

**City of Excelsior
Hennepin County, Minnesota**

**Heritage Preservation Commission Meeting
Minutes**

Tuesday, September 23, 2025

1. CALL TO ORDER

Chair Caron called the September 23 Heritage Preservation Commission meeting to order at 6:30pm.

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

Absent: Mark

Also Present: Ali Cameron (Senior Planner), Chrystal O'Hanlon (City Council Quarterly Liaison)

2. AGENDA APPROVAL

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

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

a. May 27, 2025, Heritage Preservation Commission Meeting Minutes

Commissioner Caron requested two edits: first, to clarify the Findings of Fact language in Item 5A, paragraph 2, sentence 1 regarding the history of blade signs on the building; and secondly, to revise Item 6A under Unfinished Business, paragraph 2, sentence 1 by changing "their" to "his."

Commissioner Gephart motioned to approve the May 27, 2025 meeting minutes with the noted corrections. Commissioner Macpherson seconded. Motion passed 5/0.

b. July 9, 2025, Heritage Preservation Commission Special Meeting Minutes

Commissioner Anderson motioned to approve the July 9, 2025 special meeting minutes. Commissioner Dahlstrom seconded. Motion passed 5/0.

c. July 22, 2025, Heritage Preservation Commission Meeting Minutes

Commissioner Caron noted that Commissioner Mark should be removed from the attendance list due to her absence. He also requested edits to Item 5A of New Business, paragraph 4, sentence 3 to clarify language about the replacement windows on the house, and a correction to an incomplete sentence in Item 5C of New Business, paragraph 3, sentence 2.

Commissioner Macpherson motioned to approve the July 22, 2025 meeting minutes with the noted correction. Commissioner Gephart seconded. Motion passed 5/0.

4. CITIZEN REPORTS OR COMMENTS

a. Quarterly Council Liaison O'Hanlon

Council Liaison O'Hanlon reported that the City Council filled a vacant seat and Councilmember Tyler resigned effective August, pausing the HPC work group he led. The Commons baseball field is nearly complete with cleaned seating. A Site Alteration Permit for the Dock Cinema tied to the 10 Water Street PUD will soon come before the HPC. The 10 Water Street group is also working on a TIF request. This is O'Hanlon's final month as Council Liaison for the quarter. She also praised the HPC's Sign Ordinance Subcommittee for their detailed work on the sign ordinance recommendations.

5. NEW BUSINESS

a. 366 Water Street, HPC 2025-13, Approval of Site Alteration Permit

City staff introduced the item, and both staff and commissioners noted that two extra pages that weren't relevant to the proposal had been mistakenly scanned in at the end of the Site Alteration Permit. Staff recommended omitting them from the record.

Commissioner Dahlstrom questioned the need for the SAP, noting that there's history of freestanding signs at the location. Staff explained that no such signs have existed for four years, so the proposal qualifies as a new sign. Commissioner Macpherson emphasized the need for the HPC to review the sign's gloss finish and print. Commissioner Anderson asked about the origin of the preference for raised print. Staff shared that while not required, the Preservation Design Manual prefers raised print for its historic appearance. Commissioners observed that the sign appears to be painted onto the sign panel and requested that staff include any additional sign sample photos in future packets to aid visualization.

Kelly Harrington, applicant and owner of Serafina retail shop, clarified that the glossy finish on the sign is not a shiny finish or reflective, and she would not want that either. She also noted that the sign had already been fabricated, though not installed, due to a miscommunication with the sign company.

Commissioners Macpherson and Caron requested to add a Condition #6 to the Resolution stating that the sign finish shall not be high gloss.

Commissioner Macpherson moved to approve the Site Alteration Permit as amended and Resolution 2025-13 with the added condition. Commissioner Dahlstrom seconded. Motion approved 5/0.

b. 634 Third Avenue, Approval as Resolution 2025-07 – Corrections to the findings of fact.

Staff introduced the item as a correction to a Resolution that was signed by the HPC on May 27, 2025, following updated information from applicant Todd Carlson and

his contractor about the materials of the current windows and their proposed replacements.

Chair Caron requested that the corrective language on the final page of the resolution be revised to clearly reference the three sections where information was conflated: Finding of Fact #6, Conclusion of Law #1, and Condition #2. Commissioner Macpherson asked that the correction date be updated to reflect the date of the current meeting.

Commissioner Macpherson moved to approve Resolution 2025-07 with the corrected language and date. Commissioner Gephart seconded. Motion approved 5/0.

c. CLG Annual Report

Staff introduced the item, that the annual report is a requirement for the city to maintain Certified Local Government status with the State Historic Preservation Office (SHPO), and invited Commissioners to make edits and provide feedback so a final draft can be ready for the deadline on October 31, 2025. Commissioners provided initial comments and feedback.

6. UNFINISHED BUSINESS

N/A

7. COMMUNICATIONS AND REPORTS

a. Next City Council Meeting – October 6, 2025

b. Next HPC Meeting – October 28, 2025

City staff and commissioners discussed how this meeting would need to be canceled. See Item 7H.

c. Sign Ordinance Subcommittee Update

Staff and Chair Caron provided an update to the HPC about the four subcommittee meetings that took place between July and August 2025. Chair Caron explained that the list of recommendations in the HPC packet was the best attempt to encapsulate the subcommittee's comments. Commissioners provided further feedback and suggested edits.

d. 262 Lake Street Variance Request Update and Next Steps

Staff updated the commissioners that city staff and the historic consultant met with the applicant's architect to review several roof options for the garage, and that they plan to present the most relevant options to the HPC at the next meeting. Since the October 28 regular HPC meeting would be canceled, commissioners discussed dates for hosting a special meeting to review this item and requested that staff send out a poll.

e. PreserveMN Conference Update

City staff and Commissioner Macpherson commented on their attendance of the conference September 10 – 12 in New Ulm MN and that the city received scholarship funding from the SHPO in order to attend. City staff and Commissioner Macpherson gave a brief synopsis on each session they attended. Staff reminded commissioners that at least one HPC commissioner must attend a training, learning session or conference provided by the State Historic Preservation Office annually in order to maintain Certified Local Government status, and this conference fulfilled that requirement for 2025. Commissioner Macpherson recommended that commissioners consider attending the joint 2026 SHPO-NAPC five-day forum to be held in Minneapolis, consider participating in the National Alliance for Preservation Commission's (NAPC) Commission Assistance and Mentoring Program (CAMP), and that the city become a member of the NAPC.

f. National Designation Nomination Study Request For Proposal, Oak Hill Cemetery

City staff informed commissioners that an RFP was live on the city's website to look for a consultant to do this study. Several commissioners expressed interest in joining the joint subcommittee with Public Works that was being formed to work on the cemetery.

g. HPC Consultant Request For Proposal to revise and refresh Preservation Design Guidelines

Chair Caron shared that the current Preservation Design Manual needed an evaluation by a qualified historic consultant. City staff informed commissioners that an RFP was currently being drafted to look for this consultant.

h. HPC Training – October 2025

City staff informed commissioners that the training would be canceled due to unavailability of city staff to give the training. The regular meeting would also need to be canceled.

i. Updates

8. FUTURE AGENDA ITEMS

211 Water Street, Site Alteration Permit

9. ADJOURNMENT

Commissioner Gephart motioned to adjourn the meeting. Commissioner Macpherson seconded. Motion passed 5/0. The meeting adjourned at 8:07pm.

Respectfully submitted,

Ali Cameron, Senior Planner