Wyer/Pearce Home	1887	
108	Second Street	John Mattox	1893	
193	Second Street	McGrath/Arey House	1880s-1900	
200	Second Street	Captain Johnson Home	1921	
201	Second Street	Bennett/Studer Residence	1915	
634	Third Avenue	Latham House	1873-1880	
6	Third Street	Milnor House	1890	
152	Third Street	Willis Willard House	1887, 1890	
205	Third Street	Michael House	1881, 1886	
323	Third Street	Beehive/Sheldon Hall	1857	
140	W. Lake Street	Palmer's Grove	1894, 1913	
192	Second Street		1920	
228	Center Street		1891, 1934	
182	Third Street		1897	
236	Lake Street		?	
635	Glencoe Avenue		?	
7	George Street		?	
242	First Street		?	
173	Second Street		?	
321	Third Street		?	
151	Oak Street	Excelsior Public Works	1937	
106	Center Street	Christian Science Church	?	

Downtown Historic District – Current



Designation Study: Oak Hill Cemetery

In September 2025, the City drafted a Request for Proposals to conduct a National Designation Nomination Study to determine if Excelsior's Oak Hill Cemetery could be listed in the National Register.

D. OTHER ACTIVITIES

The City of Excelsior is committed to ongoing training of its HPC city staff and Commissioners.

PreserveMN Conference 2025

From September 10 – 12, 2025, the City of Excelsior's Senior Planner and one HPC Commissioner attended the National Minnesota Historic Planning Conference in New Ulm, Minnesota. They provided a debrief to the HPC at the September 23, 2025 regular meeting.

HPC Trainings

In June 2025, the City of Excelsior began working with the city attorney to plan a series of trainings for the current and newest HPC Commissioners. The training sessions are expected to begin in October 2025.

HPC and City Staff also began discussions for attendance of the National Alliance of Preservation Commissions (NAPC) Forum in 2026, along with membership with the NAPC to provide ongoing training opportunities throughout the year.

HPC Subcommittee Recommendations for Zoning Revisions to Sign Ordinance

Subcommittee Report

August 14, 2025

The following recommendations are proposed to promote consistency where possible between the existing Zoning Code Sign Ordinance and the Preservation Design Manual (PDM) Guidelines used by the HPC to review signage in the downtown historic district. Following the City’s adoption of a revised sign ordinance, the HPC intends to propose updates to its PDM Guidelines for signage to minimize conflicts with the new ordinance.

	Recommendation	Code Section	Explanation
1	Awnings: Clarify that signage on awnings should be placed on the valance only.	24-9 and 24-10	Aligns with PDM Guidelines
2	Lighting Conduit: Add standards for locating the conduit for lighting signs in less visible locations, and in a manner that doesn’t damage masonry surfaces; prohibit lighting under awnings and up-and down-lighting of building facades.	Add to 24-11	Conduit lighting standards are not included in the Sign Ordinance or in the PDM.
3	Grandfathering: Limit grandfathering of non-conforming and non-compliant signs upon their replacement, disappearance, discontinuation, or alteration, to maximum extent legally permissible.	15-6(f)	Current Sign Ordinance states that if a non-conforming sign is abandoned or discontinued for a period of 30+ days, it must be discontinued, and the new sign must conform to current regulations. Recommend reducing this to 15+ days, or whatever reduction is legally permissible.
4	Freestanding, Portable and Sandwich Board Signs. A business may have 1 portable freestanding business sign per street	24-5(10) p. 28 of Design Standards under “Sign	Limit use of sidewalk signs for sidewalk safety and minimizing clutter. Some businesses appear to be keeping their sandwich boards up during non-business hours, so we need a standard for

	frontage. Incorporate material standards for free-standing signs from the City's Design Standards into code, whereby signs should be constructed of wood, metal, or other material consistent with the downtown historic district. Backlit plastic sign panels, awnings, or translucent materials discouraged. Restrict portable, sandwich or menu signs to be displayed only during business hours.	Type” CS.14 Materials and illumination sections in the PDM Guidelines	enforcement. Current Sign Ordinance doesn't incorporate appropriate historic district materials, design standards or PDM requirements when it comes to sandwich boards. Most sandwich boards end up being made of plastic, which are in appropriate in the downtown historic district.
5	Window Signs, Decals, Graphics. Standardize percentage of windows (up to 25%) that may be covered in window signs, decals, or business graphics, along with the number of window signs, decals and graphics. Allow maximum of 2 window signs or business graphics.	24-4 Prohibited Section 24-9 24-9(1) 24-10(1) 24-5(5) PDM CS.7 PDM p. 93 PDM p. 39	The current Sign Ordinance exempts window signs under 6 square feet from being part of the maximum allowance of signs and sign space, which leads to administrative complexity. Decals are not included in the Sign Ordinance and can be extensively added to windows by business owners. Limiting their use will align with the PDM Guidelines, but the Sign Ordinance is not clear enough. Add new clause to make this clear. Current Sign Ordinance only prohibits sign space in windows if it is a temporary sign but does not mention permanent sign. This restriction should apply to all window signs, both temporary and permanent.
6	Temporary Signs. Clarify duration and manner of mounting of temporary signs (real estate) and temporary lighting (patio)	24-6	
7	Rear Signage. Make rear signage less prominent than front entrance signage and prohibit signage where not adjacent to an obvious entrance.	New	Aligns to PDM Guidelines.

8	PDM and Ordinance Complementarity. Provide that the sign ordinance does not override the requirements of the Design Standards and Preservation Design Manual and applies to PUDs unless specifically exempted.	24-5(8)	Aligns to PDM Guidelines
9	Freestanding Post Sign Clarity. Include language that 4.5-foot freestanding post signs are allowed in the DC district; up to 6 feet in the front yard of a residential structure that is being used for commercial purposes.	24-10(6)	The 6-foot front yard clause is mentioned in the PDM Guidelines, but not in the Sign Ordinance. Need to include in both.

The HPC Subcommittee has the following general recommendations regarding the draft sign ordinance prepared by WSB (Note: No marked comparison to the existing ordinance was available for HPC review).

- **All Signs Shall Require a Permit.** Specify that every sign needs a permit, unless official and permitted by state law (e.g., campaign signs during election periods) and signs that would not normally be thought to require a permit (e.g., temporary graduation lawn signs). The Sign Ordinance currently says permits are not needed for temporary signs in residential districts that don't exceed five (5) square feet (24-5(7)); three signs, not exceeding four (4) square feet each (24-7(9)), and for portable signs occupying public or private sidewalk within commercial zoning districts (24-7(10)). Having so many exemptions creates administrative complexity, and allows certain types of business signs to go unnoticed or become unrecorded. Requiring permits for all types of signs would reduce administrative complexity and ensure accurate accounting of all signs (*Reference 24-3 and 24-5 in Ordinance and WSB 24-6*).
- **Separate Monument Signs from Freestanding Signs in Historic District.** Limitation of freestanding signage to one monument sign per property and one wall sign per tenant is not workable in the downtown historic district where there is not much room for monument signs. Monument signs are also not considered historically appropriate since they can obstruct views of historical buildings and architectural features, cause visual clutter, and disrupt pedestrians in an area with limited space. Instead, freestanding post signs seem to be more typical in the DC and CC areas of the

historic downtown. Many buildings also have multiple small signs per tenant, all of which would become non-conforming. Prohibiting the use of monument signs in the DC Historic District for the Ordinance would align with the PDM Guidelines. *(Reference Sign Ordinance 24-10(6) Add to existing clause about freestanding signs)*

- **Valet Signage.** The HPC recommends creating standards around valet parking signs, and limit only one (1) valet parking sign next to a valet booth per business. It is also recommended to require a booth layout and sign location plan with the valet parking license. Currently, valet signs cause clutter in the right of ways, and there is no standard in the Ordinance capping the number of valet parking signs allowed. *(Reference Valet License Ordinance 18-129).*
- **Murals.** Murals shall be defined as artwork, applied on a wall, that contains no logos, slogans, brands, names, trademarks, advertising messages, or graphics of any kind, and not considered as signs. All other signs painted on a wall or backdrop are to be considered wall signs. Murals and painted wall signs shall not be applied directly on unpainted brick or stone masonry, although exceptions may be made for concrete block. This should be applicable not just to the downtown historic district, but all of Excelsior. Mural definitions and guidance are included in the PDM Guidelines and says to refer to the Sign Ordinance if a mural is considered a “commercial sign”, and there should be more clarity on when that is triggered. There should also be a prohibition against lighting of murals (not including painted wall signs), since there is no restriction on mural lighting in the PDM Guidelines nor the Sign Ordinance. The current Sign Ordinance doesn’t have language or guidance around murals at all. Without language or guidance, it leads to administrative complexity in guiding decisions. The Sign Ordinance should include information on murals and distinguish that anything painted on a wall would be considered a wall sign, subject to the ordinance’s Commercial Signage Guidelines. *(New, Aligns with PDM M.1)*
- **Lawn Signs.** Include a maximum amount of lawn signs, up to three (3). There is no maximum established currently in the Sign Ordinance, nor the WSB recommendation draft. *(Reference WSB Draft 24-9(e))*
- **Comprehensive Sign Plans.** Comprehensive sign plans should be required for all multi-tenant buildings, including single-story.
- **Portable Directional or Business Signage.** The HPC recommends that this should not be allowed (such as sandwich board signs or lawn signs installed with wires or stakes on street corners far removed from business entrances). This can lead to visual clutter in spaces not occupied or owned by the business.

- **Event Signage.** Temporary or portable city-approved event signage shall be reviewed by the city's event coordinator and be stamped. Signage without the official stamp may be removed by city officials (e.g., event flyers, parking sandwich boards). Currently, there are not clear standards over event signage and it has a tendency to cause clutter.
- **Backlighting of Signs.** Limiting lighting of signs in the historic district within the Sign Ordinance will align with the PDM Guidelines. Backlit signs are not appropriate. Installing conduit for illuminated signs may cause irreparable damage to historic masonry or building architectural features. The City should reduce excessive lighting as much as possible. Some neon signs are currently permitted, such as small interior window signs and neon signs for midcentury or art deco buildings. In those cases, exceptions may be made for interior neon signs where historically appropriate. Moreover, the HPC recommends restrictions on illuminated real estate signage in windows, requiring that they have warm lighting. *(Reference Sign Ordinance 24-4)*
- **Maximum Sign Area Calculations.** WSB recommends to calculate the maximum sign area as a specific percentage of the wall space in which a sign is installed. The HPC recommends continuing to calculate maximum sign areas based on a square footage cap rather than a percentage of the wall space, as this leads to administrative complexity.
- **Building Damage.** Whether temporary or permanent, signage and installation shall not pose potential damage to the building. Many signs outside of the historic district are installed without guidance from the Sign Ordinance on minimizing damage to the buildings, and damage could manifest years later. The PDM Guidelines provide guidance on reducing damage in the historic district with specifications on drilling into the mortar, not masonry. The HPC recommends reiterating this in the Sign Ordinance. The HPC also recommends including a reduction of damage for all signs outside of the historic district for longevity. This should include prohibiting the use of individual letter and number signs on masonry walls, unless mounted on board to prevent damage to building surfaces.