



Heritage Preservation Commission

Regular Meeting

Tuesday, July 28, 2026, 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/81334762683?pwd=orkzXAIGOIToPMCSex2yNOqlR72Uob.1>

Meeting chat link

<https://us02web.zoom.us/jc/81334762683>

Meeting ID: 813 3476 2683

Passcode: 404071

One tap mobile

+13126266799,,81334762683#,,,,*404071# US (Chicago)

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

AGENDA

1. Call to Order/Roll Call
2. Agenda Approval
3. Consent Agenda
 - A. June 29, 2026 HPC Special Meeting Minutes
4. Citizen Reports or Comments
5. New Business
 - A. 440 Second Street Site Alteration Permit - Alterations to rear elevation
6. Unfinished Business
7. Communications and Reports
 - A. Next Regular City Council Meeting - August 3, 2026
 - B. Next Regular HPC Meeting - August 25, 2026
 - C. Updates
8. Future Agenda Items

9. Adjournment

City of Excelsior
Heritage Preservation Commission Special Meeting
Minutes
Monday, June 29, 2026

106 Center Street, Excelsior, MN 55331 – Entrance located on Center Street

1. CALL TO ORDER/ROLL CALL

Commissioners Present: Andersen, Caron, Condon, Dahlstrom, Gephart, Macpherson

Commissioners Absent: None

Others present: Jess Long, City Planner; Siobhan Tolar, City Attorney; Amy Lucas, Preservation Consultant; Julia Mullin, Community Development Director

2. AGENDA APPROVAL

Gephart moved to approve the agenda. Macpherson seconded. Approved 6-0.

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

(a) June 29, 2026 HPC Special Meeting Minutes

Macpherson moved to approve meeting minutes with edits. Andersen seconded. Approved 6-0.

4. CITIZEN REPORTS OR COMMENTS

5. NEW BUSINESS

(a) 254 Water Street SAP - Extension Request

Chair Caron recused himself from this item because he is the owner of the property in question.

Macpherson assumed the role of chair. Commission considered extension request. Andersen moved to approve the request. Gephart seconded. Approved 6-0.

(b) 26 Water Street SAP - Partial Demolition of Tonka Theatre building

Commissioner Caron resumed his role as chair. Preservation Consultant Lucas provided the staff report. The applicant spoke. The public hearing was opened: Laura Ivey, 135 First Street, spoke in support of the item. Public hearing was closed. Gephart moved to deny the Site Alteration Permit and adopt HPC Resolution 2026-07. Macpherson seconded. Approved 4-2.

Commissioners Andersen and Dahlstrom voted against the motion.

7. COMMUNICATIONS AND REPORTS

(a) Next regular City Council Meeting – July 20, 2026

(b) Next regular HPC Meeting – July 28, 2026

(c) Updates

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Gephart moved to adjourn the meeting. Macpherson seconded. Approved 6-0.

Meeting adjourned 9:00 pm.

ITEM REPORT

To: Heritage Preservation Commission

From: Jess Long, City Planner

Meeting Date: July 28, 2026

Department/Office: Community Development

Item Name: 440 Second Street Site Alteration Permit - Alterations to rear elevation

Summary:

APPLICATION/ BACKGROUND

The applicant, Scott Johnson of Addilay Homes & Remodeling, has submitted a Site Alteration Permit application for proposed improvements to the rear elevation of 440 Second Street. The structure was constructed in 1959 and is identified as a noncontributing building within the Historic Downtown District. The building entrance is located at the rear of the property, behind Second Street, and faces the City's public parking lot, the East Lot.

The proposed remodel includes the installation of board and batten siding, shutters around the windows, and a new awning. The applicant is also proposing to install new gooseneck light fixtures on the façade above the awning. Staff has discussed the proposed design with the applicant. The proposed shutters will be constructed on site using cedar. Staff also discussed the placement of the sign on the awning with the applicant, who is aware that the sign should be relocated to the awning valance.



Figure 1_440 Second Street - Existing



Figure 2 Pattern of surrounding properties

HERITAGE PRESERVATION COMMISSION REVIEW

440 Second Street is a non-contributing property, and the new tenant's primary entrance will be accessed from the East Parking Lot. Staff has reviewed the proposal under the design guidelines applicable to back entries and additions. The existing rear entrance differs from the building's front brick façade. The City's design guidelines for rear elevations and entrances recognize that rear walls are typically of lesser significance and generally contain fewer character-defining elements; therefore, alterations to these areas may often be accommodated with fewer adverse impacts to the historic significance of the property. Because the proposed improvements are located entirely at the rear of the structure, the applicant should provide additional information about how the proposed façade will connect to the building's side elevation.

Back Entries and Additions Guidelines

BEA.1 Improvements to a back entry should reflect the elements and detailing of the main building. Depending upon the scope of the project, these may include signage, light fixtures, awnings and color selection.

The design elements are different from the front façade but do share design elements with neighboring properties along the East Lot.

BEA.2 The height/width ratio of rear windows should reflect the height/width ratio of street front windows.

The applicant is not proposing any changes to the existing windows.

BEA.4 For rear elevations to become inviting for customers and tenants, the ground floor needs to have attractive entrances, or storefronts for retail display. Loading dock

doors can be converted to storefronts and entrances.

The proposed design is consistent with neighboring properties and will provide an inviting entrance to customers and those using the East Parking Lot.

BEA.5 The addition of decorative elements, such as trim and cornices, depends upon the date and style of the building. Rear elevations in the historic area should retain their simple design quality in most cases. However, the use of awnings and attractive signage will make the elevation more appealing for pedestrian traffic.

The proposed design is simple and will make the property more attractive to pedestrians.

BEA.6 Install adequate lighting for customer and store security. Ensure that the design of the lighting relates to the historic character of the building.

The applicant proposes to add three new goose neck lights to the building. The applicant should confirm that the placement will not change if they move the sign to the valance. The applicant could provide further information about the proposed lights and staff should review the design of the proposed light fixtures before they are installed.

BEA.8 Rear entrances on existing buildings shall clearly be secondary entrances and avoid the appearance of a primary façade.

The design will give the appearance of a primary entrance; however, the design is consistent with the adjacent properties. The unique placement of this building, between Second Street and the East Lot, means it functions practically with two main entrances – one facing Second Street and one facing the East Lot.

Recommended Action:

Staff recommends that the HPC approve the Site Alteration Permit with conditions and direct staff to draft a resolution for approval at the August 2026 meeting.

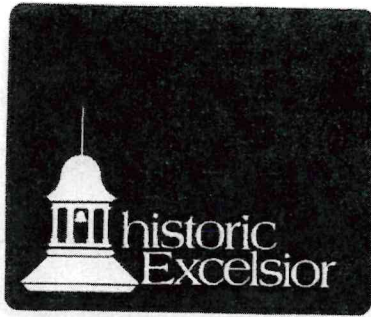
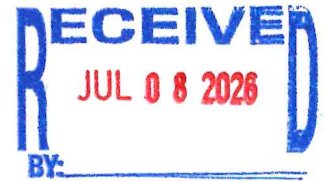
Proposed Conditions

1. The plans shall be consistent with the plans included in the July 28, 2026, Heritage Preservation Commission Packet.
2. The Site Alteration Permit shall expire one year from the date of adoption of the resolution if not acted upon.
3. All signage proposed for the awning shall be located on the valance.
4. Staff shall review and approve the design of lighting fixtures prior to installation.

Budget:

Attachments:

1. 1_ 440 2nd app materials



City of Excelsior

339 Third Street, Excelsior, MN 55331

Telephone: 952-474-5233 Email:

APPLICATION FOR A SITE ALTERATION PERMIT

Applicant's Name: Scott Johnson
Address: 4130 St. Marks Drive, Minnetonka, MN 55305
Telephone: 612-386-4165

Authority to file application:

☐ Ownership
☐ Tenant
☒ Other Contractor

If not Owner, Owner's Name: Bill Foudray
Address: 440 2nd St, Excelsior, MN 55331
Telephone: 612-237-5455
Project Address: 440 2nd St. Excelsior, MN 55331

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

☒ Yes
☐ No

Name: Addilay Homes & Remodeling
Address: 4130 St. Marks Drive, Minnetonka, MN 55305

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.

Our plan is to side the south west side of the building with board and baton LP siding.

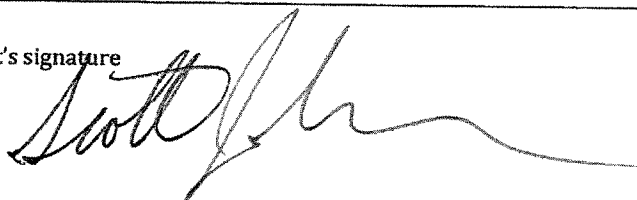
Add an awning the length of that side of the building. See the elevation plan for details.

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.

Scott Johnson

7/8/26

Applicant's signature

A handwritten signature in black ink, appearing to read "Scott Johnson", written over a horizontal line.

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.

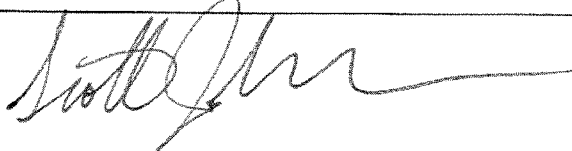
Any information you submit with this application may be made available to various City employees, City officials, members of City boards or commissions, and the public.

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.

Scott Johnson **7/8/26**

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



RECEIVED
JUL 08 2026
BY: _____

RECEIVED
JUL 08 2026
BY: _____



BUILDER:
Addilay
Homes &
Remodeling

PROJECT:
Rear
Elevation
Plans
440 2nd St
Excelsior MN

REVISIONS:

FINISHED
SQ FT:

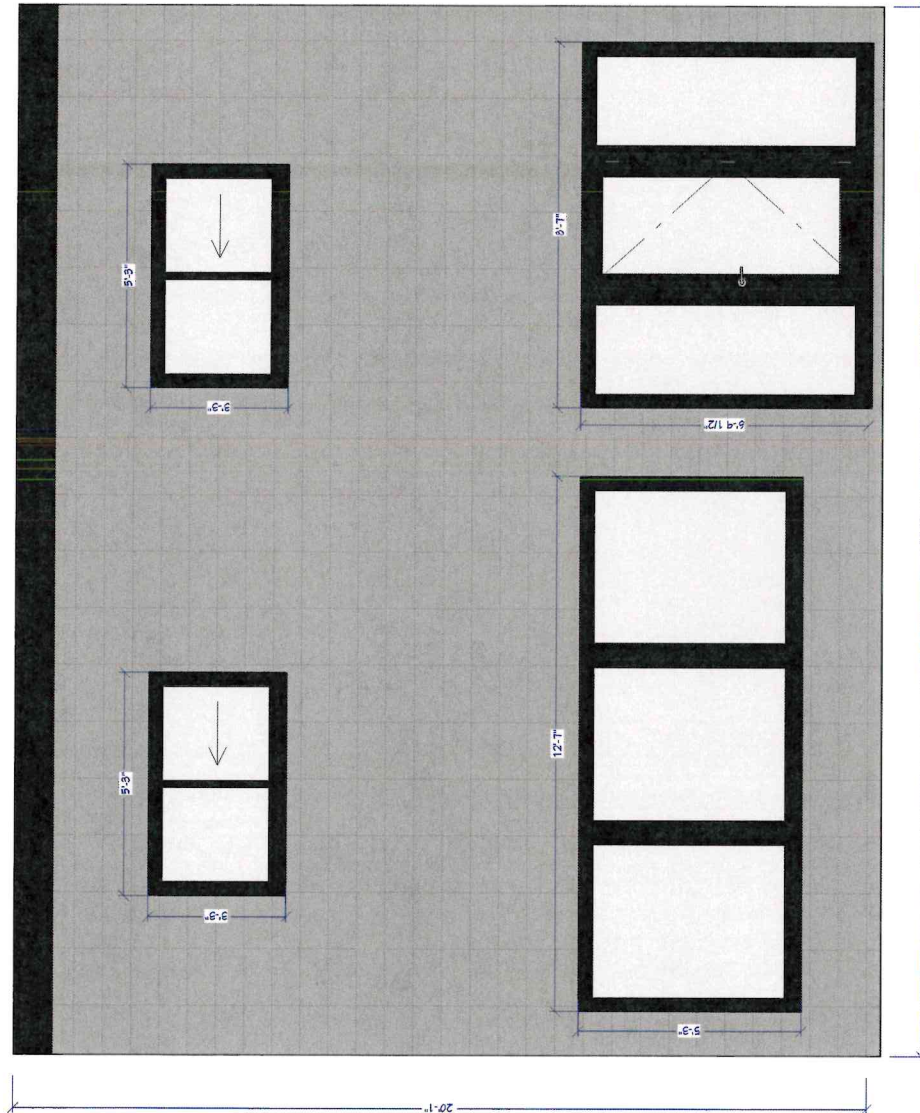
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DATE:

6/23/2026

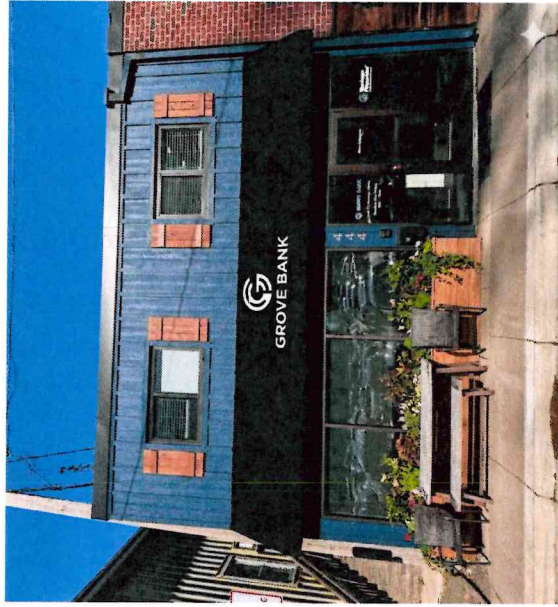
SCALE:

SHEET:
1 of 2



Existing Elevation

Install 1 1/2" furring strips and board and Batten LP siding
Add 1 1/2" ridged foam insulation between the furring strips



Install new awning. Powder coated
aluminum frame with fabric cover.

Install 3 new sconce
lights over the awning

Install new stained cedar shutters

Install new flashing over the
top edge of the new siding



New Siding / Exterior Finish Plan