



## HERITAGE PRESERVATION COMMISSION DESIGN REVIEW MEETING AGENDA

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Wednesday, February 15, 2017  
5:00 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL**

\_\_\_\_\_ Co-Chair Vujovich  
\_\_\_\_\_ Co-Chair Randers  
\_\_\_\_\_ Commissioner Cox  
\_\_\_\_\_ Commissioner Bolton-Iverson  
\_\_\_\_\_ Commissioner Stern

3. **APPROVAL OF AGENDA**

A. Approval of Agenda for February 15, 2017 meeting

4. **APPROVAL OF MINUTES**

A. Approval of the minutes of the January 11, 2017 meeting

5. **BUSINESS**

A. 3602 St. Croix Trail Design Review

B. Deputies Facility Design

C. Historic Plaques

D. Review and Discussion of the "Certificate of Appropriateness" for Project Approval

6. **ADJOURNMENT**

**A quorum of the City Council or Other Commissions may be present to receive information.**

**HERITAGE PRESERVATION COMMISSION  
DESIGN REVIEW  
City of Afton, Minnesota**

**MEETING MINUTES  
January 11, 2017**

- Item 1. CALL TO ORDER:** The meeting was called to order at 5:15 pm.
- Item 2. ROLL CALL:** Present: Commissioners Vujovich, Randers, Cox,  
City Officials: Bill Palmquist, Councilmember  
  
Absent: Commissioners Stern, Bolton-Iverson  
City Administrator Ron Moorse
- Item 3. APPROVAL OF AGENDA:** A motion was made by Cox to amend the agenda to add Item G. 3085 St. Croix Tr. S. - Re-roof and to change the order of Items discussed to accommodate Presenters.
- Seconded by: Randers  
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- A motion was made by Cox to approve the amended January 11, 2017 Agenda.
- Seconded by: Randers  
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Item 4. APPROVAL OF MINUTES:** A motion was made by Randers approve the November 16, 2016 Minutes.
- Seconded by: Vujovich  
Vote taken: Vote: Yes - 3, No - 0, Motion carried
- Item 5. BUSINESS:**
- F. 3602 St. Croix Trail Update:
- Scott Swanson (Owner/Contractor) of the property attendee the meeting. He filled out and signed the application for Certificate of Appropriateness which details a change from demolition of the building to renovation/remodel of the existing structure (see attached).
- He intends to maintain the existing structure making modifications to the interior and exterior.
- He will submit structural engineering information and plans, exterior elevations, miscellaneous details. He will submit material samples for windows, roofing, paint colors, etc. for our review.

Note: Plans and samples must be submitted to the City on or before February 6<sup>th</sup>, 2017 so they can be included in the HPC Meeting Packet for the February 15, 2017 HPC meeting.

Councilmember Palmquist stated this property is in the "St. Croix Valley River Way" and is thus subject to certain rules such as paint color of exterior siding.

Commissioner Cox and Afton's Building Inspector, Duane Stensland, will tour the site with Mr. Swanson and review the existing conditions.

For historic details, Mr. Swanson was given two historic houses to look at for reference; The Squire House @ 3390 St. Croix Tr. S and ASA Tracy house @ 3632 St. Croix Tr. S.

G. 3085 St. Croix Trail S. - Re-Roof:

Owner, Craig Armstrong, presented photos of his house and a sample of the shingles he has selected to re-roof his house.

Sample: Panel ~ IKO Cambridge Collection  
Color ~ "Dual Brown"

A motion was made by Randers to approve the proposed shingle type and color.

Seconded by: Vujovich

Vote taken: Vote: Yes - 3, No - 0, Motion carried

A. Deputies Facility Design:

Commissioner Cox presented drawings for the proposed City of Afton Garage/Deputy Office Facility to be located next to Afton City Hall (east side). The City garage layout was reviewed with Ken Johnson. The Deputy Garage/Office layout was reviewed with Deputy Doug Anschutz and Sergeant Joel Legut.

A motion was made by Randers to approve the set of in-progress drawings for the proposed Afton Garage/Deputy Office Facility.

Seconded by: Vujovich

Vote taken: Vote: Yes - 3, No - 0, Motion carried

B. Michael Koop Letter Regarding his Review of the 13 Local Designation Nomination Forms:

Now that we have final approval of the Locally Designated 12 Properties, the City Council will be asked to give their final approval and sign the back page of the "Local Property Designation Nomination" forms submitted by Tom Zahn.

Booklets will be assembled for each property Owner and eventually historic plaques will be purchased and installed at each location.

Bissell Mound will continue to be listed on the City's Comprehensive Plan document as a Historic Site. Additional archeology studies will be done.

C. Historic Plaques:

Commissioner Randers is in the process of studying pricing options for the 12 approved Locally Designated buildings.

D. Review and Discussion of the "Certificate of Appropriateness" for Project Approval:

A draft copy of our future CoA was used in this meeting. Commissioners may review the documents content and submit additions or changes on/before the next HPC meeting on February 15, 2017. A copy is attached for review.

The final approved version will be included with the Application for Design Review for construction projects in the VHS and for light industrial zone. This form will be distributed by the Zoning Administrator or the City Clerk to applicants building new or remodeling their properties. These two forms should be added to the City of Afton's website.

E. Heritage Preservation Commission State Training Program Manual:

Commissioners will continue to reference this manual as a guide to HPC procedures.

H. Other

1. Two Commissioners Terms expire in mid-February.
2. The HPC requests that our Minutes be posted on the City's website similar to the City Council and Planning Commission Minutes are published.
3. The HPC Commission requests the continued use of the "City of Afton Application for Design Review". We also recommend the \$50 fee be reinstated for larger projects and waived for smaller projects such as re-roofing.

**Item 6. ADJOURNMENT:**

A motion to adjourn was made by Cox.

Seconded by: Randers

Vote taken: Vote: Yes - 3, No - 0, Motion carried

**The next DR/HPC meeting will be: Wednesday ~ February 15, 2017 @ 5:00pm**

Attachment: Application for Certificate of Appropriateness - Completed and signed by Scott Swanson  
Design Review Request - Craig Armstrong  
Copy of Certificate of Appropriateness

CITY OF AFTON  
HERITAGE PRESERVATION COMMISSION

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

<b>PROPERTY ADDRESS:</b>	3602 St. Croix Trail S		
<b>APPLICANT'S NAME:</b>	Scott Swanson		
<b>APPLICANT'S MAILING ADDRESS:</b>	470 Maple St, Grant, MN 55115		
<b>TELEPHONE #:</b>	Home: _____	Work: _____	Cell: 612 865 6012   Email: Swanson2g.com
<b>PROPERTY OWNER'S NAME:</b>	Scott Swanson		
<b>PROPERTY OWNER'S MAILING ADDRESS:</b>	470 Maple St, Grant, MN 55115		

1. Describe in detail each proposed exterior alteration, improvement or repair (use additional paper if needed).

New Windows - Anderson 400 Series  
 New siding - LP Smart Siding or Hardie siding  
 New front kitchen ceiling/roof to match west side  
 New kitchen remodel, new doors, flooring, trim. New master suite deck w/ door leading from bedroom. New patio door off south side, deck off of south side

2. Will the repair or alteration match existing or original materials and design? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If No, explain:  
 Better products w/ maintenance free emphasis

3. If work proposed involves repointing or tuck-pointing, will the new mortar match the original mortar in color, joint profile, and composition? YES \_\_\_\_\_ NO \_\_\_\_\_  
 Note: Obtain and refer to preservation brief #2 when masonry alterations are proposed.

4. Is there any pending action by another City Department or Regulatory Agency? (Housing, Inspection, Zoning, etc.)  
 YES \_\_\_\_\_ NO  If Yes, please specify: \_\_\_\_\_

5. Is this request the result of a disability: YES \_\_\_\_\_ NO   
 If yes, please explain: \_\_\_\_\_

6. What are the approximate start and finish dates of the proposed work?  
 Start Date: 1/16/2017 Completion Date: 4/1/2017

**APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS**

**APPLICANT'S SIGNATURE:** Scott Swanson

NOTE: If proposed work involves repairs to or replacement of exterior components matching the existing (or original) materials and design, Application MAY be approved by staff. All work must be completed with GOOD WORKMANSHIP and meeting construction industry standards. If any changes are proposed for an exterior design feature, the historic preservation commission must review the application.

**Attendance at the commission meeting is strongly recommended.** See attached instructions.  
 The commission meets the third Wednesday of each month at the City Hall, 3033 St. Croix Trail South, Afton, MN @ 5:00pm. The Applicant may call (651) 436-5090 for assistance in completing this application.

CITY OF AFTON  
HERITAGE PRESERVATION COMMISSION

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**IMPORTANT**

The following information will help the Commission understand the work you propose to do. Please include any other information that you feel will assist the approval of your application.

**MATERIALS TO BE SUBMITTED BY APPLICANT**

\_\_\_\_\_ **Photograph** of the entire structure in its present condition as seen from the street. The photograph should be labeled with the address and date the photo was taken.

\_\_\_\_\_ **Current close-up photographs** of each portion of the structure, in its present condition, that is proposed for alteration, removal or replacement. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

\_\_\_\_\_ **Elevation drawings** (scaled or near to scale) of any side of the structure proposed for alteration, improvement or new construction, showing complete architectural details to be added, removed or altered. If proposed work involves any alteration, removal or improvements of one architectural detail (example: a window, door entrance or roof cornice), then scaled drawings of these details may be submitted in place of elevation drawings.

\_\_\_\_\_ **Sketch** identify all existing and proposed materials and finishes.

\_\_\_\_\_ **Material list**, including size and type of material.

\_\_\_\_\_ **Physical samples** of materials, items or devices to be installed, or manufacturer's brochures. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices.

**NOTE: All photos, drawings and physical samples, etc., become the property of the HPC/City of Afton. These may be returned to the applicant upon request after no longer needed by the Commission/City.**

**RETURN THIS FORM AND SUPPORTING MATERIALS TO:  
CITY OF AFTON/HERITAGE PRESERVATION COMMISSION  
3033 ST. CROIX TRAIL S.  
PO BOX 219  
AFTON, MN 55001  
PHONE: 651-436-5090  
FAX: 651-436-1453**

CITY OF AFTON  
HERITAGE PRESERVATION COMMISSION

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**INSTRUCTIONS TO APPLICANTS**

1. An application must be submitted and approved before making any additions, alterations or repairs affecting the exterior appearance of a resource or property within a Historic District or upon a designated Historic Landmark. This includes, but is not limited to: houses, garages, carriage houses, fences, walls, sites, objects, commercial and industrial structures, sheds, land contours, pavings, signs and awnings. **The Heritage Preservation Department, 3033 St. Croix Trail South, must receive applications on or before the listed filing date to ensure review at the next scheduled meeting (third Wednesday of every month).**
2. **Painting:** The proposed painting of masonry stone, brick, foundations, metal or other surfaces that have never been painted before must have approval from the Commission before proceeding. **The painting of wood siding, trim and other previously painted elements do not need approval.**
3. All approved work must be completed with **good workmanship**. Some work may require a separate Building Permit.
4. The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications.
5. The Commission will review any and all of the proposed for alteration, removal or replacement or improvement to the following:
  - Porches
  - Paving, retaining walls, garden structures and landscaping
  - Fences
  - Exterior masonry cleaning
  - Windows and doors
  - Business signs
  - Garage and carriage house doors
  - Artificial siding and trim
  - Skylights and solar systems
  - Infill development (new construction)
  - Gutters and downspouts
  - Placement of satellite dishes
6. Applicants should follow the above standards and guidelines when applicable. Copies are available from the Heritage Preservation Department at 3033 St. Croix Trail South.
7. Historic photographs of properties may be available from: Afton Historical Museum 651-436-3500

# **Design Review/Heritage Preservation Commission Memo**

## **Meeting: January 11, 2017**

To: Design Review/Heritage Preservation Commission Members  
From: Ron Moorese, City Administrator  
Date: January 11, 2017  
Re: Design Review - Craig Armstrong Re-Roof at 3085 St. Croix Trail

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Craig Armstrong has applied for a building permit for a re-roof at 3085 St. Croix Trail. Craig, or his contractor – Antonsen Construction, was advised to attend the Heritage Preservation Commission meeting with a sample of the shingles he is planning to use and photos of the house.

### **Commission Recommendation Requested**

Motion reflecting the Commission's recommendation regarding the shingles proposed to be used for a re-roof project at 3085 St. Croix Trail.

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HERITAGE PRESERVATION COMMISSION

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<b>PROPERTY OWNER'S NAME:</b>				
<b>PROPERTY OWNER'S MAILING ADDRESS:</b>				

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Will the repair or alteration match existing or original materials and design? YES \_\_\_\_ No \_\_\_\_  
If No, explain:

\_\_\_\_\_

\_\_\_\_\_

3. If work proposed involves repointing or tuck-pointing, will the new mortar match the original mortar in color, joint profile, and composition? YES \_\_\_\_ NO \_\_\_\_  
Note: Obtain and refer to preservation brief #2 when masonry alterations are proposed.

4. Is there any pending action by another City Department or Regulatory Agency? (Housing, Inspection, Zoning, etc.)  
YES \_\_\_\_----NO \_\_\_\_ If Yes, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is this request the result of a disability: YES \_\_\_\_ NO \_\_\_\_  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What are the approximate start and finish dates of the proposed work?

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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